

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
November 18, 2013
ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW
6:00 PM

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes –October 21, 2013
 - b. Embedded Systems, Inc. Contract Renewal for Maintenance of Tornado Sirens
 - c. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. Presentation of Rebate from Connexus Energy
7. Ordinances & Resolution
 - a. Ordinance 186 , Second Series –Amending Section 8-7-3 Entitled: Disposal of Excess Property (1st Reading)
 - b. Ordinance 187, Second Series - Amending Section 2-9-1 Regarding the Fee Schedule 2014(1st Reading)
 - c. Ordinance 188 , Second Series – Rental Housing (1st Reading)
 - d. Resolution 2013-38: Anoka County Multi-Jurisdictional Hazard Mitigation Plan
 - e. Resolution 2013-39: Committing fund Balances for Specific Purposes
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney:
 - c. Staff:
 - Building Official:
 - Fire Dept.:
 - Public Works: Recycling Coordinator Position
 - Liquor Store:
 - Police: Department Report
 - City Administrator Report: 2014 Budget Update
9. Reports from Council Members
10. Report from Mayor:
11. Old Business
12. New Business
13. Adjournment

Calendar of Event

- Nov 20: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
Nov 28 & 29: City Offices closed for the Thanksgiving Day Holiday
Dec 2: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Dec 15: Council Retreat 1:00 pm to 5:00 pm @ Anoka Ramsey Community College
Dec 16: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council
FROM: Matthew L. Hulen,
City Administrator 
RE: Agenda Memorandum – November 18, 2013 Meeting

Agenda Items:

4. Consent Agenda:

b. *Embedded Systems, Inc. Contract Renewal:* Attached is the Contract Renewal for Embedded Systems, Inc. who complete our monthly siren maintenance of our tornado sirens.

6. Petitions, Requests, Applications:

a. *Connexus Energy Rebate Check:* A representative from Connexus Energy will be present to present a rebate check to the City.

7. Ordinances & Resolutions

a. *Ordinance 186, Second Series:* Attached is Ordinance 186 amending City Code regarding the disposal of excess property. This is a minor revision to our current policy. The strikethrough language is included to highlight the changes. As an ordinance, this will require a roll call vote.

b. *Ordinance 187, Second Series:* Attached is Ordinance 187 amending the 2014 fee schedule. The proposed changes are highlighted in red and an agenda report from Finance Director Darcy Mulvihill outlines the changes in the water and sewer fees. This will require a roll call vote.

c. *Ordinance 188, Second Series:* Attached is a memorandum from Planner Nate Sparks regarding the Rental Housing Ordinance. This Ordinance was a goal set by Council early this year. Staff and the Planning Commission have worked on this recommended Ordinance. This will require a roll call vote.

d. *Resolution 2013-38:* Attached is Resolution 2013-38 which adopts the Anoka County Multi-Jurisdictional Hazard Mitigation Plan. This is needed to maintain eligibility for state disaster assistance. A motion is in order to approve this Resolution.

e. *Resolution 2013-39:* Attached is Resolution 2013-39 which commits the gambling proceeds received from our local charitable gaming operations to pay for future costs related to refurbishing the current fire hall. A motion would be in order to approve this Resolution.

8. Reports:

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Finance Director:

Building Official:

Fire:

Public Works: Recycling Coordinator: Attached is an Agenda Report from Public Works Director Paul Teicher regarding the creation of a part-time Recycling Coordinator position.

Liquor Store:

Police: Department Report: Chief Harapat & Sergeant Rehling will give a department report.

City Administrator: 2014 Budget Update: Attached is the General Fund statement of revenues, expenditures, and changes in fund balance. Please note the 2013 Estimate for the current budget. The far right column shows the current recommendation to the City Council as you have previously determined no tax levy increase for 2014. This is a balanced budget that we can visit about during the next two meeting if so desired. At the December 16, 2013 Council meeting the final 2014 Budget will need to be approved. Please let staff know if there are changes/new direction.

11. Old Business:

12. New Business:

CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

CITY COUNCIL MINUTES

November 4, 2013

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Mike Haggard, Tim Brown and Chris McClish. Council member Amy Lazere excused. Also present were Police Chief Jeff Harapat, Public Works Director Paul Teicher, Building Official Andy Schreder, Finance Director Darcy Mulvihill, City Administrator Matt Hylen and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY HAGGARD SECOND McCLISH TO ADOPT THE NOVEMBER 4, 2013 CITY COUNCIL AGENDA. Tveit reported Council Member Lazere was not able to attend tonight's meeting. I know Councilmember Lazere was the one that inquired about a rental-housing ordinance and with not having a full council; I would like to pull all the first readings of the three ordinances from the agenda. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY McCLISH SECOND BROWN TO APPROVE THE NOVEMBER 4, 2013, CITY COUNCIL CONSENT AGENDA AS A -G AS FOLLOWS:
 - a. Approve the City Council Minutes of October 21, 2013.
 - b. Accept the Resignation of Fire Fighter Kim Swenson.
 - c. Accept the Resignation of Fire Fighter Chris Vnuk.
 - d. Pay Estimate No. 2 to LaTour Construction, Inc. of Maple Lake for \$110,765.11 for the Rum River Bluffs Development Completion
 - e. Approve the Smith Lake Wildlife Estates and Smith Lake Wildlife Estates 2nd Addition-Addendum to Development Agreement
 - f. Approve the Gambling Premises application for Excluded Bingo Activity for the St. Francis Lions Club @ St. Francis Am Legion on November 23, 2013.
 - g. Payment of Claims \$243,107.05 (Check #66390 – 66452)Motion carried 4-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **24407 Iodine Street NW – Home Extended Business IUP: Jesse Plocher (Resolution 2013-35):** This item was tabled at the last city council meeting for more review. The modifications added to the original list of conditions since the last meeting was:
 1. Increase total securities to \$6200 to ensure the construction of the fence, planting of four trees, and removal of two illegal driveways.
 2. Require the building construction, fence construction, tree plantings, and driveway removals to be completed by May 1, 2014.
 3. Clarify that no on-street parking is permitted for this business.

Jesse Plocher has made an application for a Home Extended Business Interim Use Permit to operate a concrete business at his residential property located at 24407 Iodine Street NW. This application was made in response to a code enforcement complaint against the property. The site is zoned Marginal Land-Planned Unit Development (ML-PUD) and is located in the Seelye Brook Acres Addition west of Seelye Brook Drive. The Planning Commission recommended approval of this request with ten conditions. Resolution 2013-35 is attached for council consideration approving an interim use permit for the home-extended business. MOTION BY HAGGARD SECOND McCLISH TO ADOPT RESOLUTION 2013-35 A RESOLUTION APPROVING AN INTERIM USE PERMIT FOR A HOME EXTENDED BUSINESS FOR JESSE PLOCHER AT 24407 IODINE STREET NW. Motion carried 4-0.

b. Delinquent Utilities, Miscellaneous Invoices, and Administrative Fines: Public Hearing (Res. 2013-36): Mayor Tveit opened the Public Hearing at 6:06 pm for anyone wishing to be heard on the proposed special assessment/lien on properties regarding unpaid utility, unpaid bills on maintenance of private property, and our new civil notice fees. Mayor Tveit asked three times if there was anyone at the meeting that wanted to address the City Council on the proposed assessments. With no one being heard, Mayor Tveit closed the Public Hearing at 6:07 pm. MOTION BY BROWN SECOND McCLISH TO ADOPT RESOLUTION 2013-36 A RESOLUTION AUTHORIZING AND DIRECTING CERTIFICATION OF MUNICIPAL UTILITY SERVICES, MAINTENANCE OF PRIVATE PROPERTY, ADMINISTRATIVE CIVIL NOTICES FEES AND REPAIR OF LIENS AS LIEN UPON PREMISES. Haggard asked what the difference of the miscellaneous invoices and fines were. Tveit explained all the different types of fines and fees. Motion carried 3-1. Haggard voting nay.

c. Charter Commission Amendments: The Charter Commission met and approved the following items:

1. To amend the charter to adopt the write-in language as proposed and to present the proposed changes to the City Council for approval.
2. To amend the charter to increase the term of the Mayor to four (4) years as proposed, to present the proposed changes to the City Council for approval and, if council does not approve, to submit as a question at the next general election.
3. To amend the charter to adopt the primary language as proposed, to present the proposed changes to the City Council for approval and, if council does not approve, to submit as a question at the next general election.

The Charter Commission requests that each item be considered separately by the Council. The next steps in considering the Charter Commission's proposed changes are as follows:
Step 1. Within one month of receiving the recommendations from the Charter Commission, the City must publish notice of public hearing of the proposal (which must contain the text of the proposed amendment). Minn. Stat. Sec. 410.12, subd. 7.
Step 2. The City must hold a public hearing on the proposed charter amendment at least two (2) weeks but not more than one (1) month after the notice is published.

Step 3. The City Council must vote on it within one (1) month of the public hearing. The vote must be unanimous.

Step 4. The changes are published like all other ordinances.

Step 5. Within 60 days after passage and publication, citizens may petition to submit the matter to referendum.

Step 6. The Charter Commission may submit any of these issues to the voters if they are not unanimously adopted by the City Council. This must be submitted at least 17 weeks before the general election. Minn. Stat. Sec. 410.12.

MOTION BY TVEIT SECOND McCLISH TO SET A PUBLIC HEARING ON DECEMBER 2, 2013 FOR THE PROPOSED CHARTER AMENDMENTS. Motion carried 4-0.

7. **Ordinances & Resolution:**

a. Ordinance 186, Second Series –Amending Section 8-7-3 Entitled: Disposal of Excess Property (1st Reading) TABLED.

b. Ordinance 187, Second Series - Amending Section 2-9-1 Regarding the Fee Schedule 2014(1st Reading) TABLED

c. Ordinance 188, Second Series – Rental Housing (1st Reading) TABLED

d. Resolution 2013-37: **Certifying Assessment for Rum River Bluffs – Phase**

Two: MOTION BY McCLISH SECOND HAGGARD TO ADOPT RESOLUTION 2013-37 A RESOLUTION AUTHORIZING AND DIRECTING CERTIFICATION OF PUBLIC IMPROVEMENTS FOR RUM RIVER BLUFFS II. Motion carried 4-0.

8. **Reports of Consultants & Staff Members:**

a. **Engineer:** Voge reported on a Star Tribune Article on Asphalt Roads that was in Sunday's paper. There is a study on why cities are having problems with crumbling street pavement that relied on the state formula for mixing blacktop. Voge stated we would continue to monitor this problem. Tveit asked this article be sent out to the council members.

b. **Attorney:**

c. **Staff:**

Building Official:

Fire Dept.:

Public Works:

Liquor Store:

Police Dept.:

City Administrator: Planning Commission Appointments: We currently have excellent planning commission members but some are on extended terms because we have had no applicants. At this time, we have three members that are serving past their term and one member that just submitted her resignation to be effective December 31, 2013. We currently have two applications. Hylen asked the council members to help recruit more applicants. We have placed an ad in the paper and website. If we receive, more applicants how would you like to handle planning commission appointments. Tveit asked the council. Haggard said I think staff could handle it. Brown suggested to at least have the mayor meet with them. McClish stated maybe we could have an interview board comprised of a couple council members along with the city administrator. Tveit

agreed with someone from the city council should be on the interview board. McClish stated if only two applicants have them come to the council meeting. If more applications are received then go with the interview board. Tveit said if there are three applicants or less, let's start the meeting a little earlier and interview them at that time. If more than, three applicants let us go with two council members and a staff member as the interview board. All council members agreed.

Community Park Signage Update: City Attorney drafted a memorandum with language for a policy regarding signage in Community Park. The policy read as; *A nonprofit community service organization with its principal offices physically located within the City of St. Francis may utilize available space on existing signs owned by the City welcoming individuals to St. Francis placed at the City limits. Such available space may be used only to note the organization's existence within the City by means of the organization's logo. Such signs are subject to size restrictions as may be determined by the City from time to time. This policy may be withdrawn at any time, including but not limited to a City determination that such signage becomes distracting to motorists or diminishes the primary focus on identifying that individuals are entering the City.*

MOTION BY HAGGARD SECOND McCLISH TO ADOPT THE COMMUNITY PARK SIGN POLICY. Motion carried 4-0.

9. **Reports from Council Members:** McClish reminded everyone of the Public Open House on the Roundabouts at the St. Francis High School this Wednesday, November 6. The open house is from 6 pm to 8 pm with a short presentation at 6:30 pm. Also, remember to get out and vote tomorrow on the school elections.

10. **Report from Mayor:** In regards to the roundabout open house, this is the public's chance to make comments on the design.

Hylen and myself attended the St. Francis Relief Association meeting last night.

Just a reminder the council retreat dates are November 17, 2013 and December 15, 2013.

11. **Old Business:** None.

12. **New Business:** None.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:25 pm.

Barbara I. Held, City Clerk

Embedded Systems, Inc.

Tel. (763) 757-3696
www.embedsys.com

11931 Hwy 65 NE, Minneapolis, MN 55434

Fax: (763) 767-2817
jburgett@embedsys.com

Contract Renewal

October 15, 2013

City of St. Francis
Accounts Payable
23671 St. Francis
St. Francis, MN 55070

We are at the end of another tornado season. Embedded Systems, Inc. has provided our best service toward maintaining the tornado sirens for your city for the past several years. We would be very pleased to continue to provide Tornado Siren Maintenance for your city.

The Monthly Siren Maintenance Fee for 2014 will be **\$41.84 + tax** per siren, per month.
Starting July 1, 2013 Maintenance Contracts are taxable.

The decoder batteries for your city are scheduled to be replaced in 2015 for preventive maintenance. Battery replacement will occur once every 2 years for Hennepin and Ramsey County and once every three years for Anoka County for all units maintained by Embedded Systems under the original maintenance agreement, including those batteries which may have been replaced since the last scheduled replacement because of failure.

We are asking that you please sign and return this contract renewal to us before **November 15th, 2013** to enable us to continue to provide our best service through the end of 2014. Feel free to fax the signed contract renewal to (763) 767-2817 or email it to jburgett@embedsys.com.

Thank you for your business and we look forward to servicing your needs through the next year. If you have any questions feel free to contact me directly.

Thank you,

Julie Burgett
Embedded Systems, Inc.

Contract terms accepted:

Signature

Date

Phone

Email

For continuation of services through the end of the year 2014

Tornado Sirens

Master List

Siren #	Location
21	St. Francis
1	Ambassador & Roanoke
2	23248 Woodbine Street



PAYMENT BATCH AP 11-18-13

ACE SOLID WASTE, INC.

11/01/2013	10887798	E 101-42110-384	Refuse/Garbage Disposal	SOLID WASTE	60.44
11/01/2013	10887798	E 101-42210-384	Refuse/Garbage Disposal	SOLID WASTE	40.92
11/01/2013	10887798	E 101-43100-384	Refuse/Garbage Disposal	SOLID WASTE	15.11
11/01/2013	10887798	E 101-43100-384	Refuse/Garbage Disposal	SOLID WASTE	41.01
11/01/2013	10887798	E 101-43210-384	Refuse/Garbage Disposal	SOLID WASTE	35.54
11/01/2013	10887798	E 101-45200-384	Refuse/Garbage Disposal	SOLID WASTE	15.11
11/01/2013	10887798	E 101-45200-384	Refuse/Garbage Disposal	SOLID WASTE	41.00
11/01/2013	10887798	E 601-49440-384	Refuse/Garbage Disposal	SOLID WASTE	15.11
11/01/2013	10887798	E 601-49440-384	Refuse/Garbage Disposal	SOLID WASTE	61.28
11/01/2013	10887798	E 602-49490-384	Refuse/Garbage Disposal	SOLID WASTE	15.11
11/01/2013	10887798	E 602-49490-384	Refuse/Garbage Disposal	SOLID WASTE	61.27
11/01/2013	10887798	E 609-49750-384	Refuse/Garbage Disposal	SOLID WASTE	131.31
11/01/2013	10889841	E 101-43210-439	Recycling Days	RECYCLE DAY	634.25
					\$1,167.46

ANOKA COUNTY

11/01/2013	110113	E 101-41400-208	Training and Instruction	LOCAL OFFICIALS MEETING 10/	10.00
					\$10.00

ANOKA COUNTY PROPERTY RECORDS

11/05/2013	110513	E 101-41910-318	Economic Development	TAXES ON MEADOWS	1,118.34
					\$1,118.34

ANOKA COUNTY TREASURY DEPT.

11/12/2013	232187	E 101-42110-321	Telephone	BROADBAND	50.00
11/12/2013	232187	E 101-42210-321	Telephone	BROADBAND	50.00
11/12/2013	232187	E 101-43100-321	Telephone	BROADBAND	50.00
11/12/2013	232187	E 101-45200-321	Telephone	BROADBAND	50.00
11/12/2013	232187	E 601-49440-321	Telephone	BROADBAND	50.00
11/12/2013	232187	E 602-49490-321	Telephone	BROADBAND	50.00
					\$300.00

ASPEN MILLS

10/26/2013	141509	E 101-42210-437	Uniform Allowance	UNIFORMS JOHNSON	8.92
10/26/2013	141510	E 101-42110-437	Uniform Allowance	UNIFORM-SCHWIEGER	163.21
10/31/2013	141888	E 101-42110-437	Uniform Allowance	LARSON	586.77
					\$758.90

BARGEN INC.

10/29/2013	213139	E 101-43100-406	Asphalt Repair & Maint	CRACK REPAIR PROJECT	500.00
					\$500.00

BERGLUND, AMY

		E 101-41400-331	Travel Expenses	REIMB MILEAGE	53.91
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\$53.91

BOLTON & MENK, INC.

10/18/2013	161181	E 602-49490-303	Engineering Fees	WASTERWATER FACILITY PLAN	8,296.50
10/23/2013	161054	E 101-41910-303	Engineering Fees	2013 GEN ENGINEERING	4,609.50
10/23/2013	161054	E 101-43100-303	Engineering Fees	2013 GEN ENGINEERING	457.72
10/23/2013	161054	E 101-45200-303	Engineering Fees	2013 GEN ENGINEERING	231.88
10/23/2013	161054	E 601-49440-303	Engineering Fees	2013 GEN ENGINEERING	327.70
10/23/2013	161054	E 602-49490-303	Engineering Fees	2013 GEN ENGINEERING	457.70
10/23/2013	161055	E 420-43000-303	Engineering Fees	RUM ARIVER BLUFFS DEVELOP	19,914.00
10/23/2013	161057	E 101-43100-303	Engineering Fees	2015 BRIDGE ST IMPROVEMENT	890.50
10/23/2013	161057	E 601-49440-303	Engineering Fees	2015 BRIDGE ST IMPROVEMENT	890.50
10/23/2013	161057	E 602-49490-303	Engineering Fees	2015 BRIDGE ST IMPROVEMENT	890.50
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					\$36,966.50

BRAUN INTERTECCORPORATION

11/06/2013	377282	E 420-43000-314	Construction	RUM RIVER BLUFFS	2,435.25
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					\$2,435.25

BROCK WHITE CO. LLC

10/29/2013	12363842	E 410-45203-232	Site Prep for Events	SANDBLASTING	27.58
					<hr/>
					\$27.58

CLASSIC CONSTRUCTION

11/11/2013	14999	E 101-45200-229	Project Repair & Maintenance	DEBRIS FROM DC2 PARK	1,755.00
					<hr/>
					\$1,755.00

COCA COLA REFRESHMENTS

10/29/2013	138091422	E 609-49751-254	Miscellaneous Merchandise	MISC	299.96
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					\$299.96

COUNTY MARKET - CITY ACCOUNT

11/01/2013	224.1013	E 101-42210-212	Motor Fuels	FUEL	260.36
					<hr/>
					\$260.36

COURIER, THE

11/01/2013	53058	E 101-41110-344	Newsletter	FALL 2013 NEWSLETTER	286.58
11/01/2013	53058	E 101-43210-439	Recycling Days	FALL 2013 NEWSLETTER	286.57
11/06/2013	53237	E 101-41110-343	Other Advertising	ADS	35.00
11/06/2013	53237	E 101-43210-439	Recycling Days	ADS	89.00
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					\$697.15

CRABTREE COMPANIES, INC.

10/18/2013	119957	E 101-42110-311	Contract	ANNUAL RENEWAL	340.00
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					\$340.00

CRYSTAL SPRINGS ICE

11/05/2013	31408	E 609-49751-254	Miscellaneous Merchandise	MISC	167.44
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					\$167.44

DAHLHEIMER DIST. CO. INC.

10/30/2013	1083334	E 609-49751-252	Beer For Resale	BEER	14,399.35
11/06/2013	1083375	E 609-49751-252	Beer For Resale	BEER	7,829.27
11/06/2013	1083375	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00
11/06/2013	1083375	E 609-49751-255	N/A Products	N/A	15.50

\$22,286.12

DE LAGE LANDEN

11/09/2013	20047955	E 101-42110-200	Office Supplies	POLICE COPIER	253.89
11/09/2013	20051073	E 101-41400-240	Office Equip	CITY HALL COPIER	261.92
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					\$515.81

DEX MEDIA EAST LLC

11/05/2013	110097517.1113	E 609-49750-340	Advertising	ADVERTISING	71.50
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					\$71.50

FREEDOM SERVICES, INC.-FD

11/07/2013	17775	G 101-21706	Flex Account	DECEMBER 2013	377.12
11/07/2013	17775	G 101-21708	Health Premium	DECEMBER 2013	1,445.68
					<hr/>
					\$1,822.80

FREEDOM SERVICES, INC-MA

11/07/2013	17776	E 101-41540-301	Auditing and Acct g Services	DECEMBER 2013	80.00
					<hr/>
					\$80.00

G&K SERVICES, INC

11/05/2013	1043566003	E 101-41940-219	Rug Maintenance	CITY HALL RUGS	18.13
11/05/2013	1043566004	E 609-49750-219	Rug Maintenance	MATS	11.23
					<hr/>
					\$29.36

GOPHER STATE ONE-CALL

10/31/2013	82125	E 601-49440-442	Gopher State	EMAIL	34.80
10/31/2013	82125	E 602-49490-442	Gopher State	EMAIL	34.80
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					\$69.60

GRAINGER, INC.

10/28/2013	9280165607	E 101-45200-229	Project Repair & Maintenance	PARTS	109.65
10/29/2013	9281007832	E 602-49490-229	Project Repair & Maintenance	PARTS	92.17
11/01/2013	9284750057	E 601-49440-259	Water Meters	PARTS	106.65
11/01/2013	9284750065	E 601-49440-259	Water Meters	PARTS	159.61
11/01/2013	9284981371	E 601-49440-259	Water Meters	PARTS	174.14
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					\$642.22

GRANITE CITY JOBBING CO.

10/29/2013	786682	E 609-49750-210	Operating Supplies	OPERATING	61.82
10/29/2013	786682	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
10/29/2013	786682	E 609-49751-254	Miscellaneous Merchandise	MISC	29.50
10/29/2013	786682	E 609-49751-256	Tobacco Products For Resale	TOBACCO	512.97
10/29/2013	786682	G 101-20810	Sales Tax Payable	TAX	(0.44)
11/05/2013	787716	E 609-49750-210	Operating Supplies	OPERATING	82.95
11/05/2013	787716	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
11/05/2013	787716	E 609-49751-254	Miscellaneous Merchandise	MISC	13.64
11/05/2013	787716	E 609-49751-256	Tobacco Products For Resale	TOBACCO	779.63
					<hr/>
					\$1,488.57

HAWKINS, INC.

11/04/2013	3532033	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	3,095.00
11/04/2013	3532034	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	1,399.91
					<hr/>
					\$4,494.91

HYLEN, MATT

E 101-41400-331	Travel Expenses	MILEAGE & CC REIMB	53.11
E 101-41400-433	Dues and Subscriptions	MILEAGE & CC REIMB	905.45
			<hr/>
			\$958.56

INTOXIMETERS, INC.

10/24/2013	405235	E 101-42110-237	Small Equipment	MOUTHPIECE	42.75
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					\$42.75

ISANTI COUNTY EQUIPMENT, INC.

10/04/2013	16940	E 101-45200-441	Miscellaneous	PARK	49.57
10/04/2013	16941	E 101-45200-441	Miscellaneous	PARK	32.28
					<hr/>
					\$81.85

JJ TAYLOR DISTRIBUTING

11/06/2013	2063763	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
11/06/2013	2063763	E 609-49751-252	Beer For Resale	BEER	783.70
					<hr/>
					\$786.70

JOHNSON BROS WHLSE LIQUOR

10/25/2013	597002	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(2.94)
10/25/2013	597002	E 609-49751-251	Liquor For Resale	LIQUOR	(213.00)
10/30/2013	1704756	E 609-49751-206	Freight and Fuel Charges	FREIGHT	60.27
10/30/2013	1704756	E 609-49751-251	Liquor For Resale	LIQUOR	3,806.90
10/30/2013	1704757	E 609-49751-206	Freight and Fuel Charges	FREIGHT	38.22
10/30/2013	1704757	E 609-49751-253	Wine For Resale	WINE	1,139.65
10/30/2013	1704758	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.94
10/30/2013	1704758	E 609-49751-254	Miscellaneous Merchandise	MISC	64.50
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					\$4,896.54

LEAGUE OF MN CITIES

11/07/2013	192880	E 101-41400-208	Training and Instruction	REGIONAL MEETINGS	40.00
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					\$40.00

LMC INSURANCE TRUST

11/05/2013	45221	E 101-41110-360	Insurance	1ST INSTALLMENT PROPERTY	35.41
11/05/2013	45221	E 101-41120-360	Insurance	1ST INSTALLMENT PROPERTY	1.57
11/05/2013	45221	E 101-41400-360	Insurance	1ST INSTALLMENT PROPERTY	456.05
11/05/2013	45221	E 101-41410-360	Insurance	1ST INSTALLMENT PROPERTY	10.44
11/05/2013	45221	E 101-41500-360	Insurance	1ST INSTALLMENT PROPERTY	130.16
11/05/2013	45221	E 101-41600-360	Insurance	1ST INSTALLMENT PROPERTY	124.87
11/05/2013	45221	E 101-41910-360	Insurance	1ST INSTALLMENT PROPERTY	88.17
11/05/2013	45221	E 101-41940-360	Insurance	1ST INSTALLMENT PROPERTY	560.42
11/05/2013	45221	E 101-42110-360	Insurance	1ST INSTALLMENT PROPERTY	3,272.39
11/05/2013	45221	E 101-42210-360	Insurance	1ST INSTALLMENT PROPERTY	1,559.94
11/05/2013	45221	E 101-42400-360	Insurance	1ST INSTALLMENT PROPERTY	123.67
11/05/2013	45221	E 101-43100-360	Insurance	1ST INSTALLMENT PROPERTY	2,647.26
11/05/2013	45221	E 101-43210-360	Insurance	1ST INSTALLMENT PROPERTY	41.03
11/05/2013	45221	E 101-45000-360	Insurance	1ST INSTALLMENT PROPERTY	3.50
11/05/2013	45221	E 101-45200-360	Insurance	1ST INSTALLMENT PROPERTY	3,618.68
11/05/2013	45221	E 101-49200-360	Insurance	1ST INSTALLMENT PROPERTY	6.34
11/05/2013	45221	E 601-49440-360	Insurance	1ST INSTALLMENT PROPERTY	3,297.52
11/05/2013	45221	E 602-49490-360	Insurance	1ST INSTALLMENT PROPERTY	1,669.87
11/05/2013	45221	E 609-49750-360	Insurance	1ST INSTALLMENT PROPERTY	2,427.46

11/05/2013	45222	E 609-49750-360	Insurance	LIQUOR LIABILITY	3,027.00
					\$23,101.75

LTT SERVICES, INC

10/31/2013	163-13	E 101-43100-441	Miscellaneous	3518 BRIDGE ST	371.79
					\$371.79

MAINSTREET DESIGNS, INC.

10/28/2013	20925	E 101-45200-441	Miscellaneous	CUSTOM 30X60	844.31
					\$844.31

MCDONALD DIST CO.

10/31/2013	342457	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
10/31/2013	342457	E 609-49751-252	Beer For Resale	BEER	9,265.20
					\$9,268.20

MEDTOX LABORATORIES, INC.

10/31/2013	10201395907	E 101-43100-441	Miscellaneous	QUARTERLY MAINT	6.25
10/31/2013	10201395907	E 101-45200-441	Miscellaneous	QUARTERLY MAINT	6.25
10/31/2013	10201395907	E 601-49440-441	Miscellaneous	QUARTERLY MAINT	6.25
10/31/2013	10201395907	E 602-49490-441	Miscellaneous	QUARTERLY MAINT	6.25
					\$25.00

METRO SALES, INC.

11/04/2013	1761A	E 101-41400-240	Office Equip	STAPLES REFILL	93.92
					\$93.92

MN DEPT OF LABOR & INDUSTRY

11/01/2013	795811	E 601-49440-233	Water Treatment Plant Maint	PRESSURE VESSEL	10.00
					\$10.00

NELSON ELECTRIC MOTOR REPAIR

10/24/2013	6494	E 602-49490-229	Project Repair & Maintenance	TURTLE RUN LIFT	1,508.06
					\$1,508.06

NORTHERN AIR CORPORATION

10/25/2013	95914	E 101-42210-401	Repairs/Maint Buildings	REPAIRS	1,704.21
10/25/2013	95915	E 101-42210-401	Repairs/Maint Buildings	REPAIRS	1,066.98
10/25/2013	95917	E 101-42210-401	Repairs/Maint Buildings	REPAIRS	604.68
10/25/2013	95947	E 101-42210-401	Repairs/Maint Buildings	REPAIRS	202.81
					\$3,578.68

NORTHWEST ASSOC. CONSULTANTS

11/05/2013	21055	E 101-41910-311	Contract	CITY PROJECTS	4,565.48
11/05/2013	21056	E 101-41910-311	Contract	MEETINGS	200.00
11/05/2013	21057	G 803-22105	O Reilly Escrow	OREILLY & PLOCHER	1,774.88
11/05/2013	21057	G 803-22109	ESC-Plocher (Home Business)	OREILLY & PLOCHER	799.67
					\$7,340.03

OLSON POWER AND EQUIPMENT, INC

09/09/2013	99543	E 101-43100-218	Equipment Repair & Maintenance	PARTS	85.45
09/09/2013	99543	E 101-45200-218	Equipment Repair & Maintenance	PARTS	85.44
					\$170.89

OPUS 21

11/04/2013	131057	E 601-49440-382	Utility Billing	OCTOBER 2013	1,460.03
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11/04/2013	131057	E 602-49490-382	Utility Billing	OCTOBER 2013	1,460.04
					\$2,920.07

PACE ANALYTICAL SERVICES

10/28/2013	131234183	E 602-49490-313	Sample Testing	TESTING	142.50
10/28/2013	131234185	E 602-49490-313	Sample Testing	TESTING	90.00
11/05/2013	131234488	E 602-49490-313	Sample Testing	TESTING	45.00
					\$277.50

PAUSTIS & SONS

10/28/2013	8422097	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.00
10/28/2013	8422097	E 609-49751-253	Wine For Resale	WINE	352.00
					\$359.00

PHILLIPS WINE & SPIRITS CO.

10/30/2013	2508840	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.82
10/30/2013	2508840	E 609-49751-251	Liquor For Resale	LIQUOR	553.25
10/30/2013	2508841	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.82
10/30/2013	2508841	E 609-49751-253	Wine For Resale	WINE	227.50
					\$798.39

PRINTING UNLIMITED

10/22/2013	6878	E 101-42110-200	Office Supplies	BUSINESS CARDS GENNARO	41.68
11/08/2013	6899	E 101-42400-200	Office Supplies	SEPTIC FORMS	26.29
					\$67.97

ROSEVILLE, CITY OF

11/01/2013	217945	E 101-41110-310	Computer Consulting Fees	IT SERVICES NOV 2013	238.79
11/01/2013	217945	E 101-41400-310	Computer Consulting Fees	IT SERVICES NOV 2013	795.97
11/01/2013	217945	E 101-42110-310	Computer Consulting Fees	IT SERVICES NOV 2013	1,074.56
11/01/2013	217945	E 101-42210-310	Computer Consulting Fees	IT SERVICES NOV 2013	198.99
11/01/2013	217945	E 101-43100-310	Computer Consulting Fees	IT SERVICES NOV 2013	198.99
11/01/2013	217945	E 101-45200-310	Computer Consulting Fees	IT SERVICES NOV 2013	198.99
11/01/2013	217945	E 601-49440-310	Computer Consulting Fees	IT SERVICES NOV 2013	198.99
11/01/2013	217945	E 602-49490-310	Computer Consulting Fees	IT SERVICES NOV 2013	198.99
11/01/2013	217945	E 609-49750-310	Computer Consulting Fees	IT SERVICES NOV 2013	238.81
					\$3,343.08

ROYAL SUPPLY

11/13/2013	13816	E 101-41940-210	Operating Supplies	SUPPLIES	63.05
11/13/2013	13816	E 101-42110-217	Other Operating Supplies	SUPPLIES	126.11
11/13/2013	13816	E 101-43100-217	Other Operating Supplies	SUPPLIES	63.05
11/13/2013	13816	E 101-45200-217	Other Operating Supplies	SUPPLIES	63.05
11/13/2013	13816	E 601-49440-217	Other Operating Supplies	SUPPLIES	63.05
11/13/2013	13816	E 602-49490-217	Other Operating Supplies	SUPPLIES	63.08
					\$441.39

SCHROEDER, AARON

11/07/2013	110713	E 101-43100-212	Motor Fuels	FUEL	99.60
					\$99.60

SHI INTERNATIONAL CORP

10/22/2013	1436121	E 101-41500-570	C-O-L Office Equip & Misc.	UPGRADE LICENSE	241.15
					\$241.15

SOUTHERN WINE & SPIRITS OF MN

10/31/2013	1093647	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.25
10/31/2013	1093647	E 609-49751-251	Liquor For Resale	LIQUOR	895.46
10/31/2013	1093648	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.25
11/07/2013	1095477	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.25
11/07/2013	1095477	E 609-49751-251	Liquor For Resale	LIQUOR	545.02
11/07/2013	1096476	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.62
					\$1,459.85

ST. FRANCIS TRUE VALUE HARDWAR

10/16/2013	25826	E 101-42210-401	Repairs/Maint Buildings	SUPPLIES	21.37
					\$21.37

STREICHER S

10/24/2013	1053013	E 101-42110-437	Uniform Allowance	UNIFORM-HARAPAT	252.89
11/05/2013	1055000	E 101-42110-437	Uniform Allowance	UNIFORM REHLING	114.99
					\$367.88

THE AMERICAN BOTTLING COMPANY

11/04/2013	109700064	E 609-49751-254	Miscellaneous Merchandise	MISC	107.56
					\$107.56

UNIFORMS UNLIMITED

10/24/2013	180925	E 101-42110-237	Small Equipment	TASER SUPPLIES	116.36
					\$116.36

UTILITY SERVICE CO., INC.

11/01/2013	328677	E 601-49440-233	Water Treatment Plant Maint	HYDROPILLAR NEW TOWER	23,511.75
					\$23,511.75

VINOPIA, INC.

11/01/2013	86633	E 609-49751-251	Liquor For Resale	LIQUOR	227.69
11/01/2013	86634	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.50
11/01/2013	86634	E 609-49751-253	Wine For Resale	WINE	36.00
					\$266.19

WIRTZ BEVERAGE MN

10/31/2013	1080103021	E 609-49751-206	Freight and Fuel Charges	FREIGHT	68.15
10/31/2013	1080103021	E 609-49751-251	Liquor For Resale	LIQUOR	2,067.56
10/31/2013	1080103021	E 609-49751-253	Wine For Resale	WINE	1,008.75
10/31/2013	1080103021	E 609-49751-254	Miscellaneous Merchandise	MISC	67.24
11/07/2013	1080105902	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.40
11/07/2013	1080105902	E 609-49751-251	Liquor For Resale	LIQUOR	372.00
11/07/2013	1080105902	E 609-49751-253	Wine For Resale	WINE	460.00
					\$4,061.10

\$169,937.98**FUND SUMMARY**

101 GENERAL FUND	\$42,889.10
410 WOODBURY PARK PROJECT	\$27.58
420 RUM RIVER BLUFFS DEVELOPMENT	\$22,349.25
601 WATER FUND	\$31,767.29
602 SEWER FUND	\$18,176.84

609 MUNICIPAL LIQUOR FUND	\$52,153.37
803 ESCROW	\$2,574.55
Total	<u>169,937.98</u>

CITY OF ST. FRANCIS
11/18/2013

Checks cut since last Council Meeting

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
TOTAL				<u><u>0.00</u></u>

Disbursements via Debits to Checking & 4M Account

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Visa	September CC	6,894.48
Federal Tax	Payroll 10-10-13	15,900.10
PERA	Payroll 10-10-13	12,255.61
ING	Payroll 10-10-13	930.00
ICMA	Payroll 10-10-13	670.00
State Tax	Payroll 10-10-13	3,386.47
MSRS	Payroll 10-10-13	668.20
Federal Tax	Payroll 10-22-13	1,603.19
PERA	Payroll 10-22-13	320.16
State Tax	Payroll 10-22-13	186.64
Federal Tax	Payroll 10-24-13	15,519.46
PERA	Payroll 10-24-13	11,889.07
ING	Payroll 10-24-13	930.00
ICMA	Payroll 10-24-13	670.00
State Tax	Payroll 10-24-13	3,287.00
MSRS	Payroll 10-24-13	634.01
MN Dept of Revenue	September Sales Tax	15,517.00
Village Bank	October Fees	83.25
TOTAL		<u><u>91,344.64</u></u>

MEMORANDUM

TO: St. Francis Mayor, City Council and Administrator
FROM: Scott Lepak, City Attorney
RE: Ordinance on Disposal of Excess Personal Property
DATED: November 4, 2013 (Tabled)
November 18, 2013

The City Council may wish to consider amending the existing ordinance related to personal property to provide for more efficient disposal of damaged, obsolete or items with a limited value.

Background

The City's current process for disposing of excess personal property is governed by the City's Charter:

Section 12.14. Disposal of Unclaimed, Surplus and Excess Property. The Council may by Ordinance provide a method of disposal of unclaimed, surplus and excess property. Such Ordinance shall provide for the type of notice of sale, if any, which may vary with the estimated value of the property to be sold.

This area is also governed by state law. State statute requires that personal property having a value over \$100,000 must be disposed of by using the competitive bidding process. Minn. Stat. Sec. 471.345. That same statute provides that property with a value between \$25,000 and \$100,000 must be disposed of by using either using the competitive bidding process or making the contract by direct negotiation. If the contract is expected to be \$25,000 or less, the council has discretion to make the contract by obtaining quotes or it may simply buy or sell the item on the "open market." If the council chooses to obtain quotes, it must obtain at least two quotes and keep them on file for at least one year. State statute also provides broad authority to dispose of such surplus property by electronic sale or bidding.

In implementing the charter and statutory requirements, the City adopted ordinance 8-7-3 providing for different methods of disposing of surplus personal property having values in excess of \$50,000, property having values between \$10,000 and \$50,000 and property having values less than \$10,000. There is also a 2012 rate resolution detailing how property is disposed of when it has a value of less than \$1,000.

Issue for Consideration:

Applying the various charter, statutory, ordinance and policies has proven to be inefficient. In addition, there is not a clear provision detailing an efficient process for disposing of damaged or obsolete material.

One option is to amend the existing ordinance to provide greater flexibility in disposing of lesser value items and those items that are damaged or obsolete. The attached proposed Ordinance adds such a provision providing that property with an estimated value of less than two thousand dollars (\$2,000) may be sold by the City Administrator on the open market upon prior notice to the Council. It also provides that in addition to the open market sales option, damaged or obsolete material may be sold for salvage value, traded in, recycled or thrown away in the City Administrator's discretion.

The proposed ordinance change also recognizes that there is a statute that notes transfer to other government entities trumps the existing ordinance.

This change to the ordinance would make the need for the existing resolution setting the yearly rate for the disposal of excess personal property obsolete.

As an aside, this does not affect the City's obligations related to the sale of real property.

Proposed action:

Motion to adopt Ordinance 186, Second Series amending Section 8-7-3 Disposal of Excess Property (First Reading).

Attachments: 1) Proposed Ordinance 186, Second Series
2) Resolution 2012-09 A Resolution Setting the 2012 Yearly Rate for the Disposal of Excess Personal Property

CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

ORDINANCE 186, SECOND SERIES

AN ORDINANCE AMENDING SECTION 8-7-3
ENTITLED "DISPOSAL OF EXCESS PROPERTY"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Adopted. That Section 8-7-3 of the City Code shall hereby be amended to read as follows:

8-7-3: DISPOSAL OF EXCESS PROPERTY. (Ord. 33, SS, 1-3-1995)

A. Declaration of Surplus and Authorizing Sale of Property. The City Administrator may, from time to time, inform the Council that certain personal property or real property owned by the City is no longer needed for a municipal purpose and should be sold or disposed of ~~By action of the Council, said property may be declared surplus, the value estimated and City Administrator authorized to dispose of said property in the manner stated herein.~~ (Ord. 104, SS, 11-20-2006)

1. Surplus Personal Property with a Total Estimated Value of Less than Three Thousand Dollars (\$3,000). Property with an estimated value of less than Three Thousand dollars (\$3,000) may be sold by the City Administrator on the open market upon prior notice to the Council. In addition to the open market sales option, damaged or obsolete material may be sold for salvage value, traded in, recycled or thrown away in the City Administrator's discretion.

~~2.~~ Surplus Personal Property with a Total Estimated Value of Three Thousand Dollars (\$3,000) but less than Ten Thousand Dollars (\$10,000.00). If property is declared surplus by the Council and assigned an estimated value less than ten thousand (\$10,000.00), the City Administrator may sell or dispose of surplus property through negotiated sale, quotation, auction or other means as provided by the Council ~~in a rate resolution establishing the procedure to apply surplus property based on the estimated surplus amount.~~ (Ord. 104, SS, 11-20-2006)

~~3.~~ Surplus Personal Property with a Total Estimated Value between Ten and Fifty Thousand Dollars (\$10,000.00 and \$50,000.00). If the amount of the ~~contract~~ property is estimated to exceed \$50,000.00 the City Administrator will follow the direct negotiation or quotation requirement of the Uniform Municipal Contracting Law. (Ord. 104, SS, 11-20-2006)

~~4.~~ Surplus Personal Property with a Total Estimated Value in Excess of Fifty Thousand Dollars (\$50,000.00). If the amount of the ~~contract~~ property is estimated to exceed

\$50,000.00, the City Administrator will follow the sealed bid requirements of the Uniform Municipal Contracting Law. (Ord. 104, SS, 11-20-2006)

4. Receipts from Sales of Surplus Personal Property. All receipts from sales of surplus property under this Section shall be placed in the General Fund.

5. Surplus Real Property shall be offered for public sale as directed by Council in a commercially reasonable manner. Net cash proceeds of any sale of real property shall be used in accordance with City Charter.

6. In the alternative to the procedures outlined in Section 8-7-3.A.1 through 8-7-3.A.34 of this Code, the City may utilize an electronic selling process in which purchasers compete to purchase the surplus supplies, materials, or equipment at the highest price in an open and interactive environment. (Ord. 104, SS, 11-20-2006)

7. This section does not limit the City's authority to sell surplus property to the national government, the State or any other political subdivision.

Section 2. Effective Date. This Ordinance shall take effect 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS _____ DAY OF _____, 2013.

APPROVED:

Jerry Tveit, Mayor

ATTEST:

Barbara I. Held, City Clerk

**CITY OF ST. FRANCIS
ST. FRANCIS, MN**

RESOLUTION 2012-09

**A RESOLUTION SETTING THE 2012
YEARLY RATE FOR THE DISPOSAL OF
EXCESS PERSONAL PROPERTY**

WHEREAS, Section 8-7-3 of the St. Francis City Code entitled “Disposal of Excess Property” outlines the procedure for disposal of City owned property having a total estimated value less than ten thousand dollars as follows:

8-7-3: DISPOSAL OF EXCESS PROPERTY. (Ord. 33, SS, 1-3-1995)

A. Declaration of Surplus and Authorizing Sale of Property. The City Administrator may, from time to time, inform the Council that certain personal property or real property owned by the City is no longer needed for a municipal purpose and should be sold or disposed of. By action of the Council, said property may be declared surplus, the value estimated and City Administrator authorized to dispose of said property in the manner stated herein. (Ord. 104, SS, 11-20-2006)

1. Surplus Personal Property with a Total Estimated Value of Less than Ten Thousand Dollars (\$10,000.00). If property is declared surplus by the Council and assigned an estimated value less than ten thousand (\$10,000.00), the City Administrator may sell or dispose of surplus property through negotiated sale, quotation, auction or other means as provided by the Council in a rate resolution establishing the procedure to apply surplus property based on the estimated surplus amount. (Ord. 104, SS, 11-20-2006)

WHEREAS, this Resolution is intended to serve as the “rate resolution establishing the procedure to apply surplus property based on the estimated surplus amount.”

WHEREAS, this Resolution is intended to apply to the disposal of personal property and is not to be viewed as authorizing or applying to the disposal of real property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis that the approximate value of the rate resolution for the year 2012 is assigned as follows:

Surplus Personal Property Total Estimated Value

Less than Two Hundred

Fifty Dollars (\$250) The City Administrator may dispose of said surplus property through negotiated sale, quotation, electronic selling process, auction, newspaper ad indicating best offer or other means as determined by the City Administrator except to the extent that specific or other means are directed by Council.

Two Hundred Fifty-one Dollars
to Five Hundred Dollars (\$251-\$500)

City Administrator will dispose of said surplus property through negotiated sale, quotation, electronic selling process, newspaper ad indicating estimated price or best offer or auction or any other means directed by Council.

Five Hundred One Dollars
to One Thousand Dollars (\$501-\$1,000)

City Administrator will dispose of said surplus property through negotiated sale, quotation, electronic selling process, newspaper ad indicating estimated price or auction or any other means directed by Council.

BE IT FURTHER RESOLVED that the City Staff is hereby authorized to dispose of said property pursuant to City Code Requirements.

BE IT FURTHER RESOLVED that this Resolution shall continue in effect until superseded by a subsequent Resolution Setting the Rate Resolution for the Disposal of Excess Personal Property.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS
2nd DAY OF APRIL, 2012.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

ORDINANCE 187, SECOND SERIES

AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE
REGARDING THE FEE SCHEDULE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That all previously adopted versions of the fee schedule are deleted and Section 2-9-1, Second Series shall hereby be added to read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS __ DAY
OF _____, 2013.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)



2014 MASTER FEE SCHEDULE

EXHIBIT A for Ordinance **, Second Series, Subd. 2

ADMINISTRATIVE PENALTIES

Administrative Enforcement Penalties:	
1st Offense:	\$100
2nd Offense:	\$200
3rd Offense:	\$500
4th Offense:	\$1,000
5th Offense and beyond:	\$2,000
Administrative Hearing Fee:	\$100

ANIMAL IMPOUND FEES

1st Offense*	\$60	\$75
2nd Offense*	\$90	\$105
3rd Offense*	\$125	\$140
		*Within a twelve month period
Boarding Fee	\$20/day	

ANIMAL LICENSE

Dog License (May-April)	\$10/1-2 year vaccinations \$15/3 year vaccination	
		* \$3.00 discount for seniors (Age of owner)
Kennel		
First 10 dogs	\$100/year	
Each Additional dog	\$10/year	

AMUSEMENT & RECREATION

Amusement Machine	\$15/location + \$15/machine
Dance	
Annual	\$100/year
Per Event	\$10/event

BUSINESS & SERVICE LICENSE

Investigation Fee	\$25	
Adult Entertainment Use	\$2,000/year	
Sauna/Massage Parlors	\$2,000/year	
Fireworks-Retail/Tent	\$50/per occurrence	
Fireworks-Pyrotechnic Display	\$50/per occurrence	
Pawnbroker	\$1,000/year	
Refuse Hauler	\$200/year +\$50/truck	
Massage Therapist	\$200/year	
Taxicab Driver License Fee	\$150/year	
Taxicab Operator License Fee	\$150/year	
Towing/Impound	\$150/year	
Finger Printing		\$15 and customer provides fingerprint card
Transient Merchant/Peddler		
Week	\$50	
Month	\$150	
Year	\$300	

LIQUOR LICENSE

3.2% Malt – Off Sale	\$50/year
3.2% Malt – Off Sale – Special Event	\$25/event
3.2% Malt – On Sale	\$200/year
Club License	\$200/year
Wine License	\$200/year
Intoxicating Liquor – On Sale	\$4,000/year
Intoxicating Liquor – Sunday Sales	\$200/year
Investigation Fee	
Single Application	\$200
Partnership	\$300
Corporation	\$400

TOBACCO LICENSE \$150/YEAR

STREET DISRUPTION

Road Right of Way - Registration	\$35 + \$2,000 escrow
Road Right of Way - Permit Application	\$150 + Consultant Fees
Street Opening	\$50 + Bond or Deposit & Consultant Fees
Street-Culvert	\$25 -\$0.00

DOCUMENT SERVICES

Accident, Police & Fire Reports	\$.25/page; Over 100 pages TBD
Copies	\$.25 per page copied
CD's	\$15
Colored Copies of Photos	\$3/page
Certificate of Survey (non homeowner)	\$2
City Council Agenda & Minutes (mailed)	
Resident	\$25/year
Non-Resident	\$25/year + postage
Planning/Park Comm Agenda & Minutes (mailed)	
Resident	\$12/year
Non-Resident	\$12/year + postage

GENERAL & MISCELLANEOUS

Lockouts	\$25
Mileage Reimbursement for Personal Vehicle	Current IRS Rate
Notary	\$2/document
Public Nuisance Violation Admin Fee (assessable)	\$75/occurrence
Certify delinquent invoices (except utilities)	Lesser of 10% of delinquency or \$75
Certify delinquent utilities	10% of delinquency
Fire Department charges	See Ordinance 138
Returned Checks	\$30/check
Snowmobile permit	\$15.00
Special Assessment Administrative Fee	\$100
Special Assessment Search	\$20/each

EQUIPMENT AND STAFF USE

1 Ton Truck w/Plow	\$55/hour
Belos w/Attachment	\$55/hour
Crane Truck	\$45/hour
Electric Generator	\$60/hour
Grader	\$90/hour
Kubota/Attachments Mower	\$50/hour
Pick Up Truck	\$40/hour
Single Axle Truck	\$65/hour
Single Axle Truck w/Plow	\$85/hour
Tool Cat/Skid Steer w/Attachments	\$60/hour
Tractor w/loader or Attachments	\$60/hour
Pay Loader	\$90/hour

Hourly equipment rates DO NOT include the cost of the operator or cost of fuel/gas.

Staff Time	2 x's Step 8 of their Pay Grade
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COUNCIL/COMMISSION PAY

City Council Per Diems per day	\$35/4 hours or less; \$70/more than 4 hours	
Special City Council Meetings		
Council Retreats/Work Sessions		
Economic Development Authority Meeting (EDA)		
League of MN Cities functions	Prior approval required	
Labor negotiations	Prior approval required	
Employee interviews	Prior approval required	
Mayor only:	Mayor may appoint council member to fulfill his obligations and approve attendance.	
School/County Liaison		
MN Mayor's Assn. functions		
Speaking Engagements at other Civic Organizations		
Closing of Property Acquisition		
Fire District Study Group Meetings		
Planning Commission		
Chairman	\$20/meeting – paid annually	\$25/meeting-paid annually
Member	\$15/meeting – paid annually	\$20/meeting-paid annually
Park Commission		
Chairman	\$20/meeting – paid annually	\$25/meeting-paid annually
Member	\$15/meeting – paid annually	\$20/meeting-paid annually
Economic Development Authority		\$20/meeting-paid annually
Upper Rum River Watershed - Resident Appointed by Council		\$20/meeting-paid annually

PARKS AND RECREATION

	Resident	Non-Resident
Concession	\$25	\$50
Ball Park Usage – Outside Organization	100/ per night for season	200/per night for season
Clean Up Deposit	\$50 – refundable	\$75 – refundable
Key Replacement	\$50	\$50
Football Field	\$25/each	\$27/each– \$35/each
Football Youth Program	\$43/week/team	
Gazebo Rental	\$50	\$100
Rink Rental for Reserved Time	\$25/hour for after hours rental	\$50/hour for after hours rental
Shelter	\$25	\$50
Soccer	\$34/week/team	
Soccer Field	\$25/each	\$27/each– \$35/each
Warming House	\$50	\$100

St. Francis City Council has the authority to charge an annual fee of \$100 for Non-Profits.

St. Francis City Council has the authority to waive any fees for Non-Profits.

COMMUNITY CENTER

Resident	\$30/event	
Non-Resident	\$55/event	
Damage Deposit	\$100	
Late Key Return	\$25 if not returned within two business days of event	
City Purposes	Free	
City Benefit	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed.	
St. Francis Lions/Lioness		
St. Francis Senior Citizens Group		
St. Francis Area Jaycees		
St. Francis Youth Assn. (4-H, Scouts, Hockey, etc.)		
St. Francis Ambassador Program		
St. Francis Area Chamber of Commerce		
Other Governmental Agencies		
Local Church organizations		
Local Business/Non-Profit Organizations		
	Donations will be accepted for Use of Facility unless Council specifically determines that the fees should be imposed.	
Priority for use in event of conflict	Based on earliest request if more than one applicant of the same class seeks conflicting dates.	
City of St. Francis		
Non-Profit located within City limits		
Residents (individuals or groups)		
Non-Profit located outside City limits		
Non-Residents (individuals or groups)		

DIVISION AND USE OF PROPERTY	Fee	Escrow
Administrative Subdivision	\$200	\$250
Annexation	\$250	\$300
Appeal	\$200	\$250
Comprehensive Plan Amendment	\$450	\$650
Conditional Use Permit	\$350	\$650
Dock Permit	\$50	\$100
Driveway Permit	\$50	\$200 (May be waived by Staff)
Environmental Review	\$350	\$650
Excavation/Fill Permit (Admin)	\$100	\$250
Excavation/Fill Permit (IUP)	\$350	\$650
Fence- Under Six Feet in Height	40-\$50	
Home Occupation (IUP)	\$350	\$650
Interim Use	\$350	\$650
Minor Subdivision	\$350	\$400
Ordinance Amendment	\$350	\$650
Planned Unit Development	\$350	\$650
Sign Permit Zoning Review (Admin)	\$75	
Sign Permit Zoning Review (Full)	\$250	\$350
Sign Permit Zoning Review (Temporary)	\$25	
Rezoning	\$350	\$650
Site & Building Plan Review (Admin)	\$100	\$250
Site & Building Plan review (Reg)	\$350	\$450
Street/Utility Easement Vacation	\$350	\$650
Subdivision		
Sketch Plan	\$300	\$500
Preliminary Plat (Rural)	\$400	\$400 + \$125/lot
Preliminary Plat (Urban)	\$400	\$425 + \$175/lot
Final Plat	\$350	\$650
Temporary Habitation Permit	\$200	\$5,000
Temporary Outdoor Sales Permit/License	\$50	
Wetland Replacement Plan Review w/Plat	\$350	\$650
Wetland Replacement Plan and Excavation	\$350	\$650
Variance Application	\$350	\$650
Park Dedication	\$2,500/lot	
TIF Application	\$2,500	\$2,500
Landscaping Escrow Administration Fee	\$100	

Applicants are responsible for all costs incurred by the City for consultant fees.

BUILDING PERMITS

Basement Finishes Permit	\$140	**See Below
Building Demolition	\$95	**See Below
Building Demolition - Commercial	By Valuation	
Contractor Verification Fee	\$10	
Fence- Over Six Feet in Height	\$40- By Valuation	
Fireplace	\$95	**See Below
Fuel Tank Removal	\$95	**See Below
Engineers Grading Review of Building Permit	\$100 \$130	
Water Heater	\$50 \$75	**See Below
HVAC	\$75/heating installations \$95 \$40/air conditioning \$55	**See Below **See Below
Inspections-After Hours	\$70/hr, minimum 2 hours	
Investigation Fee	Not to exceed permit fee	
Irrigation	\$50 back flow preventer	**See Below
Mobile Home Setup	By Valuation	
On-Site Septic		
Type I - IV	\$275	**See Below
Type V	By cost incurred	
Operating Permit	\$125/year	**See Below
Plumbing	\$10/opening-w/\$80 minimum charge	\$95
Pools	\$75 Letter must be submitted annually stating that an above ground pool will be placed in the same location each year as per the initial site plan.	**See Below
Pools - Inground	By Valuation	
Re-Inspection Fee	Not to exceed \$75/trip	
Roofing		
Residential	\$95	**See Below
Commercial	By Valuation	
Septic System Pumping Verification	\$20	
Siding		
Residential	\$95	**See Below
Commercial	By Valuation	
Signs	By Valuation	
Water Softener Permit		
Residential	\$15 by State Statute	**See Below
Commercial	By Valuation	
Windows/ Exterior Doors	\$95	**See Below
Commercial Buildings (Plbg, Mech, Fire Alarm, Etc.)	By Valuation	

Anything not listed above will be based on valuation + plan review + state surcharge.

Permits over 180 days of inactivity are null and void with no refund

Permit extension not to exceed 1/2 permit fee and building inspector makes determination

No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for state surcharges

**** STATE SURCHARGE collected in accordance with MN Statutes 326B.148 which is \$5.00 per permit.**

ESCROW DEPOSITS

Urban		
Curb Box & Meter	\$1,500	
Final Grading	\$500 - \$1,000	
Litter/Debris Cleanup	\$100 - \$300	
2" Caliper Tree (new)	\$300	
Sod	\$2,000	
Seeding/Sprinkler	\$2,000	
3" Black Dirt	\$500	
Erosion Control in Place	\$300	
Street Cleaned	\$200	
Driveway Installed	\$1,500	
Rural		
Final Grading	\$500 - \$1,000	
Litter/Debris Cleanup	\$100 - \$300	
2" Caliper Tree (new)	\$300	
Sod/Seeding	\$300 - \$2,000	
Erosion Control in Place	\$300	
Culvert	\$1,500	
Driveway Installed	\$1,500	

UTILITY FEES

Access Charge		
Sewer Equivalent Connection Charge	\$4,200	
Water Equivalent Connection Charge	\$3,000	
Tapping & Connection Permits		
Tapping & Water Connection	\$125	
Tapping & Sewer Connection	\$125	
Water Connection	\$50	
Sewer Connection	\$50	
Meter Deposit		
¾"	Cost	
1" and larger	Cost + 10%	
Water Shut Off (7:00 am to 3:30 pm)	\$35	
Water Reconnect (7:00 am to 3:30 pm)	\$35	
*The disconnect and reconnect fee for water shall be waived if a resident leaves for 2 consecutive months during the time from October to March. This is to promote the idea of shutting off these snowbird residences to reduce the chance for freeze ups and bursting of pipes.		
Meter Repair (not removal or installation)	Time & material w/ \$50 minimum	
Curbstop Locate		
Summer	\$25 minimum	
Winter	\$50 minimum	
Curbstop Driveway Cover	\$70 Cost	
Curbstop Repair	Time & material w/ \$50 minimum	
Curbstop Box	Cost	
Hydrant & Gate Valve Repair	Time & material w/ \$50 minimum	
Hydrant Meter Deposit	\$800	
Non-response to Tagging Notice	\$250 per month until resolved	
Un-Metered Use of City Water	\$200	

WATER RATES

Monthly Base Fee	\$12.28 (includes \$.53 for State Test Fee)	\$13.75 + .53 State Test Fee
Charge per 1,000 Gallons Used per Equivalent Connection		
0-14,999	\$4.05/equivalent connection	\$4.25/equivalent connection
15,000-29,999	\$4.25/equivalent connection	\$4.45/equivalent connection
30,000-44,999	\$4.95/equivalent connection	\$5.15/equivalent connection
>=45,000	\$5.95/equivalent connection	\$6.15/equivalent connection
Bulk Water		
System Access Charge	\$50	
Charge per 1,000 Gallons Used	\$4	

SEWER RATES

Monthly Base Fee	\$12.25	\$12.50
Charge per 1,000 Gallons Used	\$4.55/equivalent connection	\$4.90/equivalent connection
Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate	

Summer Sewer usage calculation for May-October will be based on the average usage from the January, February and March readings of the same year with a minimum billing of 3,000 gallons but not to exceed the water usage for the month.

AGENDA REPORT

TO: City Administrator
FROM: Finance Director
SUBJECT: Water and Sanitary Sewer Rates
DATE: October 24, 2013

INTRODUCTION

Water and Sewer rates were last increased on February 1, 2011. Normally rate increases coincide with updates to our City Fee Schedule.

BACKGROUND

MN Statute 103G.291 was amended in 2008 to include a requirement for public water suppliers serving more than 1,000 people to adopt a water rate structure that encourages conservation by January 1, 2010. It was determined that a tiered rate system was the easiest and fairest solution and Council adopted the change in May 2009.

MN PFA, the lender on our new Water Treatment Plant, requires that the City collect amounts necessary to produce net revenues adequate to pay all principal and interest when due on the Note. If not, they can require us to have a rate increase or direct us to levy the amount through property taxes.

The summer Sewer usage calculation is set to include the months of May – October.

Utility rate history (usage is per 1,000 gallons; base is per equivalent connection):

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011,</u> <u>2012 &</u> <u>2013</u>	<u>2014</u>
Water									
Base	10.00	10.00	10.00	11.00	11.50	11.50	11.50	11.75	13.75
Usage	2.90	3.00	3.00	3.50	3.50	tiered	tiered	tiered	tiered
MNTest Fee					.53	.53	.53	.53	.53
Sewer									
Base	10.00	10.00	10.00	11.00	12.00	12.00	12.00	12.25	12.50
Usage	2.00	2.00	2.00	2.50	3.50	3.85	4.20	4.55	4.90

See the following table for the schedule of bonds payments (principal and interest) by fund.

	Water (601) Total	Sewer (602) Total
2013	\$ 858,472.58	\$ 536,298.00
2014	\$ 858,387.32	\$ 535,929.88
2015	\$ 862,537.02	\$ 539,734.88
2016	\$ 865,024.68	\$ 540,461.88
2017	\$ 801,961.66	\$ 232,777.63
2018	\$ 802,015.91	\$ 230,778.88
2019	\$ 801,569.00	\$ 233,549.95
2020	\$ 800,653.05	\$ 231,130.01
2021	\$ 802,449.95	\$ 236,129.63
2022	\$ 801,432.96	\$ 237,907.45
2023	\$ 802,117.29	\$ 237,034.51
2024	\$ 801,002.35	\$ 360,675.13
2025	\$ 801,559.70	\$ 241,210.88
2026	\$ 799,288.78	\$ 241,293.57
2027	\$ 799,698.88	\$ 243,594.54
2028	\$ 103,464.85	\$ 245,341.41
2029	\$ -	\$ 120,256.25
2030	\$ -	\$ 121,387.50
2031	\$ -	\$ 127,187.50
Total	\$ 12,361,635.98	\$ 5,492,679.48

RECOMMENDATION

The following changes will be adopted with approval of the Ordinance adopting the City Fee Schedule Note (these increases would be in effect for the bills due 2/10/14): a) increase the base fee for Sewer from \$12.25 to 12.50; b) increase the monthly Sewer per 1,000 gallon usage charge from \$4.55 to \$4.90; c) increase the base fee for Water from \$11.75 to \$13.75 (Note that the State water test fee of \$.53 would be added to this amount for a total of \$14.28) ; d) increase the monthly tiered conservation Water Usage Charge as follows:

<u>Gallons per Equivalent Connection</u>	<u>Fee per 1,000 gallons – 2011</u>	<u>Fee per 1,000 gallons – 2014</u>
0 – 14,999	\$4.05	\$4.25
15,000 – 29,999	\$4.25	\$4.45
30,000 – 44,999	\$4.95	\$5.15
>= 45,000	\$5.95	\$6.15

Continued small increases will help to create stronger fund balances.

The following table shows the water/sewer billings for some surrounding communities. This information was taken from a rate study done at the City of Wyoming. It shows the amount billed for a customer using 9,000 gallons a quarter. Please note the City of St. Francis bills on a monthly basis, but the data was on a quarterly basis. As you can see the City of St. Francis ends up in the middle of the range for total billing with the proposed rate increases.

	Water	Sewer	Total
Forest Lake	\$ 31.46	\$ 47.00	\$ 78.46
Linstrom	\$ 28.00	\$ 81.00	\$ 109.00
Wyoming	\$ 39.22	\$ 97.79	\$ 137.01
St. Francis	\$ 79.50	\$ 81.60	\$ 161.10
Cambridge	\$ 68.10	\$ 95.40	\$ 163.50
Chisago City	\$ 102.41	\$ 76.77	\$ 179.18
Stacy	\$ 49.17	\$ 142.50	\$ 191.67
North Branch	\$ 107.64	\$ 93.15	\$ 200.79
Isanti	\$ 77.61	\$ 126.15	\$ 203.76
East Bethel	\$ 156.26	\$ 78.86	\$ 235.12

9000 Gallons/Quarter

BUDGET IMPACT

The following page shows an option sheet for suggested fee increases based on an analysis of 2013 data. It lists the projected annual revenue increase and the effect on a household based on 6,000 gallons monthly usage. We are proposing an increase in the base fees and the usage fees (see the highlighted line items) as shown on the table under the budget impact section. This should provide an approximate increase in sewer revenues of \$42,275 and water revenues of \$90,200. These revenues not only provide for the costs for each fund it also provides for the debt service payments in each fund.

OPTIONS FOR UTILITY RATE INCREASES

		CURRENT FEE	PROPOSED INCREASE	NEW FEE	ADDITIONAL ANNUAL REVENUES	HOUSEHOLD	
						MONTHLY COST	ANNUAL COST
SEWER	Base Fee	12.25	0.25	12.50	7,500	0.25	3.00
		12.25	0.50	12.75	15,000	0.50	6.00
		12.25	0.75	13.00	22,500	0.75	9.00
		12.25	1.00	13.25	30,000	1.00	12.00
	Usage Fee	4.55	0.35	4.90	35,000	2.10	25.20
		4.70	0.50	5.20	50,000	3.00	36.00
		4.85	0.65	5.50	65,000	3.90	46.80
		5.00	0.80	5.80	80,000	4.80	57.60
WATER *	Base Fee	11.75	0.50	12.25	15,000	0.50	6.00
		11.75	1.00	12.75	30,000	1.00	12.00
		11.75	1.50	13.25	45,000	1.50	18.00
		11.75	2.00	13.75	60,000	2.00	24.00
	Usage Fee	4.05	0.20	4.25	32,000	1.20	14.40
		4.15	0.40	4.55	64,000	2.40	28.80
		4.30	0.60	4.90	96,000	3.60	43.20
		4.45	0.80	5.25	128,000	4.80	57.60

Monthly tiered rate structure recommendation:

<u>Gallons per Equivalent Connection</u>	<u>Fee</u>
0-14,999	4.25
15,000 - 29,999	4.45
30,000 - 44,999	5.15
>= 45,000	6.15

*NOTE: The test fee of \$.53 would be added to the water base fee.



PLANNING MEMO

To: St. Francis City Council
Matt Hylen, City Administrator

From: Nate Sparks

Date: October 31, 2013

Meeting Date: November 4, 2013 (Tabled)
November 18, 2013

Re: Rental Housing License Ordinance

BACKGROUND

The Planning Commission reviewed a draft Rental Housing License Ordinance at their July meeting. City Staff has spent the following months finalizing the draft ordinance and calculating costs of the program. At this time, the ordinance is complete for Council consideration.

RENTAL HOUSING LICENSING CODES

Many area cities have adopted specific rental housing licensing codes. These codes are intended to ensure that rental property is not maintained as a nuisance and, in many cases, code enforcement is more difficult when the property owner is not the occupant of the property. Plus, low quality rental property can potentially harm the resident and become a fire hazard. In the immediate area Isanti, Coon Rapids, Elk River, Cambridge, and Anoka have adopted such ordinances.

CURRENT CITY CODE

In 1988, the City of St. Francis adopted a set of minimum standards for all residential dwelling units within the City. This code section is currently found in Section 4-2 of the Code. This includes general standards for owner occupied units as well as more restrictive and specific standards for rental units. For rental housing, this Code Section has been difficult for the City to ensure compliance as it does not have a corresponding registry or licensing procedure that allows for required inspections. It has only been used recently on a voluntary and complaint basis and then enforcement was done through the general code enforcement policy and procedures. Compliance in certain cases proved to be difficult and time consuming for City Staff.

RENTAL HOUSING LICENSING

The concept of licensing rental housing came from an attempt to update the current Section 4-2, make it more enforceable, and to limit the costs of the program to the properties involved. By requiring a license to rent property, the property owner would have to prove compliance with the residential housing code before being allowed to have others occupy the property. A fire safety

activity is covered in the license fees. The licensing program as proposed is limited to non-owner occupied dwellings and a license is required for each unit.

DRAFT ORDINANCE

The draft ordinance that has reviewed by the Planning Commission is based on the following concepts:

- All rental units must receive a license
- Licenses are good for two years
- Fire safety and minimum standards inspection required upon renewal

Section 4-2

The draft ordinance before the Council takes the existing Section 4-2 and removes all specific rental housing components. The remainder of this Section is the general housing standards that are currently in the ordinance for all housing units within the City. This identifies when the City may take action on the extreme cases where a house is unfit for human habitation.

Section 4-6

The rental housing standards have been reviewed, updated, and proposed to be moved to a new section of the City Code as Section 4-6. Section 4-6 then associates these standards with a required inspection and licensing program.

Section 2-9

The fee for the license is based on the estimated time to register and inspect each unit. For first time registration the fee is proposed at \$150 and then renewals are \$100. The renewals are reduced to \$75 per unit for multi-family structures.

RECOMMENDATION

The Planning Commission recommended approval of the Ordinance. If the Council approves the first reading of the Ordinance, a summary publication resolution will be brought forward for the second reading.

**CITY OF ST FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY**

ORDINANCE 188, SECOND SERIES

**AN ORDINANCE AMENDING SECTION 4-2
ENTITLED “RENTAL HOUSING LICENSING”**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 4-2 of the City Code entitled “Residential Housing Standards” shall hereby be amended to read as follows:

4-2-1: PURPOSE. The purpose of this Section is to maintain the City’s sanitation, public health and attractiveness, protect the safety of the people, and to promote the general welfare. These general objectives include, among others the following:

- A. To protect the character and stability of the residential areas.
- B. To correct and prevent conditions that adversely affect or are likely to adversely affect the safety, general welfare, and health of persons owning or renting residential facilities.
- C. To provide for sound maintenance of cooking, heating, sanitary, electrical, light and ventilation systems necessary for health and safety.
- D. To provide basic standards for the maintenance of existing residential structures and to prevent deterioration and blight.
- E. To preserve the value of land and structures throughout the City.

4-2-2: RESIDENTIAL HEALTH AND SAFETY HAZARDS. The following are considered immediate hazards to health and safety for human occupancy:

- A. Heating systems that are unsafe due to:
 - 1. Burned out or rusted out heat exchanges (fire box).
 - 2. Burned out, or plugged flues.
 - 3. Not being vented.
 - 4. Being connected with unsafe gas supplies.
- B. Water heaters that are unsafe due to:

1. Burned out or rusted out heat exchanges (fire box).
 2. Burned out, rusted out, or plugged flues.
 3. Not being vented.
 4. Being connected with unsafe gas supplies.
 5. Lack of temperature and pressure relief valves.
- C. Electrical systems that are unsafe due to:
1. Dangerous overloading.
 2. Damaged or deteriorated equipment.
 3. Improperly taped or spliced wiring.
 4. Exposed or un-insulated wires.
 5. Distribution systems of extension cords or other temporary methods.
 6. Ungrounded system, ungrounded appliances in contact with earth.
- D. Plumbing systems that are inoperable or unsanitary due to:
1. Leaking waste systems, fixtures and traps.
 2. Lack of a water closet.
 3. Lack of washing or bathing facilities.
 4. Cross connection of pure water supply with fixtures of sewage lines.
 5. System failure.
- E. Structural systems, walls, chimneys, ceilings, roofs, foundations, and floor systems, that will not safely carry imposed loads.
- F. Rubbish, garbage, human waste, decaying vermin or dead animals, animal waste, other materials rendering it unsanitary for human occupancy.
- G. Infestation of rodents, insects, vermin and other pests.
- H. Water supply that is inoperable or unsanitary due to:

1. Leaking supply pipes, fixtures and traps.
2. Cross connection with sewage lines.
3. System failure.

4-2-3: UNFIT FOR HUMAN HABITATION.

- A. Declaration. Any dwelling unit which is in violation of Section 4-2-2, damaged, decayed, dilapidated, unsanitary, unsafe, vermin or rodent infested, or which lacks provision for illumination, ventilation, or sanitary facilities to the extent that the defects create a hazard to the health, safety, or welfare of the occupants or to the public may be declared unfit for human habitation. Whenever any dwelling unit has been declared unfit for human habitation the City Inspector shall order same vacated within a reasonable time and shall post a placard on same indicating that it is unfit for human habitation.
- B. Vacated Building. It is unlawful for a vacant building unit which has been declared unfit for human habitation to be occupied until the defective conditions have been corrected and certificate of occupancy has been issued by the City Inspector. It is unlawful for any person to deface or remove the placard from any such dwelling unit.
- C. Secure Unfit and Vacated Dwellings. The owner of any dwelling unit which has been declared unfit for human habitation or which is otherwise vacant for a period of sixty (60) days or more, shall make same safe and secure so that it is not hazardous to the health, safety and welfare of the public and does not constitute a public nuisance within the meaning of this Section.
- D. Hazardous Building Declaration. In the event that a dwelling has been declared unfit for human habitation and the owner has not remedied the defects within a reasonable time, the dwelling may be declared a hazardous building and treated consistent with the provisions of Section 463.15 of the Minnesota Statutes.

4-2-4: ADMINISTRATION AND ENFORCEMENT.

- A. Compliance. Whenever the Building Official determines or has reasonable grounds to believe that there has been a violation of any provision of this Section, he shall give notice of such alleged violation to the person responsible therefore. Such notice shall:
 1. Be in writing.
 2. Include a description of the real estate sufficient for identification.
 3. Describe in sufficient detail each violation.

4. Contain an outline of remedial action which, if taken, will effect compliance with the provisions of this Section.
 5. Allow a reasonable time, not to exceed sixty (60) days, for the performance of any act it requires.
 6. Be served upon the owner, agent, operator or occupant; such notice shall be deemed to be properly served if a copy thereof is:
 - a. Served upon said owner, agent, operator or occupant;
 - b. Sent by mail to the last known address; or,
 - c. Upon failure to effect the compliance order through (a) or (b), above, said order will be posted at a conspicuous place in or about the affected dwelling unit.
- B. Unlawful Act. It is unlawful for any person to fail to meet the requirements of the compliance order.
- C. Execution of Compliance Orders. Upon failure to comply with a compliance order within the time set and no appeal having been taken the Council may, by resolution, cause the cited deficiency to be remedied as set forth in the compliance order. The cost of such remedy shall be placed against the subject property and may be levied and collected as a special assessment in the manner provided by Minnesota Statutes, Chapter 429.
- D. Appeal. When it is alleged by any person to whom a compliance order is directed that such compliance order is based upon erroneous interpretation of this Section, such person may appeal the compliance order as set forth in Chapter 10-3-6 of the Zoning Ordinance. The filing of an appeal shall stay all proceedings, unless such a stay would cause imminent peril to life, health, safety or property.
- E. Emergency Cases. When a violation of this Section constitutes an imminent peril to life, health, safety or property, the City may require immediate compliance and if necessary take appropriate action to correct the violation.

Section 2. Code Adopted. That Section 4-6 of the City Code entitled “Rental Housing Licensing” is hereby added to read as follows:

4-6-1: Purpose. It is the purpose of this Ordinance to assure that rental housing in the City of St. Francis is decent, safe and sanitary and is so operated and maintained as not to become a nuisance to the neighborhood or to become an influence that fosters blight and deterioration or creates a disincentive to reinvestment in the community. The operation of rental residential properties is a business enterprise that entails certain responsibilities. Operators are responsible to take such reasonable steps as are necessary to assure that the citizens of the City who occupy such units may pursue the quiet enjoyment of the normal activities of life in surroundings that are: safe, secure and sanitary; free from crimes and criminal activity, noise,

nuisances or annoyances; free from reasonable fears about safety of persons and security of property; and suitable for raising children.

With respect to rental disputes and except as otherwise specifically provided by the terms of this Ordinance, it is not the intention of the City to intrude upon the fair and acceptable relationship between tenant and landlord. The City does not intend to intervene as an advocate of either party, or to act as an arbiter, or to be receptive of complaints from a tenant or landlord which are not specifically and clearly relevant to the provisions of this Ordinance. In the absence of such relevancy, with regard to rental disputes, it is intended that the contracting parties exercise such legal rights as are available to them without the intervention of the City.

4-6-2: Application. Every non-owner occupied rental dwelling unit and its premises used whole or in part as a home or residence, for a family or person, shall conform to the requirements of this Ordinance irrespective of when such building was constructed, altered or repaired. This Ordinance establishes minimum standards for erected rental dwelling units, accessory structures and related premises. All dwelling units must also comply will all other applicable standards found in the City Code.

4-6-3: Definitions.

1. Approved: When used in reference to the design and capabilities of physical systems of a dwelling, shall mean having passed the inspection of the Compliance Officer. The basis for passage of such inspection shall be an analysis of the effective state codes and an analysis of the degree to which the systems meet the standards established by such codes. It shall be the objective of the Compliance Officer, unless otherwise specified, to establish minimum qualifications for approval of such system, which qualifications can maintain substantial compliance with the effective state codes and can be achieved in a reasonably economical and practical manner.
2. Building: Any structure built for support, shelter or enclosure of persons, animals, chattel or movable property of any kind, and includes any structure.
3. Compliance Officer: The City Building Official or other designee of the City Administrator authorized to administer and enforce this article.
4. Dwelling: A building or portion thereof, designated exclusively for the residential occupancy, including one-family, two-family, multiple family dwellings, and manufactured houses, but not including hotels, motels, nursing homes, residential care facilities, or assisted living facilities.
5. Dwelling, Multiple Family: A building designed with two (2) or more dwelling units exclusively for the occupancy of two (2) or more families living independently of each other, but sharing hallways, main entrances, and exits.
6. Dwelling Unit: A residential building or portion thereof intended for occupancy by one (1) or more persons with facilities for living, sleeping, cooking and eating but not

including but not including hotels, motels, nursing homes, residential care facilities, or assisted living facilities.

7. Family: An individual or two (2) or more persons related by blood, marriage, adoption, domestic partnership, or foster care or a group of not more than three (3) persons not so related maintaining a common household and using common cooking/kitchen and bathroom facilities.
8. Garbage: Animal and vegetable wastes resulting from the handling, preparation, cooking and consumption of food.
9. Habitable Room: A room or enclosed floor space used or intended to be used for living, sleeping, cooking or eating purposes, excluding bathrooms, water closet compartments, laundries, furnace rooms, unfinished basements (those without required ventilation, required electric outlets and required exit facilities), pantries, utility rooms of less than 50 square feet of floor space, foyers, communicating corridors, stairways, closets, storage spaces and workshops, hobby and recreation areas in parts of the structure belowground level or in attics.
10. Heated Water: Water heated to a temperature of not less than 120 degrees Fahrenheit, or such lesser temperature required by government authority, measured at the faucet outlet.
11. Kitchen: A space which contains a sink with counter working space, adequate space for installing cooking and refrigeration equipment and adequate space for the storage of cooking utensils.
12. Lease: An agreement to rent. For use as a verb, see Rent.
13. Occupant: Any person sleeping, cooking and eating in a dwelling unit.
14. Operator: The owner or his agent who has charge, care, control, or management of a building, or part thereof, in which dwelling units are let.
15. Owner: Any person who, alone, jointly, or severally with others, shall be in actual possession of, or have charge, care or control of, any dwelling or dwelling unit within the city as title holder, as employee or agent of the title holder, or as trustee or guardian of the estate or person of the title holder. Any such person representing the actual title holder shall be bound to comply with the provisions of this article to the same extent as the title holder.
16. Permissible Occupancy: The maximum number of persons permitted to reside in a dwelling unit.
17. Plumbing: All of the following supplied facilities and equipment in a dwelling: gas pipes, gas burning equipment, water pipes, steam pipes, garbage disposal units, waste pipes, water closets, sinks, installed dishwashers, lavatories, bathtubs, shower baths, installed

clothes washing machines, catch basins, drains, vents and any other similar fixtures and the installation thereof, together with all connections to water, sewer and gas lines.

18. Premises: A platted lot or part thereof or unplatted parcel of land occupied by any dwelling or non-dwelling structure, including any such building, accessory structure or other structure thereon.
19. Refuse: All organic and non-organic waste, including garbage and rubbish.
20. Rent: Consideration paid for the use of premises, including, but not necessarily limited to, money, services and property. As a verb, the term "rent" means to get or give the use of premises in return for such consideration or any combination thereof. The term "rent" does not include arrangements whereby a relative, as defined in Minn. Stats. § 273.124, subd. 1 (c), occupies a dwelling for no consideration or for consideration that includes no more than maintenance of the dwelling or premises, and which arrangement is detailed and sworn to in affidavits filed by each adult occupant of the dwelling and each person who is an owner of the dwelling.
21. Rental Dwelling: A non-owner occupied building or portion thereof let for rent or lease, designed or used predominantly for residential occupancy of a continued nature, including single-family dwellings, attached or detached, and multiple family dwellings, but not including hotels, motels, nursing homes, residential care facilities, or assisted living facilities.
22. Rental Dwelling Unit: A non-owner occupied single residential accommodation let for rent or lease which is arranged, designed, used or, if vacant, intended for use exclusively as a domicile for one family. Where a private garage is structurally attached, it shall be considered as a part of the building in which the dwelling is located.
23. Repair: To restore to a sound and acceptable state of operation, serviceability or appearance.
24. Rodent Harborage: Any place where rodents can live, nest or seek shelter.
25. Rubbish: Solid wastes consisting of both combustible and noncombustible wastes, such as paper, cardboard, tin cans, grass and shrubbery clippings, wood, glass, brick, plaster, bedding, crockery and similar materials.
26. Supplied: Paid for, furnished by, provided by or under the control of the owner, operator or agent of a dwelling. Whenever the terms "dwelling," "dwelling unit," "premises," and "structure" are used in this article, they shall be construed as though they were followed by the words "or any part thereof."
27. Toilet: A toilet, with a bowl and trap made in one piece, which is connected to the city water and sewer system or other approved water supply and sewer supply.

4-6-4: License.

- A. License Required. No person, firm or corporation shall operate a rental dwelling unit without first having obtained a license to do so from the City as provided for in this Ordinance. Each license shall be good for two years and expire on January 31st on the second year after issuance, except as otherwise described in Section 4-6-12 regarding the process for the first renewal. License renewals for the following years shall be filed on or before January 15 prior to the license expiration date.

- B. Application. Applications for rental licenses shall be made in writing to the City by the owner of the rental dwelling unit(s) or his/her designated agent. The applicant shall supply:
 - 1. The name, address and telephone number of the dwelling owner, the owning partners if a partnership and/or that of the corporate officers if a corporation.
 - 2. The name, address and telephone number of the designated resident agent, if any.
 - 3. The name, address and telephone number of the management representative.
 - 4. The name, address and telephone number of the vendee, if the dwelling is being sold through a contract for deed.
 - 5. The legal address of the dwelling.
 - 6. The type of dwelling.
 - 7. The type and number of dwelling units within the dwelling.
 - 8. Number of occupants.
 - 9. A description of the procedure through which tenant inquiries and complaints are to be processed.
 - 10. An acknowledgement that the owner or designated agent has received a copy of this Ordinance.
 - 11. Certification of Taxes and Utilities Paid: Prior to approving an application for a rental housing license, the property owner shall provide certification to the City that there are no delinquent property taxes, special assessments, interest, or City utility fees due upon the parcel of land to which the rental housing license application relates.

- C. Fees.

1. License fees for renewal of licenses under this Ordinance shall be due on January 15 immediately prior to the license expiration date. In cases of new unlicensed dwellings, license fees shall be due upon issuance of the certificate of occupancy. In cases of licensing for periods of less than one (1) year, license fees shall be prorated monthly.
 2. The amount of license fees shall be as set forth in the City's official fee schedule. The licensee shall not be entitled to a refund of any license fee upon revocation or suspension of the license. However, the licensee shall be entitled to a refund of any license fee, prorated monthly, upon proof of transfer of legal control or ownership.
- D. **Inspection Required.** No license shall be issued or renewed under this Ordinance unless the rental dwelling and its premises conform to the ordinances of the City and the laws of the State. The City may require an inspection of such dwelling and premises to make that determination. Failure to schedule or allow such inspection is a violation of this Ordinance.
- E. **Posting of License.** Every licensee of a rental dwelling shall cause to be conspicuously posted in the main entryway or other conspicuous location therein the current license of the respective rental dwelling for all multiple family buildings.

4-6-5: **Inspection Criteria.** The City may inspect any rental unit if it falls within one or more of the following criteria:

- A. Such a unit has been abandoned by the owner or the owner of such unit cannot be found.
- B. The rental dwelling unit license has been suspended, revoked or denied.
- C. Water, gas, or electric service to such unit has been discontinued as a result of nonpayment.
- D. The unit is on a parcel of land which is on the list of delinquent taxes filed by the County Auditor with the court administrator of the district court pursuant to Minn. Stat. Section 279.05.
- E. The City has probable cause to believe that there exist within such unit one or more violations of the requirements of this ordinance.
- F. The unit of property within which the unit is located has, within the preceding six (6) months, renewed a license after suspension or revocation.
- G. The unit is the subject of a pending notice of the City's intent to suspend or revoke the rental license.

1. The Compliance Officer is hereby authorized, in conformity with this Ordinance, to inspect all rental dwelling units to enforce this section and all applicable safety codes.
2. The Compliance Officer is authorized to inspect all rental dwelling units in dwellings, whether having a rental license hereunder or not. The inspection may include the building or structure containing the rental dwelling unit, the land upon which it is located and accessory uses or structures related to the rental dwelling unit. All inspections authorized by this section shall be limited to those which are done for the purpose of seeking compliance with the applicable safety codes, and shall take place only at reasonable hours or as may otherwise be agreed upon by the owner and the Compliance Officer.
3. The City shall give notice to the owner of any violations of the applicable safety codes which are discovered during any inspection.

4-6-6: Responsibilities of Owners and Occupants. No owner or other person shall occupy or let another person occupy any rental dwelling unit, unless the premises are clean, sanitary, fit for human occupancy and complies with all applicable legal requirements of the State and the City, including the following requirements:

- A. License: The owner of a rental dwelling unit shall obtain and license and shall pass the required inspection prior to any occupancy of the rental dwelling unit.
- B. Maintenance:
 1. Shared or Public Areas: Every owner of a rental dwelling unit shall maintain in a clean, sanitary and safe condition, the shared or public areas of the building and premises thereof.
 2. Occupied Areas: All occupants of a rental dwelling unit shall maintain in a clean, sanitary and safe condition that part or those parts of the building and premises thereof that she/he occupies and controls.
- C. Storage and Disposal of Garbage and Rubbish:
 1. All occupants of a rental dwelling unit shall store and dispose of all their rubbish in a clean, sanitary and safe manner.
 2. All occupants of a rental dwelling unit shall store and dispose of all their garbage and any other organic waste which might provide food for insects and/or rodents in a clean, sanitary and safe manner.
 3. Every owner of a rental dwelling unit shall supply facilities of adequate size for the sanitary and safe storage and disposal of rubbish and garbage.
 4. Every owner of a rental dwelling unit shall supply facilities of adequate size for the sanitary and safe storage and collection of recyclables.

D. Pest Control:

1. Pest Extermination: Every owner of a rental dwelling unit shall be responsible for the extermination of vermin infestations and/or rodents on the premises. Every occupant of a dwelling unit containing more than one dwelling unit or an occupant of a nonresidential building containing more than one unit shall be responsible for the extermination whenever his unit is the only one infested. Notwithstanding, however, whenever infestations caused by the failure of the owner to maintain a building in a reasonable rodent-proof or reasonable vermin-proof condition, extermination shall be the responsibility of the owner. Whenever infestation exists in two (2) or more of the units in any building, extermination thereof shall be the responsibility of the owner. Whenever extermination is the responsibility of the owner, the extermination must be performed by a licensed pest control contractor.

2. Rodents:

a. No occupant of a rental dwelling unit shall accumulate boxes, lumber, scrap metal, or any similar materials in such a manner that may provide a rodent harborage in or about any dwelling unit or building. Stored materials shall be stacked neatly.

b. No owner of a rental dwelling unit shall accumulate or permit the accumulation of boxes, lumber, scrap metal, or any other similar materials in such a manner that may provide a rodent harborage in or about shared or public areas of a building or its premises. Materials stored by the owner or permitted to be stored by the owner shall be stacked neatly.

c. No owner or occupant of a rental dwelling unit shall store, place or allow to accumulate, any materials that may serve as food for rodents in a site accessible to rodents.

E. Sanitary Maintenance of Fixtures and Facilities: Every occupant of a rental dwelling unit shall keep all supplied fixtures and facilities therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation thereof.

F. Minimum Heating Capability and Maintenance: In every rental dwelling unit, when the control of the supplied heat is the responsibility of a person other than the occupant, a temperature of at least sixty eight degrees Fahrenheit (68°F), or such lesser temperature required by government authority, shall be maintained at a distance of three feet (3') above the floor and three feet (3') from exterior walls in all habitable rooms, bathrooms and water closet compartments from September through May.

G. Minimum Exterior Lighting: The owner of a multiple family rental building shall be responsible for providing and maintaining effective illumination in all exterior parking lots and walkways.

- H. Driveways and Parking Areas: The owner of a rental building shall be responsible for providing and maintaining in good condition paved and delineated parking areas and driveways for tenants.
- I. Yards: The owner of the building shall be responsible for providing and maintaining the yards of premises consistent with all applicable provisions in the City Code.
- J. Exterior Storage: Owners and occupants of rental dwelling units shall comply with the City's exterior storage requirements as regulated by Section 10-16 of the Zoning Ordinance.
- K. Public Nuisances: Owners and occupants of rental dwelling units shall comply with the City's public nuisance ordinance as provided for in Chapter 8 of the City Code.
- L. The property owner shall be responsible for payment of all property taxes, City utility fees, special assessments, and interest. Delinquent utility accounts shall be subject to Chapter 3 of the City Code.

4-6-7: Maximum Density: No person shall occupy nor permit or let to be occupied any rental dwelling unit for the purpose of living therein, which does not comply with the following requirements. The maximum permissible occupancy of any dwelling unit shall be determined as follows:

- A. For the first occupant, one hundred fifty (150) square feet of habitable room floor space and for every additional occupant thereof, at least one hundred (100) square feet of habitable room floor space.
- B. In no event shall the total number of occupants exceed two (2) times the number of habitable rooms, less kitchen, in the dwelling unit.

4-6-8: General Requirements. No person shall occupy, as owner/occupant, or let to another occupy, any rental building or rental dwelling unit which does not comply with the following requirements, unless specifically exempt:

- A. Minimum Ceiling Height: In order to qualify as habitable, rooms shall have a clear ceiling height of not less than seven feet (7'); except, that in attics or top half stories used for sleeping, study, or similar activities, the ceiling height shall be not less than seven feet (7') over at least one-half (1/2) of the floor area. In calculating the floor area of such rooms in attics or top half stories, only those portions of the floor area of the room having a clear ceiling height of five feet (5') or more may be included.
- B. Access through Sleeping Rooms and Bathrooms: No dwelling unit containing two (2) or more sleeping rooms shall have a room arrangement such that access to a bathroom or water closet compartment intended for use by occupants of more than one sleeping room can be gained only by going through another sleeping room. A bathroom or water closet compartment shall not be used as the only passageway to any habitable room, hall, basement or cellar of any dwelling unit.

- C. Foundations, Exterior Walls and Roofs: The foundation, exterior walls, and exterior roof shall be substantially watertight and protected against vermin and rodents and shall be kept in sound condition and repair. The foundation element shall adequately support the building at all points. Every exterior wall shall be free of deterioration, holes, breaks, loose or rotting boards or timbers, and any other condition which might admit rain or dampness to the interior portion of the walls or to the interior spaces of the building. The roof shall be tight and have no defects which admit rain, and roof drainage shall be adequate to prevent rainwater from causing dampness in the walls. All exterior wood surfaces, other than decay resistant woods, shall be protected from the elements and decay by paint or other protective covering or treatment. If the exterior surface is unpainted or determined by the compliance officer to be paint blistered, the surface shall be painted. If the exterior surface of the pointing of any brick, block or stone wall is loose or has fallen out, the surface shall be repaired.
- D. Windows, Doors And Screens: Every window, exterior door, and other exterior openings shall be substantially tight and shall be kept in sound condition and repair. Every window, door and frame shall be constructed and maintained in such relation to the adjacent wall construction as to completely exclude rain, wind, vermin and rodents from entering the building. Every openable window shall be supplied with mesh screens, and shall be equipped with an approved lock if located less than six feet (6') above adjacent grade.
- E. Floors, Interior Walls and Ceilings: Every floor, interior wall and ceiling shall be adequately protected against the passage and harborage of vermin and rodents, and shall be kept in sound condition and good repair. Every floor shall be free of loose, warped, protruding or rotted flooring materials. Every interior wall and ceiling shall be free of holes and large cracks and loose plaster and shall be maintained in a tight, weatherproof condition. Toxic paint and materials with a lasting toxic effect shall not be used. The floor of every toilet room, bathroom, and kitchen shall have a smooth, hard, nonabsorbent surface and shall be capable of being easily maintained in a clean and sanitary condition.
- F. Rodent proof: Every structure and the premises upon which it is located shall be maintained in a rodent free and rodent proof condition. All openings in the exterior walls, foundations, basements, ground or first floors, and roofs, which have a one-half inch (1/2") diameter or larger opening, shall be rodent proofed in an approved manner. Interior floors or basements, cellars, and other areas in contact with the soil shall be paved with concrete or other rodent impervious material.
- G. Fences: All fences shall consist of metal, wood, masonry, or other decay resistant material. Fences shall be maintained in good condition both in appearance and in structure. Wood material, other than decay resistant varieties, shall be protected against decay by use of paint or other preservatives. All fences shall be subject to the provision of Section 10-20 of the St. Francis Zoning Ordinance.

- H. Grading And Drainage: During the period of May through October, every yard, court, passageway, and other portions of the premises on which a building stands shall be graded and drained so as to be free of standing water that constitutes a detriment to health and safety.
- I. Landscaping: Every yard of a premises on which a building stands shall be provided with lawn or combined ground cover of vegetation, garden, hedges, shrubbery, and related decorative materials, and such yard shall be maintained consistent with prevailing community standards. Multiple family dwelling sites shall be maintained in accordance with an approved city landscape plan and shall be supplied with an irrigation system.
- J. Screening: In multiple family dwelling sites, all outside trash disposal facilities, recycling containers, and outside or rooftop mechanical equipment shall be screened from view by an opaque fence or wall high enough to completely screen the equipment.
- K. Safe Building Elements: Every foundation, roof, floor, exterior and interior wall, ceilings, inside and outside stair, every porch and balcony, and every appurtenance thereto, shall be safe to use and capable of supporting loads required by the occupancy.
- L. Facilities to Function: Every supplied facility, piece of equipment or utility required under city ordinances and every chimney and flue shall be installed and maintained and shall function effectively in a safe, sound, and working condition.
- M. Discontinuance of Service or Facilities: No owner, operator, or occupant shall cause any service, facility, equipment, or utility, which is required under this Ordinance, to be removed, shut off or discontinued from any occupied building or portion thereof, except for such temporary interruptions as may be necessary while actual repairs or alterations are in process, or during temporary emergencies.

4-6-9: Minimum Standards for Basic Equipment and Facilities. No person shall occupy, as owner/occupant, or let to another occupy, any rental building or rental dwelling unit for the purposes of living, sleeping, cooking and eating therein which do not comply with the following requirements:

- A. Kitchen Facilities:
 - 1. Every dwelling unit shall have a room or portion of a room in which food may be prepared and/or cooked and which is connected to an approved sewer system.
 - 2. Every dwelling unit shall have an approved kitchen sink in good working condition and properly connected to an approved water supply system, and which provides at all times an adequate amount of heated and unheated running water under pressure, and which is connected to an approved sewer system.
 - 3. Every dwelling unit shall have cabinets and/or shelves for the storage of eating, drinking, and cooking equipment and utensils and of food that does not require refrigeration for safekeeping, and a counter or table for food preparation. Said cabinets and/or shelves and counter or table shall be adequate for the permissible

occupancy of the dwelling unit and shall be of sound construction and furnished with surfaces that are easily cleaned and that will not impart any toxic or deleterious effect to food.

4. Every dwelling unit shall have a stove or similar device for cooking food, and a refrigerator or similar device for the safe storage of food at or below forty degrees Fahrenheit (40°F), which are properly installed with all necessary connections for safe, sanitary and efficient operation. Provided, that such stove, refrigerator or similar device need not be installed when a dwelling unit is not occupied or when the occupant is expected to provide same upon occupancy, in which case, sufficient space and adequate connections for the installation and operation of said stove, refrigerator or similar device must be provided.
- B. Toilet Facilities: Within every rental dwelling unit there shall be an uninhabitable room which is equipped with an approved toilet in good working condition. Such room shall have an entrance door which affords privacy. Said toilet shall be equipped with easily cleaned surfaces, shall be connected to an approved water system that at all times provides an adequate amount of running water under pressure to cause the toilet to be operated properly, and shall be connected to an approved sewer system.
 - C. Lavatory Sink: Within every rental dwelling unit there shall be an approved lavatory sink. Said lavatory sink may be in the same room as the flush water closet, or if located in another room, the lavatory sink shall be located in close proximity to the door leading directly into the room in which the said water closet is located. The lavatory sink shall be in good working condition and shall be properly connected to an approved water supply system and shall provide at all times an adequate amount of heated and unheated running water under pressure, and shall be connected to an approved sewer system.
 - D. Bathtub or Shower: Within every rental dwelling unit there shall be an uninhabitable room which is equipped with an approved bathtub or shower in good working condition. Such room shall have an entrance which affords privacy. Said bathtub or shower may be in the same room as the flush water closet, or in another room, and shall be properly connected to an approved water supply system and shall provide at all times an adequate amount of heated and unheated water under pressure, and shall be connected to an approved sewer system.
 - E. Stairways, Porches and Balconies: Every stairway inside or outside of a rental dwelling and every porch or balcony shall be kept in safe condition and sound repair. Stairs, handrails and guards shall conform to the current building code.
 - F. Access to Rental Dwelling Unit: Access to or egress from each rental dwelling unit shall be provided without passing through any other rental dwelling unit.
 - G. Door Locks: No owner shall occupy nor let to another for occupancy any rental dwelling or rental dwelling unit unless all exterior doors of the dwelling or dwelling unit are equipped with safe, functioning locking devices as follows:
 1. Building Entrances: For the purpose of providing a reasonable amount of safety and general welfare for persons occupying multiple family dwellings, an

approved security system shall be maintained for each multiple family building to control access. The security system shall consist of locked building entrance or foyer doors, and locked doors leading from hallways into individual dwelling units. Dead-latch type doors shall be provided with lever knobs (or doorknobs) on the inside of building entrance doors and with key cylinders on the outside of building entrance doors. Building entrance door latches shall be of a type that are permanently locked from the outside and permanently locked from the inside.

2. Interior Dwelling Unit Entrances: Every door that is designed to provide ingress or egress for a dwelling unit within a multiple family building shall be equipped with an approved lock that has a deadlocking bolt that cannot be retracted by end pressure; provided, however, that such door shall be openable from the inside without the use of a key or any special knowledge or effort.

4-6-10: Minimum Standards for Light and Ventilation. No person shall occupy, as owner/occupant, or let to another occupy, any rental building or rental dwelling unit, for the purpose of living therein, which does not comply with the following requirements:

- A. Habitable Room Light and Ventilation: Except where there is supplied some other device affording adequate ventilation and approved by the compliance officer, every habitable room shall have at least one window facing directly outdoors which can be opened easily. The minimum total of openable window area in every habitable room shall be the greater of ten percent (10%) of the floor area of the room or ten (10) square feet. One-half (1/2) of the required window area shall be openable.
- B. Uninhabitable Room Ventilation: Every bathroom and water closet compartment, and every laundry and utility room shall contain at least fifty percent (50%) of the ventilation requirement for habitable rooms contained in subsection A of this section; except, that no windows shall be required if such rooms are equipped with a ventilation system which is approved by the compliance officer.
- C. Electric Service, Outlets and Fixtures: Every rental dwelling unit and all public and common areas shall be supplied with electric service, functioning over current protection devices, electric outlets, and electric fixtures which are properly installed, which shall be maintained in good and safe working condition, and which shall be connected to a source of electric power in a manner prescribed by the ordinances, rules, and regulations of the City and by the laws of the State. The minimum capacity of such electric service and the minimum number of electric outlets and fixtures shall be as follows:
 1. Rental dwellings containing one (1) or two (2) rental dwelling units shall have at least the equivalent of sixty (60) ampere, 3-wire electric service per dwelling unit.
 2. Rental dwelling units shall have at least one branch electric circuit for each six hundred (600) square feet of dwelling unit floor area.
 3. Every habitable room shall have at least one floor or wall type electric convenience outlet for each sixty (60) square feet or fraction thereof of total floor

area and, in no case, less than two (2) such electric outlets; provided, however, that one ceiling or wall type fixture may be supplied in lieu of one required electric outlet.

4. Every bathroom, kitchen, laundry room, and furnace room shall contain at least one (1) supplied ceiling or wall type electric light fixture, and every bathroom, kitchen, and laundry room shall contain at least one (1) electric convenience outlet. The electric convenience outlet in the bathroom shall be a GFCI outlet.
 5. Every public corridor and stairway in every rental dwelling shall be adequately lighted by natural or electric light at all times so as to provide effective illumination in all parts thereof. Every public corridor and stairway in structures containing not more than two (2) dwelling units may be supplied with conveniently located light switches controlling an adequate lighting system which may be turned on when needed, instead of full time lighting.
 6. A convenient switch or equivalent device for turning on a light in each rental dwelling unit shall be located near the point of entrance to such unit.
- D. Smoke and Carbon Dioxide Protection: Smoke and carbon dioxide alarms shall be provided in conformance with the current building code.

4-6-11: Dwellings Unfit For Human Habitation.

- A. Any rental dwelling or rental dwelling unit which is damaged, decayed, dilapidated, unsanitary, unsafe, or vermin or rodent infested, or which lacks provision for basic illumination, ventilation or sanitary facilities to the extent that the defects create a hazard to the health, safety or welfare of the occupants or of the public may be declared unfit for human habitation. Whenever any rental dwelling or rental dwelling unit has been declared unfit for human habitation, the compliance officer shall order the dwelling or dwelling unit vacated within a reasonable amount of time and shall post a placard on the dwelling or dwelling unit indicating that it is unfit for human habitation and any operating license previously issued for such dwelling shall be revoked.
- B. It shall be unlawful for such rental dwelling or rental dwelling unit to be used for human habitation until the defective conditions have been corrected and written approval has been issued by the compliance officer. It shall be unlawful for any person to deface or remove the declaration placard from any such rental dwelling or rental dwelling unit.
- C. The owner of any rental dwelling or rental dwelling unit which has been declared unfit for human habitation, or which is otherwise vacant for a period of sixty (60) days or more, shall make the dwelling or dwelling unit safe and secure so that it is not hazardous to the health, safety and welfare of the public and does not constitute a public nuisance. Any vacant dwelling open at doors or windows, if unguarded, shall be deemed to be a hazard to the health, safety and welfare of the public and a public nuisance within the meaning of this ordinance.

D. If a rental dwelling unit has been declared unfit for human habitation and the owner has not remedied the defects within a prescribed reasonable time, the dwelling may be declared a hazardous building and treated consistent with the provisions of State statutes.

4-6-12: Ordinance Implementation. All rental housing shall file for the first license by January 15, 2014. All even numbered addresses shall file for the first renewal by January 15, 2016. All odd numbered addresses shall file for the first renewal by January 15, 2017. After first renewals the procedure shall follow as described in Subd. 4.

4-6-13: Penalties and Violations. Any person who violates any provision of this Section shall be guilty of a misdemeanor. Every license issued under the provisions of this Section is subject to suspension or revocation by the City should the licensed owner or the owner's duly authorized agent fail to operate or maintain a licensed dwelling or unit therein consistent with the provisions of the ordinances of the City and the Laws of the State. The City shall appoint a person responsible for administration of this section who shall have the authority to investigate licensees and to suspend or revoke licenses. Revocations and suspensions may be appealed to the City Council within thirty (30) days of notice.

Section 3. Code Amended. That Section 2-9-1 entitled "Fee Schedule" is hereby amended to include the following fee:

Rental Housing License \$150 per unit
Rental Housing License Renewal \$100 per unit
Rental Housing License Renewal Multiple Family \$75 per unit

Section 4. Effective Date. This Ordinance shall take effect 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS _____ DAY OF _____, 2013.

APPROVED:

Jerry Tveit, Mayor

ATTEST:

Barbara I. Held, City Clerk

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY**

RESOLUTION 2013-38

**RESOLUTION TO ADOPT
THE ANOKA COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN**

WHEREAS, the State of Minnesota has ordained that every county and incorporated municipality in the state is required to have a Hazard Mitigation Plan approved by the Minnesota Department of Homeland Security and Emergency Management, to maintain eligibility for state disaster assistance after November 2004; and

WHEREAS, the Federal Emergency Management Administration (FEMA) under the Disaster Mitigation Act of 2000 has ordained that every county and incorporated municipality within the county is required to have a Hazard Mitigation Plan approved by FEMA in order to be eligible for Hazard Mitigation Grant Program Funding for Presidential disasters declared after November 2004; and

WHEREAS, under the Disaster Mitigation Act of 2000, the Federal Emergency Management Agency (FEMA) has issued an Interim Final Rule that details the minimum criteria for local hazard mitigation plans; and

WHEREAS, the City of St. Francis agrees with the concept of and necessity for hazard mitigation planning; and

WHEREAS, The Anoka County Hazard Mitigation Planning Committee recommends the adoption of the Anoka County Multi-Jurisdictional Hazard Mitigation Plan and;

WHEREAS, the Minnesota Department of Homeland Security and Emergency Management and the Federal Emergency Management Agency have conducted a review of and approved the Anoka County Multi-Jurisdictional Hazard Mitigation Plan;

NOW THEREFOR, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST FRANCIS, ANOKA COUNTY, STATE OF MINNESOTA; as follows: we, the City of St. Francis City Council, hereby adopt the Anoka County Multi-Jurisdictional Hazard Mitigation Plan as submitted this 18th day of November 2013, the public welfare requiring it.

The motion for the adoption of the foregoing resolution was made by Councilmember XXXX, and was duly seconded by Councilmember XXXX and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:
and the following abstained:
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18th DAY OF
NOVEMBER, 2013.

Jerry Tveit, Mayor of St. Francis

ATTEST:

Barbara I. Held, City Clerk

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY**

RESOLUTION 2013-39

RESOLUTION COMMITTING FUND BALANCES FOR SPECIFIC PURPOSES

WHEREAS, the City Council of the City of St. Francis, Minnesota, does hereby find as follows:

WHEREAS, the Governmental Accounting Standards Board's Statement No. 54 defines committed fund balance as amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Council,

WHEREAS, Council action is required before year end to formalize the commitment of fund balance to specified purposes,

WHEREAS, those committed amounts cannot be used for any other purpose unless the City removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City, that the specific portions of fund balance in the identified funds are committed as follows:

Committed

<u>Fund</u>	<u>Description</u>	<u>Purpose</u>	<u>Amount</u>
Gambling	Gambling	To pay for future costs related to refurbishing of the Fire Hall.	Year End Fund Balance

The motion for the adoption of the foregoing resolution was made by _____, and was duly seconded by _____ and upon vote being taken thereon, the following voted in favor:

Councilmember XXXX, Councilmember XXXX, Councilmember XXXX, Councilmember XXXX,
Mayor

and the following voted against the same:
and the following abstained:
and following were absent:

Whereupon said resolution was declared passed and adopted by the St. Francis City Council this 18th day of November, 2013.

ATTEST:

Jerry Tveit, Mayor

Barbara I. Held, City Clerk

AGENDA REPORT

TO: Matt Hysten, City Administrator

FROM: Paul Teicher, Public Works Director

SUBJECT: Recycling Improvements

DATE: 11-11-2013

INTRODUCTION: City staff has recognized a need to improve our Recycling Program. Areas in need of enhancement are: park recycling, event recycling, multi-family unit housing recycling and city wide promotion of recycling.

BACKGROUND: While our recycling program has been officially working, City Staff sees the potential for improved success. Over the years many different staff members have come together to make sure the City can put a "check mark in the completed box" for our recycle program. Much of these efforts are reimbursed by Anoka County through annual ongoing Municipal Grant Funding. However, there are more grant dollars available to us for enhancement of our recycling program. The challenge is finding an individual who can focus a set amount of time to facilitate these efforts. Staff recommendation is to use these additional funds for a current staff member to become our Recycling Coordinator. This Coordinator will dedicate time to improve/monitor our park recycling, our community event recycling, promote city wide recycling efforts and to improve recycling at multi-family units within the city. Currently, one of our regular part time employees has been doing a good job taking care of the recycling efforts, but with the very restricted amount of time being put into the program, it has been unable to flourish.

RECOMMENDATION: Staff recommends changing one of the regular part time positions to a full time position to fulfill the additional hours needed to improve our recycling program. We already have an employee on staff willing to step up and taking on these additional responsibilities.

BUDGET IMPACT: The additional wages and benefits needed to cover this change will be covered in part by ongoing grant money reimbursed by the county and by shifting funding within our operation and maintenance budgets for Public Works. We would stay within our proposed budgets.

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Attachments:

1. None

CITY OF ST. FRANCIS, MINNESOTA
GENERAL FUND (101)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 ESTIMATE	2014 BUDGET
<u>Revenues:</u>				
Property Taxes	\$2,893,540	\$2,990,200	\$2,943,200	\$2,955,200
Licenses and permits	89,299	90,668	76,280	89,756
Fines and forfeits	35,166	27,230	46,000	31,290
Intergovernmental	310,344	311,071	400,571	534,239
Charges for services	297,084	268,733	274,784	289,642
Miscellaneous	180,352	176,827	167,960	165,202
Total revenues	3,805,784	3,864,729	3,908,795	4,065,329
<u>Expenditures:</u>				
General Government	656,189	736,355	674,404	747,650
Public Safety	1,549,606	1,725,722	1,661,317	1,764,829
Public Works	770,543	694,260	708,870	688,150
Culture and Recreation	358,072	370,160	295,140	330,900
Community Development	141,407	168,880	274,280	197,700
Miscellaneous	18,494	6,100	7,402	6,100
Total expenditures	3,494,311	3,701,477	3,621,413	3,735,329
Excess (deficit) of revenues over expenditures	311,473	163,252	287,382	330,000
<u>Other financing sources (uses):</u>				
Operating transfers in (out):				
Municipal Liquor Operations	60,000	60,000	60,000	60,000
Capital Projects Fund	-	-	-	-
Fire Truck Replacement Fund	(40,000)	-	-	-
Debt Service	(330,000)	(340,000)	(340,000)	(390,000)
Total other financing sources (uses)	(310,000)	(280,000)	(280,000)	(330,000)
Net change in fund balance	1,473	(116,748)	7,382	0
Fund balance - January 1	2,070,013	1,867,338	2,071,486	2,078,868
Fund balance - December 31	\$2,071,486	\$1,750,590	\$2,078,868	\$2,078,868
Fund balance/revenues	54.4%	45.3%	53.2%	51.1%
Fund balance/expenditures	59.3%	47.3%	57.4%	55.7%
Fund balance/# of mths of expenditures	7.1	5.7	6.9	6.7
Fund balance/revenues	State auditor recommends 35% - 50%			51.1%
Fund balance/# of mths of expenditures	State auditor recommends 5 months			6.7

FOR IMMEDIATE RELEASE - November 12, 2013

Contact: Amanda Vickstrom, Anoka County Attorney's Office at 763-323-5627

Integrated Anoka County Public Safety Data System Moves Forward, Signing Ceremony Announced

Today the Anoka County Board of Commissioners approved a purchase of service agreement with TriTech Systems for the first and largest of three contracts needed to build a new integrated public safety data system. The Anoka County Joint Law Enforcement Council (JLEC), in partnership with the Anoka County Fire Protection Council, and the Board's Public Safety Committee unanimously approved the contract on October 30. The contract will be signed in a ceremony with a media conference on Monday, November 18 at 10:30am at the Anoka County Sheriff's Office.

The new public safety data system will replace old and outdated systems, into one integrated and all-encompassing system that combines Anoka County's 11 law enforcement agencies, 15 fire departments, jail, and 911 Center that assists all 21 Anoka County communities.

"We are excited that for the first time in history, all agencies within the Anoka County region will be integrated on the same public data system," said Tony Palumbo, Anoka County Attorney and Chair of the Joint Law Enforcement Council. "As one of the first counties to have 911 central communications, law enforcement, the jail, and fire protection on one system, we really are setting the standard for communities nationwide," says Palumbo.

With fire, law enforcement, jail and 911 staff all using the same system, public safety personnel are able to drastically improve citizen and officer safety in responding to crimes or emergency situations.

"This new system will greatly enhance information 911 dispatchers, police officers and firefighters have as they respond to emergency situations," says Chris Olson, Chief of the Blaine Police Department. "It will change the way all our agencies gather, store and retrieve data, and allow that data to be instantaneously shared for virtually every public safety position within the County," says Olson.

"Most people probably think public safety systems already are integrated – that when our officers or firefighters go on a call they have all the information they need," says Harlan Lundstrom, Deputy Chief at Spring Lake Park-Blaine-Mounds View Fire Department and President of the Fire Protection Council. "The fact is, it's the norm across the country for law enforcement, fire, and 911 centers and jails to all have different systems, and for our officers and firefighters to have incomplete information when they respond to an emergency," continues Lundstrom.

"With this new system, that all changes – our first responders will be able to have a more complete picture when they respond to an emergency, which benefits our responders and the public," says Lundstrom.

The new public safety data system replaces an outdated 30 year old computer aided dispatch (CAD) and a 14 year old police records system, both of which were in need of updating. Three separate vendors have been selected to create the one integrated system, to a full estimated cost of \$7.6 million. TriTech Systems of San Diego, a world-recognized leader in public safety information systems, is estimated to receive a \$6.2 million contract.

The TriTech contract will include their InformCAD, InformMobile and police records systems. TriTech will also serve as prime integrator for four additional subsystems including an incident management application by Rhodium, BAIR Analytics' crime analysis tools, staff scheduling by Kronos, and CAD North's simulator for testing and training 911 staff.

Negotiations are ongoing with two additional vendors for the fire records system and to upgrade and interface the jail management system, with those contracts expected to be finalized in the next few months. Full implementation of all the components is expected to occur within 18-24 months.

“This has been a project years in the making, and we are excited to be at this point,” says Don Abbott, Fridley’s Public Safety Director. “Our Joint Law Enforcement Council is a unique partnership between law enforcement agencies and elected officials in the County, and through the JLEC we were able to partner with the Fire Protection Council to make this happen – it has been a true collaboration,” says Abbott.

“Through the JLEC, our committees reviewed eleven proposals, attended vendor demonstrations, and performed site visits,” continues Abbott. “We are confident that in the end, we will have a public safety data system that will truly better serve the public, and be more operationally and cost efficient,” says Abbott.

The Joint Law Enforcement Council and Anoka County Fire Protection Council will have a public contract signing ceremony and media conference to kick-off the public safety data system on **Monday, November 18 at 10:30 a.m. at the Anoka County Sheriff’s Office, 13301 Hanson Blvd, Andover**. The media and public are welcomed and encouraged to attend.

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