

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
April 4, 2011  
ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)  
4115 Ambassador Blvd. NW  
6:00 pm

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
  - a. City Council Minutes- March 22, 2011
  - b. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
  - a. Anoka County Attorney's Office: Presentation on the Public Safety Records/Information System Project – Resolution 2011-06
  - b. Anoka County asking for Support of Federal Funding Application for CSAH 24: Resolution 2011-07
7. Ordinances & Resolutions:
  - a. Ordinance 153, Second Series: Amending Sec. 10-19 of the Zoning Ordinance regarding Disability Parking, Driveway Standards and Proof of Parking (Second Reading)
  - b. Resolution 2011-08: Establishing Municipal State Aid Highways
  - c. Resolution 2011-09: Calling for a Public Hearing on the Intention to Issue General Obligation Capital Improvement Bonds and the Proposal to Adopt the Capital Improvement Plan
8. Reports of Consultants & Staff Members
  - a. Engineer:
  - b. Attorney:
  - c. Staff:  
Fire Dept:  
Public Works:  
Liquor Store:  
Police:  
City Administrator Report:
9. Reports from Council Members
10. Report from Mayor
11. Old Business
  - a. Revolving Loan Fund Policy
12. New Business
  - a. Efficiency Report Card – Report from Brimeyer Fursman, LLC on the City Council/Management Team Retreat
13. Adjournment

Calendar of Events

- |                         |                                                                                          |
|-------------------------|------------------------------------------------------------------------------------------|
| Apr. 5 <sup>th</sup> :  | Public Open House to Solicit input/feedback on River Crossing Study @ SF Elem. 6-8 pm    |
| Apr. 16 <sup>th</sup> : | St. Francis Community and Business Expo @ SFHS 10 am – 3 pm                              |
| Apr. 18 <sup>th</sup> : | Board of Review @ ISD# 15 Central Services Center (District Offices) 5:30 pm             |
| Apr. 18 <sup>th</sup> : | City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm        |
| Apr. 20 <sup>th</sup> : | Planning Commission Meeting @ ISD# 15 Central Services Center (District Offices) 7:00 pm |
| Apr. 24 <sup>th</sup> : | Easter Sunday                                                                            |
| May 2 <sup>nd</sup> :   | City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm        |
| May 7 <sup>th</sup> :   | Pet Clinic @ SF Fire Station 9-12 Noon                                                   |
| May 7 <sup>th</sup> :   | Recycling Day @ SF Middle/Elementary Schools 8 am – 12 Noon                              |
| May 16 <sup>th</sup> :  | City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm        |
| May 18 <sup>th</sup> :  | Planning Commission Meeting @ ISD# 15 Central Services Center (District Offices) 7:00 pm |

TO: Mayor & City Council

FROM: Matthew L. Hylan,  
City Administrator



RE: Agenda Memorandum – April 21, 2011 Meeting

**Agenda Items:**

**4. Consent Agenda:**

**6. Petitions, Requests, Applications:**

- a. Public Safety Records/Information System Project: Anoka County Attorney Palumbo will be present to discuss this new system. Following Council questions/discussion, attached is Resolution 2001-06 Supporting the Expansion of the Public Safety Records/Information System Project.
- b. C.R. 24 Funding Support Resolution: Jack Corkle, Anoka County Highway Department will be present to discuss the attached Resolution 2011-07 Supporting Anoka County Federal Funding Application for CSAH 24.

**7. Ordinances & Resolutions:**

- a. *Ordinance 153, Second Series*: Attached is Ordinance 153, SS second reading relating to driveway/Parking regulations. Attached is a memorandum from City Consulting Planner Nate Sparks giving an overview to this amendment. A motion would be in order to approve the second reading of Ordinance 153, Second Series with a roll call vote to follow.
- b. *Resolution 2011-08*: Attached is Resolution 2001-08 Establishing Municipal State Aid Highways. Approving this Resolution would add Pederson Drive from TH 47 to Ambassador Blvd as a Municipal State Aid Road. This is needed after Anoka County “turned back” this road to City of St. Francis for responsibility of ongoing maintenance and repair.
- c. *Resolution 2011-09*: Attached is Resolution 2011-09 which calls for a Public Hearing on the Intention to issue General Obligation Capital Improvement Plan Bonds and the Proposal to adopt a Capital Improvement Plan. This Resolution is needed as we progress towards the development of a new Public Works Facility. Perhaps some discussion should occur relating to the timing of a new Police Station as well. Based on some general comments at our Council Retreat, I think we should at least discuss the issue.

**8. Reports:**

- a. **Engineer:**
- b. **City Attorney:**
- c. **Staff:**
  - Fire Dept:**
  - Public Works:**
  - Liquor Store:**
  - Police:**
  - City Administrator:**

**11. Old Business**

*Revolving Loan Fund Policy:* Attached is the DRAFT St. Francis Revolving Loan Policy as directed from a previous Council meeting. A motion would be in order to approve this new program. Also attached is the summary of where past HRA funds have been spent in St. Francis.

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

CITY COUNCIL MINUTES

MARCH 21, 2011

1. **Call to Order/Pledge of Allegiance:** 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 Jeff Sandoval, LeRoy Schaffer, Steve Kane and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk, Inc.) Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hylen, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY KANE SECOND SANDOVAL TO ADOPT THE MARCH 21, 2011 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY McCLISH SECOND KANE TO APPROVE THE MARCH 21, 2011 CITY COUNCIL CONSENT AGENDA A through D AS FOLLOWS:
  - a. Approve the City Council Minutes of March 7, 2011.
  - b. Acknowledge the Donation to the St. Francis Fire Department from Artic Plunge, Inc. for \$1,500.
  - c. Accept Dimitrios "Buddy" Vangelof's letter of resignation as Fire Chief from the St. Francis Fire Department.
  - d. Approve the Payment of Claims for \$153,661.85.Motion carried 5-0.
5. **Meeting Open to the Public:** No public.
6. **Petitions, Requests, Applications:**
  - a. **Gambling Permit Approval: Chops Inc at the Patriot Lanes:** Chops Inc. is asking for approval to lease space at Patriot Lanes and approval of Resolution 2011-05 a resolution approving MN Lawful Gambling Premises Permit at the Patriot Lanes. MOTION BY SANDOVAL SECOND McCLISH TO ADOPT RESOLUTION 2011-05 APPROVING THE GAMBLING PERMIT FOR CHOPS INC., AT THE PATRIOT LANES. Motion carried 4-1. Schaffer voting nay.
  - b. **Liquor License-The Ponds Golf Course:** MOTION BY KANE SECOND SANDOVAL TO APPROVE THE LIQUOR LICENSE TO THE PONDS GOLF COURSE CONTINGENT UPON THE RECEIPT OF THE REQUIRED DOCUMENTATIONS AND PAYMENTS. Motion carried 5-0.
7. **Ordinances & Resolution:**
  - a. **Ordinance 153, Second Series: Amending Section 10-19 of the Zoning Ordinance regarding Disability Parking, Driveway Standards and Proof of Parking (First Reading):** MOTION BY SANDOVAL SECOND KANE TO APPROVE THE FIRST

READING AMENDING SECTION 10-19 OF THE ZONING ORDINANCE REGARDING DISABILITY PARKING, DRIVEWAY STANDARDS AND PROOF OF PARKING. Roll Call Aye: McClish, Kane, Schaffer, Sandoval and Tveit. Nays: None.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff: Fire Department:** No report.

**Public Works: Draft Request for Proposal (RFP) for Contracting out Lawn Care:**

The City Council was provided a draft RFP for a Lawn Care Contract for our city parks and property. This would be a pilot program similar to the “testing” of our ice skating maintenance and staffing this past winter. Schaffer asked why not do competitive bidding on this. Hylen explained the reason for not going out for competitive bidding. Hylen said we would recommend the lowest competitive bid. Schaffer said who decides they are competent. Staff will review the proposals first and then bring them forward to the city council if there are competent proposals. We are looking at better utilizing our staff time, so that is why we are looking at this pilot project. We do not know if it will save the City money but we are willing to look at the option. MOTION BY KANE SECOND TVEIT TO AUTHORIZING STAFF TO GO OUT FOR REQUEST FOR PROPOSALS TO CONTRACTING OUT FOR LAWN CARE. Sandoval asked what happens to the equipment that we purchased for mowing. Teicher said we purchase multi purpose equipment; they will still be in use. This RFP does not include all of our property; we will still have to do some mowing. McClish asked if the proposals come back to the City Council for review. Hylen indicated yes they would. Motion carried 5-0.

**Liquor Store:** No report.

**Police Dept:** No report.

**City Administrator Report: Part-Time Cleaning Employee:** Currently the City contracts with a cleaning service that we pay approximately \$6,000 per year. There have been some concerns about the quality of service in the recent months. After much discussion, staff is recommending hiring a part-time employee with a pay range from \$14-\$19 per hour and utilize their services between 10-20 hours per week. This new part-time employee would be primarily cleaning, but on occasion could be utilized for such things as painting and small maintenance projects. Tveit asked would this be a daytime job. Hylen said yes, this person would have to go through a criminal background check. Hylen said if we do not get a good candidate, we would not bring back an applicant. Maybe at that time we go out for RFP’s for a cleaning service. Tveit asked have you contacted the company regarding their service. Hylen said yes we have visited with the owner of the company. McClish asked how long have we had the current business? Hylen said since July of 1996. McClish said what about benefits for the part time position. Hylen stated they would not qualify for insurance benefits but depending on the number of hours work they may be eligible for PERA benefits. Kane said maybe let’s try another company. Kane said if we don’t get a reasonable bid we can look at this option. MOTION BY SANDOVAL SECOND McCLISH AUTHORIZING STAFF TO GO OUT FOR RFP’S FOR CONTRACT CLEANING SERVICE. Motion carried 5-0.

**Northern Anoka County River Crossing Study:** There is a joint City Council/Planning Commission meeting with members from St. Francis, Oak Grove and Nowthen regarding the

Northern Anoka County River Crossing Study. This Educational Workshop will be held on Thursday, March 24<sup>th</sup> at the St. Francis Elementary School starting at 7:00 pm.

**Local Government Officials Meeting:** Next scheduled meeting is March 30, 2011.

**2010 Census Numbers:** The population for St. Francis as of the 2010 Census is 7,218.

9. **Reports from Council Members:** McClish said he received a number of calls regarding our Water/Sewer Rates.

Kane said he attended the Planning Commission meeting last Wednesday and they would like a joint session with the City Council. In the past, we have had joint meetings. We will check to see what dates work.

10. **Report from Mayor: Mayor's State of the City Presentation:** Tveit gave the City Council the same power point presentation he gave at the Anoka Area Chamber of Commerce State of the Cities.

11. **Old Business:**

a. **Revolving Loan Fund Policy:** A draft Revolving Loan Policy was provided for the Council's review. Hylen gave an example of how this program would be handled with Anoka County HRA money. The City Council would determine the loan amount that could be anywhere from \$2,500 to \$50,000. Sandoval would like to see what we have used our HRA money for in the past and how often and how much do we receive. MOTION BY KANE SECOND TVEIT APPROVING THE REVOLVING LOAN PROGRAM POLICY AS DRAFTED. Motion failed 2-2. Sandoval, Tveit voting nay. Schaffer abstained.

Kane asked about the truck being parked in the warming house parking lot for a number of months. Teicher said the contractor said he would have it out this week. Kane also stated he did receive some calls on the sound quality of the meetings. It was noted; we changed the sound control to high quality and hoping that will help.

12. **New Business:**

a. **Efficiency Report Card-Public Works Department:** Public Works Director Paul Teicher reported on the rebate the City will be receiving from Connexus Energy in the amount of \$2,000 for the high efficiency motors. In addition, Teicher reported the City would be receiving a sales tax rebate from the State of Minnesota. The City does not have to pay sales tax for electricity on the production of drinking water.

Police Department Training: Chief Harapat is asking for authorizing to send two officers to a Tactical Solution class this is being held at Camp Dodge, Iowa from March 28<sup>th</sup> to March 30<sup>th</sup>. The class is available in Minnesota at a cost at \$437.45 each; where the class in Iowa is \$167.00 due to a Federal Grant. MOTION BY TVEIT SECOND SANDOVAL TO ALLOW TWO ST. FRANCIS POLICE OFFICERS TO ATTEND TACTICAL TRAINING COURSE AT CAMP DODGE, IOWA. Motion carried 5-0.

Mayor Tveit stated he had one more thing he would like to address. With looking at the consent agenda tonight, our fire chief submitted his resignation; I would like to look at the possibilities of a joint fire chief with a surrounding community. Tveit stated we had talked about joint cooperation in the past and was also brought up during our workshop. Therefore, I think this is the right time to look into the possibility. Kane thought it was a good idea, look at some options. Sandoval said he is not sure now is the right time for a merger. Schaffer disagrees, he thinks tonight is the right time. Tveit said in all honestly I do not even know if any other community would want to partner with us at this time. MOTION BY TVEIT SECOND SCHAFFER AUTHORIZING STAFF TO LOOK AT OPTIONS OF PARTNERING WITH NEIGHBORING CITIES FOR A JOINT FIRE CHIEF/FIRE DEPARTMENT. Motion carried 4-1. Sandoval voting nay.

13. **Adjournment:** The reconvened City Council meeting adjourned at 7:06 pm.

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Barbara I. Held, City Clerk



PAYMENT BATCH AP 04-04-11

**ALEX AIR APPARATUS INC.**

03/15/2011	19541	E 101-42210-218	Equipment Repair & Maintenance	PARTS & ANNUAL MAINT	886.69
					<u>\$886.69</u>

**ALLINA HOSPITALS & CLINICS**

02/28/2011	10013389	E 101-42210-208	Training and Instruction	EMT TRAINING CLASS	3,703.40
					<u>\$3,703.40</u>

**AMERIPRIDE LINEN & APPAREL SER**

03/17/2011	1000784724	E 609-49750-219	Rug Maintenance		46.23
03/24/2011	1000791399	E 101-41940-219	Rug Maintenance	RUG MAINT	48.74
					<u>\$94.97</u>

**ASSURANT EMPLOYEE BENEFITS**

03/22/2011	5447229.0411	E 101-41400-130	Employer Paid Insurance	04/01/11 - 04/30/11	101.84
03/22/2011	5447229.0411	E 101-41500-130	Employer Paid Insurance	04/01/11 - 04/30/11	36.71
03/22/2011	5447229.0411	E 101-42110-130	Employer Paid Insurance	04/01/11 - 04/30/11	409.70
03/22/2011	5447229.0411	E 101-43100-130	Employer Paid Insurance	04/01/11 - 04/30/11	58.84
03/22/2011	5447229.0411	E 101-43210-130	Employer Paid Insurance	04/01/11 - 04/30/11	13.08
03/22/2011	5447229.0411	E 101-45200-130	Employer Paid Insurance	04/01/11 - 04/30/11	58.84
03/22/2011	5447229.0411	E 601-49440-130	Employer Paid Insurance	04/01/11 - 04/30/11	65.82
03/22/2011	5447229.0411	E 602-49490-130	Employer Paid Insurance	04/01/11 - 04/30/11	65.81
03/22/2011	5447229.0411	E 609-49750-130	Employer Paid Insurance	04/01/11 - 04/30/11	66.04
					<u>\$876.68</u>

**BELLBOY CORPORATION BAR SUPPLY**

03/23/2011	56969100.1	E 609-49751-206	Freight and Fuel Charges	USED CREDIT TWICE	1.55
03/23/2011	56969100.1	E 609-49751-251	Liquor For Resale	USED CREDIT TWICE	99.50
03/23/2011	56969100.1	E 609-49751-251	Liquor For Resale	USED CREDIT TWICE	4.50
					<u>\$105.55</u>

**BERNICK COMPANIES, THE**

03/25/2011	14608	E 609-49751-252	Beer For Resale		471.00
03/25/2011	14608	E 609-49751-255	N/A Products		20.00
					<u>\$491.00</u>

**BOLTON & MENK, INC.**

02/16/2011	0138049	E 426-00000-303	Engineering Fees	AMBASSADOR TRUNK UTILITY II	3,589.93
02/16/2011	0138050	E 101-41910-303	Engineering Fees	2010 GEN ENGINEERING	60.00
02/16/2011	0138051	E 226-45100-303	Engineering Fees	PEDERSON PATH DESIGN	5,186.50
02/16/2011	0138052	E 101-43100-303	Engineering Fees	RIVER CROSSING STUDY	275.00
02/16/2011	0138053	E 101-45200-303	Engineering Fees	47TH/PEDERSON DR INTERSEC	30.00
02/16/2011	0138054	E 602-49490-303	Engineering Fees	WWTF CHEMICAL FEED STRUC	429.25
02/16/2011	0138055	E 101-41910-303	Engineering Fees	2011 GEN ENGINEERING	82.00
02/16/2011	0138056	E 101-43100-303	Engineering Fees	2011 STATE AID	1,064.00

02/16/2011	0138057	G 803-22044	Esc-Rum River Bluffs	RUM RAIVER BLUFFS	330.00
					\$11,046.68

**CENTERPOINT ENERGY**

03/17/2011	5939160-7.0311	E 101-43100-383	Gas Utilities	3518 02/10/11 - 03/11/11	293.12
03/17/2011	5939160-7.0311	E 101-45200-383	Gas Utilities	3518 02/10/11 - 03/11/11	293.11
03/17/2011	5944643-5.0311	E 609-49750-383	Gas Utilities	23307 02/10/11 - 03/11/11	241.36
03/17/2011	5945449-6.0311	E 101-42110-383	Gas Utilities	3740 02/10/11 - 03/11/11	1,122.68
03/17/2011	5963820-5.0311	E 101-45200-383	Gas Utilities	3948 02/10/11 - 03/11/11	265.70
03/17/2011	6002544-2.0311	E 601-49440-383	Gas Utilities	4020 02/10/11 - 03/11/11	89.79
03/17/2011	6002544-2.0311	E 602-49490-383	Gas Utilities	4020 02/10/11 - 03/11/11	89.78
03/17/2011	6002548-3.0311	E 602-49490-383	Gas Utilities	WWTP 02/10/11 - 03/11/11	927.83
03/17/2011	6886465-1.0311	E 101-41940-383	Gas Utilities	UNIT 1 02/10/11 - 03/11/11	48.42
03/17/2011	6886468-5.0311	E 101-41940-383	Gas Utilities	UNIT 2 02/10/11 - 03/11/11	18.38
03/17/2011	6886472-7.0311	E 101-41940-383	Gas Utilities	UNIT 3 02/10/11 - 03/11/11	34.21
03/17/2011	6886475-0.0311	E 101-45000-383	Gas Utilities	UNIT 4 02/10/11 - 03/11/11	39.43
03/17/2011	7900331-5.0311	E 601-49440-383	Gas Utilities	3921 02/10/11 - 03/11/11	1,011.22
					\$4,475.03

**CHISAGO LAKES DISTRIBUTING CO.**

03/28/2011	441800	E 609-49751-252	Beer For Resale		208.00
03/28/2011	441801	E 609-49751-254	Miscellaneous Merchandise		20.50
					\$228.50

**COCA COLA REFRESHMENTS**

03/15/2011	0168093723	E 609-49751-254	Miscellaneous Merchandise		235.64
					\$235.64

**COLONIAL INSURANCE**

03/25/2011	7129661-0405006	G 101-21710	Other Deductions	APRIL	310.71
					\$310.71

**CONNEXUS ENERGY**

03/21/2011	178511.0311	E 609-49750-381	Electric Utilities	23307 02/09/11 - 03/09/11	916.83
03/21/2011	178586.0311	E 101-43100-381	Electric Utilities	3518 BRIDGE ST NW	65.09
03/21/2011	178586.0311	E 101-45200-381	Electric Utilities	3518 BRIDGE ST NW	65.10
03/21/2011	178832.0311	E 601-49440-381	Electric Utilities	PUBLIC WORKS	223.74
03/21/2011	178832.0311	E 602-49490-381	Electric Utilities	PUBLIC WORKS	223.75
03/21/2011	237580.0311	E 101-42110-381	Electric Utilities	SIREN	5.34
03/21/2011	237584.0311	E 101-42110-381	Electric Utilities	SIREN	5.34
03/21/2011	238392.0311	E 101-41940-381	Electric Utilities	CITY HALL	237.75
03/21/2011	242519.0311	E 101-42110-381	Electric Utilities	POLICE/FIRE 3740 BRIDGE	169.39
03/21/2011	242519.0311	E 101-42210-381	Electric Utilities	POLICE/FIRE 3740 BRIDGE	395.26
03/21/2011	298393.0311	E 602-49451-381	Electric Utilities	LIFT STATIONS	5,169.48
03/21/2011	298394.0311	E 101-45200-381	Electric Utilities	PARKS	256.48
03/21/2011	298395.0311	E 601-49440-380	Electric-System	WATER	3,854.90
03/21/2011	298396.0311	E 101-43100-386	Street Lighting	STREET LIGHTS	3,393.71
03/21/2011	301895.0311	E 101-41940-381	Electric Utilities	SIGN	40.87
					\$15,023.03

**CONSTRUCTION & GENERAL**

		G 101-21707	Union Dues	APRIL DUES	216.00
					\$216.00

**COUNTY MARKET - CITY ACCOUNT**

03/01/2011	0224.0211	E 101-43100-212	Motor Fuels	FUEL	60.38
03/01/2011	0224.0211	E 101-43100-212	Motor Fuels	FUEL	52.03
03/01/2011	0224.0211	E 101-45200-212	Motor Fuels	FUEL	60.01
03/01/2011	0224.0211	E 101-45200-212	Motor Fuels	FUEL	51.41
03/22/2011	032211	E 101-42210-212	Motor Fuels	GAS ENGINE #2	47.01
					<hr/>
					\$270.84

**COUNTY MARKET - PUBLIC WORKS**

03/01/2011	0227.0211	E 101-43100-212	Motor Fuels	FUEL	60.40
03/01/2011	0227.0211	E 101-45200-212	Motor Fuels	FUEL	65.00
03/01/2011	0227.0211	E 101-45200-212	Motor Fuels	FUEL	36.21
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					\$161.61

**CRYSTAL SPRINGS ICE**

03/16/2011	22923	E 609-49751-254	Miscellaneous Merchandise		44.80
					<hr/>
					\$44.80

**DAHLHEIMER DIST. CO. INC.**

03/16/2011	41439	E 609-49751-252	Beer For Resale		4,925.21
03/23/2011	42235	E 609-49751-252	Beer For Resale		4,380.80
03/23/2011	42235	E 609-49751-254	Miscellaneous Merchandise		256.00
03/23/2011	42235	E 609-49751-255	N/A Products		15.50
03/28/2011	42234	E 609-49751-252	Beer For Resale		4,485.00
					<hr/>
					\$14,062.51

**DAY DISTRIBUTING CO.**

03/18/2011	592907	E 609-49751-252	Beer For Resale		2,222.20
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					\$2,222.20

**E.H. RENNER**

03/22/2011	114640000	E 601-49440-229	Project Repair & Maintenance	WELL #3	9,860.00
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					\$9,860.00

**ECM PUBLISHERS, INC.**

03/16/2011	IP000785585	E 609-49750-441	Miscellaneous	LIQUOR PART AD	67.50
03/19/2011	IC000329497	E 609-49750-441	Miscellaneous	PART TIME AD	59.40
03/20/2011	IF000744167	E 609-49750-441	Miscellaneous	PART TIME AD	61.83
03/23/2011	IP000786061	E 609-49750-441	Miscellaneous	PART TIME AD	67.50
03/26/2011	IC000329806	E 609-49750-441	Miscellaneous	LIQUOR PART TIME AD	59.40
03/27/2011	IF00744764	E 609-49750-441	Miscellaneous	LIQUOR PART-TIME	68.70
					<hr/>
					\$384.33

**FERGUSON WATERWORKS**

03/15/2011	S01294541.001	E 101-42210-401	Repairs/Maint Buildings	VALVES - GSKT	524.28
03/15/2011	S01294541.001	E 601-49440-229	Project Repair & Maintenance	VALVES - GSKT	3,239.53
03/15/2011	S01295431.001	E 601-49440-229	Project Repair & Maintenance	GSKT	27.32
03/18/2011	S01295794.001	E 601-49440-229	Project Repair & Maintenance	BALL VALVE	72.50
03/21/2011	S01295894.001	E 601-49440-259	Water Meters	3/4 t10 SL METER GAL	1,798.18
03/22/2011	S01295431.002	E 601-49440-229	Project Repair & Maintenance	FILLER FLG	160.71
					<hr/>
					\$5,822.52

**FRAUNE, JOHN & JEANNE**

03/22/2011	032211	E 101-42210-441	Miscellaneous	SUPPLIES	136.90
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\$136.90

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**FREEDOM SERVICES, INC.-FD**

E 101-41540-301	Auditing and Acct'g Services	800.00
G 101-21706	Flex Account	0.00
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		\$800.00

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**G&K SERVICES, INC**

02/04/2011	1043654450	E 101-43100-402	Janitorial Service	TOWELS	11.32
02/04/2011	1043654450	E 101-45200-402	Janitorial Service	TOWELS	11.32
02/04/2011	1043654450	E 601-49440-402	Janitorial Service	TOWELS	11.32
02/04/2011	1043654450	E 602-49490-402	Janitorial Service	TOWELS	11.33
02/11/2011	1043659190	E 601-49440-402	Janitorial Service	MATS	85.09
02/18/2011	1043663898	E 101-43100-402	Janitorial Service	TOWELS	17.42
02/18/2011	1043663898	E 101-43100-402	Janitorial Service	TOWEL	17.41
02/18/2011	1043663898	E 101-45200-402	Janitorial Service	TOWEL	17.41
02/18/2011	1043663898	E 101-45200-402	Janitorial Service	TOWELS	17.42
02/18/2011	1043663898	E 601-49440-402	Janitorial Service	TOWELS	17.41
02/18/2011	1043663898	E 601-49440-402	Janitorial Service	TOWEL	17.42
02/18/2011	1043663898	E 602-49490-402	Janitorial Service	TOWEL	17.42
02/18/2011	1043663898	E 602-49490-402	Janitorial Service	TOWELS	17.41
03/11/2011	1043678140	E 601-49440-402	Janitorial Service	MATS	85.09
03/18/2011	1043682855	E 101-43100-402	Janitorial Service	TOWELS	18.53
03/18/2011	1043682855	E 101-45200-402	Janitorial Service	18.53	18.53
03/18/2011	1043682855	E 601-49440-402	Janitorial Service	TOWELS	18.53
03/18/2011	1043682855	E 602-49490-402	Janitorial Service	TOWELS	18.54
					<hr/>
					\$428.92

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**GE CAPITAL INFORMATION**

03/09/2011	55388539	E 101-42110-218	Equipment Repair & Maintenance	RICOH	249.82
					<hr/>
					\$249.82

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**GERDIN AUTO SERVICE, INC.**

03/09/2011	56444	E 208-42110-436	Towing Charges	2000 CHEV TRUCK	102.84
					<hr/>
					\$102.84

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**GRANITE CITY JOBBING CO.**

03/15/2011	675116	E 609-49750-210	Operating Supplies		20.36
03/15/2011	675116	E 609-49751-206	Freight and Fuel Charges		4.25
03/15/2011	675116	E 609-49751-254	Miscellaneous Merchandise		50.35
03/15/2011	675116	E 609-49751-256	Tobacco Products For Resale		1,037.22
03/15/2011	675116	G 101-20810	Sales Tax Payable		(0.39)
03/22/2011	675843	E 609-49750-210	Operating Supplies		77.54
03/22/2011	675843	E 609-49751-206	Freight and Fuel Charges		4.25
03/22/2011	675843	E 609-49751-254	Miscellaneous Merchandise		50.00
03/22/2011	675843	E 609-49751-256	Tobacco Products For Resale		832.70
03/22/2011	675843	G 101-20810	Sales Tax Payable		(0.39)
					<hr/>
					\$2,075.89

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**GRIEGO, EDWIN**

03/23/2011	032311	E 101-42210-208	Training and Instruction	MAPS/MATERIALS	51.04
03/23/2011	032311	E 101-42210-240	Office Equip	MAPS/MATERIALS	143.15
03/30/2011	033011	E 101-42210-208	Training and Instruction	EMT REGISTRATION	70.00

03/30/2011	033011.2	E 101-42210-208	Training and Instruction	EMT REGISTRATION	70.00
					\$334.19

**HACH COMPANY**

03/10/2011	7150029	E 601-49440-235	Lab Supplies	CHEMICALS	75.36
03/10/2011	7150029	E 602-49490-235	Lab Supplies	CHEMICALS	75.36
					\$150.72

**HAWKINS, INC.**

03/16/2011	3206016	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	3,043.01
					\$3,043.01

**HELD, BARB**

		E 101-41400-331	Travel Expenses	MILEAGE	61.20
					\$61.20

**ISD #15**

07/02/2010	97	G 602-20200	Accounts Payable	GENERATOR	551.07
08/18/2010	99	G 101-20200	Accounts Payable	FIRE GENSET	176.68
08/23/2010	98	G 602-20200	Accounts Payable	GENSET	183.78
10/26/2010	102	G 101-20200	Accounts Payable	GRADER	275.89
12/07/2010	95	G 101-20200	Accounts Payable	CHIEF'S TRUCK	441.85
03/22/2011	92	E 101-43100-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	93.81
03/22/2011	92	E 101-45200-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	93.81
03/22/2011	92	E 601-49440-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	93.81
03/22/2011	92	E 602-49490-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	93.82
03/24/2011	100	E 101-43100-218	Equipment Repair & Maintenance	2007 KUBOTA	187.75
03/24/2011	101	E 101-43100-218	Equipment Repair & Maintenance	2007 BELLOWS	93.87
03/24/2011	101	E 101-45200-218	Equipment Repair & Maintenance	2005 BELLOWS	93.88
03/24/2011	103	E 601-49440-221	Vehicle Repair & Maintenance	2005 JOHN DEERE	75.13
03/24/2011	103	E 602-49490-221	Vehicle Repair & Maintenance	2005 JOHN DEERE	75.12
03/24/2011	94	E 101-43100-221	Vehicle Repair & Maintenance	2011 DODGE	117.54
03/24/2011	94	E 601-49440-221	Vehicle Repair & Maintenance	2011 DODGE	117.54
03/24/2011	94	E 602-49490-221	Vehicle Repair & Maintenance	2011 DODGE	117.54
03/24/2011	96	E 602-49490-228	Equipment Maintenance	2005 PERKINS	373.33
					\$3,256.22

**JJ TAYLOR DISTRIBUTING**

03/23/2011	1518498	E 609-49751-206	Freight and Fuel Charges		3.00
03/23/2011	1518498	E 609-49751-252	Beer For Resale		108.70
					\$111.70

**JOHNSON BROS WHLSE LIQUOR**

03/16/2011	1019001	E 609-49751-206	Freight and Fuel Charges		0.25
03/16/2011	1019002	E 609-49751-206	Freight and Fuel Charges		49.24
03/16/2011	1019002	E 609-49751-251	Liquor For Resale		4,064.36
03/16/2011	1019003	E 609-49751-206	Freight and Fuel Charges		26.46
03/16/2011	1019003	E 609-49751-253	Wine For Resale		1,209.90
03/23/2011	1022952	E 609-49751-206	Freight and Fuel Charges		148.47
03/23/2011	1022952	E 609-49751-251	Liquor For Resale		10,200.26
03/23/2011	1022953	E 609-49751-206	Freight and Fuel Charges		26.46
03/23/2011	1022953	E 609-49751-253	Wine For Resale		803.35
03/24/2011	491719	E 609-49751-206	Freight and Fuel Charges		(1.47)

03/24/2011 491719

E 609-49751-253 Wine For Resale

(50.65)

\$16,476.63

**LAW ENFORCEMENT LABOR SVCS.**

G 101-21707

Union Dues

APRIL DUES

323.82

\$323.82

**MCDONALD DIST CO.**

03/17/2011 267394

E 609-49751-255

N/A Products

15.25

03/17/2011 267395

E 609-49751-252

Beer For Resale

9,748.30

03/24/2011 267966

E 609-49751-252

Beer For Resale

2,445.25

03/24/2011 267967

E 609-49751-254

Miscellaneous Merchandise

68.00

03/24/2011 267967

E 609-49751-255

N/A Products

75.75

\$12,352.55

**MED-COMPASS, INC.**

02/05/2011 17161

E 101-42210-305

Medical & Testing Fees

EXAM

1,562.50

\$1,562.50

**METRO SALES, INC.**

03/18/2011 401579

E 101-42110-311

Contract

COPIER

247.26

\$247.26

**MN DEPT OF HEALTH**

E 601-49440-313

Sample Testing

WATER TEST FEE

2,392.00

\$2,392.00

**MN DEPT OF HEALTH WELL MGMT**

E 602-49490-434

Permit Fees

PERMITS-10 MON WELLS

500.00

\$500.00

**MN NCPERS LIFE INSURANCE**

03/23/2011 7334411

G 101-21710

Other Deductions

APRIL 2011

48.00

\$48.00

**MOORE MEDICAL**

03/11/2011 81521088

E 101-42110-217

Other Operating Supplies

BAND-AID

3.09

\$3.09

**OREILLY AUTO PARTS**

01/25/2011 1539-446133

E 101-43100-217

Other Operating Supplies

FLUIDS FOR TRUCK-BELOS-SHC

51.02

01/25/2011 1539-446133

E 101-45200-217

Other Operating Supplies

FLUIDS FOR TRUCK-BELOS-SHC

51.02

01/25/2011 1539-446133

E 601-49440-217

Other Operating Supplies

FLUIDS FOR TRUCK-BELOS-SHC

51.02

01/25/2011 1539-446133

E 602-49490-217

Other Operating Supplies

FLUIDS FOR TRUCK-BELOS-SHC

51.01

01/28/2011 1539-446871

E 101-43100-217

Other Operating Supplies

SHOP TOOLS

58.26

02/07/2011 1539-448457

E 101-43100-217

Other Operating Supplies

WIRE CONDUIT

3.20

02/09/2011 1539-448834

E 101-45200-217

Other Operating Supplies

PAINT & TAPE

10.43

03/16/2011 1539-455454

E 601-49440-221

Vehicle Repair & Maintenance

OIL FILTER

5.27

03/21/2011 1539-456416

E 101-43100-217

Other Operating Supplies

PARTS

44.87

\$326.10

**PAUSTIS & SONS**

03/21/2011 8298008

E 609-49751-206

Freight and Fuel Charges

8.75

03/21/2011 8298008

E 609-49751-251

Liquor For Resale

475.00

03/21/2011 8298098

E 609-49751-206

Freight and Fuel Charges

2.25

03/21/2011 8298098

E 609-49751-253

Wine For Resale

95.00

						\$581.00
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>						
03/16/2011	2042547	E 609-49751-206	Freight and Fuel Charges			30.87
03/16/2011	2042547	E 609-49751-251	Liquor For Resale			2,226.37
03/16/2011	2042548	E 609-49751-206	Freight and Fuel Charges			14.70
03/16/2011	2042548	E 609-49751-253	Wine For Resale			464.41
03/16/2011	2042549	E 609-49751-206	Freight and Fuel Charges			2.94
03/16/2011	2042549	E 609-49751-254	Miscellaneous Merchandise			76.35
						\$2,815.64
<b>PRINTING UNLIMITED</b>						
03/09/2011	5768	E 101-41400-441	Miscellaneous	SPRING NEWSLETTER/RIVER C		169.46
03/09/2011	5768	E 101-41400-441	Miscellaneous	SPRING NEWSLETTER/RIVER C		467.05
03/09/2011	5768	E 101-41500-441	Miscellaneous	SPRING NEWSLETTER/RIVER C		48.41
03/09/2011	5768	E 101-42110-441	Miscellaneous	SPRING NEWSLETTER/RIVER C		48.41
03/09/2011	5768	E 101-42210-441	Miscellaneous	SPRING NEWSLETTER/RIVER C		24.21
03/09/2011	5768	E 101-43100-441	Miscellaneous	SPRING NEWSLETTER/RIVER C		72.62
03/09/2011	5768	E 101-43210-439	Recycling Days	SPRING NEWSLETTER/RIVER C		48.41
03/09/2011	5768	E 601-49440-441	Miscellaneous	SPRING NEWSLETTER/RIVER C		48.41
03/09/2011	5768	E 609-49750-441	Miscellaneous	SPRING NEWSLETTER/RIVER C		24.21
						\$951.19
<b>PUBLIC SAFETY EQUIPMENT, LLC</b>						
03/11/2011	2825	E 101-42110-218	Equipment Repair & Maintenance	CERTIFICATION OF RADAR		50.00
						\$50.00
<b>QUALITY WINE &amp; SPIRITS</b>						
03/23/2011	435350	E 609-49751-206	Freight and Fuel Charges			20.70
03/23/2011	435350	E 609-49751-251	Liquor For Resale			812.60
						\$833.30
<b>QUILL CORPORATION</b>						
03/15/2011	3017078	E 101-41400-200	Office Supplies	RECEIPT BOOK		23.49
03/15/2011	3018574	E 101-41400-200	Office Supplies	PRINT CARTRIDGE		86.56
						\$110.05
<b>RELIANCE USA</b>						
02/28/2011	22011	E 101-42210-212	Motor Fuels	F.D. FUEL		35.06
						\$35.06
<b>RESCUEPAX LLC</b>						
01/19/2011	63	E 101-42210-208	Training and Instruction	TRAINING		1,000.00
01/19/2011	63	E 101-42210-237	Small Equipment	TRAINING		120.00
						\$1,120.00
<b>SKINNER, MARLINE</b>						
03/24/2011	032411	E 101-42700-311	Contract	CONTRACT		500.00
						\$500.00
<b>SOUTHERN WINE &amp; SPIRITS OF MN</b>						
03/16/2011	1494618	E 609-49751-206	Freight and Fuel Charges			4.00
03/16/2011	1494618	E 609-49751-251	Liquor For Resale			611.60
						\$615.60
<b>ST. FRANCIS AMBASSADOR PROGRAM</b>						

03/01/2011	351609	E 230-49990-441	Miscellaneous	FLOAT SUPPLIES	130.16
					<u>130.16</u>

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**ST. FRANCIS TRUE VALUE HARDWAR**

02/07/2011	16164	E 602-49490-217	Other Operating Supplies	SUPPLIES	53.56
02/08/2011	16169	E 601-49440-217	Other Operating Supplies	SUPPLIES	9.14
02/09/2011	16186	E 602-49490-217	Other Operating Supplies	SUPPLIES	23.41
02/14/2011	16127	E 101-42210-217	Other Operating Supplies	SUPPLIES	48.42
02/15/2011	16132	E 101-45200-217	Other Operating Supplies	SUPPLIES	4.04
02/16/2011	16140	E 601-49440-217	Other Operating Supplies	SUPPLIES	15.23
02/18/2011	16408	E 101-45200-217	Other Operating Supplies	SUPPLIES	13.19
02/23/2011	16437	E 601-49440-217	Other Operating Supplies	SUPPLIES	43.64
					<u>\$210.63</u>

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**STAPLES**

03/15/2011	107548864	E 101-42110-200	Office Supplies	SUPPLIES	120.29
					<u>\$120.29</u>

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**SWENSON, KIMBERLY**

		E 101-42210-240	Office Equip	DESK, HUTCH, CHAIR	258.06
		E 101-42210-401	Repairs/Maint Buildings	MEETING ROOM SUPPLIES	296.34
					<u>\$554.40</u>

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**TELECIDE (TWIN CITIES EMEDIA)**

03/01/2011	20040912	E 101-42210-240	Office Equip	UPGRADE COMPUTER	48.19
03/22/2011	20040916	E 101-41400-433	Dues and Subscriptions	FILE FOLDER RENEWAL	29.99
					<u>\$78.18</u>

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**THE AMERICAN BOTTLING COMPANY**

03/18/2011	2449906299	E 609-49751-254	Miscellaneous Merchandise		79.50
					<u>\$79.50</u>

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**U S CABLE**

04/04/2011		E 101-41940-321	Telephone	APRIL 2011	69.95
04/04/2011		E 601-49440-321	Telephone	APRIL 2011	69.95
04/04/2011		E 601-49440-321	Telephone	APRIL 2011	34.97
04/04/2011		E 601-49440-321	Telephone	APRIL 2011	69.95
04/04/2011		E 602-49490-321	Telephone	APRIL 2011	34.98
04/04/2011		E 609-49750-321	Telephone	APRIL 2011	69.95
					<u>\$349.75</u>

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**VINOCOPIA, INC.**

03/23/2011	0037218	E 609-49751-206	Freight and Fuel Charges		16.00
03/23/2011	0037218	E 609-49751-253	Wine For Resale		680.00
					<u>\$696.00</u>

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**VISI**

03/07/2011	1875594	E 101-42110-321	Telephone	EMAIL	40.00
					<u>\$40.00</u>

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**WIRTZ BEVERAGE MN**

03/17/2011	544584	E 609-49751-206	Freight and Fuel Charges		8.70
03/17/2011	544584	E 609-49751-251	Liquor For Resale		470.23
03/17/2011	544584	E 609-49751-253	Wine For Resale		160.56
03/22/2011	826657	E 609-49751-206	Freight and Fuel Charges		(1.45)

03/22/2011	826657	E 609-49751-251	Liquor For Resale	(91.20)
03/22/2011	826696	E 609-49751-206	Freight and Fuel Charges	(1.45)
03/22/2011	826696	E 609-49751-251	Liquor For Resale	(242.50)
03/22/2011	826835	E 609-49751-206	Freight and Fuel Charges	(1.45)
03/22/2011	826835	E 609-49751-251	Liquor For Resale	(117.25)
03/24/2011	547647	E 609-49751-206	Freight and Fuel Charges	14.50
03/24/2011	547647	E 609-49751-251	Liquor For Resale	886.68
03/24/2011	547647	E 609-49751-253	Wine For Resale	47.95
				<hr/>
				\$1,133.32

\$126,510.12

FUND SUMMARY

101 GENERAL FUND	\$24,373.05
208 POLICE FORFEITURE	\$102.84
226 PEDERSON PATH FUND	\$5,186.50
230 PIONEER DAYS	\$130.16
426 TRUNK UTILITY AMBASSADOR BLVD	\$3,589.93
601 WATER FUND	\$26,783.00
602 SEWER FUND	\$9,103.58
609 MUNICIPAL LIQUOR FUND	\$56,911.06
803 ESCROW	\$330.00
Total	<hr/>
	<u>126,510.12</u>



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

RESOLUTION 2011-06

A RESOLUTION SUPPORTING THE EXPANSION OF THE PUBLIC SAFETY RECORDS/INFORMATION SYSTEM PROJECT

**WHEREAS**, the Anoka County Joint Law Enforcement Council (JLEC) was formed to benefit the public safety of the citizens of Anoka County; and

**WHEREAS** the JLEC has nearly four decades of experience successfully creating and managing shared services for its member communities;

**WHEREAS**, the City of St. Francis has actively participated in the JLEC through the participation of our chief law enforcement officer and our elected officials; and

**WHEREAS**, the safety of the public and police and fire personnel will be enhanced by improvements in the speed and accuracy of shared public safety information systems; and

**WHEREAS**, the public safety databases are aging and outdated, do not support effective data sharing, and do not support data archiving and crime analysis activities, and

**WHEREAS**, significant public safety staff resources may be redirected from redundant data entry to more effective public safety efforts; and

**WHEREAS**, both residents of and public safety agencies in Anoka County have benefitted from improved public safety, increased effectiveness, and resource conservation due to the resulting economies of scale provided by shared and consolidated services; and

**WHEREAS**, the JLEC desires to implement a comprehensive shared public safety information system in Anoka County whereby law enforcement, fire, jail, dispatch, and emergency preparedness data may be maintained and shared; and

**WHEREAS**, the JLEC and the Anoka County Board support a legislative change to allow the use of the specific bonding authority provided in Minnesota Statute 383E to fund county-wide public safety projects;

**NOW, THEREFORE**, be it resolved that the City Council of the City of St. Francis does with this action, support and endorse a countywide integrated public safety information system; and

**BE IT FURTHER RESOLVED** that the City Council does hereby support the expansion of the public safety bonding authority provided by MSS 383E to county-wide public safety projects as provided for in HF 429 and SF 275.

APPROVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 4<sup>TH</sup> DAY OF APRIL, 2011.

APPROVED:

ATTEST:

\_\_\_\_\_  
Jerry Tveit, Mayor

\_\_\_\_\_  
Barbara I. Held, City Clerk

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

**RESOLUTION 2011-07**

**SUPPORTING ANOKA COUNTY FEDERAL FUNDING APPLICATION FOR  
CSAH 24**

WHEREAS, the continued growth of the city and at its schools is leading to increasing travel demand along the CSAH 24 corridor, which, if unmanaged, can negatively affect the level of performance, safety and congestion experienced by users of the corridor; and,

WHEREAS, community leaders, public safety officials, the school district, motorists and road authorities have identified this growing travel demand and development pressure as a concern with potential negative consequences for mobility and safety in the corridor, with the potential to further degrade the performance level now provided by the corridor, and the resulting implications for the economy and quality of life of the region; and,

WHEREAS, the CSAH 24 corridor is currently operating at a substandard level of performance, continues to increase in congestion and is raising safety concerns; and,

WHEREAS, Anoka County would like to submit an application to the Transportation Advisory Board (TAB) to the Metropolitan Council for 2015 and 2016 projects to use federal transportation funds to assist with the reconstruction of the CSAH 24 corridor.

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

That the City of St. Francis supports the request of Anoka County for federal transportation funds for the reconstruction of the CSAH 24 corridor.

ADOPTED BY THE ST. FRANCIS CITY COUNCIL THIS 4<sup>TH</sup> DAY OF APRIL, 2011.

APPROVED:

\_\_\_\_\_  
Jerry Tveit, Mayor

ATTEST:

\_\_\_\_\_  
Barb Held, City Clerk



23340 Cree Street NW  
St. Francis, Minnesota 55070  
763-753-2630  
FAX 763-753-9881

April 4, 2011

Douglas W. Fischer, P.E.  
County Engineer  
Anoka County Highway Department  
1440 Bunker lake Blvd NW  
Andover, MN 5304

RE: REGIONAL FUNDING SOLICITATION – CSAH 24

Dear Doug,

The City of St. Francis is writing this letter in regards to this year's federal funding solicitation. We have been informed that Anoka County would like to submit an application for the expansion and reconstruction of CSAH 24 in our community.

This letter is in support of the project and for Anoka County to pursue federal funding. The City of St. Francis and Anoka County continue to coordinate their efforts in improving the area's transportation issues. We feel this project will help address safety and mobility issues occurring in the area.

If you have any further questions in regard to the project on the city's end, please feel free to contact us.

Sincerely,

Jerry Tveit  
City of St. Francis  
Mayor

CITY OF ST. FRANCIS  
STFRANCIS, MN  
ANOKA COUNTY

ORDINANCE 153, SECOND SERIES

AN ORDINANCE AMENDING SECTION 10-19 OF THE ZONING ORDINANCE REGARDING  
DISABILITY PARKING, DRIVEWAY STANDARDS, AND PROOF OF PARKING

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 10-19-3:I shall hereby be amended to read as follows:

Disability Accessible Parking. Disability parking and associated signage shall be provided per the applicable State or Federal standards, whichever is more restrictive.

Section 2. Code Amended. That Section 10-19-4:B-5 shall hereby be amended to read as follows:

Bituminous, concrete, pavers, or other similarly surfaced driveways on paved roadways shall extend to and adjoin the existing paved surface. Driveways constructed along roads that are constructed as a rural section street shall meet the rural driveway standard set forth in the City's Development Standards.

Section 3. Code Amended. That Section 10-19-4:B-11 shall hereby be amended to read as follows:

All driveways in the Urban Service Area that are constructed after the effective date of this Chapter shall be constructed with bituminous, concrete, pavers, or other similar surface.

Section 4. Code Amended. That Section 10-19-4:B-21 shall hereby be added to read as follows:

In the Rural Residential and Marginal Land PUD Districts, primary driveways that lead to the principle structure or primary garage shall be paved with a bituminous, concrete, paver, or similar surface. Secondary driveways shall be paved in a similar manner from the edge of the constructed public roadway to the property line, at minimum. All other rural driveway standards shall be met. The City Engineer may waive this requirement in cases where the adjacent public roadway is not paved.

Section 5. Code Amended. That Section 10-19-7 shall hereby be amended to read as follows:

PROOF OF PARKING REQUIREMENTS. The City may allow reductions in the number of required parking spaces to be installed under one (1) or more of the following circumstances via a Conditional Use Permit:

- A. The unique characteristics of the proposed use are such that it will generate a need for less parking than the Ordinance standard; or
- B. All requests for reductions in the amount of required parking to be installed shall be accompanied by a plan showing where the total required parking spaces can be added on the lot, if necessary,

up to the total amount required by this Ordinance, (meeting green area requirements) without requiring a variance.

Section 6. Code Amended. That Section 10-19-8:A shall hereby be amended to read as follows:

A. Curb Cuts & Property Access Points.

1. Width. No driveway curb cut access within the public right-of-way shall exceed twenty-four (24) feet.
2. Number Allowed. Residential lots within the Urban Service Area shall be limited to no more than one driveway access on to a public street. Residential lots within the Rural Service Area may have two driveway accesses, provided the driveways have at least a one hundred (100) feet separation and the second driveway is intended to service an accessory structure. Both driveways shall have culverts meeting City Code Requirements. Lots developed for Commercial, Industrial, Multi-family and/or Public Institutional Uses may be permitted multiple driveways onto a public street after review and approval by the City Engineer.
3. Setbacks. Curb cuts may not be placed closer than three (3) feet to any side or rear lot line.
4. County/State Roads. Curb cuts onto County/State roads shall require review by the County/State Engineer. The County/State Engineer shall determine the appropriate location, size, and design of such access drives and may limit the number of access drives in the interest of public safety and efficient traffic flow.
5. Sensitive Areas. Curb cuts to principal structures which traverse wooded, steep, or open field areas shall be constructed and maintained to a width and base material depth sufficient to support access by emergency vehicles as determined by the City Engineer.

Section 7. 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 4<sup>th</sup> DAY OF APRIL, 2011.

APPROVED:

\_\_\_\_\_  
Jerry Tveit  
Mayor of St. Francis

ATTEST:

\_\_\_\_\_  
Barbara I. Held  
City Clerk



## **NORTHWEST ASSOCIATED CONSULTANTS, INC.**

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### **MEMORANDUM**

**TO:** St. Francis City Council  
Matt Hulen, City Administrator

**FROM:** Nate Sparks, Consulting Planner

**MEETING DATE:** March 7, 2011

**RE:** Parking & Driveway Ordinance

### **BACKGROUND**

The Planning Commission has been reviewing potential ordinance changes to the parking and driveway section of the code regarding surfacing, curb cuts, disability parking, and proof of parking. At their February meeting a public hearing was held on the following changes.

### **RURAL RESIDENTIAL DRIVEWAYS**

The City of St. Francis has an unwritten policy that new Rural Residential & Marginal Land PUD Subdivisions would require paved driveways. This requirement was never placed in an ordinance. There were several complaints received by the City regarding a newer house without a paved driveway within a Rural Residential development and the driveway surface washing into the street after rainfall. The City's policy had been to require such driveways to be paved but there was no ordinance in effect. The Planning Commission discusses means to rectify this situation.

The Planning Commission recommends to the Council to require Rural Residential and Marginal Land PUD zoned properties to have their primary driveways paved when the adjacent roadway is paved. The Commissioners thought the secondary driveway should not be required to be paved except for the portion within the public right-of-way. This policy change would only impact properties in existing platted Rural Residential and Marginal Land PUD subdivisions that are on paved roads. The ordinance language is proposed to read as follows:

"In the Rural Residential and Marginal Land PUD Districts, primary driveways that lead to the principle structure or primary garage shall be paved with a bituminous, concrete, paver, or similar surface. Secondary driveways shall be paved in a similar manner from the edge of the constructed public roadway to the property line, at minimum. All other rural driveway standards shall be met. The City Engineer may waive this requirement in cases where the adjacent public roadway is not paved."

Please note that existing driveways are grandfathered in and this ordinance will only impact new driveways or existing driveways that are replaced.

## **OTHER RECOMMENDED CHANGES**

There were other issues identified in the Planning Commission's review of this ordinance section. Attached is Chapter 19 showing strikethroughs where the language is deleted and italics with the inserted text. The following are a summary of changes reflected in the draft:

Section 10-19-3-I regarding disability parking is being clarified to defer to all federal and state standards, whichever is most restrictive.

Section 10-19-4-B-5 & 10-19-4-B-11 regarding driveway standards currently restricts paved driveways to being just concrete and/or bituminous. Paver stone or similar driveways may become more prevalent as general storm water ordinances become more restrictive, as these driveways are partially pervious to water. These types of driveways should be included to ensure they are not inadvertently discouraged.

Section 10-19-4-B-21 reflects the aforementioned proposed changed to the new Rural Residential driveways.

Section 10-19-7, Proof of Parking is proposed to be allowed as a conditional use. Previously, the City would review this type of request with a site plan review, however, now City policy is that such reviews are only necessary in conjunction with a CUP, Variance, or PUD. Therefore, the proof of parking is recommended to be moved into such a class to allow for a necessary review by City Officials.

Section 10-19-8-A, "Curb Cuts" is proposed to be renamed "Curb Cuts & Property Access Points". Residents in the rural area have expressed confusion on whether or not this section applied to them as there is technically no curb. Thus, a clarification in the name is recommended.

## **RECOMMENDED ACTION**

The Planning Commission recommends approval of the following ordinance amendments.

Attached:  
Chapter 19 Showing Changes  
Ordinance Form

## CHAPTER 19

### GENERAL PARKING, LOADING, AND ACCESS REQUIREMENTS

#### SECTION:

- 10-19-1: Purpose
- 10-19-2: Application of Off-Street Parking Regulations
- 10-19-3: General Provisions
- 10-19-4: Performance Standards
- 10-19-5: Joint Parking Requirements
- 10-19-6: Off-Site Parking
- 10-19-7: Proof of Parking Requirements
- 10-19-8: Design and Maintenance of Off-Street Parking
- 10-19-9: Parking Supply Requirements
- 10-19-10: Off-Street Loading Requirements

**10-19-1: PURPOSE.** The regulation of off-street parking spaces, loading areas, and site access is to alleviate or prevent congestion of the public rights-of-way and to promote the safety and general welfare of the public, by establishing minimum requirements for off-street parking and loading areas for motor vehicles in accordance with the intensity of utilization of various parcels of land or structures.

**10-19-2: APPLICATION OF OFF-STREET PARKING REGULATIONS.** The regulations and requirements set forth in this Chapter shall apply to the required and non-required off-street parking facilities in all use districts.

#### **10-19-3: GENERAL PROVISIONS.**

- A. **Site Plan Requirements.** All applications for a building permit or a certificate of occupancy in all zoning districts shall be accompanied by a site plan, indicating the location and number of off-street parking and loading spaces, meeting the requirements set forth in this Chapter.
- B. **Permits Prior to Effective Date.** Structures or uses for which a building permit has been issued prior to the effective date of this Ordinance shall be exempt from the parking requirements in this Ordinance if the structure is completed within six (6) months after the effective date of this Ordinance.
- C. **Reduction of Existing Off-Street Parking Space.** Off-street parking spaces and loading spaces existing upon the effective date of this Ordinance shall not be reduced in number unless the number exceeds the requirements set forth herein for a similar new use.

- D. **Change of Use or Occupancy of Land.** No change of use or occupancy of land already dedicated to a parking area, parking spaces, or loading spaces shall be made, nor shall any sale of land, division or subdivision of land be made which reduces area necessary for parking, parking stalls, or parking requirements below the minimum prescribed by this Ordinance.
- E. **Change of Use or Occupancy of Buildings.** Any change of use or occupancy of any building or buildings including additions thereto requiring more parking area shall not be permitted until additional parking spaces are provided as required by this ordinance.
- F. **Off-Site Parking Facilities.** When required accessory off-street parking facilities are provided elsewhere than on the lot in which the principal use served is located, they shall be in the same ownership or control, either by deed or long-term lease, as the property occupied by such principal use.
- G. **Use of Parking Area.** All parking lot designs shall be well planned to minimize conflicts between vehicular and pedestrian traffic. Required off-street parking spaces in any district shall not be utilized for vehicle repair, open storage, stockpiling of snow, debris, materials, goods or for the storage of vehicles which are inoperable or for sale or for lease. Parking spaces for the disabled shall comply with current state requirements.
- H. **Computation of Required Spaces.** In computing the number of parking or loading spaces required the following rules shall govern:
1. The term "floor area" for the purpose of calculating the number of off-street parking spaces shall be the net usable floor area of the various floors, exclusive of hallways, utility space, restrooms, window show cases, and ornamental space not used for assembly.
  2. Where fractional spaces result, the parking spaces required shall be construed to be the nearest whole number.
  3. The parking space requirement for a use not specifically mentioned herein shall be the same as required for a similar use as determined by the Zoning Administrator.
  4. When computing total number of parking spaces required for a use, individual activities within the use will be calculated separately and added together to arrive at the total required parking spaces for each specific use proposed.
- I. **Disability Accessible Parking.** ~~Disability accessible parking spaces shall be provided as applicable pursuant to Minnesota Statutes 168.021, as may be~~

~~amended.~~ *Disability parking and associated signage shall be provided per the applicable State or Federal standards, whichever is more restrictive.*

**10-19-4: PERFORMANCE STANDARDS.** All off-street parking facilities shall comply with the following dimensional standards:

**A. Drive Aisles/Parking Lots/Stall Dimensions.**

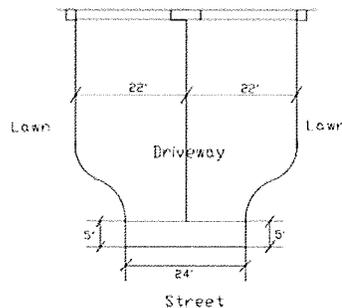
<b>Angle</b>	<b>Minimum Stall Dimensions</b>	<b>Minimum Parking Lot Drive Aisle Width</b>
90 Degree	9 x 19	24 feet (two-way traffic)
60 Degree	9 x 19	18 feet (one-way traffic)
Parallel	8 x 22	24 feet (two-way traffic)

**B. Driveway Requirements.**

1. Two-way traffic: Twenty-four (24) feet.
2. One-way traffic: Twenty (20) feet minimum if for fire truck access.
3. Drive-up window lanes: Fourteen (14) feet if fire truck access required.
4. All lots or parcels shall have direct adequate physical access for emergency vehicles along the frontage of the lot or parcel from either an existing dedicated public roadway, or an existing private roadway approved by the City.
5. Bituminous, *concrete, pavers, or other similarly surfaced* driveways on ~~surfaced~~ paved roadways may extend to and adjoin the existing ~~bituminous paved surface~~. Driveways constructed along roads that are constructed as a rural section street shall meet the rural driveway standard set forth in the City's Development Standards.
6. Driveways of any type surface shall maintain at least a three-foot side yard adjacent property lines in residential districts. Driveways that service commercial and industrial uses may extend to the side property line with approval by the adjacent land owner.
7. No residential driveway shall exceed twenty-four (24) feet in width at the point where it adjoins the street. The driveway shall not exceed a width of twenty-four (24) feet for a distance of at least five (5) feet behind the street, at which point the driveway may exceed twenty-four (24) feet in width.

8. Two single family residences may share a driveway provided both parcels have adequate frontage, easements are recorded, both property owners agree to maintenance and dissolution agreements, and the driveway meets the minimum fire and safety standards. No more than two single family residences may share a driveway. For the purposes of setbacks, the two parcels shall be counted as one, while the agreement is in effect.
9. No residential driveway access shall be allowed onto a designated collector or arterial street, unless the Planning and Zoning Commission finds that no other practical alternative exists and the Council approves said access.
10. No driveway shall obstruct drainage utility access, or impair public safety. When necessary, the lot owner shall install a culvert of adequate size and type, as determined by the City Engineer.
11. All driveways in the Urban Service Area that are constructed after the effective date of this Chapter shall be either ~~bituminous or concrete~~ *bituminous, concrete, pavers, or other similar surface*.
12. Driveways shall not have a slope of greater than ten (10) percent.
13. Driveways in the Rural Service Area shall be of a design that will provide reasonable access for emergency service vehicles and meet all fire and public safety standards. At a minimum, the driveway shall have at least a 10 foot driving surface, with a driveway base that is suitable to support the City's largest piece of fire fighting apparatus. Obstructions adjacent to and directly over the driveway, including but not limited to; tree branches, shrubs, landscaping materials, etc. shall be removed.
14. All new or relocated driveways shall require a permit prior to construction. Driveways located on City streets shall obtain a permit from the City of St. Francis. Driveways located on State Highway 47 shall obtain a permit from MnDOT and driveways located on a County Road shall obtain a permit from the Anoka County Highway Department.
15. The property owner shall be responsible for the maintenance in safe condition of all driveways leading to his or her property, including the portions of sidewalks used as part of said driveways.
16. The center island separating townhome driveways shall be landscaped with hardy shrubs.
17. The center island separating townhome driveways shall not be used for snow storage.

18. The property owners of the townhomes shall share maintenance responsibilities of the center island.
19. In lieu of two separate townhome driveways, one shared driveway may be utilized subject to the following conditions:
  - a. The shared driveway shall not exceed twenty-four (24) feet in width at the point it adjoins the street.
  - b. Townhome driveways shall be required and maintained by a property owner association.



20. Town homes and multi-family dwellings under the ownership and/or control of a property owner association shall be maintained, repaired, and replaced under the cost of property owner association. Said association shall maintain a capital improvement program for the driveways under its ownership.
21. *In the Rural Residential and Maginal Land PUD Districts, primary driveways that lead to the principle structure or primary garage shall be paved with a bituminous, concrete, paver, or similar surface. Secondary driveways shall be paved in a similar manner from the edge of the constructed public roadway to the property line, at minimum. All other rural driveway standards shall be met. The City Engineer may waive this requirement in cases where the public roadway is not paved.*

C. **Private Street Standards.** All private streets intended to service Commercial, Industrial, Institutional, and Multi-family Projects shall be constructed in accordance to the City's Public Street Standard, including but not limited to; street width, curb and gutter, intersection standards, pavement section and design standard.

**10-19-5: JOINT PARKING REQUIREMENTS.** Required parking facilities serving two (2) or more uses may be located on the same lot or in the same structure, except in residentially zoned districts, provided that the total number of parking spaces furnished

shall be not less than the sum total of the separate requirements for each use during any peak hour parking period when the parking facility is used at the same time by two (2) or more uses. Conditions required for joint uses are:

- A. The proposed joint parking space is within five hundred (500) feet of the use it will serve.
- B. The applicant shall demonstrate that there is not substantial conflict in the principal operating hours of the two (2) or more buildings or uses for which joint use of off-street parking facilities is proposed.
- C. A properly drawn legal instrument executed by the parties concerned for joint use of off-street parking facilities shall be filed as a deed restriction on both properties in the recorder's office of Anoka County.

**10-19-6: OFF-SITE PARKING.**

- A. Any off site parking which is used to meet the requirements of this Ordinance may, as applicable, be allowed by a conditional use permit for long term off site parking facilities as regulated under the provisions of Chapter 6 of this Ordinance, or an interim use permit for short term temporary off site parking facilities as regulated under the provisions of Chapter 7 of this Ordinance, and shall be subject to the conditions listed below.
- B. Off site parking shall be developed and maintained in compliance with all requirements and standards of this Ordinance.
- C. Reasonable access from off-site parking facilities to the use being served shall be provided.
- D. Except as provided by this Ordinance, the site used for meeting the off-street parking requirements shall be under the same ownership as the principal use being served or under public ownership.
- E. Off-site parking for multiple-family dwellings shall not be located more than two hundred fifty (250) feet from any normally used entrance of the principal use served.
- F. Off-site parking for non-residential uses shall not be located more than five hundred (500) feet from the main public entrance of the principal use being served. Off site parking located more than five hundred (500) feet from the main entrance may be allowed with the provision of a private shuttle service.
- G. Any use which depends upon off-site parking to meet the requirements of this Ordinance shall maintain ownership and parking utilization of the off-site location

until such time as on site parking is provided or a site in closer proximity to the principal use is acquired and developed for parking.

**10-19-7: PROOF OF PARKING REQUIREMENTS.** The City may allow reductions in the number of required parking spaces to be installed under one (1) or more of the following circumstances *via a Conditional Use Permit*:

- A. The unique characteristics of the proposed use are such that it will generate a need for less parking than the Ordinance standard; or
- B. All requests for reductions in the amount of required parking to be installed shall be accompanied by a plan showing where the total required parking spaces can be added on the lot, if necessary, up to the total amount required by this Ordinance, (meeting green area requirements) without requiring a variance.

**10-19-8: DESIGN AND MAINTENANCE OF OFF-STREET PARKING.**

**A. Curb Cuts & Property Access Points.**

- 1. Width. No driveway curb cut access within the public right-of-way shall exceed twenty-four (24) feet.
- 2. Number Allowed. Residential lots within the Urban Service Area shall be limited to no more than one driveway access on to a public street. Residential lots within the Rural Service Area may have two driveway accesses, provided the driveways have at least a one hundred (100) feet separation and the second driveway is intended to service an accessory structure. Both driveways shall have culverts meeting City Code Requirements. Lots developed for Commercial, Industrial, Multi-family and/or Public Institutional Uses may be permitted multiple driveways onto a public street after review and approval by the City Engineer.
- 3. Setbacks. Curb cuts may not be placed closer than three (3) feet to any side or rear lot line.
- 4. County/State Roads. Curb cuts onto County/State roads shall require review by the County/State Engineer. The County/State Engineer shall determine the appropriate location, size, and design of such access drives and may limit the number of access drives in the interest of public safety and efficient traffic flow.
- 5. Sensitive Areas. Curb cuts to principal structures which traverse wooded, steep, or open field areas shall be constructed and maintained to a width

and base material depth sufficient to support access by emergency vehicles as determined by the City Engineer.

- B. **Signs.** Signs shall not be located in a required parking area except as necessary for disability accessibility and for the orderly operation of traffic movement. Such signs shall not be a part of the permitted advertising space.
- C. **Curbing.** Except for single, two family and townhouses, all open off-street parking shall have a perimeter concrete curb barrier around the entire parking lot. Said curb barrier shall be set back a minimum of five (5) feet from any property line.
- D. **Striping.** Except for single, two family and townhouses, all parking stalls shall be marked with white or yellow painted lines not less than four (4) inches wide.
- E. **Surfacing.** All commercial, industrial, and institutional parking spaces and driveways shall be surfaced with concrete, bituminous, or pavers in all zoning districts. Other materials such as decorative rock, gravel, sand, or bare soil are prohibited. All parking areas and driveways shall be maintained in a safe and proper manner. The owner shall not allow weeds or surface materials to become deteriorated.
- F. **Lighting.** Lighting in an off-street parking area shall be shaded or diffused so as to reflect the light away from adjoining property and adjacent traffic areas as regulated in accordance with Section 10-16-8 of this Ordinance. All light fixtures shall be a down-cast style.
- G. **Maintenance of Off-Street Parking Spaces.** It shall be the joint responsibility of the operator and owner of the principal use, uses and/or building to maintain, in a neat and adequate manner, the parking space, access ways, landscaping and required fencing.
- H. **Location.** All accessory off-street parking facilities required herein shall be located as follows:
  - 1. Spaces accessory to one and two family dwellings shall be on the same lot as the principal use served unless guest parking is provided elsewhere.
  - 2. There shall be no off-street parking space within five (5) feet of any property line except as provided below:
    - a. B-2 and B-3 Districts. Zero lot line parking area setbacks shall be allowed within B-2 and B-3 Districts subject to the following conditions:

- (1) A five (5) foot parking area setback shall be maintained along street rights-of-way (not including alleys). Such setback area shall be sodded or landscaped with approved ground cover, shrubs or trees.
  - (2) The parking area shall not abut a residential zoning district or use.
  - (3) If applicable, a maintenance and joint use agreement shall be executed and recorded against the titles of the affected properties.
  - (4) Encroachment into established utility easements shall be allowed only via permit and an encroachment agreement with the City.
- b. **Shared Access and Joint Parking.** Zero lot line setbacks shall be allowed in cases of shared access and joint parking subject to the following conditions:
- (1) The access and/or parking area layout is approved by the City Engineer.
  - (2) A maintenance and joint use agreement shall be executed and recorded against the titles of the affected properties.
  - (3) If applicable, the conditions of Section 10-19-5 of this Ordinance related to joint parking are satisfied.
3. When parking stalls abut a sidewalk, the minimum sidewalk width shall be six (6) feet.
  4. Parking stalls shall not be located where they obstruct doorways, driveways, or pedestrian walkways.
  5. All disability accessible stalls shall be located in close proximity to entrance areas and shall not be hindered by inappropriately located curb cuts, catch basins, etc.
- I. **Use of Parking Area.** Required off-street parking spaces in all districts shall not be used for open storage, or sale of goods, or for the storage of vehicles which are inoperable, for lease, rent or sale or the stockpiling of snow.
- J. **Parking and Storage of Recreational Vehicles.** The parking and storage of recreational vehicles shall be regulated in accordance with Section 7-4-5 of the City Code and Section 10-16-15 of this Ordinance.

**10-19-9: PARKING SUPPLY REQUIREMENTS.**

USES	REQUIRED NUMBER OF PARKING SPACES
<b>RESIDENTIAL</b>	
Assisted Living Facility	One-half (½) space per unit.
Daycare Nursery	One (1) space per teacher/employee on the largest work shift, plus one (1) off-street loading space per six (6) students.
Elderly (Senior Citizen) Housing (uses with occupancy limited to persons age 55 and over)	One (1) space per unit. One-half (½) of required stalls may be provided at initial development for projects with occupancy restricted to persons age 55 and older. The development shall include a proof-of-parking area sufficient to meet the parking requirements.
Group Home (Dwelling)	One (1) space per sleeping room or one (1) space for every four (4) beds.
Manufactured Home	Two (2) parking spaces per manufactured home (A minimum of one (1) parking space shall be enclosed)
Multiple Family (Apartment) Dwelling (see also Guest Parking)	One and one-half (1½) parking spaces for each efficiency and one bedroom unit and two and one-quarter (2¼) parking spaces for units with two (2) or more bedrooms. A minimum of one (1) of the required parking spaces per unit shall be an enclosed garage space. A land area requirement credit of three hundred (300) square feet toward the satisfaction of lot area requirements shall be given for each garage space under the principal building.
Multiple Family Guest Parking	One-half (½) space per townhouse or apartment unit, distributed throughout the development, in addition to the required parking per unit.
Nursing Home other than Assisted Living Facility	One (1) space per six (6) patient beds, plus one (1) space per employee on the largest work shift.
One and Two Family Residence	A four hundred forty (440) square foot attached garage shall be constructed at the same time as the principal structure. For lots of record established after the effective date of this Ordinance, all site plans for single-family homes shall provide for the location of a three (3) stall attached garage, whether or not construction is intended.
Townhome Dwelling Unit (see also Guest Parking)	Each dwelling unit shall have an attached garage with a minimum of two (2) garage spaces and two (2) driveway spaces per unit. The minimum garage space shall be two hundred twenty (220) square feet for dwellings with basements and five hundred forty (540) square feet for dwellings without basements. Garages shall be a minimum of twenty (20) feet in width.

USES	REQUIRED NUMBER OF PARKING SPACES
<b>COMMERCIAL:</b>	
Automobile Repair (Associated with Motor Fuel Station)	Two (2) spaces for each service stall plus motor fuel requirements.
Automobile Repair, Major	At least two (2) off-street parking spaces plus four (4) off-street parking spaces for each service stall.
Automobile Repair, Minor	One (1) space per two hundred (200) square feet of floor area.
Automobile Sales	One (1) space per five hundred (500) square feet of showroom plus one (1) space for each three thousand (3,000) square feet of outdoor sales lot.
Bank	One (1) parking space for each three hundred (300) square feet of floor area plus five (5) stacking spaces for each drive-in window.
Bar, Tavern, Night Club	At least one (1) space per three (3) patron seats, plus one (1) space per employee on the largest work shift.
Beauty or Barber Shop	Two (2) parking spaces per chair, plus one (1) space per employee on the largest work shift.
Boarding House	At least one (1) parking space for each person for whom accommodations are provided for sleeping.
Bowling Alley	Five (5) parking spaces for each alley, plus additional spaces as may be required herein for related uses contained within the principal structure.
Car Wash (Accessory to motor fuel station)	Four (4) off-street stacking spaces per drive-through car wash. The bay inside the car wash shall not be considered a stacking space.
Car Wash (Drive-Through) as Principal Use	A minimum of ten (10) spaces or one (1) space for each employee on the maximum shift, whichever is greater.
Community Center, Private Club, Lodge, Museum, Art Gallery	Ten (10) spaces, plus one (1) for each one hundred fifty (150) square feet in excess of two thousand (2,000) square feet of floor area in the principal structure.
Convenience Grocery	One (1) parking space per one hundred (100) square feet of floor area. Parking areas at pump islands may be counted as parking spaces.
Fitness Center	One (1) space per exercise station (e.g., strength machine or cardiovascular) plus one (1) space per employee on the largest work shift plus additional parking required for ancillary uses.
Funeral Home	Twenty (20) spaces per chapel or parlor, plus one (1) space for each company vehicle maintained on site. Adequate stacking space shall also be provided for staging funeral processions.
Grocery or Supermarket	One (1) space per one hundred (100) square feet of floor area of customer sales and service, plus one (1) space per two hundred (200) square feet of floor area of storage.

USES	REQUIRED NUMBER OF PARKING SPACES
Hotel or Motel	At least one (1) space for each dwelling unit or lodging room, plus one (1) additional space for each eight units. Additional spaces shall be required for liquor or restaurant facilities.
Instructional Studio (Dance, Karate, Music, and similar uses)	One (1) space for each two hundred (200) square feet of floor area.
Laundromat	One-half (½) space per machine.
Mini-Storage	Two (2) parking spaces per employee area plus one (1) space per six thousand (6,000) square feet of indoor storage area.
Motor Fuel Station	One (1) space per pump plus one (1) space per employee on the largest work shift. With convenience grocery; include one (1) space per one hundred (100) square feet of floor area. Parking areas at pump islands may be counted as parking spaces.
Outdoor Storage and/or Display of Retail Merchandise	One (1) space per two thousand (2,000) square feet of outdoor storage or display area in addition to the total parking required on the site for the individual use.
Pool Hall and Arcade	One (1) space per four (4) patrons at the maximum occupancy load of the facility, plus one (1) space per employee on the largest work shift, plus one (1) space per one hundred (100) square feet of kitchen, dining, or snack bar area.
Religious Institution, Theater, Auditorium	One (1) space for each three (3) seats. Based upon maximum design capacity, plus additional spaces as may be required herein for related uses contained within the principal structure.
Restaurant (Fast Food)	One (1) space per fifty (50) square feet of floor area, plus one (1) space per employee on the largest work shift.
Restaurant (Sit Down) including outdoor seating	Five (5) spaces per one thousand (1,000) square feet of floor area
Restaurant, Take-Out (No seating)	One (1) space per one hundred (100) square feet of floor area.
Retail Sales and Multiple occupancy retail service building	One (1) space per two hundred fifty (250) square feet of floor area and outdoor sales space.
Retail Sales/Service and storage	One (1) space per two hundred (200) square feet of floor area of retail space and one (1) space per five hundred (500) square feet of storage area.
<b>OFFICE:</b>	
Medical, Dental, or Chiropractic Office or Clinic	Five (5) spaces per doctor or dentist, plus one (1) space for each employee on the largest work shift.
Office (Business and Professional)	One (1) space for each four hundred (400) square feet of floor space.

USES	REQUIRED NUMBER OF PARKING SPACES
Veterinary Office (with or without kennels)	Three (3) spaces per doctor, plus one (1) space per employee on the largest work shift.
<b>INDUSTRIAL:</b>	
Industrial	A minimum of one (1) space per employee on the largest work shift plus one (1) space per company vehicle regularly stored on premises, plus addition spaces that may be required depending upon the specific use.
Manufacturing, Fabricating or Processing of a Product	One (1) space per one thousand (1,000) square feet of floor area, plus one (1) space for each company owned truck (if not stored inside principal structure).
Manufacturing, Office	One (1) space per three hundred fifty (350) square feet of floor area, plus one (1) space per company vehicle not stored within the principal structure.
Warehouse	Office Area: One (1) space per two hundred (200) square feet of office area.  Warehouse Area: One (1) space per one thousand (1,000) square feet of floor area plus one (1) space per company vehicle not stored within principal structure.
<b>INSTITUTIONAL:</b>	
Cemetery	One (1) space per employee
Church	One (1) space per three (3) seats of maximum capacity.
Community Recreation Center	One (1) space per two hundred fifty (250) square feet of floor area, or one (1) space per four (4) patrons at the maximum occupancy load, whichever is greater, plus one (1) space per employee on the largest work shift.
Hospital	Two (2) spaces per three (3) patient beds, plus one (1) space per employee on the largest work shift.
Library	One (1) space per two hundred fifty (250) square feet of floor area or one (1) space per four (4) seats at the maximum occupancy load, whichever is greater, plus one (1) space per employee on the largest work shift.
School, College or Trade	One (1) space per staff member on the largest work shift, plus one (1) space per two (2) students of the largest class attendance period.
School, Elementary and Junior High	One (1) space per seven (7) students based upon building design.
School, High School and Post High School Facilities	One (1) space per three (3) students based on building design capacity, plus one (1) space per classroom.

USES	REQUIRED NUMBER OF PARKING SPACES
<b>RECREATIONAL:</b>	
Athletic Field (Private or private nonprofit)	One (1) space per eight (8) seats of design capacity.
Athletic Stadium/Auditorium/Indoor Sports Area	One (1) space per four (4) seats.
Golf Course	Four (4) spaces per hole, plus fifty (50) percent of the requirements for any other associated use, except in planned residential, resort, or commercial developments, which have otherwise adequate provisions for parking.
Golf Driving Range, Miniature Golf, Archery Range	Ten (10) off-street spaces, plus one (1) for each one hundred (100) square feet of floor area.
Skating Rink, Ice	One (1) space per three hundred (300) of rink area.
Tennis, Racquet, Handball Court	Four (4) spaces per court, plus one (1) space per employee on the largest work shift.
<b>GENERAL PARKING</b>	
Uses Not Listed	The parking space requirement for a use not specifically mentioned herein shall be the same as required for a similar use as determined by the Zoning Administrator.

**10-19-10: OFF-STREET LOADING REQUIREMENTS.** Any of the following uses with a gross floor area of six thousand (6,000) square feet or more which requires deliveries or shipments shall provide off-street loading facilities in accordance with the requirements specified below unless a conditional use permit is granted:

- A. Every retail establishment, industrial or manufacturing use, warehouse, or wholesale use having a gross floor area of six thousand (6,000) square feet or more shall provide off-street loading facilities as follows:

Gross Floor Area in Square Feet	Number of Loading Spaces
6,000 - 24,999	1
25,000 – 74,999	2
75,000 – 150,000	3
For each additional one hundred thousand (100,000) square feet (or fraction thereof) of gross floor area	One (1) additional off-street loading space shall be provided

- B. Every public assembly use, such as auditoriums, convention halls, exhibition halls, stadiums or sports arenas, with a gross floor area of greater than one hundred thousand (100,000) square feet shall be provide a minimum of one (1) off-street loading space.
- C. Funeral Homes, restaurants and hotels with a gross floor area of greater than thirty thousand (30,000) square feet and offices with a gross floor area of one

hundred thousand (100,000) square feet or more shall provide a minimum of one (1) off-street loading space.

- D. Off-street loading spaces shall be at least ten (10) by twenty-five (25) feet, excluding area for maneuvering vehicles.
- E. At no time shall any part of a truck or van be allowed to extend into the right-of-way of a public street while the truck or van is being loaded or unloaded.

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

RESOLUTION 2011-08

RESOLUTION ESTABLISHING MUNICIPAL STATE AID HIGHWAYS

WHEREAS, it appears to the City Council of the City of St. Francis that the streets hereinafter described should be designated Municipal State Aid Streets under the provisions of Minnesota Law.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of St. Francis that the streets described as follows, to-wit:

Pederson Drive from TH 47 to Ambassador Boulevard NW (CSAH 28)

be, and hereby are established, located, and designated Municipal State Aid Streets of said City subject to the approval of the Commissioner of Transportation of the State of Minnesota.

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for his consideration, and that upon his approval of the designation of said streets or portions thereof, that same be constructed, improved and maintained as Municipal State Aid Streets of the City of St. Francis, to be numbered and known as Municipal State Aid Streets.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 4<sup>TH</sup> DAY OF APRIL, 2011

\_\_\_\_\_  
Jerry Tveit, Mayor

ATTEST:

\_\_\_\_\_  
Barbara I. Held, City Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the City Council of said City on April 4, 2011.

\_\_\_\_\_  
City Clerk

(SEAL)

EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA

HELD: APRIL 4, 2011

Pursuant to due call and notice thereof, a regular meeting of the City Council of City of St. Francis, Minnesota, was duly called and held at the ISD #15 District Offices located at 4115 Ambassador Boulevard in the City of St. Francis, Minnesota on April 4, 2011, at 6:00 p.m. or shortly thereafter for the purpose, in part, of calling a public hearing on the intention to issue general obligation capital improvement plan bonds and the proposal to adopt a capital improvement plan therefor.

The following members were present:

And the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

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

RESOLUTION 2011-09

RESOLUTION CALLING PUBLIC HEARING ON THE INTENTION TO ISSUE GENERAL  
OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS AND THE PROPOSAL TO ADOPT  
A CAPITAL IMPROVEMENT PLAN THEREFOR

A. WHEREAS, pursuant to Minnesota Statutes, Section 475.521 the City of St. Francis, Minnesota (the "City") may issue bonds to finance capital expenditures under its capital improvement plan (the "Plan") without an election provided that, among other things, prior to issuing general obligation capital improvement plan bonds (the "Bonds") the City adopts the Plan after holding a public hearing thereon and publishing a notice of its intention to issue the Bonds and the date and time of a hearing to obtain public comment on the issuance of the Bonds and adoption of the Plan; and

B. WHEREAS, the City Council will hold a public hearing on May 2, 2011, on its intention to issue the Bonds and to adopt the Plan; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota, that the City Council hereby calls for a public hearing on its intent to issue the Bonds and to adopt the Plan, the public hearing to be held on the date and time set forth in Exhibit A attached hereto. The City Council is hereby directed to cause the notice of public hearing to be published at least 14 but not more than 28 days before the date of the public hearing in the official newspaper of the City or a newspaper of general circulation in the City.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.

APPROVED:

ATTEST:

\_\_\_\_\_  
Jerry Tveit, Mayor

\_\_\_\_\_  
Barbara I. Held, City Clerk

STATE OF MINNESOTA  
COUNTY OF ANOKA  
CITY OF ST. FRANCIS

I, the undersigned, being duly qualified and acting Clerk of the City of St Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as such minutes relate to the City Council calling a public hearing on the intention to issue general obligation capital improvement plan bonds and the proposal to adopt a capital improvement plan therefor.

WITNESS my hand on \_\_\_\_\_, 2011.

---

Barbara I. Held, City Clerk

EXHIBIT A

CITY OF ST. FRANCIS

NOTICE OF PUBLIC HEARING ON INTENTION TO ISSUE  
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS  
AND THE PROPOSAL TO ADOPT A CAPITAL IMPROVEMENT PLAN THEREFOR

NOTICE IS HEREBY GIVEN, that the City Council of the City of St. Francis, Minnesota, will meet on May 2, 2011 at 6:00 pm at ISD #15 District Offices located at 4115 Ambassador Boulevard, in St. Francis, Minnesota, for the purpose of conducting a public hearing on (a) the intention to issue general obligation capital improvement plan bonds in an amount not to exceed \$6,500,000 and (b) the proposal to adopt a capital improvement plan therefor. The proceeds of the bonds will be used to finance a public works facility within the City pursuant to Minnesota Statutes, Section 475.521.

All persons interested may appear and be heard at the time and place set forth above.

If a petition requesting a vote on the issuance of the bonds is signed by voters equal to five percent of the votes cast in the City in the last general election and is filed with the City within thirty days after the public hearing, the bonds may only be issued upon obtaining the approval of the majority of the voters voting on the question of issuing the bonds.

Individuals unable to attend the public hearing can make written comment by writing to the City Clerk, St. Francis City Hall, 23340 Cree Street NW, St. Francis, Minnesota 55070. Written comments must be received prior to the date and time of the public hearing.

BY ORDER OF THE CITY COUNCIL

\_\_\_\_\_  
Barbara I. Held, City Clerk

[Submit \_\_\_\_\_; Publish \_\_\_\_\_]

**Matt,**

**In recent years the city of St. Francis requested the use of Anoka county HRA funding for:**

**2009 - \$350,000 property acquisition**

**2004 - \$2,000 senior housing study**

**I have one of our administrative assistants searching through pre-2000 files for other projects completed with ACHRA funding.**

**Currently there is \$91,261 available for an eligible project.**

**Karen Skepper**

**Director of Community and Economic Development**

# **St. Francis Revolving Loan Fund**

## **Conceptual Structure**

### **Loan Amounts:**

- TBD by Council – \$2,500 TO \$50,000 cap recommended in early stage depending on fund capitalization
- Designed to leverage other financing programs as well as private financing provided by the commercial banking community.

### **Eligible Projects:**

- All projects must be located in City of St. Francis.
- Borrowers must be a “for-profit” business.
- Business must be complimentary to existing St. Francis business community.
- At least 50% of the project financing must come from a private lender or private equity.
- Borrowers must have equity injection as determined by fund management.

### **Allowable Use of Proceeds:**

- Loan proceeds can be used for fixed assets, including land, building machinery and equipment. Working capital will not be provided by the fund.

### **Interest Rates:**

- Fixed rate loans will be available, with rates determined by market conditions at loan closing. Initial recommended rate is WSJ Prime Rate in effect at the time of loan closing.

### **Loan Term Length:**

- The term of each loan will be commensurate with the life of the asset being financed.

### **Fees and Charges:**

- A 1.5% loan packaging/processing fee payable to CMDC will be paid by all borrowers at the time of application submission.
- A servicing fee to CMDC of .5% of the outstanding loan balance will be charged on an ongoing basis and will be incorporated into the “effective” rate charged to the borrower.
- Borrowers are responsible for paying all legal and other loan closing costs.

## **Management**

- The Fund will be governed by the St. Francis City Council or a sub group thereof as determined by the City of St. Francis.
- Management services will be provided by Central Minnesota Development Company, a locally based SBA Certified Development Company.
- CMDC will provide all loan packaging, marketing and underwriting services for the Fund.
- CMDC will also provide loan servicing and report as needed to City staff and the Council.

## **Why CMDC?**

- Good business and investment practices are important. CMDC has the professional staff, sophisticated investment analysts and seasoned management to give it the unique capacity to manage revolving loan funds for local communities. This is why CMDC is the only Certified Development Company that has been selected to manage the Urban Initiative Fund for the State of Minnesota. CMDC has over 30 years of experience as a lender in the north suburban market.
- Local revolving loan funds are often managed by volunteer Council of directors and/ or city staff. Some may be inexperienced in economic development and lending. CMDC supports communities and volunteer Councils by providing continuity and consistency.
- Through CMDC's network, other funding programs will be attracted to the community to be used in conjunction with the local revolving loan fund.

## **What are the Costs?**

- CMDC will assess an administrative fee to help defray costs incurred while providing program marketing services, meetings with clients, meetings with staff and the Council. The administrative fee will be 1/12 of 2% of the balance of all loans outstanding in the portfolio on the first day of each month.
- CMDC will package, process and service all loans on behalf of the Fund. A loan packaging/processing fee of 1.5% will be charged on all loans plus an ongoing (.5%) servicing fee. These fees are consistent with the SBA 540 program.
- The Fund will retain all interest earnings associated with the loan portfolio. The Fund will determine the depository for loan payments received from borrowers.

# **St. Francis Revolving Loan Fund**

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2011

The logo for the City of St. Francis features a stylized white 'S' and 'F' intertwined within a square divided into green and blue quadrants.

City of  
*St. Francis*

*City Council and Management Team Retreat*

Facilitators: Richard Fursman, Irina Fursman

Brimeyer Fursman, LLC

2/28/2011

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## Introduction

The City of St. Francis conducted a four-hour Work Session on Monday, February 28<sup>th</sup>, 2011. The participants included the Mayor and three council members. The City Administrator and department directors were also present.

## Objectives

Based on the conversations with the City Administrator and Council members, the following list of objectives were identified and the agenda was formed:

- ▶ Set Goals/Objectives for 2011/12
- ▶ Build Team /Trust
- ▶ Get everyone on the same page
- ▶ Firmly close the door on contentious issues
- ▶ Move forward
- ▶ Get to know each other better
- ▶ Think through what we do and why we do it

## Agenda

### 4:00 Introductions

- Review Session Expectations
- Review Agenda
- Rules for session
- Discuss Values

### 5:00 Priorities 2011/2012

- SWOT
- Actions / priorities

### Break

### 7:30 Roles and Responsibilities

*What are our roles in making this happen?*



## VALUES

*An introduction exercise was used to lead the group into a discussion on Values. Expressed experiences were later identified as Community Values, Organizational Values and Leadership Values.*



### Community

- Culture Blend
- Freedom
- Wander around
- No cares
- Safe
- Tight Family
- Sense of Community
- Simple , Creative
- Opportunity
- Worry Free



### Organization

- Satisfaction
- Fun
- Relaxing
- Unplug
- See Accomplishments
- Thrill / Adventure
- Simple Pleasures
- Decision making
- Learning
- Connection
- Pride
- Nature



### Leadership

- Integrity
- Respectful
- Wisdom
- Strength
- Courage
- Belief
- Visionary
- Trustworthy
- Values
- Change Agent
- Responsibility
- Positive Perseverance

**Planning Session:** The participants shared their thoughts on the strengths and weaknesses of the community and then brainstormed on ways to keep the strengths going strong and deal with the weaknesses.

The participants then examined external opportunities, or prospects from outside the City that could be turned into advantages for the community. (Example: the economy (which the City has no control over) is creating low bid prices on construction. Now might be a good time to build).

The participants also examined external threats, or challenges the City may face from external influences such as higher gas prices. The group looked at ways to minimize the impact of such external forces.

**Goals:** The tasks identified to help strengths, overcome weaknesses, seize opportunities and minimize weaknesses were combined into goals.

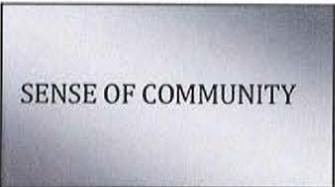
## SWOT

### Strengths



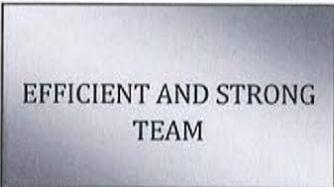
QUALITY SERVICES

- Good Infrastructure
- In touch with businesses / residents
- Water/Sewer
- Police / Fire
- Strong Schools
- Work well with School/Join Cooperation



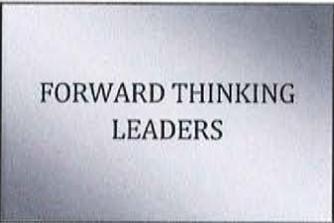
SENSE OF COMMUNITY

- Volunteer (Fire)
- Strong Blue Collar Labor
- Work Ethic
- Family oriented



EFFICIENT AND STRONG  
TEAM

- **Efficient** Management Team and Staff
- Honest
- Fun/Caring
- Respectful
- Supportive
- Team work



FORWARD THINKING  
LEADERS

- Learning and improving
- Adaptive
- **Pro-Active**
- Council "willingness"
- Responsible
- **Goal Driven / Oriented**
- Knowledgeable

*\* Items in bold and italic were mentioned multiple times*

**Weaknesses**

TOO FEW PUBLIC/PRIVATE AMENITIES	<ul style="list-style-type: none"><li>▪ No reason to visit St Francis</li></ul>
NEGATIVE PERCEPTION	<ul style="list-style-type: none"><li>▪ Perceived council dysfunction</li><li>▪ Mistrust in government</li></ul>
MIXED MESSAGES	<ul style="list-style-type: none"><li>▪ Lack of Communication / telling half truth</li><li>▪ Too much misinformation given out</li><li>▪ Wrong information getting to public</li><li>▪ No local paper /radio/media</li><li>▪ Value to understanding water /sewer rates</li></ul>
INSUFFICIENT RESOURCES	<ul style="list-style-type: none"><li>▪ Lack of commitment by council/follow through</li><li>▪ Buildings are obsolete</li><li>▪ Disjointed office space</li><li>▪ Perception of high taxes</li><li>▪ "Spread thin" (man power)</li><li>▪ Not enough money</li></ul>
NO GOOD ACCESS TO SAINT FRANCIS	<ul style="list-style-type: none"><li>▪ City split by one river crossing</li><li>▪ Location - no good roads to get to us</li></ul>
POOR CITIZEN INVOLVEMENT	<ul style="list-style-type: none"><li>▪ Busy community</li><li>▪ Poor citizen involvement</li></ul>
NEGATIVE THINKING	<ul style="list-style-type: none"><li>▪ Stuck in past</li><li>▪ Close minded</li></ul>
DEVELOPMENT PLANNING	<ul style="list-style-type: none"><li>▪ Inefficient planning</li><li>▪ Dormant development</li></ul>

**Opportunities**

TIME  
LOW COST /RATES  
GRANTS  
SHARED RESOURCES  
NEW ENERGY  
NEW TECHNOLOGY

- Economy Drag – time to reposition
- Building cost low
- New service organizations
- Met Council taking over sewer
- Grant opportunities
- County fiber
- Wind energy
- Share resources

**Challenges and Threats**

STATE BUDGET  
WEATHER  
FUEL COSTS

- State Budget and laws
- Weather / floods
- Fuels Costs

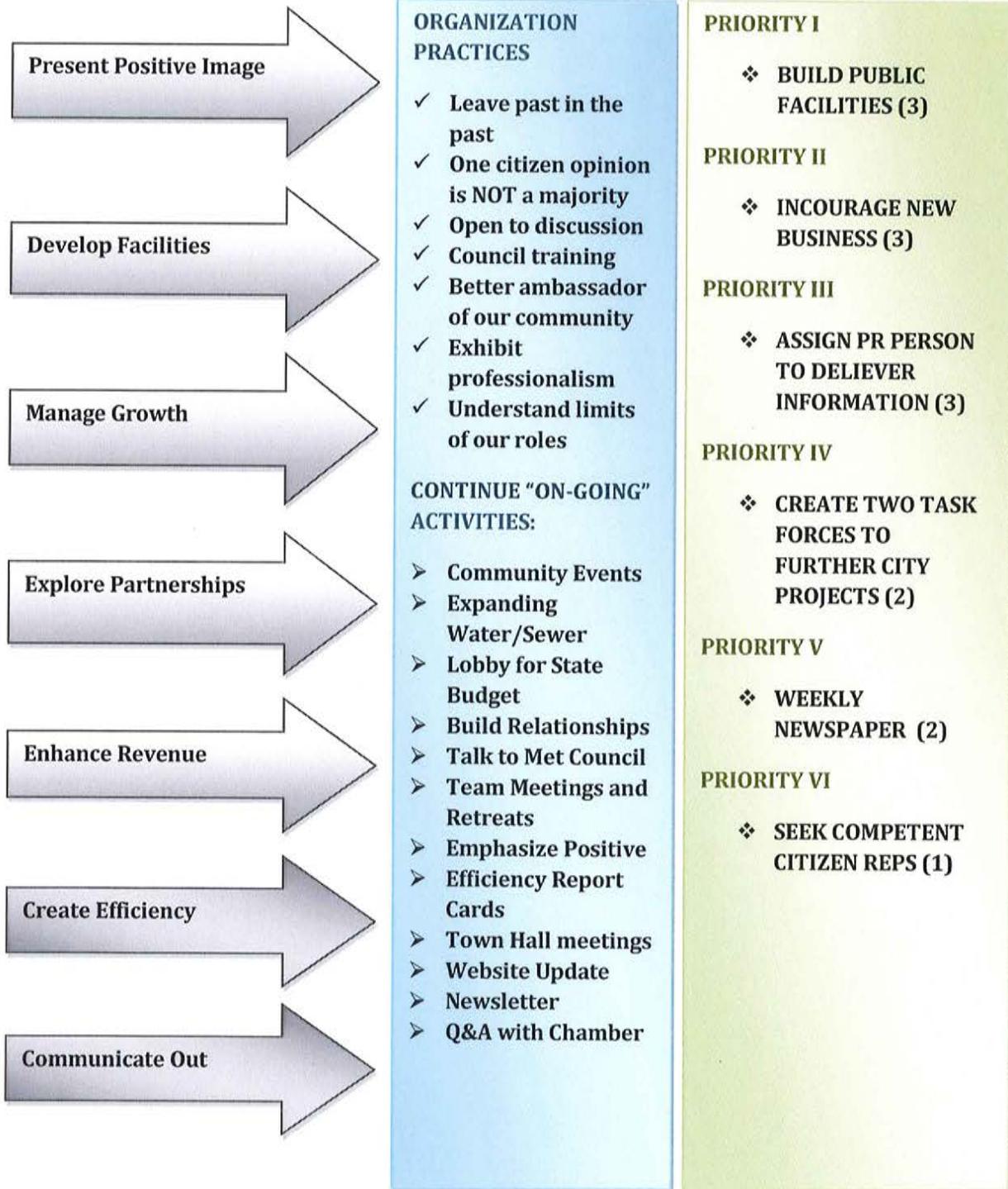
IMAGE CONTROL

- Poor image of Northern Anoka County
- External perception
- Media choosing our story
- Shared Services
- Working with in-flux neighbors

**2012 GOALS**

**OPEARTIONS**

**PRIORITIES  
(Council Votes)**



# ACTIONS AND GOALS

Present Positive Image	Develop Facilities	Manage Growth	Enhance Revenue	Explore Partnerships	Create Efficiency	Communicate out
<ul style="list-style-type: none"> <li>• Seek competent citizens reps</li> <li>• Continue <b>Community Events</b></li> <li>• Additional park activities</li> <li>• Leave the past in the past</li> <li>• One citizen opinion is not a majority</li> <li>• Open to discussion</li> <li>• <b>Council training</b></li> <li>• Better ambassador of our community</li> <li>• Exhibit professionalism</li> <li>• Understand limits of our roles</li> </ul>	<ul style="list-style-type: none"> <li>• Build Public Works</li> <li>• Build Police Station</li> <li>• Build <b>City Hall</b></li> <li>• Build a Sports Complex</li> <li>• Take advantage of cost and build</li> <li>• Update all city facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Keep expanding water/sewer, so ready for business</li> <li>• Encourage new business w/TIF, HRA.</li> <li>• Moratorium on lot development</li> <li>• Keep moving forward</li> </ul>	<ul style="list-style-type: none"> <li>• Lobbying for state budget</li> <li>• Raise taxes</li> <li>• <b>Interns</b> for Grants/EDA</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Build relationships</b> before rushing into things</li> <li>• Continue building relationships with others</li> <li>• Combine Police Departments</li> <li>• Hire Parks and Rec Director</li> <li>• "Be prepared" for emergency situation</li> <li>• Hire FT city employee to handle Fire admin and ordinance enforcement</li> <li>• Contract out Parks and Rec duties</li> <li>• Talk to Met Council</li> <li>• Hire FT Fire Chief</li> <li>• Hire Economic Development Director</li> </ul>	<ul style="list-style-type: none"> <li>• Document Management System</li> <li>• <b>Interns</b> to do document management</li> <li>• Create two task forces to further city projects</li> <li>• Unique management team retreats</li> <li>• Management team meetings</li> <li>• Council retreats</li> <li>• Continue to have <b>workshops</b></li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Electronic <b>Newsletter</b></li> <li>• Weekly Newspaper</li> <li>• All information goes through PR Person</li> <li>• Emphasize positive</li> <li>• Continue efficiency <b>report cards</b></li> <li>• Brag about our community "stuff"</li> <li>• Suggestion Box for community events</li> <li>• News paper ads for volunteers</li> <li>• Personally invite people to participate</li> <li>• Town Hall meetings</li> <li>• <b>Website</b> with sections for each department</li> <li>• Q&amp;A Sessions with Chamber</li> <li>• Interactive website</li> <li>• Stay out of media lime light</li> <li>• Keep everyone informed</li> </ul>

*\*Items in bold and italic were mentioned multiple times*

## Roles and Responsibilities

The participants discussed the keys to success and the most effective ways to accomplish goals and keep costs down. There were several ideas shared, but the main points were to focus on one priority at a time, speak with one voice, work as a team, and support the decisions of the majority. All but one participant agreed to work together to commit to the established goals and support the team.

### Keys to efficient and effective implementation of goals and process

<b>Focus on one priority at a time</b>	<ul style="list-style-type: none"><li>• Trying to do too much or to chase random projects was adding costs and slowing down progress on goals</li></ul>
<b>Speak with one voice</b>	<ul style="list-style-type: none"><li>• Having mixed messages with the public was counter-productive: adding costs and delays to work</li></ul>
<b>Work as a team</b>	<ul style="list-style-type: none"><li>• Having staff or council members constantly working against one another was another delay and poor message to the community</li></ul>
<b>Support Decisions</b>	<ul style="list-style-type: none"><li>• Once a decision is made, work toward the best possible outcome for the community rather than working to derail it</li></ul>

