

CITY OF ST. FRANCIS

CITY COUNCIL AGENDA

December 16, 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 –December 2, 2013
 - b. Receive and File the EDA Minutes – October 7, 2013
 - c. Accept the Resignation of Part Time Public Works Employee Aaron Schroeder
 - d. Approve the Tobacco License for All Season Home Furnishing; 3220 Bridge Street NW
 - e. Approve the 3.2 Malt Liquor Permit for Reliance/Super America; 22945 Lake George Blvd.
 - f. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
7. Ordinances & Resolution
 - a. Ordinance 186, Second Series –Amending Section 8-7-3 Entitled: Disposal of Excess Property (2nd Reading)
 - b. Ordinance 187, Second Series - Amending Section 2-9-1 Regarding the Fee Schedule 2014(2nd Reading)
 - c. Ordinance 188, Second Series – Amending Section 4-2 Rental Housing Licensing (2nd Reading)
 - d. Ordinance 189, Second Series – Amending Section 10-20-2-D Regarding District Standards for Fences (2nd Rdg)
 - e. Ordinance 190, Second Series – Amending Sections 10-16-15 and 8-2-6 Regarding Property Access and Parking in Residential Areas (2nd Reading)
 - f. Ordinance 191, Second Series – Amending the City Charter to Hold a Primary (1st Reading)
 - g. Ordinance 192, Second Series – Amending the City Charter to Clarify Vote counting for Write in Candidates and to Comply with Current Law (1st Reading)
 - h. Resolution 2013-42: 2014 License Renewals
 - i. Resolution 2013-43: Certifying Taxes Payable in 2014
 - j. Resolution 2013-44: Adopting a Budget for 2014
 - k. Resolution 2013-45: End of Year Transfers
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney:
 - c. Staff:
 - Building Official:
 - Fire Dept.:
 - Public Works:
 - Liquor Store:
 - Police:
 - City Administrator Report: Joint Fire Update
9. Reports from Council Members
10. Report from Mayor:
11. Old Business
12. New Business
13. Adjournment

Calendar of Event

- Dec 15: Council Retreat – Second Session
- Dec 18: Planning Meeting @ ISD #15 Central Services Center **CANCELLED**
- Dec 24: City Offices closing at noon for the Christmas Eve.
- Dec 25: City Offices closed for Christmas
- Jan 1: City Offices closed for New Year's Day
- Jan 2: Application deadline for Council vacancy closes at 5:00 pm
- Jan 6: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council

FROM: Matthew L. Hylan,
City Administrator 

RE: Agenda Memorandum – December 16, 2013 Meeting

Agenda Items:

4. Consent Agenda:

6. Petitions, Requests, Applications:

7. Ordinances & Resolutions

- a. *Ordinance 186, Second Series, Second Reading:* 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, Second Reading:* 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. As an Ordinance, this will require a roll call vote.
- c. *Ordinance 188, Second Series, Second Reading:* 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. As an Ordinance, this will require a roll call vote.
- d. *Ordinance 189, Second Series, Second Reading:* Attached is Ordinance 188 amending standards for fences. The Planning Commission has recommended these amendments to our City Code. As an Ordinance, this will require a roll call vote.
- e. *Ordinance 190, Second Series, Second Reading:* Attached is Ordinance 190 amending parking requirements in residential areas. This Ordinance is recommended by the Planning Commission. As an Ordinance, this will require a roll call vote.
- f. *Ordinance 191, Second Series, First Reading:* Attached is Ordinance 191 adopting the City Charter changes. An attached memorandum from City Attorney Scott Lepak explains the process for both Ordinance 191 and Ordinance 192. This ordinance allows the City to hold a primary election. As an Ordinance, this will require a roll call vote.
- g. *Ordinance 192, Second Series, First Reading:* Attached is Ordinance 192 adopting the City Charter changes regarding write-in candidates. As an Ordinance, this will require a roll call vote.
- h. *Resolution 2013-42:* Attached is Resolution 2013-42 which approves the 2014 License Renewals. Please note the Agenda Report by City Clerk Barb Held relating to a request of a liquor license renewal. A motion would be in order to approve this Resolution.
- i. *Resolution 2013-43:* Attached is Resolution 2013-43 which certifies the Municipal taxes payable in 2014. A motion would be in order to approve this Resolution.
- j. *Resolution 2013-44:* Attached is Resolution 2013-44 which adopts the 2014 Municipal Budget. A motion would be in order to approve this Resolution.

- k. *Resolution 2013-45*: Attached is Resolution 2013-45 which approves some end of the year transfers in the 2013 Budget. An Agenda Report from Finance Director Darcy Mulvihill explains the adjustments. 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: *Joint Fire Meeting Update:* I will be attending a Joint Fire Committee Meeting on December 12th and will give an update on the work being completed on Joint Fire.

Liquor Store:

Police:

City Administrator:

11. Old Business:

12. New Business:

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

CITY COUNCIL MINUTES

December 2, 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 Amy Lazere, Tim Brown and Chris McClish. Mike Haggard excused. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk, Inc.), City Planner Nate Sparks (Northwest Associated Consultants), Police Chief Jeff Harapat, Police Sergeant Jake Rehling, Public Works Director Paul Teicher, Building Official Andy Schreder, Finance Director Darcy Mulvihill, City Administrator Matt Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY LAZERE SECOND HAGGARD TO ADOPT THE DECEMBER 2, 2013 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND McCLISH TO APPROVE THE DECEMBER 2, 2013, CITY COUNCIL CONSENT AGENDA AS A-H AS FOLLOWS:
 - a. Approve the City Council Minutes of November 18, 2013.
 - b. Receive and file the URRWMO Minutes: September 10, 2013 and Unapproved November 12, 2013.
 - c. Approve the Streets, Parks & Recycling Maintenance Worker Job Description
 - d. Appoint Tom Koep to the full time Streets, Parks & Recycling Maintenance Worker position at Grade 7 Step 1
 - e. Approve Pay Estimate No. 3 to Concrete Idea Inc. of St. Michael for the T.H. 47 Pedestrian Improvements for \$4,087.44.
 - f. Adopt the St. Francis Water Supply Plan submitted to the MN DNR in June 2013 and authorize the Public Works Director to execute the certification of adoption and forward on to the MN Department of Natural Resources.
 - g. Authorize the Police Department to order a 2014 Police Squad out of the 2014 Budget with delivery in 2014.
 - h. Payment of Claims \$ 118,729.22 (Check #66526 -66574)Motion carried 5-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **Charter Commission Public Hearing on recommended Amendments:** Malcolm Beck, Chair of the Charter Commission briefly explained the three different amendments. The Charter Commission met and approved the following items to be recommended to the City Council:
 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 second two amendments recommendations have been discussed for a number of years. The Charter Commission requests that each item be considered separately by the Council. In order for the amendments to be approved they will need an unanimous vote.

Mayor Tveit opened the public hearing on the Charter Amendments at 6:07 pm. Tveit asked for public input, with no comments from the public, Tveit closed the public hearing at 6:07 pm.

Motion by McClish second Haggard to amend **Chapter 5: Subdivision 2. Filing and Nomination.** Not more than eighty-four (84) nor less than seventy (70) days weeks before the date of the election, an individual who is eligible and desires to have his name placed on the official ballot as a candidate for an office to be voted for at the election shall file his affidavit of candidacy with the City Clerk. The City Clerk shall also accept an application signed by not less than five (5) voters and filed on behalf of an eligible person whom they desire to be a candidate, if service of a copy of the application has been made on the candidate and proof of service is endorsed on the application being filed. A write-in candidate who wants their write-in votes to be counted in the general election must file a written request with the city clerk no later than seven (7) days before the general election. All write-in votes for candidates who have not filed a written request to have these votes counted shall be treated collectively as votes for a single nonqualified candidate referenced as "other". Upon receipt of a filing fee in the amount of five dollars (\$5.00) the City Clerk shall place the name of the candidate on the official ballot without partisan designation. Motion carried 5-0.

2. Motion by Lazere second Brown to amend **Chapter 2: Section 2.02 The Council - Composition, Qualification and Terms.** The elective officers of the City shall be a Mayor and four (4) Council persons who, together, shall compose the council. All members of the Council shall be elected at - large by and from the electors of the City. All elective officers shall take office and qualify at the time of the first regular Council meeting in the Month of January next following their election, and shall hold office until their successors have been elected and have qualified. The term of office of Mayor shall be two (2) years until the term beginning on January 5, 2015 and in subsequent terms when the term of office of Mayor shall be four (4) years. ~~and~~ the term of office of each Council person shall be four (4) years. The Council shall be the judge, as to qualification only, of the election of the Mayor and Council persons. (Reference Section 5.01).

Haggard felt it should be left up to the people to decide how long the term should be. Tveit said it would not affect my current term. Motion failed 4-1. Haggard voting nay. Motion failed.

3. Motion by McClish second Lazere to amend **Chapter 5: Subdivision 2. Filing and Nomination.** Not more than eighty-four (84) nor less than seventy (70) days weeks before the date of the primary election, an individual who is eligible and desires to have his name placed on the official ballot as a candidate for an office to be voted for at the primary election or general election, depending upon the number of candidates that actually file for each office, shall file his affidavit of candidacy with the City Clerk. The City Clerk shall also accept an application signed by not less than five (5) voters and filed on behalf of an eligible person whom they desire to be a candidate, if service of a copy of the application has been made on the candidate and proof of service is endorsed on the application being filed. Upon receipt of a filing fee in the amount of five dollars (\$5.00) the City Clerk shall place the name of the candidate on the official ballot without partisan designation.

Subdivision 3. Notice. At least two (2) weeks before the first day to file affidavits or applications of candidacy, and at least two (2) weeks prior to each primary election, general election, and special election, the City Clerk shall publish and post in the Clerk's office a notice thereof.

Subdivision 7. Primary Election. There will be no primary election. Effective for the 2014 elections and thereafter, primary elections shall be held on the same date as prescribed by the Minnesota Statutes, which establishes the statewide primary election date. The primary election shall be for the selection of two nominees for each elective office at the regular municipal election, unless two nominees or fewer file for each elective office. In the event two nominees or fewer file for an elective office, the names of such nominees shall be placed on the municipal general election ballot as the nominee for that office and no primary election shall be held for such elective office.

Motion carried 5-0.

In the Charter Commission discussion they agree if any of the amendments did not pass they would be automatically put on the next ballot.

b. Norma Jones, 23008 Spring Hill Road: Preliminary & Final Plat –

Resolution 2013-40: The applicant, Norma Jones is proposing to divide one parcel off of the existing parcel that is about 60 acres in size. The parcel consists of roughly a southern 40-acre piece and a northern 20-acre piece. The applicant is seeking to split 20 acres off from the property to convey to another party. The applicant provided a wetland delineation, soils information, and a proposed house location that all meet City Code and Engineering requirements. Both proposed parcels exceed the 10-acre minimum in the A2 Zoning District. The Planning Commission held a public hearing and recommended approval with four conditions that are noted in Resolution 2013-40. MOTION BY LAZERE SECOND BROWN TO ADOPT RESOLUTION 2013-40 A RESOLUTION

APPROVING THE PRELIMINARY AND FINAL PLAT OF THE JONES ADDITION.
Motion carried 5-0.

c. **2014 Budget Discussion:** City Finance Director, Darcy Mulvihill stated each year the city has to hold a public meeting allowing for public input. On September 3, 2013 the City Council set a maximum levy of \$2,988,086 which represents a 0% increase in the levy. The General Fund budget is balanced at \$4,125,329 on the revenue and expenditure sides. Mulvihill gave a power presentation on the proposed 2014 Budget. Mayor Tveit opened up for public input at 6:27 pm. Ken Koch, 24011 Fillmore Street Ne, Bethel. Koch stated he owns vacant property along Ambassador Blvd. There is a 111 and 40-acre parcel. I would like to have the assessed value be re-addressed. Tveit stated staff will give you the contact name and number for the Anoka County Assessor's office. This is where your matter should be addressed this discussion strictly deals with the budget. Mayor Tveit closed the public input at 6:32 pm. No further action at this time.

7. **Ordinances & Resolution:**

a. **Ordinance 186, Second Series – Amending Section 8-7-3 Entitled “Disposal of Excess Property” (1st Reading):** MOTION BY BROWN SECOND McCLISH TO APPROVE THE FIRST READING OF ORDINANCE 186, SECOND SERIES AMENDING SECTION 8-7-3 ENTITLED “DISPOSAL OF EXCESS PROPERTY”. Roll Call: Ayes: Lazere, Haggard, Brown, McClish, and Tveit. Nays: None. Motion carried 5-0.

b. **Ordinance 187, Second Series - Amending Section 2-9-1 Regarding the Fee Schedule 2014 (1st Reading):** MOTION BY LAZERE SECOND BROWN TO APPROVE THE FIRST READING OF ORDINANCE 187, SECOND SERIES AMENDING SECTION 2-9-1 REGARDING THE 2014 FEE SCHEDULE, Roll Call: Ayes: McClish, Brown, Haggard, Lazere, and Tveit. Nays: None. Motion carried 5-0.

c. **Ordinance 188, Second Series – Amending Section 4-2 Entitled “Rental Housing Licensing” (1st Reading):** MOTION BY McCLISH SECOND LAZERE TO APPROVE THE FIRST READING OF ORDINANCE 188, SECOND SERIES AMENDING SECTION 4-2 ENTITLED “RENTAL HOUSING LICENSING”. Roll Call: Ayes: Brown, McClish, Lazere, and Tveit. Nays: Haggard Motion carried 4-1.

d. **Ordinance 189, Second Series – Amending Section 10-20-2-D Regarding District Standards for Fences (1st Reading):** MOTION BY BROWN SECOND LAZERE TO APPROVE THE FIRST READING OF ORDINANCE 189, SECOND SERIES AMENDING SECTION 10-20-2-d REGARDING DISTRICT STANDARDS FOR FENCES. Roll Call: Ayes: Lazere, Brown, Haggard, McClish, and Tveit. Nays: None. Motion carried 5-0.

e. **Ordinance 190, Second Series – Amending Sections 10-16-15 and 8-2-6 Regarding Property Access and Parking in Residential Areas (1st Reading):** MOTION BY McCLISH SECOND LAZERE TO APPROVE THE FIRST READING OF ORDINANCE 190, SECOND SERIES AMENDING SECTION 10-16-15 AND 8-2-6 REGARDING PROPERTY ACCESS AND PARKING IN RESIDENTIAL AREAS. Roll Call: Ayes: McClish, Brown, Lazere, and Tveit. Nays: Haggard. Motion carried 4-1.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Building Official:

Fire Dept.:

Public Works: Sanitary Sewer Televising/Asset Evaluation: Public Works is requesting to retain RedZone Robotics to perform professional services involving a comprehensive survey and condition analysis of the City of St Francis's approximately 22 miles of sanitary sewer and 522 manholes. The consultant's robotic pipe surveying equipment utilizes closed circuit TV (CCTV), laser-scanning, and sonar to obtain pipe condition data both above and below the water line. RedZone is the only company (to Staff's knowledge) that can provide this combination of inspection equipment to give a complete condition assessment, regardless of sewer flow and bottom siltation. Along with the inspection to be performed by three different types of robots, the consultant will review the data for every pipe segment and manhole and categorize its condition using a standardized rating system. All of this information and data will integrate into RedZone's ICOM3 software. This is a GIS-based software that will combine with our GIS to provide an asset management tool for all of the public sanitary sewer in the City of St Francis. This will be a powerful tool for capital improvement planning and record keeping. MOTION BY TVEIT SECOND McCLISH TO ENTER INTO A CONTRACT WITH REDZONE ROBOTICS FOR \$43,000 FOR FIVE YEARS PENDING REVIEW OF THE CONTRACT BY THE CITY ATTORNEY. Motion carried 5-0.

Liquor Store:

Police Dept.:

City Administrator: Hysten reported he attended an Economic Development meeting with Anoka County. The buzzword at the meeting was to have sites certified shovel ready. We have some sites but they are not certified shovel ready. There are some cost to getting the sites ready but will keep council informed.

Just today, we received a resignation from part time Public Works worker Aaron Schroeder. Aaron will be furthering his education. The City Council can act on this resignation tonight or we will add it to the consent agenda in two weeks. Tveit asked to add it to the consent agenda at their next city council meeting.

9. **Reports from Council Members:** No reports from the Council members.

10. **Report from Mayor:** The information requested from the council retreat facilitator was hand delivered to him today.

Mayor's Snowmobile Trial Ride will be held on February 1, 2014. This includes the mayors of St. Francis, Oak Grove, Ramsey, Nowthen and Andover. The mayors are donating their share of the proceeds to a charity in their city. I would like to donate again this year's money to the St. Francis Ambassador's Program.

11. **Old Business:** None.

12. **New Business:** The City Attorney raised the issue of whether Council Member Haggard met the statutory and charter requirement that he be an inhabitant of the City of St. Francis. The City Attorney asked the Police Chief to provide the Council with information related to where Council Member Haggard resides that the Police Chief received in the course of looking into a report to the department. The Police Chief reported that he determined that Council Member Haggard lived in Zimmerman and that the St. Francis address provided by Council Member Haggard was a location where the owner indicated that Council Member Haggard had spent only about three nights in three months. The Mayor indicated his experience in not being able to locate Council Member Haggard's residence in order to deliver City documents to him personally. Council Member Haggard disputed the assertions and determination of the Police Chief and stated that it was his intent to resign from the Council at some point because he was moving from the City. Following further dialog, Council Member Haggard provided the Council with a written resignation. MOTION TVEIT BY SECOND LAZERE TO ADOPT RESOLUTION 2013-41 DECLARING A VACANCY DUE TO COUNCIL MEMBER HAGGARDS RESIGNATION. Motion carried 4-0.
The Mayor asked the City Clerk to send Council Member Haggard the customary thank you notification.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:11 pm.

Barbara I. Held, City Clerk

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

ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

OCTOBER 7, 2013

1. **Call to Order:** EDA Commission president Chris McClish called the EDA meeting to order at 5:05 pm.

2. **Roll Call:** Commission members present were Chris McClish, Richard Orpen, Jerry Tveit, and Brenda Pavelich-Beck. Troy Shook excused. Also present were City Administrator Matt Hysten and City Clerk Barb Held.

3. **Discussion on the Meadows of St. Francis Lots:** Hysten reported the City of St. Francis recently acquired 46 townhome lots in the Meadows of St. Francis along Highway 47. In addition to acquiring these lots, the city has legal working on getting a clean title for this property and establishing an appropriate association(s) for these lots. Legal has spent numerous hours obtaining clear titles. Once this has been completed, the City Council may be willing to transfer title/ownership of these lots to the St. Francis Economic Development Authority for future sale. The City is looking to purchase these lots for approximately \$1,000 to \$1,200 per lot. If the EDA did take ownership of these lots the EDA would keep the money from the sale of the lot(s). The question was raised by the EDA, does the City Council want to turn the lots over to the EDA. Both Tveit and McClish indicated the City Council is in favor of turning the assets over to the EDA. Beck asked what is the market for this type of housing and how long do we have to sell them. Tveit stated it seems the council is interested in selling land but the EDA is a separate entity. Beck stated but I think it is important to take into account how the council feels. Orpen asked what the EDA's liability, responsibility is and what about legal accessibility. Beck asked if the EDA would have to have their own audit done. Hysten stated he would have to check into what the threshold is for a separate audit. Beck asked how would the EDA market them and are there any restrictions on selling the lots. Hysten stated we will have to check how the EDA is insured. Discussion was held on marketing, different incentives that could be offered and term limits of the commission members.

4. **Adjourn:** McClish adjourned the EDA meeting at 5:40 pm.

Barbara I. Held, City Clerk
Recording Secretary



PAYMENT BATCH AP 12-16-13

ACE SOLID WASTE, INC.

12/01/2013	10960297	E 101-42110-384	Refuse/Garbage Disposal	4058 ST. FRANICS BLVD	60.44
12/01/2013	10960297	E 101-42210-384	Refuse/Garbage Disposal	3740 BRIDGE ST	40.92
12/01/2013	10960297	E 101-43100-384	Refuse/Garbage Disposal	4058 ST. FRANCIS BLVD	15.11
12/01/2013	10960297	E 101-43100-384	Refuse/Garbage Disposal	22825 ST. FRANCIS BLVD	41.01
12/01/2013	10960297	E 101-43210-384	Refuse/Garbage Disposal	23340 CREE ST	35.54
12/01/2013	10960297	E 101-45200-384	Refuse/Garbage Disposal	4058 ST. FRANCIS BLVD	15.11
12/01/2013	10960297	E 101-45200-384	Refuse/Garbage Disposal	22825 ST. FRANCIS BLVD	41.00
12/01/2013	10960297	E 601-49440-384	Refuse/Garbage Disposal	4058 ST. FRANCIS BLVD	15.11
12/01/2013	10960297	E 601-49440-384	Refuse/Garbage Disposal	4020 ST. FRANCIS BLVD	61.28
12/01/2013	10960297	E 602-49490-384	Refuse/Garbage Disposal	4058 ST. FRANCIS BLVD	15.11
12/01/2013	10960297	E 602-49490-384	Refuse/Garbage Disposal	4020 ST. FRANCIS BLVD	61.27
12/01/2013	10960297	E 609-49750-384	Refuse/Garbage Disposal	23307 ST. FRANCIS BLVE	131.31
					\$533.21

AIRGAS NORTH CENTRAL

12/27/2013	9022175840	E 101-43100-217	Other Operating Supplies	SUPPLIES	21.15
12/27/2013	9022175840	E 101-43210-217	Other Operating Supplies	SUPPLIES	21.15
12/27/2013	9022175840	E 101-45200-217	Other Operating Supplies	SUPPLIES	21.15
12/27/2013	9022175840	E 601-49440-217	Other Operating Supplies	SUPPLIES	21.15
12/27/2013	9022175840	E 602-49490-217	Other Operating Supplies	SUPPLIES	21.15
					\$105.75

ANOKA COUNTY CENTRAL COMM.

12/04/2013	2013-368	E 101-42110-321	Telephone	PHONE	192.08
					\$192.08

ANOKA COUNTY PROPERTY RECORDS

		E 101-41910-441	Miscellaneous	RECORDING	14.47
		G 803-22105	O Reilly Escrow	RECORDING-OREILLYS	148.00
					\$162.47

ARTHUR J GALLAGHER

12/03/2013	728263	E 101-41110-360	Insurance	SERVICE FEE	11.33
12/03/2013	728263	E 101-41400-360	Insurance	SERVICE FEE	188.49
12/03/2013	728263	E 101-41410-360	Insurance	SERVICE FEE	2.06
12/03/2013	728263	E 101-41500-360	Insurance	SERVICE FEE	45.32
12/03/2013	728263	E 101-41540-360	Insurance	SERVICE FEE	1.03
12/03/2013	728263	E 101-41550-360	Insurance	SERVICE FEE	2.06
12/03/2013	728263	E 101-41600-360	Insurance	SERVICE FEE	5.15
12/03/2013	728263	E 101-41910-360	Insurance	SERVICE FEE	9.27
12/03/2013	728263	E 101-41940-360	Insurance	SERVICE FEE	176.13
12/03/2013	728263	E 101-42110-360	Insurance	SERVICE FEE	746.75
12/03/2013	728263	E 101-42210-360	Insurance	SERVICE FEE	752.93

12/03/2013	728263	E 101-42400-360	Insurance	SERVICE FEE	4.12
12/03/2013	728263	E 101-42700-360	Insurance	SERVICE FEE	3.09
12/03/2013	728263	E 101-43100-360	Insurance	SERVICE FEE	560.32
12/03/2013	728263	E 101-43210-360	Insurance	SERVICE FEE	17.51
12/03/2013	728263	E 101-45200-360	Insurance	SERVICE FEE	1,183.47
12/03/2013	728263	E 101-49200-360	Insurance	SERVICE FEE	6.18
12/03/2013	728263	E 208-42110-360	Insurance	SERVICE FEE	8.24
12/03/2013	728263	E 225-45100-360	Insurance	SERVICE FEE	2.06
12/03/2013	728263	E 601-49440-360	Insurance	SERVICE FEE	860.05
12/03/2013	728263	E 602-49490-360	Insurance	SERVICE FEE	328.57
12/03/2013	728263	E 609-49750-360	Insurance	SERVICE FEE	235.87
					\$5,150.00

B&B PRODUCTS / RIGS & SQUADS

12/03/2013	4021	E 101-42110-221	Vehicle Repair & Maintenance	INSURANCE	821.76
12/04/2013	4025	E 101-42110-221	Vehicle Repair & Maintenance	SIREN-INSURANCE	160.21
					\$981.97

BELLBOY CORPORATION

10/30/2013	40379400	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.30
10/30/2013	40379400	E 609-49751-253	Wine For Resale	WINE	560.00
11/11/2013	40531200	E 609-49751-251	Liquor For Resale	LIQUOR	(162.00)
11/11/2013	40531900	E 609-49751-251	Liquor For Resale	LIQUOR	(13.63)
11/25/2013	40680100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.28
11/25/2013	40680100	E 609-49751-251	Liquor For Resale	LIQUOR	1,141.50
11/25/2013	89379600	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.15
11/25/2013	89379600	E 609-49751-254	Miscellaneous Merchandise	MISC	30.50
					\$1,584.10

BGS (BARNA GUZY)

11/30/2013	124143	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,800.00
11/30/2013	124145	E 101-41600-304	Civil Legal Fees	ORESKIE	824.00
11/30/2013	124447	E 101-41600-304	Civil Legal Fees	ABBEY FIELD	26.00
11/30/2013	124448	G 803-22105	O Reilly Escrow	OREILLY	143.00
11/30/2013	124507	E 101-41600-312	Criminal Legal Fees	PROSECUTION	4,864.00
					\$7,657.00

BIRCHWOOD CONSTRUCTION

12/05/2013	2918	E 101-42110-401	Repairs/Maint Buildings	MISC REPAIRS	59.00
12/05/2013	2918	E 101-43100-401	Repairs/Maint Buildings	MISC REPAIRS	59.00
12/05/2013	2918	E 101-45200-401	Repairs/Maint Buildings	MISC REPAIRS	59.00
12/05/2013	2918	E 601-49440-401	Repairs/Maint Buildings	MISC REPAIRS	59.00
12/05/2013	2918	E 602-49490-401	Repairs/Maint Buildings	MISC REPAIRS	59.00
					\$295.00

BROWN, TIM

E 101-41110-331	Travel Expenses	MILEAGE TO RETREATS	48.59
			\$48.59

BUCKET MAN

12/02/2013	.1213	E 101-43100-311	Contract	CHANGE BANNERS	290.00
12/02/2013	.1213	E 101-45200-311	Contract	CHANGE BANNERS	290.00
					\$580.00

BUSINESS FORMS AND ACCOUNTING

11/30/2013	48073	E 101-41400-200	Office Supplies	TAX FORMS	54.50
11/30/2013	48073	E 601-49440-200	Office Supplies	TAX FORMS	54.50
11/30/2013	48073	E 602-49490-200	Office Supplies	TAX FORMS	54.50
11/30/2013	48073	E 609-49750-200	Office Supplies	TAX FORMS	54.53
					\$218.03

COUNTY MARKET - CITY ACCOUNT

12/02/2013	.1113	E 101-42210-208	Training and Instruction	FOOD	53.71
12/02/2013	.1113	E 101-42210-212	Motor Fuels	FUEL	90.63
12/02/2013	.1113	E 101-42210-212	Motor Fuels	FUEL	64.95
12/02/2013	.1113	E 101-42210-212	Motor Fuels	FUEL	24.41
12/02/2013	.1113	E 101-42210-212	Motor Fuels	FUEL	86.84
					\$320.54

COURIER, THE

12/04/2013	53805	E 609-49750-340	Advertising	ADVERTISING	50.00
12/04/2013	53857	E 101-41110-343	Other Advertising	ADVERTISING	50.00
12/04/2013	53857	E 101-43210-439	Recycling Days	ADVERTISING	89.00
					\$189.00

CRYSTAL SPRINGS ICE

12/03/2013	31563	E 609-49751-254	Miscellaneous Merchandise	MISC	56.94
					\$56.94

DAHLHEIMER DIST. CO. INC.

11/27/2013	1064497	E 609-49751-252	Beer For Resale	BEER	2,361.46
11/27/2013	1064497	E 609-49751-254	Miscellaneous Merchandise	MISC	316.40
11/27/2013	1064497	E 609-49751-255	N/A Products	N/A	15.50
12/04/2013	1087249	E 609-49751-252	Beer For Resale	BEER	11,040.10
12/04/2013	1087249	E 609-49751-254	Miscellaneous Merchandise	MISC	136.00
					\$13,869.46

DAKOTA COUNTY FINANCIAL SERVIC

11/26/2013	00008869	E 101-42110-311	Contract	E-BRIEFING	252.00
					\$252.00

DAY DISTRIBUTING CO.

11/22/2013	728667	E 609-49751-252	Beer For Resale	BEER	3,167.60
12/06/2013	730485	E 609-49751-252	Beer For Resale	BEER	1,925.35
12/06/2013	730485	E 609-49751-255	N/A Products	N/A	19.20
					\$5,112.15

DE LAGE LANDEN

12/07/2013	20461077	E 101-41400-240	Office Equip	CITY HALL COPIER	261.92
12/07/2013	496264	E 101-42110-200	Office Supplies	POLICE COPIER	253.89
					\$515.81

ECM PUBLISHERS, INC.

11/24/2013	50240	E 609-49750-340	Advertising	AD	650.00
12/06/2013	54082	E 101-41110-343	Other Advertising	COUNCIL VACANCY	35.88
					\$685.88

F.I.R.E.

11/26/2013	455	E 101-42210-208	Training and Instruction	CAR FIRE CLASS	900.00
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					\$900.00
FLAGSTAR BANK					
	E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #3938		61.74
					\$61.74
FLAHERTYS HAPPY TYME CO					
12/09/2013	28371	E 609-49751-254	Miscellaneous Merchandise	MISC	46.20
					\$46.20
FREEDOM SERVICES, INC.-FD					
12/09/2013	10001	G 101-21706	Flex Account	JANUARY 2014	677.12
					\$677.12
FREEDOM SERVICES, INC-MA					
12/09/2013	10002	E 101-41540-301	Auditing and Acct g Services	JANUARY 2014	77.20
					\$77.20
G&K SERVICES, INC					
12/03/2013	1043587000	E 101-41940-219	Rug Maintenance	CITY HALL	18.13
12/03/2013	1043587001	E 609-49750-219	Rug Maintenance	RUGS	11.23
					\$29.36
GOPHER STATE ONE-CALL					
11/30/2013	83681	E 601-49440-442	Gopher State	EMAIL	27.55
11/30/2013	83681	E 602-49490-442	Gopher State	EMAIL	27.55
					\$55.10
GRAINGER, INC.					
11/26/2013	9305302573	E 101-43100-441	Miscellaneous	WRENCH	267.34
11/26/2013	9305302573	E 101-45200-441	Miscellaneous	WRENCH	267.34
11/26/2013	9305302573	E 601-49440-237	Small Equipment	WRENCH	267.34
11/26/2013	9305302573	E 602-49490-217	Other Operating Supplies	WRENCH	267.33
					\$1,069.35
GRANITE CITY JOBBING CO.					
11/26/2013	790611	E 609-49750-210	Operating Supplies	OPERATING	54.99
11/26/2013	790611	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
11/26/2013	790611	E 609-49751-254	Miscellaneous Merchandise	MISC	6.82
11/26/2013	790611	E 609-49751-256	Tobacco Products For Resale	TOBACCO	591.46
12/03/2013	791413	E 609-49750-210	Operating Supplies	OPERATING	18.60
12/03/2013	791413	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
12/03/2013	791413	E 609-49751-256	Tobacco Products For Resale	TOBACCO	788.61
12/03/2013	791413	G 101-20810	Sales Tax Payable	USE TAX	(0.44)
					\$1,468.54
GREEN HOMES OF MN					
	E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #3847		21.12
					\$21.12
HAMACK, JASON					
	E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #2889		91.37
					\$91.37
HEIDEN, AMBER					
	E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #1453		955.39

\$955.39

HEWLETT-PACKARD COMPANY

11/21/2013	34202672-001	E 101-43100-401	Repairs/Maint Buildings	BUILD MAINTENANCE	1,231.13
11/21/2013	34202672-001	E 101-45200-401	Repairs/Maint Buildings	BUILD MAINTENANCE	1,231.13
11/21/2013	34202672-001	E 601-49440-401	Repairs/Maint Buildings	BUILD MAINTENANCE	1,231.14
11/21/2013	34202672-001	E 602-49490-401	Repairs/Maint Buildings	BUILD MAINTENANCE	1,231.14
					<hr/>
					\$4,924.54

INNOVATIVE OFFICE SOLUTIONS, L

11/18/2013	IN0409147	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	135.99
11/27/2013	IN0416100	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	64.32
11/27/2013	IN0416100	E 101-45200-200	Office Supplies	OFFICE SUPPLIES	9.36
11/27/2013	IN0416100	E 601-49440-200	Office Supplies	OFFICE SUPPLIES	9.36
12/02/2013	IN0417219	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	5.59
12/02/2013	IN0417219	E 101-45200-200	Office Supplies	OFFICE SUPPLIES	5.59
12/02/2013	IN0417219	E 601-49440-200	Office Supplies	OFFICE SUPPLIES	5.59
12/02/2013	IN0417219	E 602-49490-200	Office Supplies	OFFICE SUPPLIES	5.57
					<hr/>
					\$241.37

ISD #15

12/04/2013	1329	E 101-42110-221	Vehicle Repair & Maintenance	2012 CHARGER	45.34
					<hr/>
					\$45.34

JJ TAYLOR DISTRIBUTING

12/04/2013	2078071	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
12/04/2013	2078071	E 609-49751-252	Beer For Resale	BEER	643.95
					<hr/>
					\$646.95

JOHNSON BROS WHLSE LIQUOR

11/22/2013	600174	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(2.94)
11/22/2013	600174	E 609-49751-253	Wine For Resale	WINE	(100.00)
12/04/2013	1730952	E 609-49751-206	Freight and Fuel Charges	FREIGHT	63.21
12/04/2013	1730952	E 609-49751-251	Liquor For Resale	LIQUOR	4,229.80
12/04/2013	1730953	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.58
12/04/2013	1730953	E 609-49751-253	Wine For Resale	WINE	749.00
12/04/2013	1730954	E 609-49751-253	Wine For Resale	WINE	62.97
					<hr/>
					\$5,022.62

LMC INSURANCE TRUST

12/05/2013	26467	E 101-41400-160	Work Comp Insurance	2ND INSTALLMENT WC	333.00
12/05/2013	26467	E 101-41410-160	Work Comp Insurance	2ND INSTALLMENT WC	3.25
12/05/2013	26467	E 101-41500-160	Work Comp Insurance	2ND INSTALLMENT WC	140.25
12/05/2013	26467	E 101-42110-160	Work Comp Insurance	2ND INSTALLMENT WC	5,361.25
12/05/2013	26467	E 101-42210-160	Work Comp Insurance	2ND INSTALLMENT WC	2,338.75
12/05/2013	26467	E 101-42400-160	Work Comp Insurance	2ND INSTALLMENT WC	97.25
12/05/2013	26467	E 101-43100-160	Work Comp Insurance	2ND INSTALLMENT WC	2,353.50
12/05/2013	26467	E 101-43210-160	Work Comp Insurance	2ND INSTALLMENT WC	77.75
12/05/2013	26467	E 101-45200-160	Work Comp Insurance	2ND INSTALLMENT WC	745.50
12/05/2013	26467	E 601-49440-160	Work Comp Insurance	2ND INSTALLMENT WC	946.25
12/05/2013	26467	E 602-49490-160	Work Comp Insurance	2ND INSTALLMENT WC	1,021.50
12/05/2013	26467	E 609-49750-160	Work Comp Insurance	2ND INSTALLMENT WC	988.00
12/05/2013	45486	E 101-41110-360	Insurance	2ND INSTALLMENT PROPERTY	35.41

12/05/2013	45486	E 101-41120-360	Insurance	2ND INSTALLMENT PROPERTY	1.57
12/05/2013	45486	E 101-41400-360	Insurance	2ND INSTALLMENT PROPERTY	456.05
12/05/2013	45486	E 101-41410-360	Insurance	2ND INSTALLMENT PROPERTY	10.44
12/05/2013	45486	E 101-41500-360	Insurance	2ND INSTALLMENT PROPERTY	130.16
12/05/2013	45486	E 101-41600-360	Insurance	2ND INSTALLMENT PROPERTY	124.87
12/05/2013	45486	E 101-41910-360	Insurance	2ND INSTALLMENT PROPERTY	88.17
12/05/2013	45486	E 101-41940-360	Insurance	2ND INSTALLMENT PROPERTY	560.42
12/05/2013	45486	E 101-42110-360	Insurance	2ND INSTALLMENT PROPERTY	3,272.39
12/05/2013	45486	E 101-42210-360	Insurance	2ND INSTALLMENT PROPERTY	1,559.94
12/05/2013	45486	E 101-42400-360	Insurance	2ND INSTALLMENT PROPERTY	123.67
12/05/2013	45486	E 101-43100-360	Insurance	2ND INSTALLMENT PROPERTY	2,647.26
12/05/2013	45486	E 101-43210-360	Insurance	2ND INSTALLMENT PROPERTY	41.03
12/05/2013	45486	E 101-45000-360	Insurance	2ND INSTALLMENT PROPERTY	3.50
12/05/2013	45486	E 101-45200-360	Insurance	2ND INSTALLMENT PROPERTY	3,618.68
12/05/2013	45486	E 101-49200-360	Insurance	2ND INSTALLMENT PROPERTY	6.34
12/05/2013	45486	E 601-49440-360	Insurance	2ND INSTALLMENT PROPERTY	3,297.52
12/05/2013	45486	E 602-49490-360	Insurance	2ND INSTALLMENT PROPERTY	1,669.87
12/05/2013	45486	E 609-49750-360	Insurance	2ND INSTALLMENT PROPERTY	2,427.46
					\$34,481.00

MAGNEY CONSTRUCTION, INC.

12/06/2013	KTM-2060	E 601-49440-233	Water Treatment Plant Maint	RECLAIM TANK	11,404.16
					\$11,404.16

MARTIN-MCALLISTER

10/31/2020	8791	E 101-41400-441	Miscellaneous	PROF SERVICES	450.00
					\$450.00

MCDONALD DIST CO.

11/27/2013	344463	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
11/27/2013	344463	E 609-49751-252	Beer For Resale	BEER	5,211.95
11/27/2013	344463	E 609-49751-255	N/A Products	N/A	17.15
12/05/2013	344948	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
12/05/2013	344948	E 609-49751-252	Beer For Resale	BEER	7,161.10
					\$12,396.20

MEDTOX LABORATORIES, INC.

11/30/2013	11201395907	E 101-43100-441	Miscellaneous	TESTING	19.91
11/30/2013	11201395907	E 101-45200-441	Miscellaneous	TESTING	19.91
11/30/2013	11201395907	E 601-49440-441	Miscellaneous	TESTING	19.91
11/30/2013	11201395907	E 602-49490-441	Miscellaneous	TESTING	19.92
					\$79.65

METRO SALES, INC.

11/25/2013	567119	E 101-42110-311	Contract	COPIES	202.53
					\$202.53

NELSON ELECTRIC MOTOR REPAIR

11/22/2013	6539	E 602-49490-229	Project Repair & Maintenance	CASE OIL	400.78
					\$400.78

NORTHWEST ASSOC. CONSULTANTS

12/03/2013	21098	E 101-41910-311	Contract	NOVEMBER	2,554.48
12/03/2013	21099	E 101-41910-311	Contract	MEETINGS	400.00

12/03/2013	21100	G 803-22105	O Reilly Escrow	ESCROWS	957.00
12/03/2013	21100	G 803-22106	ESC-N Jones (Lot Split)	ESCROWS	321.20
12/03/2013	21100	G 803-22109	ESC-Plocher (Home Business)	ESCROWS	165.53
					\$4,398.21

OAIRE					
12/04/2013	120413	E 101-42210-208	Training and Instruction	TRAINING	650.00
					\$650.00

PAUSTIS & SONS					
12/02/2013	8427070-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.00
12/02/2013	8427070-IN	E 609-49751-253	Wine For Resale	WINE	684.01
					\$694.01

PEDERSON, DANIEL & FAITH					
		E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #3607	16.66
					\$16.66

PHILLIPS WINE & SPIRITS CO.					
11/22/2013	3516876	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.47)
11/22/2013	3516876	E 609-49751-251	Liquor For Resale	LIQUOR	(175.49)
11/26/2013	2522557	E 609-49751-251	Liquor For Resale	LIQUOR	2,216.19
12/04/2013	2526078	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.23
12/04/2013	2526078	E 609-49751-251	Liquor For Resale	LIQUOR	910.75
12/04/2013	2526079	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.52
12/04/2013	2526079	E 609-49751-253	Wine For Resale	WINE	793.95
12/04/2013	2526080	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.47
12/04/2013	2526080	E 609-49751-255	N/A Products	N/A	56.00
					\$3,838.15

POSTMASTER - ST. FRANCIS					
		E 101-41400-322	Postage	NEWSLETTER POSTAGE	207.22
		E 101-42110-322	Postage	NEWSLETTER POSTAGE	59.20
		E 101-43100-200	Office Supplies	NEWSLETTER POSTAGE	118.41
		E 101-43210-439	Recycling Days	NEWSLETTER POSTAGE	59.20
		E 101-45200-200	Office Supplies	NEWSLETTER POSTAGE	29.60
		E 601-49440-200	Office Supplies	NEWSLETTER POSTAGE	59.20
		E 602-49490-200	Office Supplies	NEWSLETTER POSTAGE	29.60
		E 609-49750-322	Postage	NEWSLETTER POSTAGE	29.63
					\$592.06

PRINTING UNLIMITED					
11/18/2013	00006901	E 101-42110-200	Office Supplies	SNOWMOBILE TABS	42.75
					\$42.75

QUILL CORPORATION					
11/13/2013	7402914	E 101-41400-200	Office Supplies	NAME PLATE	14.95
					\$14.95

RAMSEY, CITY OF					
12/03/2013	120313	E 101-42210-311	Contract	CHIEF KAPLER'S SERVICES DEK	666.00
					\$666.00

RICK JOHNSON DEER & BEAVER					
12/05/2013	.1013	E 101-43100-311	Contract	REMOVE DEAD DEER	90.00

						\$90.00
RICKS PLUMBING, INC						
11/26/2013	13395	E 601-49440-229	Project Repair & Maintenance	3443 228TH AVE		518.00
11/26/2013	13396	E 601-49440-229	Project Repair & Maintenance	3908 225TH LANE		475.00
11/26/2013	13397	E 601-49440-229	Project Repair & Maintenance	22950 WOODBINE		981.25
						\$1,974.25
RJM DISTRIBUTING INC.						
12/03/2013	27454	E 609-49751-252	Beer For Resale	BEER		329.70
						\$329.70
ROSEVILLE, CITY OF						
12/02/2013	0218052	E 101-41110-310	Computer Consulting Fees	IT SERVICES		238.79
12/02/2013	0218052	E 101-41400-310	Computer Consulting Fees	IT SERVICES		795.97
12/02/2013	0218052	E 101-42110-310	Computer Consulting Fees	IT SERVICES		1,074.56
12/02/2013	0218052	E 101-42210-310	Computer Consulting Fees	IT SERVICES		198.99
12/02/2013	0218052	E 101-43100-310	Computer Consulting Fees	IT SERVICES		198.99
12/02/2013	0218052	E 101-45200-310	Computer Consulting Fees	IT SERVICES		198.99
12/02/2013	0218052	E 601-49440-310	Computer Consulting Fees	IT SERVICES		198.99
12/02/2013	0218052	E 602-49490-310	Computer Consulting Fees	IT SERVICES		198.99
12/02/2013	0218052	E 609-49750-310	Computer Consulting Fees	IT SERVICES		238.81
						\$3,343.08
SOUTHERN WINE & SPIRITS OF MN						
12/05/2013	1107765	E 609-49751-206	Freight and Fuel Charges	FREIGHT		12.50
12/05/2013	1107765	E 609-49751-251	Liquor For Resale	LIQUOR		789.05
						\$801.55
ST. FRANCIS - PETTY CASH						
		E 101-41400-322	Postage	POSTAGE		10.00
						\$10.00
ST. FRANCIS METHODIST						
		E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #3632		115.80
						\$115.80
ST. FRANCIS TRUE VALUE HARDWAR						
11/04/2013	25937	E 101-43100-226	Sign Repair Materials	SUPPLIES		10.15
11/20/2013	25970	E 601-49440-234	Water Tower Maintenance	SUPPLIES		10.13
11/20/2013	25972	E 601-49440-234	Water Tower Maintenance	SUPPLIES		6.08
11/26/2013	26020	E 101-42210-221	Vehicle Repair & Maintenance	SUPPLIES		6.29
11/26/2013	26024	E 101-43100-401	Repairs/Maint Buildings	SUPPLIES		7.09
11/26/2013	26024	E 101-45200-401	Repairs/Maint Buildings	SUPPLIES		7.09
11/26/2013	26024	E 601-49440-401	Repairs/Maint Buildings	SUPPLIES		7.09
11/26/2013	26024	E 602-49490-401	Repairs/Maint Buildings	SUPPLIES		7.07
						\$60.99
STREICHER S						
12/03/2013	11060100	E 101-42110-437	Uniform Allowance	BOOTS		114.99
						\$114.99
SUPINSKI, BRIAN						
		E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #1468		13.96

					\$13.96
THE AMERICAN BOTTLING COMPANY					
12/09/2013	2449721973	E 609-49751-254	Miscellaneous Merchandise	MISC	244.12
					\$244.12
THORPE DISTRIBUTING COMPANY					
12/06/2013	793159	E 609-49751-252	Beer For Resale	BEER	293.58
					\$293.58
WATER LABORATORIES INC.					
10/08/2013	13J-168	E 601-49440-313	Sample Testing	WATER TOWER	25.00
					\$25.00
WIRTZ BEVERAGE MN					
12/05/2013	1080116934	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.57
12/05/2013	1080116934	E 609-49751-251	Liquor For Resale	LIQUOR	1,402.90
12/05/2013	1080116934	E 609-49751-253	Wine For Resale	WINE	184.00
12/05/2013	1080116934	E 609-49751-254	Miscellaneous Merchandise	MISC	27.09
12/05/2013	1080116934	E 609-49751-255	N/A Products	N/A	36.00
					\$1,669.56
					<u>\$134,256.98</u>

FUND SUMMARY

101 GENERAL FUND	\$52,365.23
208 POLICE FORFEITURE	\$8.24
225 PARK FUND	\$2.06
601 WATER FUND	\$21,836.69
602 SEWER FUND	\$5,418.92
609 MUNICIPAL LIQUOR FUND	\$52,891.11
803 ESCROW	\$1,734.73
Total	<u>134,256.98</u>

CITY OF ST. FRANCIS
12/16/2013

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>
Federal Tax	Payroll 11/7/13	15,313.66
PERA	Payroll 11/7/13	11,730.50
ING	Payroll 11/7/13	930.00
ICMA	Payroll 11/7/13	670.00
State Tax	Payroll 11/7/13	3,228.37
MSRS	Payroll 11/7/13	622.75
Visa	October CC	7,479.43
Federal Tax	Payroll 11/19/13	1,260.83
PERA	Payroll 11/19/13	320.16
State Tax	Payroll 11/19/13	124.56
Sales Tax	October Sales Tax	15,595.00
Federal Tax	Payroll 11/21/13	15,604.48
PERA	Payroll 11/21/13	12,029.74
ING	Payroll 11/21/13	930.00
ICMA	Payroll 11/21/13	670.00
State Tax	Payroll 11/21/13	3,264.51
MSRS	Payroll 11/21/13	627.00
Village Bank	November Fees	64.05
	TOTAL	<u><u>90,465.04</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 & November 18, 2013 (Tabled)
December 2, 2013 (1st Reading) & December 16, 2013 (2nd Reading)

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

609141-v1

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

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 3/10/14): 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.

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- Residential	\$40	
- Over Six Feet in Height Commercial	\$40- By Valuation 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	**See Below
	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.	
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 currently \$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
State Test Fee		\$0.53
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	

Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed.

Summer residential sewer rate (May through October billings) are based on the average of water consumption used for the January, February and March billings. If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than 3,000 gallons will be billed actual usage up to the maximum average calculated.

**Note: Consumption amounts are not billed greater than actual usage.



PLANNING MEMO

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

From: Nate Sparks

Date: October 31, 2013

Meeting Date: November 4, 2013 & November 18, 2013 (Tabled)
December 2, 2013 (1st Reading) & December 16, 2013 (2nd Reading)

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



PLANNING MEMO

TO: St. Francis City Council
Matt Hysten, City Administrator

FROM: Nate Sparks

DATE: November 26, 2013

MEETING DATE: December 2, 2013 (1st Rdg) & December 16, 2013 (2nd Rdg)

RE: Fence Ordinance Amendments

BACKGROUND

Attached is a draft ordinance amendment regarding fences. The proposed amendments adjust height standards and add a CUP provision allowing for fences that exceed height standards while meeting other conditions. Also, a link that erroneously references an outdated code section is corrected.

DRAFT AMENDMENTS

Section 1 of the Ordinance addresses an outdated reference and inserts a reference to the ML-PUD District:

1. In the RR, ML-PUD, R-1, R-2, R-3, and R-4 Districts, fencing shall be restricted to a height of six (6) feet for side and rear yards and a height of four (4) feet within the front yard setback. All fences shall be residential in nature such as chain link, wrought iron, vinyl, split-rail, or board and picket. Barbedwire, electric, and other agricultural fences may be used in the RR district in conjunction with a legally permitted use in Section ~~8-06~~ 8-3-2 (Animals and Fowl, Keeping, Transporting, Treatment, Housing) of the City Code.

Section 2 of the Ordinance adds a CUP for fences in the front yards for B-1 and B-2 Districts, which are two main business districts of the City:

3. In the B-1 and B-2 Districts, fencing is not allowed between the principal structure and any public right-of-way. Fences shall be no greater than six (6) feet in height. Fences no greater than four (4) feet in height may be permitted with a Conditional Use Permit in front of the principal structure.

Section 3 of the Ordinance corrects an error in the district references, reduces the height allowed for a front yard fence to four feet to be consistent with the business districts, and adds a provision for allowing taller fences than 8 feet with a CUP:

4. In the ~~B-2, B-3, I-1, I-2,~~ and I-3 Districts, fences shall be no greater than eight (8) feet in height. Fences greater than ~~six-(6) four (4)~~ four (4) feet in height shall not be placed in the front yard. Fences greater than eight

(8) feet in height may be permitted with a Conditional Use Permit when meeting all district setbacks.

RECOMMENDED ACTION

The Planning Commission recommended approval of the draft ordinance amendment.

CITY OF ST FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

ORDINANCE 189, SECOND SERIES

AN ORDINANCE AMENDING SECTION 10-20-2-D REGARDING
DISTRICT STANDARDS FOR FENCES

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 10-20-2-D-1 shall hereby be amended to read as follows:

1. In the RR, ML-PUD, R-1, R-2, R-3, and R-4 Districts, fencing shall be restricted to a height of six (6) feet for side and rear yards and a height of four (4) feet within the front yard setback. All fences shall be residential in nature such as chain link, wrought iron, vinyl, split-rail, or board and picket. Barbed wire, electric, and other agricultural fences may be used in the RR district in conjunction with a legally permitted use in Section 8-3-2 (Animals and Fowl, Keeping, Transporting, Treatment, Housing) of the City Code.

Section 2. Code Amended. That Section 10-20-2-D-3 shall hereby be amended to read as follows:

3. In the B-1 and B-2 Districts, fencing is not allowed between the principal structure and any public right-of-way. Fences shall be no greater than six (6) feet in height. Fences no greater than four (4) feet in height may be permitted with a Conditional Use Permit in front of the principal structure.

Section 3. Code Amended. That Section 10-20-2-D-4 shall hereby be amended to read as follows:

4. In the B-3, I-1, I-2, and I-3 Districts, fences shall be no greater than eight (8) feet in height. Fences greater than four (4) feet in height shall not be placed in the front yard. Fences greater than eight (8) feet in height may be permitted with a Conditional Use Permit when meeting all district setbacks.

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 DECEMBER, 2013.

ATTEST:

APPROVED:

Jerry Tveit, Mayor of St. Francis

Barbara I. Held, City Clerk

(seal)



PLANNING MEMO

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

FROM: Nate Sparks

MEETING DATE: December 2, 2013 (1st Reading) & December 16, 2013 (2nd Reading)

DATE: November 26, 2013

RE: Residential Off-Street Parking Ordinance

BACKGROUND

The City's Code Enforcement Division has been receiving complaints regarding the parking of vehicles on grass in residential areas. This practice is not expressly prohibited by code. The Planning Commission reviewed this ordinance at their June and November 2013 meetings and recommended the following ordinance amendments.

CURRENT ORDINANCE REVIEW

Section 10-16-15-D of the Zoning Ordinance discusses the parking of vehicles on property. It does not mention the parking of licensed or operable vehicles nor does it extend to any property outside of the Urban Service Area:

- D. Recreational Camping Vehicle, Utility Trailer, Boat, Unlicensed Vehicle, and Parking:**
1. Definition. The term "Recreational Camping Vehicle, Utility Trailer, Boat and Unlicensed Vehicle (Operable)" means any of the following:
 - a. "Travel Trailer" – A vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational, and vacation uses, permanently identified "Travel Trailer" by the manufacturer of the trailer.
 - b. "Pickup Coach" – A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.
 - c. "Motor Home" – A portable, temporary building to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.

- d. “Camping Trailer” – A folding structure, mounted on wheels and designed for travel, recreation and vacation uses.
 - e. “Utility Trailer” – A trailer used for the transporting of items typically associated with a residential use. Utility Trailers shall not include trailers used to transport equipment used for commercial use.
 - f. “Boat” – For the purpose of this definition, “boat” shall include a water craft of less than twenty-two (22) feet in length, that is intended for personal use by the resident.
 - g. “Unlicensed Vehicle (Operable)” – Any passenger vehicle which does not have a current registration, but is capable of legally being operated on a public street. A vehicle having a flat tire or tires, missing wheel or wheels, lack of an engine or critical component parts thereof preventing immediate ignition of the engine, broken or cracked windshield, broken or non-functioning headlights, or other characteristics of a vehicle not capable of being immediately legally driven on a public road shall be presumed to be inoperable.
2. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.
 3. Properties which are less than seven (7) acres in size and are zoned for or used for residential purposes, located within the Urban Service Area of the City, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an “Approved Parking Surface” shall mean a parking surface paved with a bituminous or concrete surfacing not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted vehicles shall be limited to a maximum of five hundred (500) square feet in size.

Section 10-16-15-E goes on to address the parking of trucks. It also exempts the rural areas:

- E. **Truck Parking:** It is unlawful to park a truck (other than a truck of twelve thousand (12,000) gross vehicle rated weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within the Urban Service areas of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary

for such activity. For purposes of this section “construction equipment” and/or “construction trailers” shall mean only such equipment and trailers as is decaled per Minnesota Department of Transportation requirements and actively used in connection with the operation of a construction-related business.

PROPOSED AMENDMENT

The City has been receiving some complaints about properties where people are parking on the grass in the front yard. Additionally, this practice has caught the attention of the Public Works Department as many times the property is being accessed by driving on the grass into the yard rather than using the driveway. This causes the grassed area adjacent to the street to suffer from erosion control issues. Erosion control issues can lead to clogged storm sewers. Section 10-16-15-F is proposed to remedy this condition:

- F. Parking in Residential Districts: It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21.

Additionally, the following Section is proposed to be added to the City’s nuisance ordinance as Section 8-2-6-C-24 and 25:

- 24. Causing sand, soil, waste, rubbish, vegetation, or such other materials to be deposited into a storm sewer system.
- 25. Accessing property through a public right-of-way without the use of driveway in a manner that causes disturbance to the vegetation in the right-of-way and/or erosion.

RECOMMENDED ACTION

The Planning Commission recommended approval of the attached ordinance amendment.

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

ORDINANCE 190, SECOND SERIES

AN ORDINANCE AMENDING SECTIONS 10-16-15 and 8-2-6 REGARDING PROPERTY
ACCESS AND PARKING IN RESIDENTIAL AREAS

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Added. That Section 10-16-15-F shall hereby be added to read as follows:

- F. Parking in Residential Districts: It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21.

Section 2. Code Added. That Sections 8-2-6-C-24 and 8-2-6-C-25 shall hereby be added to read as follows:

24. Causing sand, soil, waste, rubbish, vegetation, or such other materials to be deposited into a storm sewer system.
25. Accessing property through a public right-of-way without the use of driveway in a manner that causes disturbance to the vegetation in the right-of-way and/or erosion.

Section 3. 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 DECEMBER, 2013.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

JEFFREY S. JOHNSON
RUSSELL H. CROWDER
JON P. ERICKSON
THOMAS P. MALONE
MICHAEL F. HURLEY
DOUGLAS G. SAUTER
HERMAN L. TALLE
CHARLES M. SEYKORA
DANIEL D. GANTER, JR.
BEVERLY K. DODGE
JAMES D. HOEFT
*JOAN M. QUADE
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DARRELL A. JENSEN
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* Also Licensed in Wisconsin

MEMORANDUM

TO: St. Francis Mayor, City Council and City Administrator
FROM: Scott Lepak, City Attorney
RE: Changes to Charter
DATED: December 10, 2013

As the Council will recall, at the last meeting the Council approved two of the three Charter Commission recommendations. The first recommendation approved was to adopt language related to establishing a primary. The second recommendation approved was to adopt language regarding write in ballots.

In order to formally adopt these changes (and to allow the primary to be held in 2014), these changes must now be adopted by ordinance (two readings followed by publication). The affirmative roll call votes of all four council members is required.

The applicable language requiring, as a practical matter, the primary change to be acted upon at the last council meeting in December and the first council meeting in January is as follows:

Subd. 2. Resolution or ordinance.

The governing body of a city may, **by ordinance or resolution adopted by April 15 in the year when a municipal general election is held**, elect to choose nominees for municipal offices by a primary as provided in this section. The resolution or ordinance, when adopted, is effective for all ensuing municipal elections until it is revoked. The municipal clerk shall notify the secretary of state and the county auditor within 30 days after the adoption of the resolution or ordinance.

(emphasis added).

Recommended action:

1. Adopt Ordinance 191, Second Series (First Reading). An Ordinance amending the City Charter to hold a primary
2. Adopt Ordinance 192, Second Series (First Reading). An Ordinance amending the City Charter to clarify vote counting for write in candidates and to comply with current law.

A copy of the proposed ordinances are attached. Separate action on these items is requested.
613070-v1

ORDINANCE 191, SECOND SERIES

AN ORDINANCE AMENDING THE CITY CHARTER
RELATING TO HOLDING A PRIMARY

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Charter Revised. That Chapter 5, Section 5.01, Subdivision 2 of the St. Francis City Charter be amended as follows:

Subdivision 2. Filing and Nomination. Not more than eighty-four (84) nor less than seventy (70) days ~~weeks~~ before the date of the primary election, an individual who is eligible and desires to have his name placed on the official ballot as a candidate for an office to be voted for at the primary election or general election, depending upon the number of candidates that actually file for each office, shall file his affidavit of candidacy with the City Clerk. The City Clerk shall also accept an application signed by not less than five (5) voters and filed on behalf of an eligible person whom they desire to be a candidate, if service of a copy of the application has been made on the candidate and proof of service is endorsed on the application being filed. Upon receipt of a filing fee in the amount of five dollars (\$5.00) the City Clerk shall place the name of the candidate on the official ballot without partisan designation.

Section 2. Charter Revised. That Chapter 5, Section 5.01, Subdivision 3 of the St. Francis City Charter be amended as follows:

Subdivision 3. Notice. At least two (2) weeks before the first day to file affidavits or applications of candidacy, and at least two (2) weeks prior to each primary election, general election, and special election, the City Clerk shall publish and post in the Clerk's office a notice thereof.

Section 3. Charter Revised. That Chapter 5, Section 5.01, Subdivision 3 of the St. Francis City Charter be amended as follows:

Subdivision 7. Primary Election. ~~There will be no primary election.~~ Effective for the 2014 elections and thereafter, primary elections shall be held on the same date as prescribed by the Minnesota Statutes, which establishes the statewide primary election date. The primary election shall be for the selection of two nominees for each elective office at the regular municipal election, unless two nominees or fewer file for each elective office. In the event two nominees or fewer file for an elective office, the names of such nominees shall be placed on the municipal general election ballot as the nominee for that office and no primary election shall be held for such elective office.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS _____ DAY OF _____, 2014.

APPROVED:

Mayor

ATTEST:

City Clerk

613073-v1

ORDINANCE 192 SECOND SERIES

AN ORDINANCE AMENDING THE CITY CHARTER RELATING TO FILING AND NOMINATION OF CANDIDATES FOR OFFICE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Charter Revised. That Chapter 5, Section 5.01, Subdivision 2 of the St. Francis City Charter be amended as follows:

Subdivision 2. Filing and Nomination. Not more than eighty-four (84) nor less than seventy (70) days ~~weeks~~ before the date of the election, an individual who is eligible and desires to have his name placed on the official ballot as a candidate for an office to be voted for at the election shall file his affidavit of candidacy with the City Clerk. The City Clerk shall also accept an application signed by not less than five (5) voters and filed on behalf of an eligible person whom they desire to be a candidate, if service of a copy of the application has been made on the candidate and proof of service is endorsed on the application being filed. A write-in candidate who wants their write-in votes to be counted in the general election must file a written request with the city clerk no later than seven (7) days before the general election. All write-in votes for candidates who have not filed a written request to have these votes counted shall be treated collectively as votes for a single nonqualified candidate referenced as "other". Upon receipt of a filing fee in the amount of five dollars (\$5.00) the City Clerk shall place the name of the candidate on the official ballot without partisan designation.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS _____ DAY OF _____, 2014.

APPROVED:

Mayor

ATTEST:

City Clerk

AGENDA REPORT

TO: Matt Hylan, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: License Renewals
DATE: December 16, 2013

INTRODUCTION

The second meeting in December of each year is when I provide the City Council a resolution listing all the license renewals for the next year. Attached you will find Resolution 2013-42 listing the 2014 License Renewals.

BACKGROUND

Annually we review the fees of other cities to make sure we are charging fees that are comparable. If fees adjustments are recommended you will find the changes on the fee schedule. Applications are sent out to the local businesses to make sure if they want to continue with the license that is applicable to them.

RECOMMENDATION

The Ponds Golf Course submitted a written request for consideration to have their liquor license be prorated due to the fact they anticipate reopening only in April. If agreeable to the prorated liquor license amounts for the Ponds Golf Course a motion would be in order to adopt Resolution 2013-42 as submitted. If you choose not to prorate the liquor license fee an amendment to the resolution would be required.

BUDGET IMPACT

The City does budget the potential revenue of the licenses, however they can fluctuate from year to year slightly.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. The Ponds Golf Course request for consideration.
2. Resolution 2013-42

Sent: Sun, Dec 8, 2013 11:23 am

Subject: Ponds golf course liquor license renewal

I would like for the City Council to consider a pro ration of the Liquor License for the Ponds Golf Course. The business closed on the 1st of November and anticipate reopening on or near the beginning of April 2014. Request favorable consideration be granted to this request. Thank you!

Rick Lund

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

RESOLUTION 2013-42

**A RESOLUTION ADOPTING THE
LICENSE RENEWALS FOR 2014**

(See Attached Exhibit A)

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

Councilmember
Councilmember
Councilmember

and the following voted against the same: None.
and the following abstained: None.
and the following were absent: Council member

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16th
DAY OF DECEMBER, 2013.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk
City of St. Francis

Exhibit A
LICENSE RENEWALS FOR 2014

<u>LIQUOR LICENSES:</u>	<u>REGULAR</u>	<u>SUNDAY</u>
(1) Beef O'Bradys	\$ 4,000.00	\$ 200.00
(2) Patriot Lanes	4,000.00	200.00
(3) Rum River Inn	4,000.00	200.00
(4) St. Francis American Legion	4,000.00	200.00
(5) The Ponds Golf Course	3,000.00	150.00

<u>WINE/BEER LICENSES:</u>	
(1) Mansetti's	\$400.00
(2) Tasty Pizza	400.00

<u>TOBACCO LICENSES:</u>	
(1) Casey's General Store	\$150.00
(2) County Market	150.00
(3) St. Francis Foods	150.00
(4) St. Francis Bottle Shop	150.00
(5) Reliance/Super America	150.00
(6) Restyle Consignments	150.00
(7) All Season Home Furnishings	150.00

<u>AMUSEMENT MACHINES</u>	<u># OF MACHINES</u>	<u>TOTAL</u>
(1) Beef O'Bradys	9	\$150.00
(2) Mansetti's	2	45.00
(3) Patriot Lanes	6	105.00
(4) Rum River Inn	3	60.00
(5) St. Francis American Legion	5	90.00
(6) Tasty Pizza	3	60.00

<u>REFUSE HAULERS:</u>	<u># OF TRUCKS</u>	
(1) Ace Solid Waste Management	3	\$350.00
(2) Allied Waste Services	5	450.00
(3) East Central Sanitation	4	400.00
(4) LePage	2	300.00

<u>TOWING LICENSE:</u>	
(1) Gerdin's	\$150.00

<u>3.2 ON-SALE:</u>	
(1) Reliance/Super America	\$ 50.00

AGENDA REPORT

TO: Matt Hylan, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: **Certify Levy, Adopt Budget and Approve End of Year Transfers**
DATE: December 10, 2013

INTRODUCTION

The Minnesota State Legislature requires all Minnesota cities to annually adopted a tax levy and certify it to the county by December 28th of the year before. A budget must all be approved at this time.

BACKGROUND

The proposed 2014 budget was discussed on December 2nd at 6:00 p.m. The tax levy needs to be adopted before the budget is adopted. The final levy can be decreased from the proposed levy that was set in September, but not increased. This resolution leaves the levy at the same amount that was approved in September for the preliminary. Please note that the 2014 Proposed Budget Book is on the city's website under the Finance Department.

RECOMMENDATION

It is recommended that the council make the following motions: 1. Motion to adopt Resolution 2013-43 certifying taxes payable in 2014; 2. Motion to adopt Resolution 2013-44 adopting the budget for 2014. 3) Motion to adopt Resolution 2013-45 approving End of Year Transfers

BUDGET IMPACT

None.

Attachments:

1. Resolution 2013-43
2. Resolution 2013-44
3. Resolution 2013-45

CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2013-43

RESOLUTION CERTIFYING TAXES PAYABLE IN 2014

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS,
MINNESOTA that:

1. The following sums of money be levied for the current year, collectible in 2014,
upon the taxable property in said City of St. Francis, for the following purposes:

General Fund	\$2,967,186
Debt Service	<u>20,900</u>
TOTAL LEVY	\$2,988,086

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16TH DAY OF
DECEMBER, 2013.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2013-44

RESOLUTION ADOPTING A BUDGET FOR 2014

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA that a budget for 2014 is hereby adopted as outlined in the following summary:

	OPERATING BUDGET	CAPITAL IMPROVEMENTS BUDGET	DEBT SERVICE BUDGET	TOTAL
Revenues	\$8,333,029	\$43,500	\$48,900	\$8,425,429
Net other increases (decreases)	(594,880)	50,000	544,880	\$0
Expenditures	(8,123,422)	-0-	(651,691)	(\$8,775,113)
Net change in fund balance	(\$385,273)	\$93,500	(\$57,911)	(\$349,684)

BE IT FURTHER RESOLVED that the department appropriations totaling \$8,123,422 as listed in the budget booklet are hereby approved for the 2014 Operating Budget.

BE IT FURTHER RESOLVED that the expenses for the Municipal Liquor Operations Fund may exceed the appropriation provided that the net operating income before other revenues and expenses excluding depreciation for 2014 is not less than \$111,850.

BE IT FURTHER RESOLVED that the following appropriations are hereby approved for the 2014 Capital Improvements Budget:

CAPITAL EQUIPMENT	\$0
CREEKVIEW ESTATES	0
IVYWOOD STREET & 230 TH LANE	0
TOTAL CAPITAL IMPROVEMENTS BUDGET APPROPRIATIONS	\$0

BE IT FURTHER RESOLVED that the Finance Director shall establish a budget for each public improvement project when the Council orders the project and that the budget amounts shall be recorded at amounts specified in the feasibility study for the project.

BE IT FURTHER RESOLVED that the following appropriations are hereby approved for the 2014 Debt Service Budget:

\$295,000	Principal
354,866	Interest
1,825	Paying Agent Fees
<hr/>	
\$651,691	TOTAL DEBT SERVICE BUDGET APPROPRIATIONS

BE IT FURTHER RESOLVED that the above budgets for Governmental Funds are hereby adopted for financial reporting and management control.

BE IT FURTHER RESOLVED that the above budgets for all other funds are hereby adopted for management purposes only.

BE IT FURTHER RESOLVED that the transfer of appropriations among the various accounts, within a fund, shall only require the approval of the City Administrator or his designee. However, City Council approval is required for transfers from contingency accounts.

BE IT FURTHER RESOLVED that all appropriations which are not encumbered or expended at the end of the fiscal year shall lapse and shall become part of the unencumbered fund balance which may be appropriated for the next fiscal year except appropriations for capital improvement projects which shall not lapse until the project is completed or canceled by the City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16TH DAY OF DECEMBER, 2013.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

RESOLUTION 2013-45

END OF YEAR TRANSFERS
FOR THE YEAR 2013

BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the following transfers of funds:

	<u>FROM</u>	<u>TO</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
1	Liquor Fund	General Fund	Budgeted amount	50,000
2	Liquor Fund	General Fund	Pioneer Days	10,000

1. Annual budgeted transfer from Liquor Fund in lieu of taxes.
2. Annual contribution to Pioneer Days.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16TH DAY OF DECEMBER, 2013.

APPROVED:

Jerry Tveit, Mayor

ATTEST:

Barbara I. Held, City Clerk