

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
JUNE 20, 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- June 6, 2011
 - b. Authorization for Out of State Travel – Sgt. Rehling
 - c. Twin Cities Multisports Club: Minneman Triathlon July 2, 2011
 - d. Payment of Claims
 - e. Acknowledgement of MN Lawful Gambling Exemption Permit for MN Waterfowl Association Cedar Creek Chapter for 9/15/11 at the St. Francis American Legion with no waiting period.
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. Metropolitan Council Member-C. Reynoso
 - b. Economic Development Authority (EDA): Public Hearing
7. Ordinances & Resolutions:
 - a. Resolution 2011-15: Establishing an Economic Development Authority for the City of St. Francis
 - b. Ordinance 154, Second Series: Amending the City Charter (First Reading)
 - c. Ordinance 155, Second Series: Amending Section 2-5-2 City Clerk/Treasurer, Various Sections of the City Code and Adding Section 2-5-9 Finance (First Reading)
 - d. Ordinance 156, Second Series: Amending Section 10-23 of the Zoning Ordinance Regarding
 - e. Resolution 2011-16: Resolution declaring Part-time Interim Fire Chief as eligible for coverage in Public Employee Police and Fire Plan.
- Signs (First Reading)
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney:
 - c. Staff:Fire Dept.:
Public Works:
Liquor Store:
Police:
City Administrator Report: Professional Design Group has requested qualifications for Agency Construction Manager for Proposed Public Works & Public Safety Facility.
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
 - a. Efficiency Report Card: Fire Department
13. Adjournment

Calendar of Events

July 5th Tues: City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm
July 15th: Movies in the Park: "Despicable Me"
July 18th: City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm
July 20th: Planning Commission Meeting @ ISD #15 Central Services Center 6:00 pm

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

CITY COUNCIL MINUTES

JUNE 6, 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, LeRoy Schaffer, Steve Kane and Chris McClish. Jeff Sandoval Excused. 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 Hysten, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY KANE SECOND McCLISH TO ADOPT THE JUNE 6, 2011 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY McCLISH SECOND KANE TO APPROVE THE JUNE 6, 2011 CITY COUNCIL CONSENT AGENDA A –E AS FOLLOWS:
 - a. Approve the City Council Minutes of May 16, 2011.
 - b. Receive and File the March 22, 2011, April 27, 2011 and May 3, 2011 Charter Commission Minutes.
 - c. Authorize the Trade of our old Bobcat Skid Load for a new Bobcat Skid Loader for \$1,610 from Crawford's Equipment.
 - d. Approve the Renaissance Fireworks Applications for June 17, 2011 to July 5, 2011 in the City Centre Parking Lot.
 - e. Approve the Payment of Claims for \$226,339.64.Motion carried 4-0.
5. **Meeting Open to the Public:** Mayor Tveit indicated that he would limit this forum to four minutes each.

Roland Willis, 23073 Eidelweiss Street NW, wanted to say "Thank you for your time". I will make my comments short. I would like to apologize for the extended time at the last meeting, but thank you. For the comment at the last meeting where the attorney stated that people have a tendency to speak longer if it is televised, I spoke before these were televised. Another comment was made by the City Administrator that staff currently does not have time to set up and maintain a Facebook page. I would volunteer my time to set one up and maintain it. Why do we have a quarter million dollar grader, I do not know how much the grader is being used versus contracting it out. In regards to the public hearing, (at this time his time limit expired) the Mayor asked if he was about to wrap it up and Mr. Willis said I still have a page and one-half left. The Mayor stated he would stay after the meeting to discuss the rest of his concerns.

Mike Rodger, 2770-232nd Lane NW, I am part of the concrete union. I think this public works building is a good idea. It cost staff time to keep moving the vehicles and equipment in and out each day. Let's do it right, lets get it done. There are a lot of Green Project Grants out there. The city garage project, should fall under the Davis Bacon Act and I think you LeRoy (Schaffer) should put out an apology for the literature you put out. Let's figure how to get it built.

William Gardner, 5304-238th Avenue NW, I think the City made a big mistake when you had a public hearing notice for May 2, 2011 out there for 6.5 million building project. I understand you tabled the public hearing. I have talked to Mr. Sandoval about this; you have the horse so far behind the cart. I suggest you that we get three different types of architectural plans; the Cadillac, what will work and the bare minimum. When we do this, we allow space for to be added on down the road, we do need new buildings. The last thing, Mr. Mayor I am surprised you were surprised that I came to make a complaint about your comment. I accepted your apology. Gardner said maybe Schaffer you should just say you're sorry for everything you said and then they shouldn't censor you. I still feel you (Tveit) should be censored.

Tim Brown signed up before the meeting but decided not to speak.

6. Petitions, Requests, Applications:

a. **Charter Commission Amendments: Public Hearing:** Mayor Tveit opened the Public Hearing at 6:12 pm. Malcolm Beck, Chair of the Charter Commission presented the recommendations of the Charter Commission. The two Charter Commission amendments being recommended affect Section 7.16 and Section 5.01. In Section 7.16 Capital Improvement Program; the Commission is recommending to change the submission date of the CIP from June 1 to July 1 to coincide with the budgeting process. The next amendment is amending Section 5.01 Section 5.01 incorporating a primary elections into the election process. Beck explained the only reason for a primary would be if we would have more than two people per open seat. One other recommendation is that the City Code be amended to change the references from City Clerk/Treasurer to City Clerk throughout the City Code and incorporated the Finance Department in Chapter 2, Section 5. The Charter Commission unanimously approved these recommendations. I would be open for any questions from the Council. Schaffer asked does this have to go out for the people to vote. Beck said with a 5-0 vote from the City Council it would go into effect. Lepak stated in the event that it does get approved by the City Council, the residents could still file a petition go out for a vote by a voters. Lepak said there are three options. Beck said being we don't have five people here tonight what happens. Lepak stated the council will be discussing that under 7a and 7b I will ask the ordinances be tabled. This is just the public hearing portion of the process.

William Gardner, 5304 -238th Avenue, if I remember right, when I was mayor the Charter Amendments couldn't be done without going out for a vote. When did that change? I would like to see democracy, as far as I see you get a lot to run for the office that's good. The more you involve in the election process the better.

Kristen Cole, 4546-235th Lane NW, I don't know what kind of venue that I can talk about this and be comfortable. City Councilman Schaffer has approached me a number of times. Tveit said

does this have to do with the Charter Amendments. Ms. Cole indicated it did not. Tveit said I would be willing to talk to you after the meeting.

Melvin Gertvig, 2433-229th Avenue, asked if the Council does not approved the amendments does this automatically go on the ballot. The answer would be no.

Mayor Tveit closed the public input at 6:25 pm after no more public input.

b. St. Francis Lions Club: Lion Tim Holen, president of the Lions Club thanked the City Council for their time. We try to be involved in the Community. We need support from the City and the general public. If the City needs help, you need to ask. Let's help one another and be leaders and other cities will follow us. The Lions Club has Charitable Gambling. The State rules have changed. We used to give 65% to our community. Currently it is about 7% because of the new regulations. That is where I would like your help to talk to our legislators. Lion Holen said I would like to present the City with some money. The first one is for the Pederson Path \$2,000, Pioneer Days \$1,000, Fire Prevention \$600.00, Community Park repair and maintenance \$1,400 and one more the Streets department \$1,000.00 for pothole repair. Just remember this weekend is Pioneer Days. We have number of events such as bed races, 5k walk/run and softball tournament going on. Tveit said I would like to thank the St. Francis Lions Club for their generous donations now and as in the years past. Kane said years ago I went around to ask for donations for defibulators to be used in the squad cars. The Lions Club was right there to donate. To date the defibulators have saved one life.

c. Professional Design Group Presentation: Miles Britz of the Professional Design Group hired by the City for a Public Works facility in 2009 and then added the Police Facility in October of 2009. We have been meeting with staff since then. Mr. Britz gave a presentation on a proposed design. This is a basic needs facility. We should have more information at the July 18, 2011 City Council meeting.

7. **Ordinances & Resolution:** Tveit asked that these two ordinances be tabled until the next City Council meeting. It is important that we have all the members present.

a. Ordinance 154, Second Series: Amending the City Charter (First Reading):
Meeting Open to the Public: Tabled.

b. Ordinance 155, Second Series: Amending Section 2-5-2 City Clerk/Treasurer, Various Sections of the City Code and Adding Section 2-5-9 Finance (First Reading):
Tabled.

c. Resolution 2011-13: Support for the City, County, School District Collaboration Project: MOTION BY SCHAFFER SECOND KANE TO ADOPT RESOLUTION 2011-13 A RESOLUTION OF THE CITY OF ST. FRANCIS SUPPORTING THE CONCEPT OF COOPERATION AND COLLABORATION TO PROMOTING GREATER EFFICIENCY IN THE USE OF PUBLIC RESOURCES. Motion carried 4-0.

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

a. Engineer: 2011 Seal Coating Bid Results: Voge reported that on Thursday, May 19, 2011 two bids were received for the 2011 Seal Coating Improvements. The two bids were Pearson Bros., Inc. of Hanover with a bid of \$132,019.00 and Allied Blacktop Company of

Maple Grover with a bid of \$138,266.59. After review of the bids the engineer is recommending the City Council accept the bids and award the 2011 Seal Coating Improvement to Pearson Bros. of Hanover, MN for \$132,019.00. MOTION BY KANE SECOND McCLISH TO ACCEPT THE BIDS FROM PEARSON BROS., INC \$132,019.00 AND ALLIED BLACKTOP COMPANY \$138,266.50. Motion carried 4-0.

MOTION BY KANE SECOND McCLISH TO AWARD THE 2011 SEAL COATING BID TO PEARSON BROS. INC. OF HANOVER, MN FOR \$132,019.00. Motion carried 5-0. Being the seal coating came in lower than the budgeted amount Tveit asked the council if, they would be ok to spend up to the budgeted amount, \$180,000.00 for seal coating. MOTION BY McCLISH SECOND KANE TO SPEND THE DIFFERENCE OF THE SEAL COATING BID AMOUNT TO THE BUDGETED AMOUNT FOR ADDITIONAL ROAD REPAIR. Motion carried 4-0.

b. Safe Routes to School Grant Application-Resolution 2011-14: Voge reported that MnDOT is currently soliciting Safe Routes to School applications for 2012-2013 projects. The applicant must fund all project costs and will be reimbursed upon completion. The City will be constructing the Pederson Path Improvements along Pederson Drive during the 2011 construction season. Safety of schoolchildren crossing Trunk Highway 47 near Pederson Drive has been a concern of the St. Francis City Council and the St. Francis School District for a number of years. Due to these long-standing concerns, City staff is seeking Council approval to proceed with a Safe Routes to School Grant application. The application will consist of the installation of dynamic speeds signs similar to those installed in other locations around the City, along TH 47 near the Pederson Drive intersection. The application will also include the installation of school speed zone signs to alert motorist of the school speed zone. Although the school speed zone has not been approved, will be working with MnDOT for the establishment of a school speed zone. MOTION BY KANE SECOND SCHAFFER TO ADOPT RESOLUTION 2011-14 A RESOLUTION AUTHORIZING SAFE ROUTES TO SCHOOL INFRASTRUCTURE GRANT APPLICATION TOO THE MINNESOTA DEPARTMENT OF TRANSPORTATION. Motion carried 4-0.

c. Pederson Path Update: Voge reported that they are currently working with the Minnesota Department of Transportation on the plan approval and project authorization processes associated with the project. The plans have been approved by MnDOT and have been presented to the Federal Highway Administration for authorization. Provided the plans are authorized the anticipated week of June 6, 2011; a potential bid date of July 7, 2011 at 11:00 am has been identified and hopefully presented at the July 18, 2011 City Council meeting.

b. Attorney: No report.

c. Staff: Fire Department: No report.

Public Works:

Liquor Store: No report.

Police Dept: No report.

City Administrator Report: Two things are happening next week Wednesday. Hylen stated he will be interviewed for a board position with the League of MN Cities next Wednesday. In addition, City Clerk Barb Held was selected as one of the two finalists for the Minnesota Women in City Government Leadership Awards in the appointed official category. Tveit said we

wish you good luck Mr. Hylan and congratulations to you Barb for being one of the two State finalists.

9. **Reports from Council Members:** McClish thanks again to the St. Francis Lions Club for their generous donations. I keep hearing we have the highest taxes around. So I thought I would check it out for myself. McClish recapped his research finding out that the City of St. Francis has the 8th lowest property taxes out of 21 cities/townships in Anoka County. We averaged \$2,149 in property taxes on a house with a market value of \$180,000. The highest in the county was \$3,062 and the lowest was \$1,896. The other seven cities/townships that have slightly lower property taxes than us don't provide all the city services like we do, such as police, fire, public works, and city sewer and water. I had the opportunity to meet with the architect and city staff. I was impressed how well everyone worked together.

Schaffer would like to commend McClish for going ahead and finding out your information. Schaffer said we still have one of the highest foreclosure rates around.

Kane said I would like to make a comment on the up coming Pioneer Days. Staff does a stellar job getting the City ready for Pioneer Days I would like to thank all departments and their work in advance.

10. **Report from Mayor:** Would like to thank the Lions too for their donations. We have a number of good local non-profit organizations in the City.

This Saturday is the St. Francis Motorcycle ride. I know this is not a city function. I have had a number of calls from other communities inquiring about the ride.

I want to congratulate the graduating Class of 2011. I also had the opportunity to speak to a couple of high school classes on economics this past week.

11. **Old Business:** None.

12. **New Business:**

a. **Efficiency Report Card-Public Works Department:** We have updated our policies and the League of MN Cities will be rewarding us in the amount of our insurance premium deductions. I would like to thank the City council for the guidance and allowing us to take care of our systems. Tveit said last week I saw some people working on our fire hydrants, so I called to see if they were vandals. It was legitimate and the hydrants were getting painted. I then found out there are some hydrants that have not been painted since 1974.

13. **Adjournment:** The City Council meeting adjourned at 7:18 pm.



ST. FRANCIS PARADE/BIKE TOUR/TRIATHLON PERMIT

ENTRY FORM

Please complete the following form for the Triathlon:

Name of Organization Twin Cities Multisports Club

Contact person Jeremy Sartain

Address 761 Nebraska Ave. E. / St. Paul / MN 55106
(Street) (City) (State & Zip)

Phone (612) 444.5224 Number of Estimated Participants 450

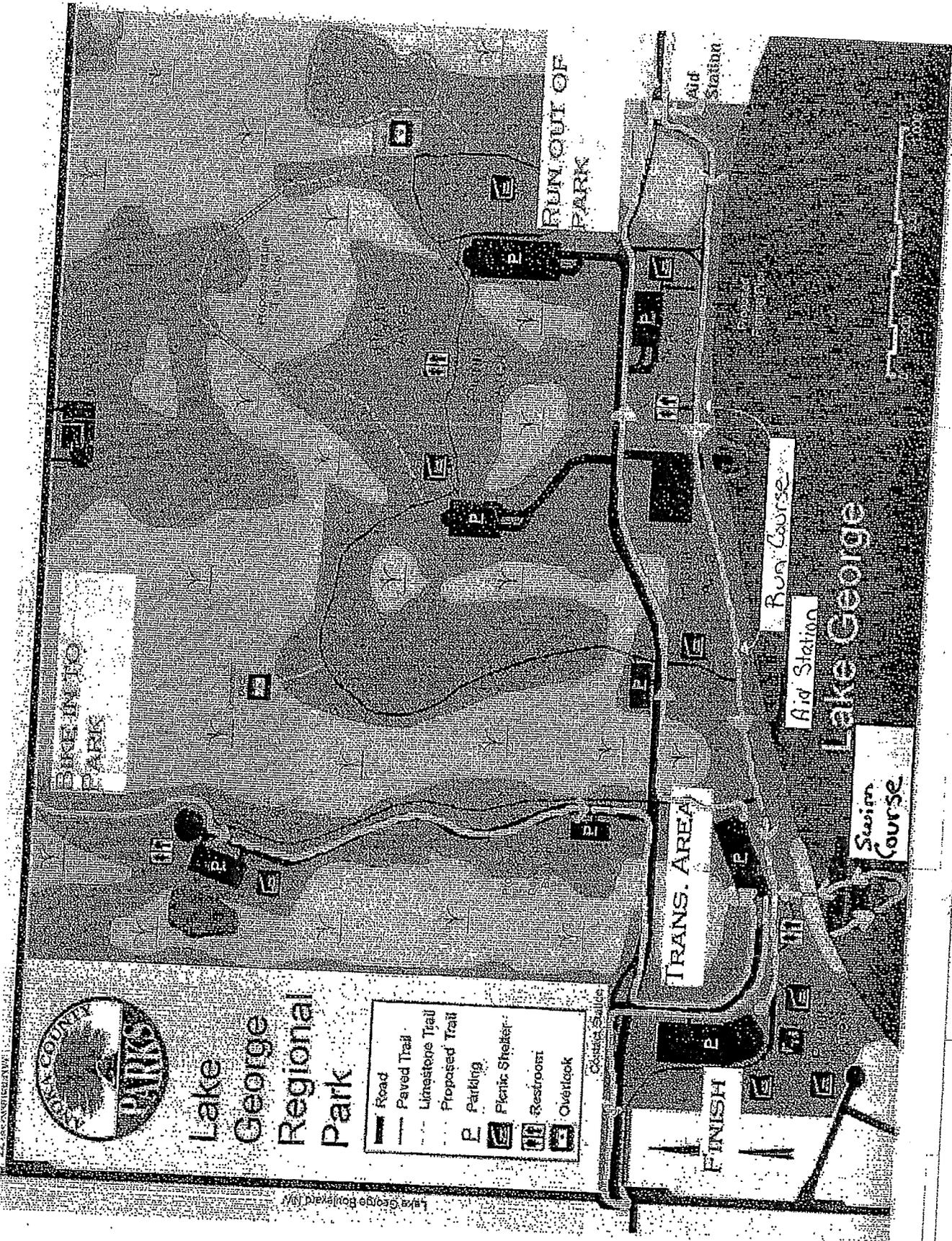
***Provide a map of the route and description of the event:

* same as previous *
* route map has been mailed *

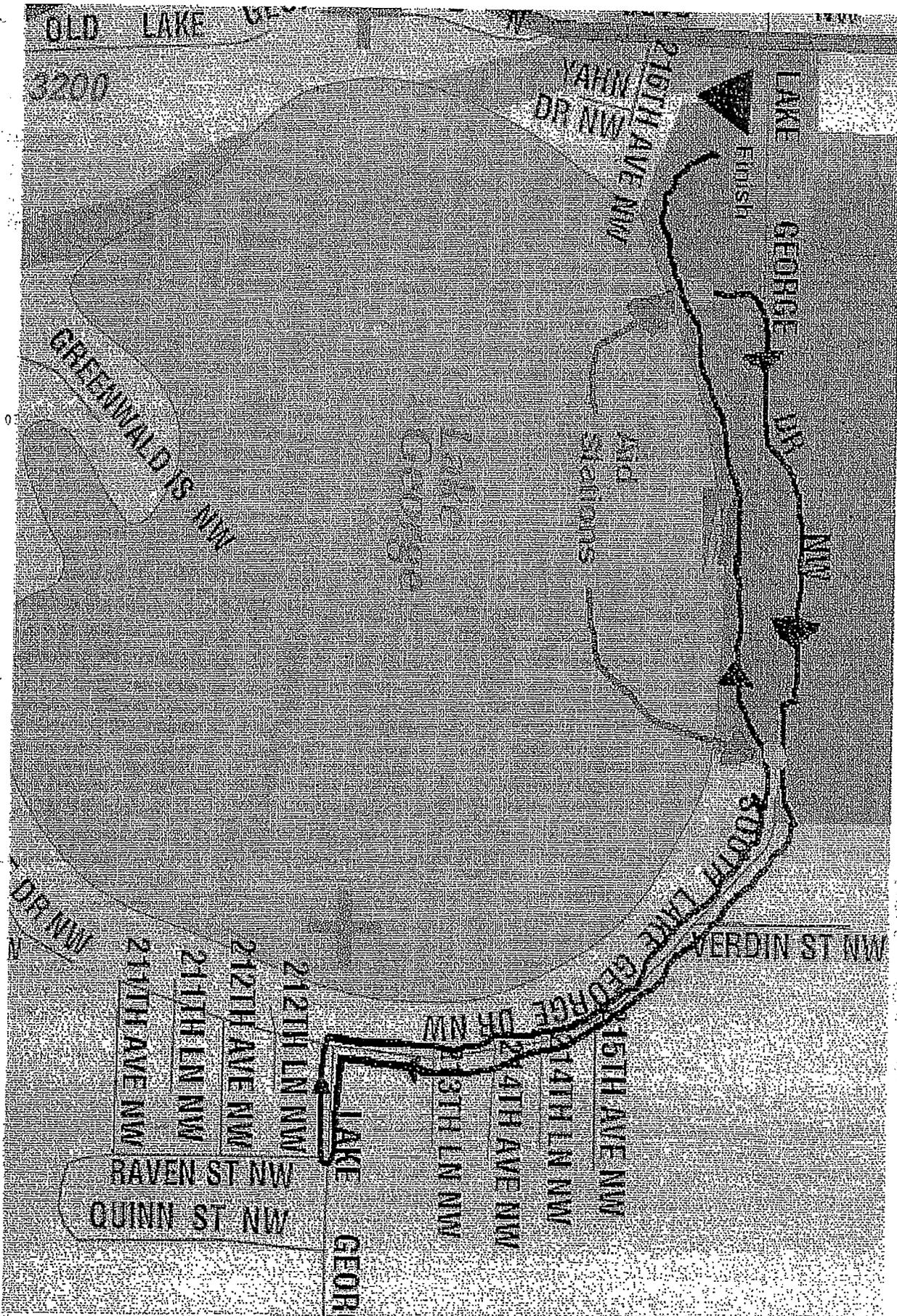
(MUST PROVIDE CERTIFICATE OF INSURANCE)

Please contact the St. Francis Police Department at 763-753-1264 regarding the hours and number of officers needed for this event.

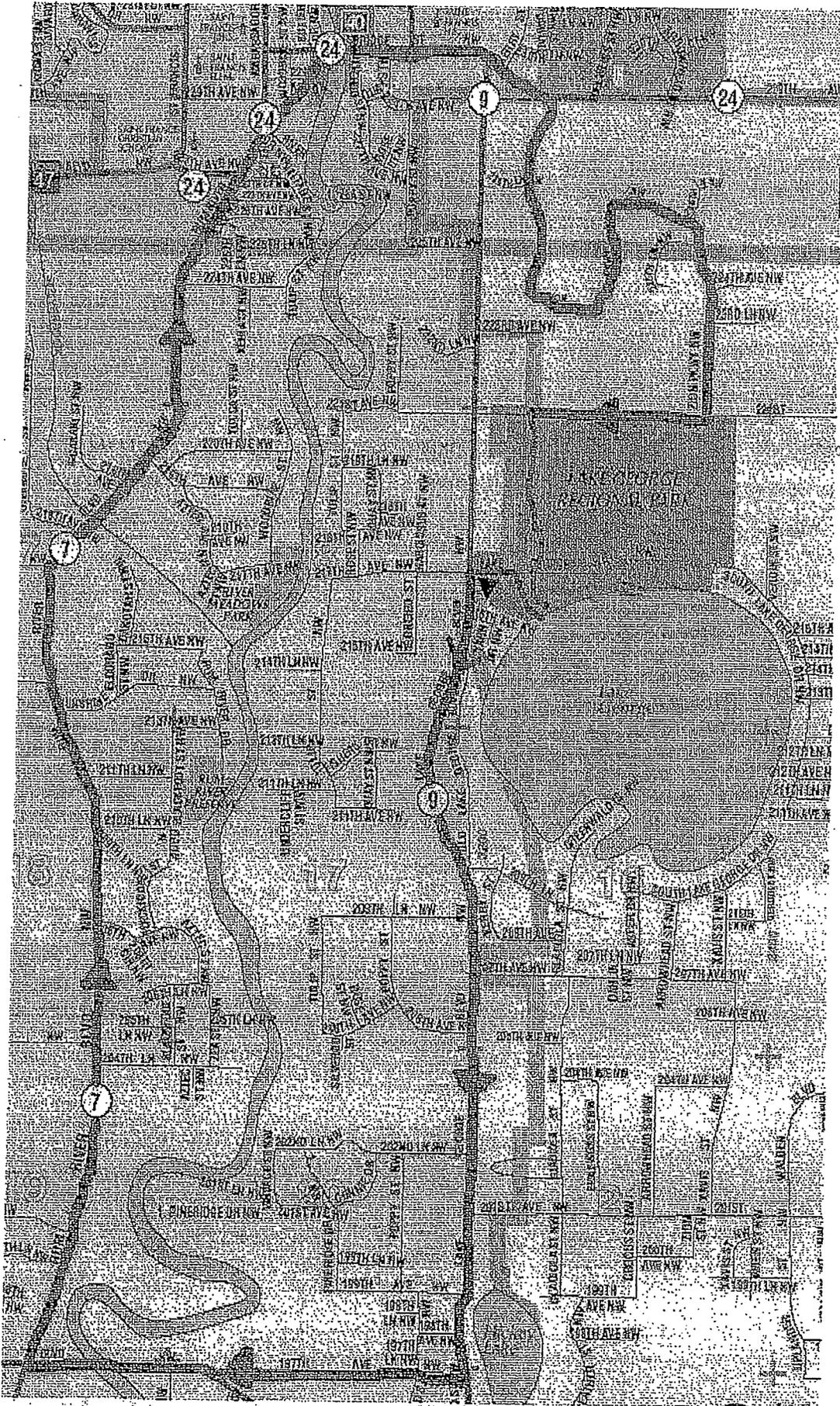
CITY OF ST. FRANCIS
23340 Cree Street NW
ST. FRANCIS, MN 55070
Fax 763-753-9881
city@stfrancismn.org



Lake George Boulevard



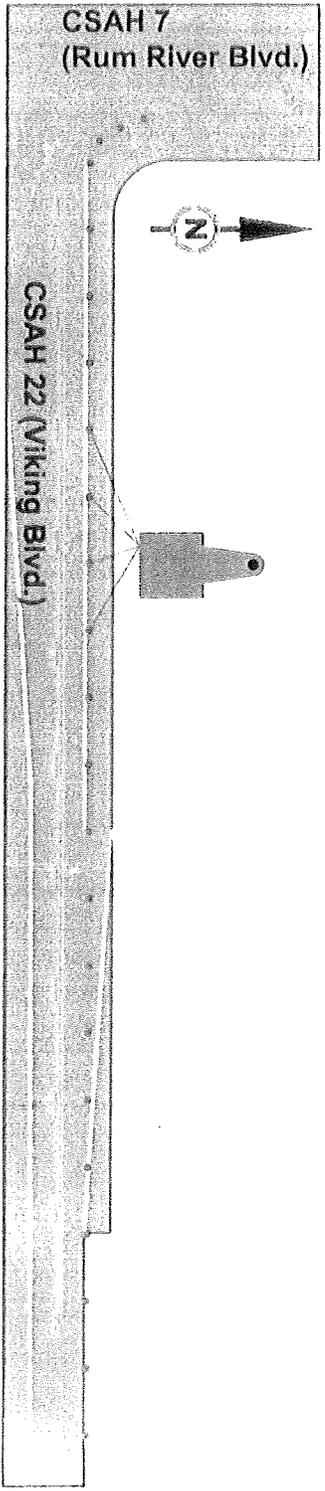
Run Course



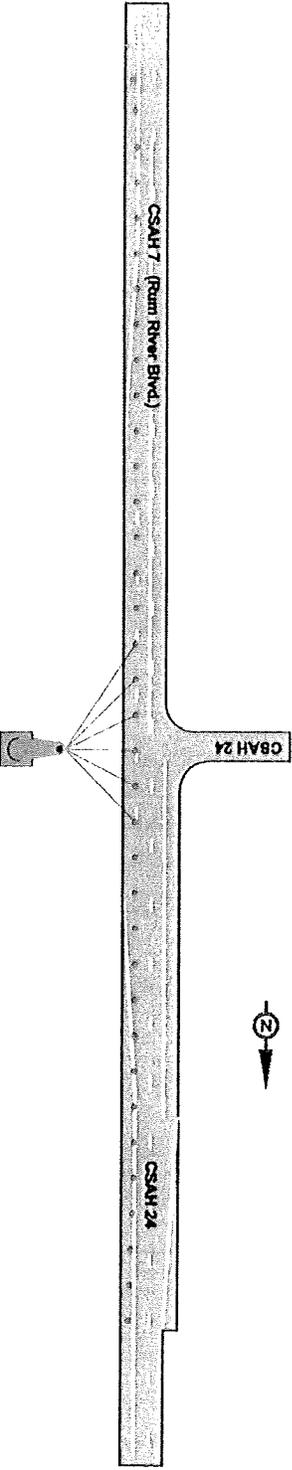
Bike Canyon

03/04/08

**Detail A:
Traffic Cone Placement for
Westbound Right Turn Lane
on CSAH 22 at CSAH 7**



**Detail B:
Traffic Cone Placement for
Northbound By-Pass Lane
at the CSAH 7/CSAH 24 intersection**





PAYMENT BATCH AP 06-20-11

ABDO, EICK & MEYERS, LLP

05/31/2011	280456	E 101-41540-301	Auditing and Acct'g Services	2010 AUDIT SERVICES	3,600.00
05/31/2011	280456	E 601-49440-301	Auditing and Acct'g Services	2010 AUDIT SERVICES	600.00
05/31/2011	280456	E 602-49490-301	Auditing and Acct'g Services	2010 AUDIT SERVICES	600.00
05/31/2011	280456	E 609-49750-301	Auditing and Acct'g Services	2010 AUDIT SERVICES	1,200.00
					\$6,000.00

ACE SOLID WASTE, INC.

06/01/2011	8508707	E 101-42110-384	Refuse/Garbage Disposal	06/01/11 - 06/30/11	14.24
06/01/2011	8508707	E 101-42210-384	Refuse/Garbage Disposal	06/01/11 - 06/30/11	14.23
06/01/2011	8508707	E 101-43100-384	Refuse/Garbage Disposal	06/01/11 - 06/30/11	41.11
06/01/2011	8508707	E 101-43210-384	Refuse/Garbage Disposal	06/01/11 - 06/30/11	35.21
06/01/2011	8508707	E 101-45200-384	Refuse/Garbage Disposal	06/01/11 - 06/30/11	41.11
06/01/2011	8508707	E 601-49440-384	Refuse/Garbage Disposal	06/01/11 - 06/30/11	143.44
06/01/2011	8508707	E 602-49490-384	Refuse/Garbage Disposal	06/01/11 - 06/30/11	143.44
06/01/2011	8508707	E 609-49750-384	Refuse/Garbage Disposal	06/01/11 - 06/30/11	133.69
06/01/2011	8510680	E 101-43210-439	Recycling Days	RECYCLING	2,913.18
					\$3,479.65

AIRGAS NORTH CENTRAL

05/31/2011	5274418	E 101-43100-217	Other Operating Supplies	METAL CUTTING/TORCH GAS	4.08
05/31/2011	5274418	E 101-43210-217	Other Operating Supplies	METAL CUTTING/TORCH GAS	4.08
05/31/2011	5274418	E 101-45200-217	Other Operating Supplies	METAL CUTTING/TORCH GAS	4.08
05/31/2011	5274418	E 601-49440-217	Other Operating Supplies	METAL CUTTING/TORCH GAS	4.08
05/31/2011	5274418	E 602-49490-217	Other Operating Supplies	METAL CUTTING/TORCH GAS	4.07
					\$20.39

ALEXANDRIA TECHNICAL COLLEGE

05/25/2011	00058306	E 101-42110-208	Training and Instruction	DEFENSIVE TACTICS INSTRUCT	525.00
					\$525.00

AMERIPRIDE LINEN & APPAREL SER

06/09/2011	1000861343	E 609-49750-219	Rug Maintenance	RUGS	46.23
					\$46.23

ANOKA COUNTY CENTRAL COMM.

05/12/2011	2011-227	E 101-42110-321	Telephone	INTERNET APRIL 2011	156.12
06/07/2011	2011025	E 101-42110-311	Contract	REMOTE SPEAKER MICROPHON	66.75
					\$222.87

BGS (BARNA GUZY)

05/31/2011	83697	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,800.00
05/31/2011	83698	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	377.00
05/31/2011	83879	E 101-41600-312	Criminal Legal Fees	PROSECUTION	4,864.00
					\$7,041.00

BOLTON & MENK, INC.

05/19/2011	0139731	E 507-00000-303	Engineering Fees	230TH/IVYWOOD IMP	585.00
05/19/2011	0139732	G 602-16500	Construction in Progress	TRUNK UTILITY IMP	11,590.00
05/19/2011	0139733	E 226-45100-303	Engineering Fees	PEDERSON PATH DESIGN	13,239.50
05/19/2011	0139734	E 101-43100-303	Engineering Fees	RIVER CROSSING STUDY	55.00
05/19/2011	0139735	E 101-41910-303	Engineering Fees	2011 GEN ENGINEERING	737.50
05/19/2011	0139735	E 101-43100-303	Engineering Fees	2011 GEN ENGINEERING	398.50
05/19/2011	0139735	E 101-45200-303	Engineering Fees	2011 GEN ENGINEERING	28.50
05/19/2011	0139735	E 101-45200-303	Engineering Fees	2011 GEN ENGINEERING	28.50
05/19/2011	0139735	E 602-49490-303	Engineering Fees	2011 GEN ENGINEERING	916.25
05/19/2011	0139736	E 101-43100-303	Engineering Fees	2011 STATE AID	1,055.00
05/19/2011	0139737	E 101-43100-406	Asphalt Repair & Maint	2011 SEAL COATING	4,240.00
					<hr/>
					\$32,873.75

CARLSON PROFESSIONAL SER, INC

05/31/2011	13223	E 402-41940-520	C-O-L Building & Structures	4058 HIGHWAY 47	1,950.00
					<hr/>
					\$1,950.00

CEDAR CREEK SPRINKLERS

06/07/2011	510	E 601-49440-229	Project Repair & Maintenance	REPAIR OF H2O SERVICE LINE	275.00
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					\$275.00

CHISAGO LAKES DISTRIBUTING CO.

06/06/2011	447225	E 609-49751-252	Beer For Resale	BEER	314.00
					<hr/>
					\$314.00

CJ MAGNET

02/23/2011	022311	E 609-49750-340	Advertising	ADVERTISING	360.00
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					\$360.00

COCA COLA REFRESHMENTS

06/13/2011	0178090623	E 609-49751-254	Miscellaneous Merchandise	MISC	422.70
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					\$422.70

CONNEXUS ENERGY

05/31/2011	GI438	E 101-43100-311	Contract	LIGHT POLE BANNER	250.00
					<hr/>
					\$250.00

CORPORATE CONNECTION

05/24/2011	3714	E 609-49750-441	Miscellaneous	SHIRTS	373.97
					<hr/>
					\$373.97

COUNTY MARKET - CITY ACCOUNT

		E 101-42210-212	Motor Fuels	GAS	53.90
05/04/2011	300	E 101-45200-212	Motor Fuels	FUEL	28.92
05/04/2011	305	E 101-45200-212	Motor Fuels	FUEL	24.85
05/07/2011	122	E 101-43100-212	Motor Fuels	FUEL	40.85
05/07/2011	294	E 101-42110-212	Motor Fuels	FUEL	48.25
05/07/2011	55	E 101-42210-212	Motor Fuels	FUEL	96.77
05/10/2011	197	E 101-45200-212	Motor Fuels	FUEL	30.58
05/11/2011	173	E 101-43100-212	Motor Fuels	FUEL	79.78
05/12/2011	142	E 101-43100-212	Motor Fuels	FUEL	69.34
05/16/2011	324	E 101-45200-212	Motor Fuels	FUEL	25.70
05/18/2011	239	E 101-43100-212	Motor Fuels	FUEL	73.85
05/18/2011	569	E 101-42210-212	Motor Fuels	FUEL	78.83

05/19/2011	220	E 101-45200-212	Motor Fuels	FUEL	3.80
05/24/2011	274	E 101-45200-212	Motor Fuels	FUEL	39.34
05/25/2011	137	E 101-43100-212	Motor Fuels	FUEL	105.77
05/25/2011	155	E 101-43100-212	Motor Fuels	FUEL	21.27
05/25/2011	648	E 101-42210-212	Motor Fuels	FUEL	23.00
05/28/2011	472	E 101-42210-212	Motor Fuels	FUEL	41.95
05/31/2011	205	E 101-43100-212	Motor Fuels	FUEL	6.20
05/31/2011	205	E 101-45200-212	Motor Fuels	FUEL	6.19
05/31/2011	205	E 101-45200-212	Motor Fuels	FUEL	29.48
05/31/2011	308	E 101-45200-212	Motor Fuels	FUEL	59.22
06/01/2011	314	E 101-43100-212	Motor Fuels	FUEL	53.34
06/01/2011	314	E 101-45200-212	Motor Fuels	FUEL	53.33
					<hr/>
					\$1,094.51

COURIER, THE

06/07/2011	34861	E 609-49750-340	Advertising	LIQUOR AD	209.00
06/07/2011	34914	E 101-43210-441	Miscellaneous	JUNE ADS-RECYCLING	89.00
06/07/2011	34914	E 230-49990-441	Miscellaneous	JUNE ADS-PIONEER DAYS	540.00
					<hr/>
					\$838.00

CRYSTAL SPRINGS ICE

06/04/2011	23499	E 609-49751-254	Miscellaneous Merchandise	ICE	92.00
06/10/2011	23590	E 609-49751-254	Miscellaneous Merchandise	ICE	60.80
06/11/2011	23605	E 609-49751-254	Miscellaneous Merchandise	ICE	48.00
					<hr/>
					\$200.80

DAHLHEIMER DIST. CO. INC.

06/02/2011	50590	E 609-49751-252	Beer For Resale	BEER	8,569.93
06/02/2011	50590	E 609-49751-254	Miscellaneous Merchandise	MISC	126.00
06/02/2011	50590	E 609-49751-255	N/A Products	N/A	15.50
06/07/2011	060711	E 609-49751-252	Beer For Resale	BEER	226.00
06/08/2011	51364	E 609-49751-252	Beer For Resale	BEER	13,674.60
06/08/2011	51364	E 609-49751-254	Miscellaneous Merchandise	MISC	136.00
06/08/2011	51364	E 609-49751-255	N/A Products	N/A	31.00
					<hr/>
					\$22,779.03

DAY DISTRIBUTING CO.

05/27/2011	602522	E 609-49751-252	Beer For Resale	Beer	2,952.00
05/27/2011	602522	E 609-49751-255	N/A Products	N/A	19.20
06/10/2011	604445	E 609-49751-252	Beer For Resale	BEER	2,348.45
06/10/2011	604445	E 609-49751-255	N/A Products	BEER	55.20
					<hr/>
					\$5,374.85

DEX MEDIA EAST LLC

06/05/2011	110097517.0611	E 609-49750-340	Advertising	AD 6/1/11 - 6/30/11	64.05
					<hr/>
					\$64.05

ECM PUBLISHERS, INC.

06/03/2011	IQ001785910	E 101-41400-351	Legal Notices Publishing	LEGAL NOTICE	133.25
06/08/2011	IP000792466	E 230-49990-441	Miscellaneous	PIONEER DAYS	157.50
06/08/2011	IP000792914	E 230-49990-441	Miscellaneous	PIONEER DAYS	210.00
					<hr/>
					\$500.75

ELECTRIC PUMP

06/07/2011	0044486-IN	E 602-49490-228	Equipment Maintenance	REPAIR BLOWER #3	3,467.94
					\$3,467.94

EMBEDDED SYSTEMS

05/16/2011	32727	E 101-42110-311	Contract	6 MO SIREN MANIT FEE 7/1/11 -	478.20
					\$478.20

ENVENTIS

06/01/2011	737705.0611	E 101-41940-321	Telephone	CHARGES THROUGH 6/30/11	221.63
06/01/2011	737705.0611	E 101-42110-321	Telephone	CHARGES THROUGH 6/30/11	260.65
06/01/2011	737705.0611	E 101-42210-321	Telephone	CHARGES THROUGH 6/30/11	36.64
06/01/2011	737705.0611	E 101-43100-321	Telephone	CHARGES THROUGH 6/30/11	36.68
06/01/2011	737705.0611	E 101-45200-321	Telephone	CHARGES THROUGH 6/30/11	36.67
06/01/2011	737705.0611	E 601-49440-321	Telephone	CHARGES THROUGH 6/30/11	36.61
06/01/2011	737705.0611	E 602-49490-321	Telephone	CHARGES THROUGH 6/30/11	36.61
06/01/2011	737705.0611	E 609-49750-321	Telephone	CHARGES THROUGH 6/30/11	73.27
					\$738.76

EXTREME BEVERAGE

05/27/2011	W-373184	E 609-49751-254	Miscellaneous Merchandise	MISC	268.00
06/10/2011	W-380040	E 609-49751-254	Miscellaneous Merchandise	MISC	167.50
					\$435.50

F.I.R.E.

03/23/2011	8553	E 101-42210-208	Training and Instruction	VENTILATION TRAILER	400.00
					\$400.00

FAANES, JOHN

06/06/2011	060611	E 101-42210-200	Office Supplies	CITY GRID MAPS	61.39
					\$61.39

FREEDOM SERVICES, INC.-FD

06/07/2011	13863	G 101-21706	Flex Account	JULY 2011	692.06
06/07/2011	13863	G 101-21708	Health Premium	JULY 2011	2,191.88
					\$2,883.94

FREEDOM SERVICES, INC-MA

06/07/2011	13864	E 101-41540-301	Auditing and Acct'g Services	JULY 2011	105.20
					\$105.20

G&K SERVICES, INC

05/31/2011	1043663898C	E 101-43100-402	Janitorial Service	TOWELS	(69.66)
06/03/2011	1043735030	E 601-49440-402	Janitorial Service	MATS	85.09
06/10/2011	1043739767	E 101-43100-402	Janitorial Service	TOWELS	48.32
06/10/2011	1043739767	E 101-45200-402	Janitorial Service	TOWELS	48.32
06/10/2011	1043739767	E 601-49440-402	Janitorial Service	TOWELS	48.32
06/10/2011	1043739767	E 602-49490-402	Janitorial Service	TOWELS	48.32
					\$208.71

GE CAPITAL INFORMATION

05/08/2011	55660362	E 101-42110-218	Equipment Repair & Maintenance	COPIER	249.82
					\$249.82

GEO CUSTOM IRRIGATION

06/06/2011	10011	E 101-42110-401	Repairs/Maint Buildings	SPRING START UP	55.00
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						\$55.00
GERDIN AUTO SERVICE, INC.						
04/08/2011	61627	E 101-42110-218	Equipment Repair & Maintenance	PD FROM STATEMENT		147.50
05/20/2011	57367	E 101-42110-217	Other Operating Supplies	1999 CHEV CAVALIER		297.91
05/24/2011	57354	E 101-42110-217	Other Operating Supplies	1998 CHEV TRUCK BLAZER		222.30
						\$667.71
GFOA						
06/07/2011	0159107.0611	E 101-41500-433	Dues and Subscriptions	DUES 9/1/11 - 8/31/12		170.00
						\$170.00
GRANITE CITY JOBBING CO.						
06/01/2011	683576	E 609-49750-210	Operating Supplies	LIQUOR		85.32
06/01/2011	683576	E 609-49751-206	Freight and Fuel Charges	LIQUOR		4.25
06/01/2011	683576	E 609-49751-254	Miscellaneous Merchandise	LIQUOR		39.48
06/01/2011	683576	E 609-49751-256	Tobacco Products For Resale	LIQUOR		815.06
06/01/2011	683576	G 101-20810	Sales Tax Payable	LIQUOR		(0.78)
06/07/2011	684300	E 609-49750-210	Operating Supplies	OPERATING		119.61
06/07/2011	684300	E 609-49751-254	Miscellaneous Merchandise	MISC		104.91
06/07/2011	684300	E 609-49751-256	Tobacco Products For Resale	TOBACCO		1,509.26
06/07/2011	684300	G 101-20810	Sales Tax Payable	USE TAX		(0.78)
						\$2,676.33
HACH COMPANY						
06/02/2011	7271388	E 601-49440-235	Lab Supplies	CHEMICALS - TESTS		87.74
						\$87.74
HARAPAT, JEFFREY						
06/13/2011	061311	E 101-42110-212	Motor Fuels	ANOKA COUNTY CHIEF'S MEETI		75.00
06/13/2011	061311	E 101-42110-331	Travel Expenses	ANOKA COUNTY CHIEF'S MEETI		33.00
						\$108.00
HENRYS WATERWORKS, INC.						
06/02/2011	15078	E 101-43100-406	Asphalt Repair & Maint	COLD PATCH 50# BAG		908.60
						\$908.60
INNOVATIVE OFFICE SOLUTIONS, L						
06/09/2011	WO-10632094-1	E 101-41400-200	Office Supplies	BATTERIES		11.32
						\$11.32
J.R.'S APPLIANCE DISPOSAL, INC						
06/01/2011	75276	E 101-43210-439	Recycling Days	CITY CLEAN UP		85.20
						\$85.20
JJ TAYLOR DISTRIBUTING						
06/01/2011	1542997	E 609-49751-206	Freight and Fuel Charges	BEER		3.00
06/01/2011	1542997	E 609-49751-252	Beer For Resale	BEER		107.65
						\$110.65
JOHNSON BROS WHLSE LIQUOR						
05/26/2011	1063425	E 609-49751-251	Liquor For Resale	LIQUOR		305.45
06/01/2011	1067400	E 609-49751-206	Freight and Fuel Charges	LIQUOR		254.31
06/01/2011	1067400	E 609-49751-251	Liquor For Resale	LIQUOR		10,367.39
06/01/2011	1067401	E 609-49751-206	Freight and Fuel Charges	WINE		10.29
06/01/2011	1067401	E 609-49751-253	Wine For Resale	WINE		497.10

06/08/2011	1071931	E 609-49751-206	Freight and Fuel Charges	LIQUOR	13.97
06/08/2011	1071931	E 609-49751-251	Liquor For Resale	LIQUOR	1,289.53
06/08/2011	1071932	E 609-49751-206	Freight and Fuel Charges	WINE	39.70
06/08/2011	1071932	E 609-49751-253	Wine For Resale	WINE	957.04
06/09/2011	1072412	E 609-49751-251	Liquor For Resale	LIQUOR	239.85
					\$13,974.63

LEAGUE OF MN CITIES

E 101-41110-208	Training and Instruction	MAYOR CONFERENCE	350.00
			\$350.00

LMC INSURANCE TRUST

06/01/2011	200051125.0611	E 601-49440-160	Work Comp Insurance	DENIS BACKSEN	167.34
06/01/2011	200051125.0611	E 602-49490-160	Work Comp Insurance	DENIS BACKSEN	167.33
06/05/2011	20456	E 101-41400-160	Work Comp Insurance	WORK COMP 4TH PAYMENT 10-	395.75
06/05/2011	20456	E 101-41410-160	Work Comp Insurance	WORK COMP 4TH PAYMENT 10-	2.75
06/05/2011	20456	E 101-41500-160	Work Comp Insurance	WORK COMP 4TH PAYMENT 10-	157.25
06/05/2011	20456	E 101-42110-160	Work Comp Insurance	WORK COMP 4TH PAYMENT 10-	5,462.75
06/05/2011	20456	E 101-42210-160	Work Comp Insurance	WORK COMP 4TH PAYMENT 10-	1,807.75
06/05/2011	20456	E 101-43100-160	Work Comp Insurance	WORK COMP 4TH PAYMENT 10-	2,488.50
06/05/2011	20456	E 101-43210-160	Work Comp Insurance	WORK COMP 4TH PAYMENT 10-	126.75
06/05/2011	20456	E 101-45200-160	Work Comp Insurance	WORK COMP 4TH PAYMENT 10-	992.00
06/05/2011	20456	E 601-49440-160	Work Comp Insurance	WORK COMP 4TH PAYMENT 10-	1,015.00
06/05/2011	20456	E 602-49490-160	Work Comp Insurance	WORK COMP 4TH PAYMENT 10-	857.50
06/05/2011	20456	E 609-49750-160	Work Comp Insurance	WORK COMP 4TH PAYMENT 10-	696.25
06/05/2011	37175	E 101-41110-360	Insurance	INSURANCE 3RD INSTALLMENT	46.44
06/05/2011	37175	E 101-41120-360	Insurance	INSURANCE 3RD INSTALLMENT	1.55
06/05/2011	37175	E 101-41400-360	Insurance	INSURANCE 3RD INSTALLMENT	454.59
06/05/2011	37175	E 101-41410-360	Insurance	INSURANCE 3RD INSTALLMENT	2.84
06/05/2011	37175	E 101-41500-360	Insurance	INSURANCE 3RD INSTALLMENT	197.52
06/05/2011	37175	E 101-41540-360	Insurance	INSURANCE 3RD INSTALLMENT	5.14
06/05/2011	37175	E 101-41550-360	Insurance	INSURANCE 3RD INSTALLMENT	8.60
06/05/2011	37175	E 101-41600-360	Insurance	INSURANCE 3RD INSTALLMENT	29.58
06/05/2011	37175	E 101-41910-360	Insurance	INSURANCE 3RD INSTALLMENT	37.99
06/05/2011	37175	E 101-41940-360	Insurance	INSURANCE 3RD INSTALLMENT	534.83
06/05/2011	37175	E 101-42110-360	Insurance	INSURANCE 3RD INSTALLMENT	2,348.33
06/05/2011	37175	E 101-42210-360	Insurance	INSURANCE 3RD INSTALLMENT	2,035.28
06/05/2011	37175	E 101-42400-360	Insurance	INSURANCE 3RD INSTALLMENT	19.07
06/05/2011	37175	E 101-43100-360	Insurance	INSURANCE 3RD INSTALLMENT	1,893.57
06/05/2011	37175	E 101-43210-360	Insurance	INSURANCE 3RD INSTALLMENT	50.57
06/05/2011	37175	E 101-45000-360	Insurance	INSURANCE 3RD INSTALLMENT	14.45
06/05/2011	37175	E 101-45200-360	Insurance	INSURANCE 3RD INSTALLMENT	3,141.13
06/05/2011	37175	E 101-49200-360	Insurance	INSURANCE 3RD INSTALLMENT	37.16
06/05/2011	37175	E 208-42110-360	Insurance	INSURANCE 3RD INSTALLMENT	7.97
06/05/2011	37175	E 225-45100-360	Insurance	INSURANCE 3RD INSTALLMENT	15.48
06/05/2011	37175	E 230-49990-360	Insurance	INSURANCE 3RD INSTALLMENT	1.71
06/05/2011	37175	E 601-49440-360	Insurance	INSURANCE 3RD INSTALLMENT	3,362.08
06/05/2011	37175	E 602-49490-360	Insurance	INSURANCE 3RD INSTALLMENT	1,139.47
06/05/2011	37175	E 609-49750-360	Insurance	INSURANCE 3RD INSTALLMENT	462.90
					\$30,185.17

MCDONALD DIST CO.

05/26/2011	273228	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
05/26/2011	273228	E 609-49751-252	Beer For Resale	BEER	10,479.60
05/26/2011	273229	E 609-49751-255	N/A Products	N/A	15.25
06/02/2011	273742	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
06/02/2011	273742	E 609-49751-252	Beer For Resale	BEER	11,002.35
06/02/2011	273743	E 609-49751-254	Miscellaneous Merchandise	N/A & MISC	34.00
06/02/2011	273743	E 609-49751-255	N/A Products	N/A & MISC	63.00
06/03/2011	0000	E 609-49751-255	N/A Products	N/A	59.50
06/09/2011	274411	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
06/09/2011	274411	E 609-49751-255	N/A Products	N/A	91.00
06/09/2011	274412	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
06/09/2011	274412	E 609-49751-252	Beer For Resale	BEER	9,546.45
					\$31,334.15

MEDTOX LABORATORIES, INC.

05/31/2011	053111	E 101-43100-441	Miscellaneous	TESTING	26.17
05/31/2011	053111	E 101-45200-441	Miscellaneous	TESTING	26.16
05/31/2011	053111	E 601-49440-441	Miscellaneous	TESTING	26.16
05/31/2011	053111	E 602-49490-441	Miscellaneous	TESTING	26.16
					\$104.65

METRO FIRE

05/25/2011	41218	E 601-49440-233	Water Treatment Plant Maint	FLOWTEST	28.81
					\$28.81

METRO WEST INSPECTIONS SERVICE

		E 101-42400-311	Contract	Inspection services	795.88
					\$795.88

MN CHIEFS OF POLICE ASSN.

05/09/2011	3024	E 101-42110-200	Office Supplies	PERMITS TO ACQUIRE	58.78
					\$58.78

MN DEPT OF HEALTH

05/18/2011	051811	E 601-49440-313	Sample Testing	QUARTERLY WATER CONNECTI	2,392.00
					\$2,392.00

MN POLLUTION CONTROL AGENCY

06/01/2011	770003412	E 402-41940-520	C-O-L Building & Structures	RAP IMPLEMENTATION	437.50
					\$437.50

MOORE MEDICAL

05/24/2011	81576849	E 101-42110-217	Other Operating Supplies	SUPPLIES	310.18
					\$310.18

OPUS 21

06/10/2011	110535	E 601-49440-382	Utility Billing	MAY 2011 BILLINGS	1,411.90
06/10/2011	110535	E 602-49490-382	Utility Billing	MAY 2011 BILLINGS	1,411.89
					\$2,823.79

OREILLY AUTO PARTS

05/02/2011	1539-465486	E 101-43100-217	Other Operating Supplies	SUPPLIES	11.88
05/02/2011	1539-465486	E 101-45200-217	Other Operating Supplies	SUPPLIES	11.87
05/04/2011	1539-465950	E 101-43100-217	Other Operating Supplies	COUPLER	3.20
05/04/2011	1539-466029	E 101-43100-221	Vehicle Repair & Maintenance	FILTERS	15.48

05/04/2011	1539-466029	E 101-45200-221	Vehicle Repair & Maintenance	FILTERS	15.48
05/04/2011	1539-466029	E 601-49440-221	Vehicle Repair & Maintenance	FILTERS	15.48
05/04/2011	1539-466029	E 602-49490-221	Vehicle Repair & Maintenance	FILTERS	15.48
05/16/2011	1539-468886	E 101-43100-218	Equipment Repair & Maintenance	CAPSULE	16.06
05/16/2011	1539-468886	E 101-45200-218	Equipment Repair & Maintenance	CAPSULE	16.07
05/23/2011	1539-470547	E 101-43100-221	Vehicle Repair & Maintenance	MOTOR OIL	1.67
05/23/2011	1539-470547	E 101-43210-221	Vehicle Repair & Maintenance	MOTOR OIL	1.68
05/23/2011	1539-470547	E 101-45200-221	Vehicle Repair & Maintenance	MOTOR OIL	1.67
05/25/2011	1539-471135	E 101-43100-221	Vehicle Repair & Maintenance	SUPPLIES	35.45
05/25/2011	1539-471135	E 101-43210-221	Vehicle Repair & Maintenance	SUPPLIES	35.45
05/25/2011	1539-471135	E 101-45200-221	Vehicle Repair & Maintenance	SUPPLIES	35.45
					\$232.37

PHILLIPS WINE & SPIRITS CO.

06/01/2011	2076779	E 609-49751-206	Freight and Fuel Charges	LIQUOR	29.40
06/01/2011	2076779	E 609-49751-251	Liquor For Resale	LIQUOR	1,717.00
06/01/2011	2076780	E 609-49751-206	Freight and Fuel Charges	WINE	18.01
06/01/2011	2076780	E 609-49751-253	Wine For Resale	WINE	476.81
06/08/2011	1079954	E 609-49751-206	Freight and Fuel Charges	MISC	5.88
06/08/2011	1079954	E 609-49751-254	Miscellaneous Merchandise	MISC	135.74
06/08/2011	2079952	E 609-49751-206	Freight and Fuel Charges	LIQUOR	63.22
06/08/2011	2079952	E 609-49751-251	Liquor For Resale	LIQUOR	3,333.27
06/08/2011	2079953	E 609-49751-206	Freight and Fuel Charges	WINE	20.58
06/08/2011	2079953	E 609-49751-253	Wine For Resale	WINE	668.00
06/13/2011	3460910	E 609-49751-251	Liquor For Resale	CREDIT	(5.50)
06/13/2011	3460911	E 609-49751-251	Liquor For Resale	CREDIT	(15.03)
06/13/2011	3460912	E 609-49751-251	Liquor For Resale	CREDIT	(2.77)
06/13/2011	3460913	E 609-49751-251	Liquor For Resale	CREDIT	(7.69)
06/13/2011	3460914	E 609-49751-251	Liquor For Resale	CREDIT	(9.00)
06/13/2011	3460915	E 609-49751-251	Liquor For Resale	CREDIT	(5.92)
06/13/2011	3460916	E 609-49751-253	Wine For Resale	CREDIT	(26.66)
06/13/2011	3460917	E 609-49751-253	Wine For Resale	CREDIT	(14.66)
06/13/2011	3460918	E 609-49751-251	Liquor For Resale	CREDIT	(5.28)
					\$6,375.40

PREMIER SPECIALTIES

06/13/2011	11-0613-B	E 101-41110-441	Miscellaneous	NAME TAGS	40.90
06/13/2011	11-0613-B	E 101-41400-441	Miscellaneous	NAME TAGS	16.36
06/13/2011	11-0613-B	E 101-41500-441	Miscellaneous	NAME TAGS	8.18
06/13/2011	11-0613-B	E 101-42110-441	Miscellaneous	NAME TAGS	16.36
06/13/2011	11-0613-B	E 101-43100-441	Miscellaneous	NAME TAGS	8.18
06/13/2011	11-0613-B	E 601-49440-441	Miscellaneous	NAME TAGS	8.18
06/13/2011	11-0613-B	E 609-49750-441	Miscellaneous	NAME TAGS	16.37
					\$114.53

PRINTING UNLIMITED

05/24/2011	052411	E 101-42110-104	Reserves	POLICE RESERVES	270.13
06/03/2011	5868	E 101-41400-441	Miscellaneous	NEWSLETTER W/ WATER REPO	169.46
06/03/2011	5868	E 101-41500-441	Miscellaneous	NEWSLETTER W/ WATER REPO	48.41
06/03/2011	5868	E 101-42110-441	Miscellaneous	NEWSLETTER W/ WATER REPO	48.41
06/03/2011	5868	E 101-42210-441	Miscellaneous	NEWSLETTER W/ WATER REPO	24.22
06/03/2011	5868	E 101-43100-441	Miscellaneous	NEWSLETTER W/ WATER REPO	72.62

06/03/2011	5868	E 101-43210-101	Full-Time Employees Regular	48.41	48.41
06/03/2011	5868	E 601-49440-352	General Notices and Pub Info	NEWSLETTER W/ WATER REPO	441.39
06/03/2011	5868	E 601-49440-441	Miscellaneous	NEWSLETTER W/ WATER REPO	48.41
06/03/2011	5868	E 609-49750-441	Miscellaneous	NEWSLETTER W/ WATER REPO	24.21
06/03/2011	5873	E 101-41400-200	Office Supplies	ENVELOPES	12.92
06/03/2011	5873	E 101-42110-200	Office Supplies	ENVELOPES	4.31
06/03/2011	5873	E 101-42210-200	Office Supplies	ENVELOPES	4.31
06/03/2011	5873	E 101-43100-200	Office Supplies	ENVELOPES	4.30
06/03/2011	5873	E 101-45200-200	Office Supplies	ENVELOPES	4.31
06/03/2011	5873	E 601-49440-200	Office Supplies	ENVELOPES	4.31
06/03/2011	5873	E 602-49490-200	Office Supplies	ENVELOPES	4.31
06/03/2011	5873	E 609-49750-200	Office Supplies	ENVELOPES	4.30
					\$1,238.74

PROFESSIONAL DESIGN GROUP INC

05/31/2011	3974	E 402-41940-520	C-O-L Building & Structures	REG ARCHITECT	12,880.75
					\$12,880.75

Q3 CONTRACTING

05/31/2011	TMN0050638	E 101-43100-414	Storm Sewers	CONST SIGN SPECIAL	150.90
					\$150.90

QUALITY WINE & SPIRITS

06/08/2011	467739-00	E 609-49751-206	Freight and Fuel Charges	WINE	11.50
06/08/2011	467739-00	E 609-49751-206	Freight and Fuel Charges	LIQUOR	23.00
06/08/2011	467739-00	E 609-49751-251	Liquor For Resale	LIQUOR	704.10
06/08/2011	467739-00	E 609-49751-253	Wine For Resale	WINE	85.00
					\$823.60

QUILL CORPORATION

06/02/2011	4639298	E 101-41400-200	Office Supplies	SUPPLIES	175.13
06/02/2011	4639298	E 101-42210-200	Office Supplies	SUPPLIES	102.48
06/08/2011	4756609	E 101-41400-200	Office Supplies	SUPPLIES	78.32
					\$355.93

QWEST

06/01/2011	8624.0611	E 101-41940-321	Telephone	SERVICE 6/1/11 - 6/30/11	90.44
06/01/2011	8624.0611	E 101-42110-321	Telephone	SERVICE 6/1/11 - 6/30/11	75.37
06/01/2011	8624.0611	E 101-42210-321	Telephone	SERVICE 6/1/11 - 6/30/11	75.37
06/01/2011	8624.0611	E 101-43100-321	Telephone	SERVICE 6/1/11 - 6/30/11	15.07
06/01/2011	8624.0611	E 101-45200-321	Telephone	SERVICE 6/1/11 - 6/30/11	15.07
06/01/2011	8624.0611	E 601-49440-321	Telephone	SERVICE 6/1/11 - 6/30/11	15.07
06/01/2011	8624.0611	E 602-49490-321	Telephone	SERVICE 6/1/11 - 6/30/11	15.07
09/07/2011	1049.0511	E 601-49440-321	Telephone	phone	162.16
					\$463.62

RAPP, KATIE

		R 225-34730	Park Rental Fees	REIMB PARK RENTAL	100.00
					\$100.00

RJM DISTRIBUTING INC.

06/09/2011	13190	E 609-49751-252	Beer For Resale	BEER	387.45
					\$387.45

RUSSELL SECURITY RESOURCE INC.

06/06/2011	A18171	E 101-45200-401	Repairs/Maint Buildings	MOVE LOCKS	77.50
					<u>\$77.50</u>
SEELYE PLASTICS					
05/27/2011	SI+0055677	E 601-49440-233	Water Treatment Plant Maint	PARTS	426.10
					<u>\$426.10</u>
SIGN STATION					
05/06/2011	9650	E 101-42110-550	C-O-L Motor Vehicles	LETTER TAHOE	248.89
					<u>\$248.89</u>
SKOQUIST, CHAD					
06/14/2011	061411	G 101-22000	Deposits	REFUND OF DEPOSIT	50.00
					<u>\$50.00</u>
SOUTHERN WINE & SPIRITS OF MN					
05/28/2011	1530294	E 609-49751-251	Liquor For Resale	CREDIT	(62.90)
06/08/2011	1494788	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.35
06/08/2011	1494788	E 609-49751-251	Liquor For Resale	LIQUOR	779.23
06/08/2011	1494788	E 609-49751-253	Wine For Resale	WINE	64.00
					<u>\$791.68</u>
ST. FRANCIS TRUE VALUE HARDWAR					
		E 101-42210-217	Other Operating Supplies	FIRE DEPARTMENT SUPPLIES	40.43
					<u>\$40.43</u>
STAPLES					
12/10/2010	106000112	E 101-42110-200	Office Supplies	SUPPLIES	342.99
05/06/2011	108378469	E 101-42110-200	Office Supplies	SUPPLIES	94.83
05/18/2011	108548038	E 101-42110-200	Office Supplies	SUPPLIES	127.48
05/19/2011	108568489	E 101-42110-200	Office Supplies	SUPPLIES	54.48
					<u>\$619.78</u>
T & S TROPHIES					
06/09/2011	1818	E 230-49990-441	Miscellaneous	PLAQUES	196.65
					<u>\$196.65</u>
TELECIDE (TWIN CITIES EMEDIA)					
05/31/2011	20040955	E 101-42110-218	Equipment Repair & Maintenance	OFFICE HOME & BUSINESS	923.70
05/31/2011	20040956	E 101-42110-218	Equipment Repair & Maintenance	OFFICE HOME & BUSINESS	230.92
					<u>\$1,154.62</u>
THE AMERICAN BOTTLING COMPANY					
05/27/2011	2449907151	E 609-49751-254	Miscellaneous Merchandise	MISC	148.59
06/10/2011	2449907304	E 609-49751-254	Miscellaneous Merchandise	MISC	120.30
					<u>\$268.89</u>
THORPE DISTRIBUTING COMPANY					
06/08/2011	642830	E 609-49751-252	Beer For Resale	BEER	156.00
					<u>\$156.00</u>
TOTAL CONTROL SYSTEMS, INC.					
06/03/2011	5609	E 602-49490-229	Project Repair & Maintenance	INFLUENT WETWELL	481.00
					<u>\$481.00</u>
VERIZON WIRELESS					
06/02/2011	2581094640	E 101-41940-321	Telephone	SERVICE 5/3/11 - 6/2/11	116.38

06/02/2011	2581094640	E 101-42110-321	Telephone	SERVICE 5/3/11 - 6/2/11	578.89
06/02/2011	2581094640	E 101-43100-321	Telephone	SERVICE 5/3/11 - 6/2/11	107.53
06/02/2011	2581094640	E 101-45200-321	Telephone	SERVICE 5/3/11 - 6/2/11	107.52
06/02/2011	2581094640	E 601-49440-321	Telephone	SERVICE 5/3/11 - 6/2/11	86.63
06/02/2011	2581094640	E 602-49490-321	Telephone	SERVICE 5/3/11 - 6/2/11	86.62
					\$1,083.57

VINOCOPIA, INC.

06/03/2011	0040101-IN	E 609-49751-206	Freight and Fuel Charges	WINE	16.00
06/03/2011	0040101-IN	E 609-49751-253	Wine For Resale	WINE	560.00
06/08/2011	0040244-IN	E 609-49751-206	Freight and Fuel Charges	WINE	25.50
06/08/2011	0040244-IN	E 609-49751-253	Wine For Resale	WINE	1,002.67
					\$1,604.17

VISI

05/07/2011	1888370	E 101-42110-311	Contract	EMAIL 5/7/11 - 6/7/11	40.00
					\$40.00

WATER LABORATORIES INC.

05/31/2011	2369	E 602-49490-313	Sample Testing	WASTEWATER TESTING	236.00
					\$236.00

WIRTZ BEVERAGE MN

06/02/2011	581383	E 609-49751-206	Freight and Fuel Charges	LIQUOR	98.60
06/02/2011	581383	E 609-49751-251	Liquor For Resale	LIQUOR	7,393.65
06/07/2011	832830	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.45)
06/07/2011	832830	E 609-49751-253	Wine For Resale	CREDIT	(181.24)
06/09/2011	584446	E 609-49751-206	Freight and Fuel Charges	FREIGHT	42.05
06/09/2011	584446	E 609-49751-251	Liquor For Resale	LIQUOR	2,075.08
06/09/2011	584446	E 609-49751-253	Wine For Resale	WINE	176.00
06/09/2011	584446	E 609-49751-254	Miscellaneous Merchandise	MISC	100.14
					\$9,702.83

\$222,013.50

FUND SUMMARY

101 GENERAL FUND	\$58,154.22
208 POLICE FORFEITURE	\$7.97
225 PARK FUND	\$115.48
226 PEDERSON PATH FUND	\$13,239.50
230 PIONEER DAYS	\$1,105.86
402 CAPITAL EQUIPMENT	\$15,268.25
507 IVYWOOD ST & 230TH LANE	\$585.00
601 WATER FUND	\$10,891.30
602 SEWER FUND	\$21,247.46
609 MUNICIPAL LIQUOR FUND	\$101,398.46
Total	<u>222,013.50</u>

CITY OF ST. FRANCIS
6/20/2011

Checks cut since last Council Meeting

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

Disbursements via Debits to Checking account

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
06/09/11	U.S. Treasurer	Federal Payroll Tax	15,953.73
06/09/11	P.E.R.A.	P.E.R.A	12,996.65
06/09/11	ING	Deferred Comp	770.00
06/09/11	ICMA	Deferred Comp	790.00
06/09/11	MN State Treasurer	State Payroll Tax	3,637.73
06/14/11	MN Dept of Revenue	Sales Tax	16,292.00
	TOTAL		<u>50,440.11</u>

Minnesota Lawful Gambling**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

Application fee	
If application postmarked or received:	
less than 30 days before the event \$100	more than 30 days before the event \$50

ORGANIZATION INFORMATION		Check# _____ \$ _____	
Organization name Minnesota Waterfowl Assoc. Cedar Creek Chapter		Previous gambling permit number X-36658-08-001	
Minnesota tax ID number, if any	Federal employer ID number, if any		
Type of nonprofit organization. Check one.			
<input type="checkbox"/> Fraternal	<input type="checkbox"/> Religious	<input type="checkbox"/> Veterans	<input checked="" type="checkbox"/> Other nonprofit organization
Mailing address PO Box 164	City St. Francis	State MN	Zip Code 55070
		County Anoka	
Name of chief executive officer (CEO) William Jansen	Daytime phone number 763-753-3373	Email address	
Attach a copy of ONE of the following for proof of nonprofit status.			
Do not attach a sales tax exempt status or federal employer ID number as they are not proof of nonprofit status.			
<input type="checkbox"/> Nonprofit Articles of Incorporation OR a current Certificate of Good Standing . Don't have a copy? This certificate must be obtained each year from: Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803			
<input type="checkbox"/> IRS income tax exemption [501(c)] letter in your organization's name. Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.			
<input type="checkbox"/> IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter) If your organization falls under a parent organization, attach copies of <u>both</u> of the following: a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and b. the charter or letter from your parent organization recognizing your organization as a subordinate.			
GAMBLING PREMISES INFORMATION			
Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place. St. Francis American Legion			
Address (do not use PO box) 3073 Bridge Street	City or township St. Francis	Zip Code 55070	County Anoka
Date(s) of activity (for raffles, indicate the date of the drawing) September 15, 2011			
Check the box or boxes that indicate the type of gambling activity your organization will conduct:			
Bingo* <input checked="" type="checkbox"/>	Raffles <input checked="" type="checkbox"/>	Paddlewheels* <input type="checkbox"/>	Pull-Tabs* <input checked="" type="checkbox"/>
Tipboards* <input type="checkbox"/>			
* Gambling equipment for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.			
To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4000.			

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

If the gambling premises is within city limits, a city official must check the action that the city is taking on this application and sign the application.

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print city name _____
On behalf of the city, I acknowledge this application.
Signature of city personnel receiving application

Title _____ Date _____

If the gambling premises is located in a township, a county official must check the action that the county is taking on this application and sign the application. **A township official is not required to sign the application.**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name _____
On behalf of the county, I acknowledge this application.
Signature of county personnel receiving application

Title _____ Date _____

(Optional) TOWNSHIP: *On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]*

Print township name _____
Signature of township official acknowledging application

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE Print form and have CEO sign

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the date of our gambling activity.

Chief executive officer's signature *[Signature]* Date 6-16-11

- Complete a separate application** for each gambling event:
- one day of gambling activity
 - two or more consecutive days of gambling activity
 - each day a raffle drawing is held

- Send application with:**
- a copy of your proof of nonprofit status, and
 - application fee for each event
- Make check payable to "State of Minnesota."

To: Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

Questions?
 Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Reset Form

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

NOTICE OF PUBLIC HEARING TO CONSIDER WHETHER THE CITY
SHOULD PASS AN ENABLING RESOLUTION ESTABLISHING
AN ECONOMIC DEVELOPMENT AUTHORITY

NOTICE IS HEREBY GIVEN, that the City Council of the City of St. Francis, Minnesota, will meet on June 20, 2011, at 6:00 p.m. or shortly thereafter at ISD #15 Central Services Center (District Offices) located at 4115 Ambassador Blvd., in St. Francis, Minnesota, for the purpose of conducting a public hearing to consider whether the City should pass an enabling resolution Establishing an Economic Development Authority.

The City of St. Francis, Minnesota ("City") wishes to determine whether it is necessary that there be established within the City an Economic Development Authority under the provisions of its City Charter and Minn. Stat. § 469.090, et seq. ("Act") to undertake the activities necessary to encourage, attract, promote and develop economically sound industry and commerce within the City to both encourage job development and for the prevention of unemployment in the City.

All interested parties are encouraged to attend the Public Hearing. Verbal and written testimony regarding the review will be accepted during the hearing.

Individuals unable to attend the public hearing can make written comment by writing to the City Clerk, Barbara Held, c/o City Hall, 23340 Cree Street NW, St. Francis, Minnesota, Anoka County. 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

Published in the Anoka County Union
May 27th and June 3rd

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MEMORANDUM

TO: St. Francis Administrator, Mayor and Members of the City Council
FROM: Scott Lepak, City Attorney
RE: Economic Development Authority
DATED: May 12, 2011

At the last council meeting you directed staff to look into the potential formation of an Economic Development Authority (commonly called an EDA). This memorandum is a very general outline of what an EDA is and how it operates.

As an initial matter, Section 2.06 of the City Charter specifically authorizes the City to create an EDA:

Section 2.06 Boards, Commissions and Committees. The Council may by resolution establish, regulate and abolish such Committees from within its membership, and for such purposes as it shall deem necessary or desirable. The Council may establish, regulate and abolish such Boards and Commissions from without its membership to advise the Council with respect to any Municipal function or activity, to investigate any subject of interest to the City, or to perform quasi-judicial functions. If the purpose for which such Board or Commission is established is to continue beyond the period during which the initial membership thereof would be expected to serve, then establishment shall be by Ordinance, otherwise, it may be by resolution. A member of the Council shall not be disqualified from serving on a board or Commission. There shall be no separate administrative Board or Commission except for the administration of a function jointly with another political subdivision, **a housing and redevelopment authority, economic development authority or other separate entity specifically permitted by Statute** and the Council shall itself be and perform the duties and exercise the power of any such Board or Commission provided for by Statute **except for a housing and redevelopment authority, economic development authority or other separate entity specifically permitted by Statute.**

(emphasis added).

What is an EDA?

As a general matter, an EDA is an entity designed to encourage and guide the economic development and redevelopment of a community. While an EDA has certain statutory powers, the City may limit these powers upon formation if it chooses to do so.

The City Council can choose to serve as the EDA board of commissioners or create a board composed of community members. The Mayor, with the approval of the Council, appoints the commissioners. The board may consist of three, five, or seven members who serve six-year terms. The board is also subject to the open meeting law.

An EDA is a separate public body and a political subdivision of the state with the right to sue and be sued in its own name. An EDA carries out an essential governmental function when it exercises its power, but it is not immune from liability because of that fact, however. An EDA may also adopt bylaws and rules of procedure.

What can an EDA do?

Unless limited by the City in its Enabling Resolution, an EDA's authority pursuant to statute is as follows:

- An EDA can create and define the boundaries of economic development districts at any place or places within the city, subject to the district passing certain requirements, except that the district boundaries must be contiguous. The EDA, however, must first hold a public hearing on the matter. The EDA must also find that an economic development district is proper and desirable to establish and develop within the city.
- The EDA, can also acquire and dispose of property to achieve its objectives. More specifically, the EDA may acquire by lease, purchase, gift, devise or condemnation proceedings the needed right, title and interest in property to create economic development districts. However, the title to property acquired by condemnation or purchase must be in fee simple, absolute. An EDA may also hold and dispose of property or accept an interest in property acquired in another way subject to any condition of the grantor or donor, but the condition must be consistent with the proper use of the property. Property acquired, owned, leased, controlled, used or occupied by the EDA for any of its purposes is for public governmental and municipal purposes and is exempt from taxation by the state or its political subdivisions. This exemption, however, applies only while the EDA holds the property for its own purposes and, when the property is sold, it becomes subject to taxation.
- The EDA may exercise the power of eminent domain. The EDA may even acquire property in this way which was itself acquired by its owner through eminent domain, and it also may acquire property already devoted to a public use, but only if the city council approves. The EDA also has the ability to acquire

rights or an easement for a term of years or perpetually for development of an economic development district. The EDA can also make contracts for the purpose of economic development, including contracting with the federal government or the state on any matter related to using the EDA's powers or performing its duties. For example, the EDA can contract to purchase and sell real and personal property. Additionally, the EDA can buy the supplies and materials it needs to carry out its purposes.

- The EDA may accept land, money, or other assistance, whether by gift, loan or otherwise, in any form from the federal or state government to carry out its purposes and to acquire and develop an economic development district and its facilities. The EDA is also allowed to accept conveyances of land from all other public agencies, commissions or other units of government if the land can be properly used by the EDA in an economic development district. The EDA may also sell or lease land held by it for economic development in economic development districts. An EDA can carry out the law on economic development districts to develop and improve the lands such a district in order to make it suitable and available for economic development uses and purposes.
- An EDA has the power to sell and convey property that it owns within the city. An EDA can also sell or convey an economic development district if it determines that the sale and conveyance are in the best interests of the city or district and its people and that the transaction furthers its general plan of economic development. However, an EDA must hold a hearing on the sale prior to consummation. The sale must also incorporate into the deed, as a covenant running with the land, the conditions relating to the use of the land. If the covenant is subsequently violated, the EDA may declare a breach of the covenant and seek a judicial decree from the district court declaring a forfeiture and cancellation of the deed. Further, a purchase must not be made until the purchaser gives the EDA plans and specifications to develop the property sold, which is then subject to the EDA's approval.

One major advantage of EDAs is that they have certain powers that the city may not. For example, EDAs have the ability to use pooled bond reserving. Whereas in most development programs each bond issue is independent of any other bond issue with a separate service or sinking fund account, EDAs may create a single bond reserve fund. Under this arrangement, each project's revenues go into a common fund, which then pays the bondholders on all projects. Through this pooling ability, the security of each project's bond increases, while borrowing costs decrease, as long as the pool has the necessary volume and diversity of cash flow.

One weakness of EDAs is that they cannot own and operate facilities or issue debt without an election. Another weakness is that they cannot act outside of districts that are contiguous and qualify as blighted under the tax increment law.

In the event that the City decides to create an EDA, it should also decide which (if any) of these areas it wishes to grant or limit.

How does an EDA differ from a Housing and Redevelopment Authority?

An alternative to an EDA is a Housing and Redevelopment Authority (HRA). An HRA is similar to an EDA but may only be established upon the city determining the following:

- The existence of substandard, slum or blighted areas that cannot be redeveloped without governmental assistance; or
- A shortage of affordable, decent, safe and sanitary dwelling accommodations available to low-income individuals and families.

Minn. Stat. Sec. 469.003, Subd. 1. As a general matter the HRA also has greater levy authority than an EDA (unless the EDA is given HRA powers). Unlike the HRA levy, any levy by the EDA would be set by the City at the request of the EDA.

How can the City establish an EDA?

To properly form the EDA, the City Council should:

- decide whether to pass a Resolution calling for a public hearing to consider whether the City should pass an Enabling Resolution establishing the EDA;
- then hold a public hearing on the issue of creating an EDA; and
- then decide whether to pass the Enabling Resolution actually establishing the EDA, and its board of commissioners, together with any limitations on the statutory powers.

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

Council Member _____ introduced the following Resolution and moved its adoption:

Council Member _____ seconded the following Resolution and moved its adoption:

Resolution 2011-15

**ENABLING RESOLUTION ESTABLISHING AN ECONOMIC DEVELOPMENT
AUTHORITY FOR THE CITY OF ST. FRANCIS, MINNESOTA**

WHEREAS,

1. The City of St. Francis, Minnesota (“City”), desires to encourage, attract, promote and develop economically sound industry and commerce within the City to both encourage job development and for the prevention of unemployment in the City;

2. To these ends and for these purposes, it is necessary that there be established within the City an entity which can undertake the activities necessary to encourage, attract, promote and develop economically sound industry and commerce within the City;

3. It is recognized that an economic development authority is a means to these ends and that the City is authorized and empowered to establish an Economic Development Authority under the provisions of Minn. Stat. § 469.090, et seq. (“Act”); and

4. The City Council for the City finds it is in the best interests of the City and its residents that the City establish an Economic Development Authority to encourage, attract, promote and develop economically sound industry and commerce within the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota, as follows:

1. Establish of Commission. There is hereby established an Economic Development Authority (hereinafter referred to as the “Authority”) serving as the authority pursuant to law.

2. Appointment, Term of Office and Vacancies in Office. The five members will be constituted as required by Minn. Stat. Sec. 469.095, Subd. 2 applicable to five member authorities. The commissioners, two of whom must be members of the City Council, shall be appointed by the Mayor with the approval of the City Council. Those initially appointed will be appointed for terms of two, three, four, five and six years respectively. Thereafter all commissioners shall be appointed for six year terms. These requirements will automatically be amended without further action of the Council to comply with any change to applicable state

law. A member may not serve more than three terms of three years. A vacancy is created in the membership of the Authority when a City Council member of the Authority ends Council membership. A vacancy is also created when an individual dies, moves from the City of St. Francis or is removed by the City Council as noted in Paragraph 3. A vacancy for this or another reason must be filled for the balance of the unexpired term in the manner established for the appointment.

3. Removal from Office. A member may be removed by the City Council for inefficiency, neglect of duty, or misconduct in office. A member shall be removed only after a hearing before the City Council and in accordance with the provisions of the Act.

4. Officers, Rules, Employees, Salaries and Expenses. The Authority shall elect a president, vice president, treasurer, secretary and an assistant treasurer, each of which shall perform the duties of said office in the manner specified in the Act. The Authority shall elect the president, treasurer, and secretary annually. A member may not serve as president and vice president at the same time. The other offices may be held by the same officer. The offices of the secretary and assistant treasurer need not be held by an Authority member.

5. Adoption of By-Laws and Rules. The Authority shall adopt by-laws and rules to govern its procedures and for the transaction of its business and shall keep a record of attendance at its meetings and of a resolution, transactions, findings and determinations showing the vote of each member on each question requiring a vote, or if absent or abstaining from voting, indicating such fact. The records of the Authority shall be a public record, except for those items classified by law as non-public data. The Authority shall adopt an official seal.

6. Employment of Staff. Subject to the approval of the City Council and within limits set by appropriations or other funds made available, the Authority may employ such staff, technicians, and experts as may be deemed proper, and may incur such other expenses as may be necessary and proper for the conduct of its affairs. Members of the Authority shall receive a salary or fee to be determined by the City Council for their services and may receive necessary travel, per diem, and other expenses while on official business of the Authority if funds are available for this purpose. The initial offices, structures and space, and stenographic, clerical, engineering or other assistance for the Authority will be provided by the City.

7. Appropriations, Fees, and other Income. The City Council shall make available to the Authority such appropriations as it deems fit for salaries, fees, and expenses necessary in the conduct of its work. The City Council may approve additional funds in each subsequent year up to an additional five percent (5%) each year. The City Council may approve additional funds in each subsequent year beyond five percent (5%) only upon a 4/5 vote of the City Council. The Authority shall have authority to expend all budgeted sums so appropriated and recommend the expenditures or other sums made available for its use from grants, gifts, and other sources for the purposes and activities authorized by this Resolution.

8. Functions, Powers and Duties. Except as specifically limited by this Resolution, the Authority shall have all the authority granted it pursuant to the Act including, in general, but not limited to the following:

- a. The Authority may create and define the boundaries of economic development districts as authorized by law.
- b. The Authority may acquire by lease, purchase, gift, devise, or condemnation proceedings the needed rights, title, and interest in property to facilitate its purposes as authorized by law.
- c. The Authority may sign options to purchase, sell or lease property.
- d. The Authority may exercise the right of eminent domain under Chapter 117, or under the City's Charter to acquire property it is authorized to acquire by condemnation only with prior approval of the City Council. The authority may take possession of property to be condemned after it files a petition in condemnation proceedings describing the property. The authority may abandon the condemnation before taking possession.
- e. The Authority may make contracts for the purpose of housing, economic development, redevelopment, municipal industrial development and tax increment financing within the powers given it by law.
- f. The Authority may be a limited partner in a partnership whose purpose is consistent with the Authority's purpose.
- g. The Authority may acquire rights or an easement for a term of years or perpetually for development of an economic development district.
- h. The Authority may buy the supplies and materials it needs to carry out its purpose.
- i. The Authority may accept land, money, or other assistance, whether by gift, loan, or otherwise in any form from the federal or state government or an agency of either or a local subdivision of state government.
- j. The Authority may sell or lease land held by it for economic development, housing, redevelopment, and municipal industrial development, as provided by law.
- k. The Authority may apply to the board defined in the United States Code, Title 19, Section 81(a), for the right to use the powers provided in United States Code, Title 19, Sections 81(a) and 81(u) (foreign trade zone).
- l. The Authority may exercise the powers and duties of a redevelopment agency as provided by law.

- m. The authority may operate and maintain a public parking facility or other public facility to promote development in an economic development district.
- n. The Authority may cooperate with or act as agent for the federal or state government, or a state public body, or an agency or instrumentality of a government or a public body.
- o. The Authority may study or analyze the needs of the City and ways to meet those needs consistent with its powers.
- p. The Authority may (i) join an official, industrial, commercial or trade association or another organization, (ii) have a reception of officials who may contribute to advancing the City in its economic development and area redevelopment, and (3) carry out other public relations activities to promote the goals of the Authority.
- q. The Authority may accept conveyances of land from all other public agencies, commissions, or other units of government, if the land can be properly used by the Authority.
- r. The Authority may carry out the law on economic development districts to develop and improve the lands in an economic development district to make it suitable and available for economic development uses and purposes.
- s. The Authority after receiving authorization for bonds as required by law may borrow to provide money immediately required for the bond purposes. The Authority may use proceeds from both revenue bonds and loans obtained in anticipation of bonds to make or purchase loans for economic development facilities that the Authority believes will require financing.
- t. The proceeds of obligations issued by the Authority and temporary loans may be used to make or purchase loans for economic development facilities that the authority believes will require financing as permitted by law.
- u. The Authority may sell, at private or public sale, at the price or prices determined by the authority, any note, mortgage, lease, sublease, lease purchase, or other instrument or obligation evidencing or securing a loan made for the purpose of economic development, job creation, redevelopment, or community revitalization by a public agency to a business, for-profit or nonprofit organization, or an individual.
- v. Notwithstanding any contrary law, the Authority may participate with public or private corporations or other entities, whose purpose is to provide seed or venture capital to small businesses that have facilities located or to be located in the district. For that purpose the authority may use not more than ten percent of available annual net income or \$1,000,000 annually, whichever is less, to invest in equities or acquire equity-type investments. These

investments can be made directly in eligible corporations or entities or acquired through participation in a public or private seed or venture capital fund. The participation by the authority may not exceed in any year 25 percent of the total amount of funds provided for venture or seed capital purposes by all of the participants. The corporation, entity, or fund shall report in writing each six months to the commissioners of the authority all investments and other action taken by it since the last report. Funds contributed to the corporation or entity must be invested pro rata with each contributor of capital taking proportional risks on each investment.

- w. The Authority may recommend to the City the initiation of municipal powers, against certain real properties, relating to repair, closing, condemnation or demolition of unsafe, unsanitary, hazardous and unfit buildings.
- x. The Authority may perform each other duties which may be lawfully assigned to it by the City.

All City employees shall, upon request and within a reasonable time, furnish to the Authority or its employees or agents such available records or information as may be required in its work. The Authority, or its employees or agents, may, in the performance of official duties enter upon lands and make examinations or surveys in the same manner as other authorized City agents or employees, and shall have such other powers as are required for the performance of official functions in carrying out the purposes of this Resolution.

- 9. Limitations of Power. The actions of the Authority shall be limited as follows:
 - a. The Authority may not exercise any specific powers contained in the Act, Minn. Stat. §§ 469.001 to 469.047, 469.090 to 469.1082 to 469.134 without the prior approval of the City Council.
 - b. Except when previously pledged by the Authority, the City Council may, by resolution, require the Authority to transfer any portion of the reserves generated by the activities of the Authority that the City Council determines are not necessary for the successful operation of the Authority, to the debt service funds of the City, to be used solely to reduce tax levies for bonded indebtedness of the City.
 - c. The sale of all bonds or obligations issued by the Authority shall be approved by the City Council before issuance.
 - d. The Authority shall follow the budget process for City developments as provided by the City and as implemented by the City Council and Mayor.
 - e. All official actions of the Authority must be consistent with the adopted comprehensive plan of the City and any official controls implementing the comprehensive plan.

- f. The Authority shall submit all planned activities for influencing the action or other government agencies, subdivisions, or bodies to the City Council for approval.
- g. The Authority shall submit its administrative structure and management practices to the City Council for approval.

10. Conflicts with Other Resolutions and Separability for Provisions. All resolutions or portions of resolutions in conflict herewith are repealed. Should any section of this Resolution be held unconstitutional or void, the remaining provisions shall nonetheless remain in full force and effect.

11. Effective Date. This Resolution shall take effect immediately upon its adoption as provided in the Act.

Adopted by the City Council of the City of St. Francis, Anoka County, Minnesota on 20th day of June, 2011.

CITY OF ST. FRANCIS

By: _____
Its: Mayor

Attest:

Barbara I. Held, City Clerk

ORDINANCE 154, SECOND SERIES

CITY OF ST. FRANCIS
ANOKA COUNTY
STATE OF MINNESOTA

AN ORDINANCE AMENDING AND RESTATING THE CITY OF ST. FRANCIS HOME RULE
CHARTER.

THE CITY OF ST. FRANCIS ORDAINS:

The language changes proposed by the Charter Commission are as follows:

1. Section 7.16. The Charter Commission would like to change the submission date of the capital improvement plan (CIP) from June 1 to July 1 to better fit budgeting processes. This is accomplished by the following:

Section 7.16. Capital Improvement Program. The Council shall direct the preparation and submission to it of a recommended five year capital improvement program no later than ~~June~~ July first (1st) of each year. The capital improvement program shall include a list of all capital improvements proposed to be undertaken during the next five (5) fiscal years, with appropriate supporting information as to the necessity for such improvements; cost estimates, method of financing and recommended time schedules for each such improvement; and the estimated annual cost of operating and maintaining the facilities to be constructed or acquired. This information shall be revised and extended each year for capital improvements still pending or in process. The Council shall hold a Public Hearing on the capital improvement program and adopt it with or without amendment no later than August fifteenth (15th).

2. Chapter 5. The Charter Commission is seeking to incorporate primary elections into the election process. In order to meet the statutory requirements of this change, the City Council will be required to act on this language by ordinance or resolution, no later than April 15 in the year when the election is to be held. See Minnesota Statute Sec. 205.065. It is anticipated that this will be effective for the 2012 elections. Pursuant to Minnesota Statute Sec. 205.065, subd. 4, a primary election may or may not occur depending upon the number of candidates that have filed as a candidate for the particular office at issue and thus flexibility allowing for operation at a primary or a general election is needed. Other changes to the Charter regarding when the affidavit of candidacy is required to be filed must also be modified if a primary election is adopted. Minnesota Statute Sec. 205.13, subd. 1a.

Section 5.01. Amend the language as follows:

Subdivision 2. Filing and Nomination. Not more than twelve (12) nor less than ten (10) weeks before the date of the primary election, an individual who is eligible and desires to have his name placed on the official ballot as a candidate for an office to be voted for at the primary election or general election, depending upon the number of candidates that actually file for each office, shall file his affidavit of candidacy with the City Clerk. The City Clerk shall also accept an application signed by not less than five (5) voters and filed on behalf of an eligible person whom they desire to be a candidate, if service of a copy of the application has been made on the candidate and proof of service is endorsed on the application being filed. Upon receipt of a filing fee in the amount of five dollars (\$5.00) the City Clerk shall place the name of the candidate on the official ballot without partisan designation.

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

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

Section 2. Effective Date.

This Ordinance shall take effect ninety (90) days after its publication.

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

APPROVED:

ATTEST;

Jerry Tveit, Mayor of St. Francis

Barbara I. Held, City Clerk

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

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SUSAN E. SHEELY
ADRIEL B. VILLARREAL
KIP R. PETERSON
THOMAS J. KETTLESON
KRISTIN N. BLENKUSH
TAMMY J. SCHEMMEL
SUSAN E. TEGT

MEMORANDUM

TO: St. Francis Charter Commission, City Administrator
FROM: Scott Lepak, City Attorney
RE: Draft of Language Changes recommended by Charter Commission
DATED: April 29, 2011

At the April 27, 2011 Charter Commission Meeting, the Charter Commission asked me to draft the changes to the Charter discussed by the Commission along with its recommendations for changing the City Code:

Charter language:

The language changes proposed by the Charter Commission are as follows:

1. Section 7.16. The Charter Commission would like to change the submission date of the capital improvement plan (CIP) from June 1 to July 1 to better fit budgeting processes. This is accomplished by the following:

Section 7.16. Capital Improvement Program. The Council shall direct the preparation and submission to it of a recommended five year capital improvement program no later than ~~June~~ July first (1st) of each year. The capital improvement program shall include a list of all capital improvements proposed to be undertaken during the next five (5) fiscal years, with appropriate supporting information as to the necessity for such improvements; cost estimates, method of financing and recommended time schedules for each such improvement; and the estimated annual cost of operating and maintaining the facilities to be constructed or acquired. This information shall be revised and extended each year for capital improvements still pending or in process. The Council shall hold a Public Hearing on the capital improvement program and adopt it with or without amendment no later than August fifteenth (15th).

2. Chapter 5. The Charter Commission is seeking to incorporate primary elections into the election process. In order to meet the statutory requirements of this change, the City Council will be required to act on this language by ordinance or resolution, no later than April 15 in the year when the election is to be held. See Minnesota Statute Sec. 205.065. It is anticipated that this will be effective for the 2012 elections. Pursuant to Minnesota Statute Sec. 205.065, subd. 4, a primary election may or may not occur depending upon the number of candidates that have

filed as a candidate for the particular office at issue and thus flexibility allowing for operation at a primary or a general election is needed. Other changes to the Charter regarding when the affidavit of candidacy is required to be filed must also be modified if a primary election is adopted. Minnesota Statute Sec. 205.13, subd. 1a.

Section 5.01. Amend the language as follows:

Subdivision 2. Filing and Nomination. Not more than twelve (12) nor less than ten (10) weeks before the date of the primary election, an individual who is eligible and desires to have his name placed on the official ballot as a candidate for an office to be voted for at the primary election or general election, depending upon the number of candidates that actually file for each office, shall file his affidavit of candidacy with the City Clerk. The City Clerk shall also accept an application signed by not less than five (5) voters and filed on behalf of an eligible person whom they desire to be a candidate, if service of a copy of the application has been made on the candidate and proof of service is endorsed on the application being filed. Upon receipt of a filing fee in the amount of five dollars (\$5.00) the City Clerk shall place the name of the candidate on the official ballot without partisan designation.

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

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

Code Recommendations

The Charter Commission also recommends that the City Code be amended to change the references from City Clerk/Treasurer to City Clerk throughout the City Code and incorporate the Finance Department in Chapter 2, Section 5 Section 4.02. This change is intended to recognize that this is how the City is currently operating and how it has been set up and operating in practice for a number of years.

2-5-2: CITY CLERK/TREASURER.

A. Pursuant to the authority granted by Laws the Department of City Clerk is hereby recognized as currently in existence and continued. ~~1961, Chapter 230, the offices of Clerk and Treasurer in the City of St. Francis, Anoka County, Minnesota, and hereby combined in the office of the Clerk/Treasurer.~~

B. Beginning with the year in which this ordinance becomes effective and each year thereafter, there shall be an audit of the City's financial affairs by the Public Examiner or a Public Accountant in accordance with minimum auditing procedures prescribed by the Public Examiner.

C. ~~This ordinance is effective at the expiration of the term of the incumbent treasurer or when an earlier vacancy occurs.~~

...

2-5-9: FINANCE. A Finance Department is hereby recognized as currently in existence and continued. This Department shall perform the duties of City Treasurer as established in Statute. The Head of the Finance Department shall be the Finance Director.

528826_1

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

ORDINANCE 155, SECOND SERIES

AN ORDINANCE AMENDING SECTION 2-5-2 - CITY CLERK/TREASURER,
VARIOUS SECTIONS OF THE CITY CODE AND ADDING SECTION 2-5-9 -
FINANCE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 2-5-2 entitled "CITY CLERK/TREASURER" shall hereby be amended to read as follows:

2-5-2: CITY CLERK/TREASURER.

- A. Pursuant to the authority granted by Laws of the State of Minnesota, the Department of City Clerk is hereby recognized as currently in existence and continued. ~~1961, Chapter 230, the offices of Clerk and Treasurer in the City of St. Francis, Anoka County, Minnesota, and hereby combined in the office of the Clerk/Treasurer.~~
- B. Beginning with the year in which this ordinance becomes effective and each year thereafter, there shall be an audit of the City's financial affairs by the Public Examiner or a Public Accountant in accordance with minimum auditing procedures prescribed by the Public Examiner.
- C. ~~This ordinance is effective at the expiration of the term of the incumbent treasurer or when an earlier vacancy occurs.~~

Section 2. Code Amended. That all existing references to "City Clerk/Treasurer" in the St. Francis City Code remove the reference to "/Treasurer" and that the title be amended to "City Clerk".

Section 3. Code Adopted. That Section 2-5-9 entitled "FINANCE" shall hereby be enacted to read as follows:

2-5-9: FINANCE. A Finance Department is hereby recognized as currently in existence and continued. This Department shall perform the duties of City Treasurer as established in Statute. The Head of the Finance Department shall be the Finance Director.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS
____ DAY OF _____, 2011.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk



PLANNING REPORT

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

FROM: Nate Sparks, Consulting Planner

DATE: June 14, 2011

MEETING DATE: June 20, 2011

RE: Sign Ordinance Amendments

BACKGROUND

The Planning Commission has been researching and reviewing potential changes to the sign ordinance. Some of the proposed revisions were required due to the existing ordinance being out of date in terms of content neutrality and with non-conformities. Other revisions were required due to changes in the zoning districts upon completion of the comprehensive plan. There are also issues with the current ordinance in regards to enforceability especially in regards to temporary signage. Included is a ordinance review document that tracks changes with strikethroughs and italicized text.

CONTENT NEUTRALITY / NON-CONFORMITIES / ENFORCEABILITY

The draft sign ordinance includes content neutral language. The types of signs were rewritten to avoid regulation unrelated to the time, place, and manner of signs. Content neutrality is important as some cities have had the legality of their sign ordinance challenged that it was restricting freedom of speech. By changing titles of sign types and how such signs are regulated, the City can largely avoid a potential issue such as this.

Also included was a correction to the non-conformities section to make the ordinance consistent with Minnesota State Statutes. The previous language was from before the latest update of this statute.

Another topic of review was overall enforceability. The draft ordinance attempts to tackle several loopholes that were present in the ordinance. Temporary signs are required to receive permits with regulations more compatible with how such signs are rented (more detail below) and all governmental units are no longer exempted from the ordinance.

TEMPORARY & BANNER SIGNS

Temporary and banner sign enforcement is an issue in many cities. Attempting to strike a balance between the practical purposes of such signage and the appearance of the City is important. Currently, in St. Francis, temporary signs are defined as: "Signs which are erected or displayed for a limited period of time. Unless otherwise stipulated by the Council, temporary signs are limited to not longer than ten (10) calendar days." This language is very difficult to enforce because there is no process to establish when the ten days has started or when it is completed. The City would need to document 11 consecutive days of the sign being up prior to being able to successfully seek enforcement. At which point the property owner could possibly take the sign down and put it back up and get a new ten days. Banners are regulated in the ordinance as temporary signs.

BANNER SIGN REGULATIONS

The Planning Commission reviewed ordinances in several area cities to compare methods for regulating banner signs. Princeton uses the same language St. Francis currently has with the 10 day allowance and no permit required. Lindstrom allows banners for 14 days at a time and requires a permit. East Bethel allows one at a time up to three per year for 10 days each with a permit. Cambridge allows 2 banners up to 100 square feet each on a building at a time without a permit and one 48 square foot ground banner may replace one of the two on the building in certain circumstances. Ramsey allows banners up to 50% of the allowed wall signage to be attached to a building with a permit. Big Lake has a more complex formula where 3 per lot up to 32 square feet in area each are allowed without a permit 21 days per month but with a permit they are allowed year round. The Planning Commission discussed creating a limit on the number of banners allowed per building and using the similar limits as identified in the Cambridge ordinance.

PORTABLE TEMPORARY SIGN REGULATIONS

The Planning Commission also reviewed several different methods for regulating temporary signs. Some cities like East Bethel, North Branch, and Otsego prohibit such signs in most all cases. As with banner signs, many cities seek to limit the duration of display via a permitting process. Big Lake requires a permit to display one per parcel up to 60 days a year. Cambridge is similar but up to 120 days a year. Elk River allows one per parcel at a time up to 90 days a year in 30 day intervals with a permit required for each interval. Wyoming is similar with an allowance of 3 15 day permits a year. The size allowed is typically 32 square feet (Big Lake, Cambridge, Wyoming) with some exceptions. Ramsey allows up to 50 square feet and Elk River allows 48.

The Planning Commission noted that the 10 day period seems archaic, as most signs are rented by longer periods of time. The recommended ordinance change was to require a permit for temporary signage (for tracking purposes) and setting the duration for 120 days per parcel per year. An applicant could seek a permit

for all 120 days or for smaller amounts of time. The permit would allow for City Staff to track the time of display.

Multi-tenant buildings often create issues for cities with such regulations. Many simply allow one per building or parcel. Others allow extra for such situations. Ramsey allows three per multi-tenant building versus two per single tenant. Currently, St. Francis does not differentiate. The Planning Commission came up with a possible method to allow more for multi-tenant structures that would be to take a nominal distance and allow one per every 150 feet for multi-tenant structures.

WINDOW SIGNS

The Planning Commission also discussed window signage. A consensus was reached that signage should be limited to 75% coverage of the window and that no permit was required. Draft language to that effect was included in the ordinance.

PERMITTING

Currently, the City does not require permits for temporary signage. This will result in a potential new fee. The fee would, ostensibly, cover the costs of enforcing and administering the program. The current sign permit fee is \$75. Therefore, a new temporary sign permit fee is proposed for \$25.

PUBLIC REVIEW

City Staff presented the draft ordinance to the Chamber of Commerce prior to the public hearing. Feedback was given regarding reducing the fee for temporary signs, which is included in the ordinance.

PLACING THE ORDINANCE IN EFFECT

The ordinance in front of the Council states it will be effective as of January 1st of next year. If the Council wishes to place this ordinance in effect prior to that, the date may simply be changed to the standard 30 days from publication. It is proposed to be started on January 1st due to the duration of allowed temporary signage being based on a full calendar year (120 days) and with the ordinance going into effect in August would allow for such signage to be out for the rest of the year. If this is not seen as an issue or if the Council feels that this time period may be utilized to get businesses acquainted with the change, the effective date may be changed.

RECOMMENDED ACTION

The Planning Commission recommends approval of the following ordinance.

CHAPTER 23

SIGNS

SECTION:

- 10-23-1: Purpose and Intent
- 10-23-2: Exempt Signs
- 10-23-3: Prohibited Signs
- 10-23-4: Signs Not Requiring Permits
- 10-23-5: ~~Construction Sign Specifications~~ *General Sign Requirements*
- 10-23-6: Maintenance of Signs
- 10-23-7: Non-Conforming Signs
- 10-23-8: District Regulations
- 10-23-9: Administration
- 10-23-10: *Severability*

10-23-1: PURPOSE AND INTENT: The purpose of this chapter is to protect and promote the general welfare, health, safety and order within the City through the establishment of a comprehensive and impartial series of standards, regulations and procedures governing the erection, use and/or display of devices, signs or symbols serving as visual communicative media to persons situated within or upon public right-of-way or private properties. The provisions of this Section are intended to encourage creativity, a reasonable degree of freedom of choice, an opportunity for effective communication, and a sense of concern for the visual amenities on the part of those designing, displaying or otherwise utilizing needed communicative media of the types regulated by this Section; while at the same time assuring that the public is not endangered, annoyed or distracted by the unsafe, disorderly, indiscriminate or unnecessary use of such communicative facilities.

10-23-2: EXEMPT SIGNS: The following signs are exempt from the requirements of this Section:

- A. ~~Informational signs not exceeding two square feet in area, displayed strictly for the convenience of the public, including signs which identify rest rooms, waste receptacles, addresses, door bells, mailboxes or building entrances.~~
- B. ~~Memorial plaques, cornerstones, and historical tablets.~~ *Memorial plaques, building identification signs, and building cornerstones when cut or carved into a masonry surface or made an integral part of the building or structure.*
- C. ~~Wall or window occupational signs giving the name or profession of a business, providing the sign does not exceed four (4) square feet in area.~~

- D. ~~Public signs, street signs, warning signs, railroad crossing signs, signs of public service companies for the purpose of safety or private directional signs of not over four (4) square feet. *Directional, warning, or informational signs authorized by federal, state, or municipal governments with proper jurisdiction.*~~
- E. ~~Other signs of a temporary nature, not specifically covered by this Section for a period of time not to exceed ten (10) calendar days.~~
- F. ~~Signs erected by a governmental unit or a public school district. *Official notices authorized by a court, public body, or public safety official.*~~

10-23-3: PROHIBITED SIGNS: The following signs are prohibited within the City:

- A. Sign attached to any tree, public sign or utility poles.
- B. Sign constructed of a material not of a permanent nature.
- C. Above roof signs. Projecting signs shall project no further than two (2) feet from the wall to which they are anchored. No sign, or portion thereof, shall project over public property.
- D. Sign which by reason of position, movement, shape, illumination or color would constitute a traffic hazard to oncoming traffic.
- E. Sign noticeably moving as a result of normal wind pressure.
- F. Sign containing obscene language or graphics.
- G. Abandoned signs which no longer identify or advertise a bona fide business, service, product, or activity or for which a legal owner can be found.
- H. Banners, pennants, festoons, and search-lights except as a permitted temporary special event sign *and as identified in 10-23-5-H.*
- I. Signs imitating or resembling official traffic or governmental signs or signage.
- J. Signs placed on vehicles or trailers which are parked or placed for the primary purpose of displaying said sign except for portable signs or lettering on buses, taxis, or vehicles operating during the normal course of business.
- K. Any sign placed within thirty (30) feet of any intersection that may obstruct motorist or pedestrian visibility.

L. ~~Flashing Signs. Signs which blink, flash, or are animated.~~

10-23-4: SIGNS NOT REQUIRING PERMITS: The following signs are exempt from permit requirements but must otherwise be in conformance with all requirements of this Section.

A. ~~Construction signs. having a sign area of sixty four (64) square feet or less. A non-illuminated sign not exceeding thirty-two (32) square feet in the R-1 and R-2 District and sixty-four (64) square feet in area in all other districts may be placed on the site where an open building permit has been issued. The sign shall be removed within two (2) years of the date of issuance of the building permit or when the building permit has been finalled or expired, whichever is sooner.~~

B. ~~Directional/Informational signs having a sign area of four (4) square feet or less. Directional signs, on-site. On site-directional signs, not exceeding two (2) square feet in area, intended to facilitate the movement of pedestrians and vehicles within the site, identify restrooms, waste receptacles, addresses, door bells, mailboxes, or building entrances upon which signs are located. Such signs shall be limited to two (2) per site in R-1 and R-2 Districts and four (4) per site for all other districts.~~

C. ~~Holiday decorations.~~

D. ~~Nameplates having a sign area of four (4) square feet or less. Identification Signs. Signs in all non-residential districts which identify the business, owner, manager, or resident providing the sign does not exceed four (4) square feet in area and is attached to a wall or placed in a window. Such a sign may be placed on a residential property with a permitted home occupation.~~

E. ~~Political signs in compliance with State Statutes governing campaign signage. Non-commercial speech. Notwithstanding any other provisions of this sign ordinance, all signs of any size containing non-commercial speech may be posted from June 25 in any general election year until ten (10) days following the general election and thirteen (13) weeks prior to any special election until ten (10) days following the special election.~~

F. ~~Private sale or event signs. One sign not to exceed four (4) square feet in area may be placed on the site of a rummage sale or similar event. Any sign shall be removed at the termination of the sale or similar event.~~

G. ~~Real Estate signs having a sign area of six (6) square feet or less. Individual property sale, lease, or rental signs. Any property that is currently for sale or rent may place one sign per street frontage. Such signs must be removed within ten (10) says after the sale or rental of the property. Such signs shall not exceed six (6) square feet in area in all residential districts and thirty-two (32) square feet in area in all other districts.~~

H. "No Trespassing" and "No Hunting" signs and similar warning or restrictive signs, not to exceed two square feet in area, may be placed upon private property by the owner.

10-23-5: CONSTRUCTION SIGN SPECIFICATIONS GENERAL REQUIREMENTS: All signs within the City shall be subject to the following standards:

A. **Compliance with Building and Electrical Codes:** All signs shall be constructed in accordance ~~erected pursuant to~~ with the requirements of the State Building Code.

B. **Anchorage Requirements:**

1. No sign shall be suspended by non-rigid attachments that will allow the sign to swing in a wind.
2. All freestanding signs shall have self-supporting structures permanently attached to concrete foundations.
3. All portable signs on display shall be braced or secured to prevent motion.
4. *No sign shall be attached to hang from any building until all necessary wall attachments have been approved by the Building Official.*

C. **Sign Wind Resistance Requirements:**

1. Solid signs, other than wall signs, shall be designed to withstand a wind load of seventeen (17) pounds per square foot on any face, having a height less than thirty (30) feet and to withstand a wind load of twenty-two (22) pounds per square foot on any surface having a height in excess of thirty (30) feet in height.
2. Skeleton signs, other than wall signs, shall be designed to withstand a wind load of seventeen (17) pounds per square foot on the total face area of the letters and all other sign surfaces less than thirty (30) feet in height and to withstand a wind load of twenty-two (22) pounds per square foot on all portions in excess of thirty (30) feet in height.

D. **Additional Sign Construction and Placement Requirements:**

1. No sign shall be erected, constructed or maintained so as to obstruct any fire escape, required exit, window or door opening used as a means of egress.

2. No sign shall be attached in any form, shape, or manner which will interfere with any opening required for ventilation, except that signs may be erected in front of and may cover transom windows when not in violation of the provisions of the current Building or Fire Codes.
3. Signs shall be located in such a way as to maintain horizontal and vertical clearance of all overhead electrical conductors in accordance with present Electrical Code specifications.
4. Lighting shall be directed away from road rights-of-way and adjacent dwellings.
5. Freestanding signs in all districts shall have a minimum setback of ten (10) feet from any public right-of-way measured to any portion of the sign, and a minimum clearance of ten (10) feet over any vehicular or pedestrian use area. No freestanding sign shall be located within twenty-five (25) feet of any intersection of street right-of-way lines and/or driveway entrances.
6. *Except as otherwise permitted by this ordinance, no signs other than governmental signs shall be erected or temporarily placed within any right-of-way or upon any public lands or easements.*
7. *When a free standing sign or sign structure is constructed so that the sign faces are not back to back, the angle shall not exceed ten degrees. If the angle is greater than ten degrees, the total area of both sides added together shall not exceed the maximum allowable sign area for that district.*

E. Temporary Signs:

1. *An on-site temporary, portable sign may be used for a period of time not to exceed 120 days per calendar year per parcel of record in the commercial and industrial zoning districts provided:*
 - a. *Such temporary, portable signs shall not exceed thirty-two (32) square feet in area and six (6) feet in height and shall not be placed closer than ten (10) feet from any street right-of-way or property line.*
 - b. *Any temporary, portable sign shall require a permit issued by the City to the property owner specifying the duration of time to be displayed.*
 - c. *No temporary, portable sign shall occupy required parking spaces.*

allowed building banner signs and shall conform to all standards set forth for portable temporary signs in 10-23-5:E-1 and shall require a permit.

10-23-6: MAINTENANCE OF SIGNS: All signs shall be maintained by the owner in a safe condition. A sign shall be repainted whenever its paint begins to fade, chip, or discolor.

10-23-7: NON-CONFORMING SIGNS: Any sign legally existing on the effective date of this Section which does not conform to the requirements set forth in this Section shall become a non-conforming sign. *No non-conforming sign shall be enlarged or altered in such a fashion that increases its non-conformity.* Non-conforming signs shall be subject to the following requirements of Chapter 15 of the Zoning Ordinance.

- A. ~~Any non-conforming temporary or portable sign existing on the effective date of this Section shall be made to comply with the requirements set forth herein and shall be removed within sixty (60) days after the effective date of this Section.~~
- B. ~~A lawful sign on the effective date of this Section or of amendments thereto that does not conform to these provisions shall be regarded as a non-conforming sign.~~

10-23-8: DISTRICT REGULATIONS: The following signs are permitted in their respective Zoning District:

- A. **A-1, A-2, and A-3:**
 - 1. All signs not requiring permits as set forth in this Section.
 - 2. One (1) permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height. The area identification sign shall be placed on the same premises as the development which it identifies.
 - 3. For permitted *legally established* non-residential uses, one (1) freestanding sign not to exceed thirty-two (32) square feet and six (6) feet in height, shall be permitted. One (1) wall business sign, not to exceed twenty (20) square feet, shall also be permitted. The freestanding sign and wall business signage shall be placed on the same premises as the business in which it identifies.
 - 4. Signage requirements for Home Occupations shall be as follows: one (1) freestanding sign not to exceed twenty (20) square feet in sign area and six feet in height, and one (1) business wall sign not to exceed twenty (20) square feet in sign area.

B. RR and ML-PUD:

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height. The area identification sign shall be placed on the same premises as the development which it identifies.
3. For permitted *legally established* non-residential uses, one (1) freestanding sign not to exceed thirty-two (32) square feet and six (6) feet in height, shall be permitted. One (1) wall business sign, not to exceed twenty (20) square feet, shall also be permitted. The freestanding sign and wall business signage shall be placed on the same premises as the business in which it identifies.
4. Signage requirements for Home Occupations shall be as follows: one (1) freestanding sign not to exceed twenty (20) square feet in sign area and six (6) feet height, and one (1) business wall sign not to exceed twenty (2) square feet in sign area.

C. R-1 and R-2:

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height. The area identification sign shall be placed on the same premises as the development which it identifies.
3. For permitted *legally established* non-residential uses, one business wall sign, not to exceed four (4) square feet, shall be permitted.
4. For permitted *legally established* institutional uses, such as religious institutions, nursing homes, medical establishments and schools, one (1) freestanding sign per street frontage identifying said institution or institutional complex shall be permitted. The freestanding sign shall not exceed sixty (60) square feet in sign area and ten (10) feet in height. One business wall sign, not to exceed twenty (20) square feet in sign area, shall be permitted for each structure.
5. Signage requirements for home occupations shall be as follows: one (1) freestanding sign not to exceed four (4) square feet in sign area and six

(6) feet in height, and one (1) business wall sign not to exceed four (4) square feet in sign area.

D. R-3 and R-4:

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per *frontage with access to a neighborhood, subdivision, development or multi-family complex*, not to exceed thirty-two (32) square feet in the sign area and six (6) feet in height, shall be permitted. The area identification sign shall be placed on the same premises as the development which it identifies.
3. For permitted *legally established* non-residential uses, one business wall sign, not to exceed four (4) square feet in sign area, shall be permitted.
4. For permitted *legally established* institutional uses, such as religious institutions, nursing homes, medical establishments, and schools, one (1) freestanding sign per street frontage identifying said institution or institutional complex shall be permitted. The freestanding sign shall not exceed sixty (60) square feet in sign area and ten (10) feet in height. One business wall sign, not to exceed twenty (2) square feet in sign area, shall be permitted for each structure.
5. Signage requirements for home occupations shall be as follows: one (1) freestanding sign not to exceed four (4) square feet in sign area and one (1) business wall sign not to exceed four (4) square feet in sign area.

E. PUD:

1. All signs not requiring permits as set forth in this Section.
2. Signage requirements shall be established at the time the PUD is approved by the City. All applicants shall submit a signage plan for the proposed development.

F. B-2 and B-3:

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height, shall be permitted. The area identification sign shall be placed on the same premises as the development which it identifies.

3. One (1) freestanding sign per street frontage is permitted. The total area of a freestanding sign for a building having one street frontage shall not exceed eighty (80) square feet. Where a building site has two (2) or more street frontages, only one (1) freestanding sign of the above size shall be permitted. Each permitted freestanding sign in excess of one (1), shall have a sign area not to exceed thirty-six (36) square feet. The maximum height of a freestanding sign shall be twenty-five (25) feet.
4. For permitted *legally established* institutional uses, one (1) freestanding sign per street frontage identifying said institution or institutional complex shall be permitted. The freestanding sign shall not exceed sixty (60) square feet in sign area and ten (10) feet in height.
5. One business wall sign shall be permitted according to the following: The total area of all wall signs on any wall of a building shall not exceed fifteen (15) percent of the wall area of that wall when said wall area does not exceed five hundred (500) square feet. When said surface area exceeds five hundred (500) square feet, then the total area of such wall sign shall not exceed seventy-five (75) square feet plus five (5) percent of the wall area in excess of five hundred (500) square feet, provided that the maximum sign area for any wall sign shall be three hundred (300) square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.

G. I-1 and I-2:

1. All signs not requiring permits as set forth in this Section.
2. One permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height. The area identification shall be placed on the same premises as the development which it identifies.
3. One (1) freestanding sign per street frontage is permitted. The total area of a freestanding sign for a building having one (1) street frontage shall not exceed eighty (80) square feet. Where a building site has two (2) or more street frontages, only one (1) freestanding sign of the above size shall be permitted. Each permitted freestanding sign in excess of one, shall have a sign area not to exceed thirty-six (36) square feet. The maximum height of a freestanding sign shall be twenty-five (25) feet.
4. One business wall sign shall be permitted according to the following: The total area of all signs on any wall of a building shall not exceed fifteen (15) percent of the wall area of that wall when said wall area does not exceed

five hundred (500) square feet. When said surface area exceeds five hundred (500) square feet, then the total area of such wall sign shall not exceed seventy-five (75) square feet plus five (5) percent of the wall area in excess of five hundred (500) square feet, provided that the maximum sign area for any wall sign shall be three hundred (300) square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.

H. I-3:

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height, shall be permitted. The area identification sign shall be placed on the same premises as the development which it identifies.
3. One (1) freestanding sign per street frontage is permitted. The total area of a freestanding sign for a building having one street frontage shall not exceed eighty (80) square feet. Where a building site has two or more street frontages, only one freestanding sign of the above size shall be permitted. Each permitted freestanding sign in excess of one shall have a sign area not to exceed thirty-six (36) square feet. The maximum height of a freestanding sign shall be twenty five (25) feet.
4. One business wall sign shall be permitted according to the following: The total area of all signs on any wall of a building shall not exceed fifteen (15) percent of the wall area of that wall when said wall area does not exceed five hundred (500) square feet. When said surface area exceeds five hundred (500) square feet, then the total area of such wall sign shall not exceed seventy-five (75) square feet plus five (5) percent of the wall area in excess of five hundred (500) square feet, provided that the maximum sign area for any wall sign shall be three hundred (300) square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.

I. Conservancy:

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent identification sign, not to exceed fifty (50) square feet in sign area and six (6) feet in height shall be permitted *per frontage with access to the site*. The identification sign shall be placed on the same premises as the use in which it identifies.

J. **B-1:**

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height shall be permitted. *The area identification sign shall be placed on the same premises as the development which it identifies.*
3. One (1) freestanding sign per lot is permitted. The total area of the freestanding sign shall not exceed sixty-four (64) square feet for lots with a lot width of one hundred (100) feet or more than thirty-six (36) square feet for lots with a lot width of less than one hundred (100) feet. The maximum height of a freestanding sign shall be twenty (20) feet.
4. For permitted *legally established* institutional uses, one (1) freestanding sign per street frontage identifying said institution or institutional complex shall be permitted. The freestanding sign shall not exceed sixty (60) square feet in sign area and ten (10) feet in height.
5. One business wall sign shall be permitted according to the following: The total area of all wall signs on any wall of a building shall not exceed fifteen (15) percent of the wall area of that wall when said wall areas does not exceed five hundred (500) square feet. When said surface area exceeds five hundred (500) square feet, provided that the maximum sign area for any wall sign shall be three hundred (300) square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.

10-23-9: ADMINISTRATION:

- A. **Application Process:** An application for a sign permit shall be made upon forms to be provided by the City. Said form is to be completed and returned to the City and shall include the following information:
1. The name and address of the applicant: location of the building, structure or lot on which the sign is to be erected, the position of the sign in relation to nearby buildings or structures, the name of the person that will be erecting the sign, and the written consent of the owner of the land if different from the applicant.
 2. A site plan including a drawing of the plans, specifications, and method of construction or attachment to a structure or the ground.

3. A copy of the stress sheets and calculations, showing that the sign is designed to withstand the required wind load.
 4. A sketch plan showing the signs size, manner of construction, type of sign, construction materials, *other signs on the site*, and any other information as requested by the City.
 5. Signs that meet the requirements of this Section may be issued by City Staff. Applications for signs that do not meet the requirements of this Section shall be reviewed by the Planning Commission and the City Council According to the procedures set forth in this Section.
- B. **Sign Permit Fees:** Every applicant shall pay a fee for each sign regulated by this Section, before being granted a permit. Permit fees shall be subject to the following requirements:
1. The Council shall establish the permit fees on the City's fee schedule.
 2. Any substantial alteration or relocation of a sign shall constitute a new sign, requiring an additional permit fee.
 3. A double fee shall be charged if a sign is erected without first obtaining a permit for such sign. The Council may also require a sign to be removed, altered, or relocated, at the owner's expense, if placed prior to securing the required permit. If the owner fails to remove or alter the sign so as to comply with the provisions set forth in the Section, within ten (10) calendar days following receipt of a letter from the City stating the violations, such signs may be removed by the City, the cost incident thereto being levied as a special assessment against the property upon which the sign is located.
- C. **Inspections:** All sign installations for which a permit is required, shall be subject to inspection and acceptance by the City.
- D. **Revocation of Permit:** The City may revoke a sign permit upon failure of the holder thereof to comply with the provisions of this Section. Any party aggrieved by such revocation may appeal the action to the Council, within ten (10) calendar days after the revocation.
- E. **Expiration of Permit:** The permit shall expire if the sign is not erected within 180 days after issuance of said permit. No permit fees collected for the Sign shall be refunded to the applicant.
- F. **Removal of Signs by the City:** The City may cause the removal of any illegal sign or any sign not properly maintained in cases of emergency, or after failure to

timely comply with written orders for removal or repair. After removal or demolition of a sign, the following conditions shall be in effect:

1. Written notice shall be mailed to the sign owner and owner of the property where the sign was located stating the nature of the work and the date on which it was performed. The City shall require payment of the costs associated with the removal, with an additional fifty (50) percent added for inspection, administrative and incidental costs.
2. If the amount specified in the notice is not paid within thirty (30) days after mailing of the notice, it shall become a lien against the property where the sign was located and shall be certified as an assessment against the property together with ten (10) percent interest for collection in the same manner as the real estate taxes.
3. The owner of the property upon which the sign is located shall be presumed to be the owner of all signs thereon unless facts to the contrary are brought to the attention of the City, as in the case of a leased sign.
4. For purposes of removal, a sign shall be deemed to include all sign embellishments and structure designed specifically to support the sign.
5. In the case of an emergency, the City may cause the immediate removal of a dangerous or defective sign without notice. Signs removed in this manner shall present a hazard to the Public Safety as defined by the State Building Code.

SECTION 10-23-10: SEVERABILITY: *If any section, subsection, clause, or phrase of this sign ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Chapter. The City Council hereby declares that it would have adopted the sign ordinance in each section, subsection, sentence, or phase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.*

ORDINANCE 156, SECOND SERIES
AN ORDINANCE AMENDING SECTION 10-23
OF THE ZONING ORDINANCE REGARDING SIGNS

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. That Section 10-2-2 Sign Related Definitions is amended to read as follows:

JJ. Temporary Sign. Signs which are erected or displayed for a limited period of time.

Section 2. That Section 10-23 of the Zoning Ordinance is amended to read as follows:

10-23-1: PURPOSE AND INTENT: The purpose of this chapter is to protect and promote the general welfare, health, safety and order within the City through the establishment of a comprehensive and impartial series of standards, regulations and procedures governing the erection, use and/or display of devices, signs or symbols serving as visual communicative media to persons situated within or upon public right-of-way or private properties. The provisions of this Section are intended to encourage creativity, a reasonable degree of freedom of choice, an opportunity for effective communication, and a sense of concern for the visual amenities on the part of those designing, displaying or otherwise utilizing needed communicative media of the types regulated by this Section; while at the same time assuring that the public is not endangered, annoyed or distracted by the unsafe, disorderly, indiscriminate or unnecessary use of such communicative facilities.

10-23-2: EXEMPT SIGNS: The following signs are exempt from the requirements of this Section:

- A. Memorial plaques, building identification signs, and building cornerstones when cut or carved into a masonry surface or made an integral part of the building or structure.
- B. Directional, warning, or informational signs authorized by federal, state, or municipal governments with proper jurisdiction.
- C. Official notices authorized by a court, public body, or public safety official.

10-23-3: PROHIBITED SIGNS: The following signs are prohibited within the City:

- A. Sign attached to any tree, public sign or utility poles.
- B. Sign constructed of a material not of a permanent nature.
- C. Above roof signs. Projecting signs shall project no further than two (2) feet from the wall to which they are anchored. No sign, or portion thereof, shall project over public property.
- D. Sign which by reason of position, movement, shape, illumination or color would constitute a traffic hazard to oncoming traffic.
- E. Sign noticeably moving as a result of normal wind pressure.
- F. Sign containing obscene language or graphics.

- G. Abandoned signs which no longer identify or adverse a bona fide business, service, product, or activity or for which a legal owner can be found.
- H. Banners, pennants, festoons, and search-lights except as a permitted temporary special event sign and as identified in 10-23-5-H.
- I. Signs imitating or resembling official traffic or governmental signs or signage.
- J. Signs placed on vehicles or trailers which are parked or placed for the primary purpose of displaying said sign except for portable signs or lettering on buses, taxis, or vehicles operating during the normal course of business.
- K. Any sign placed within thirty (30) feet of any intersection that may obstruct motorist or pedestrian visibility.
- L. Signs which blink, flash, or are animated.

10-23-4: SIGNS NOT REQUIRING PERMITS: The following signs are exempt from permit requirements but must otherwise be in conformance with all requirements of this Section.

- A. Construction signs. A non-illuminated sign not exceeding thirty-two (32) square feet in the R-1 and R-2 District and sixty-four (64) square feet in area in all other districts may be placed on the site where an open building permit has been issued. The sign shall be removed within two (2) years of the date of issuance of the building permit or when the building permit has been finalled or expired, whichever is sooner.
- B. Directional signs, on-site. On site-directional signs, not exceeding two (2) square feet in area, intended to facilitate the movement of pedestrians and vehicles within the site, identify restrooms, waste receptacles, addresses, door bells, mailboxes, or building entrances upon which signs are located. Such signs shall be limited to two (2) per site in R-1 and R-2 Districts and four (4) per site for all other districts.
- C. Identification Signs. Signs in all non-residential districts which identify the business, owner, manager, or resident providing the sign does not exceed four (4) square feet in area and is attached to a wall or placed in a window. Such a sign may be placed on a residential property with a permitted home occupation.
- D. Non-commercial speech. Notwithstanding any other provisions of this sign ordinance, all signs of any size containing non-commercial speech may be posted from June 25 in any general election year until ten (10) days following the general election and thirteen (13) weeks prior to any special election until ten (10) days following the special election.
- E. Private sale or event signs. One sign not to exceed four (4) square feet in area may be placed on the site of a rummage sale or similar event. Any sign shall be removed at the termination of the sale or similar event.
- F. Individual property sale, lease, or rental signs. Any property that is currently for sale or rent may place one sign per street frontage. Such signs must be removed within ten (10) days after the sale or rental of the property. Such signs shall not exceed six (6) square feet in area in all residential districts and thirty-two (32) square feet in area in all other districts.

G. "No Trespassing" and "No Hunting" signs and similar warning or restrictive signs, not to exceed two square feet in area, may be placed upon private property by the owner.

10-23-5: GENERAL REQUIREMENTS: All signs within the City shall be subject to the following standards:

A. **Compliance with Building and Electrical Codes:** All signs shall be pursuant to the requirements of the State Building Code.

B. **Anchorage Requirements:**

1. No sign shall be suspended by non-rigid attachments that will allow the sign to swing in a wind.
2. All freestanding signs shall have self-supporting structures permanently attached to concrete foundations.
3. All portable signs on display shall be braced or secured to prevent motion.
4. No sign shall be attached to hang from any building until all necessary wall attachments have been approved by the Building Official.

C. **Sign Wind Resistance Requirements:**

1. Solid signs, other than wall signs, shall be designed to withstand a wind load of seventeen (17) pounds per square foot on any face, having a height less than thirty (30) feet and to withstand a wind load of twenty-two (22) pounds per square foot on any surface having a height in excess of thirty (30) feet in height.
2. Skeleton signs, other than wall signs, shall be designed to withstand a wind load of seventeen (17) pounds per square foot on the total face area of the letters and all other sign surfaces less than thirty (30) feet in height and to withstand a wind load of twenty-two (22) pounds per square foot on all portions in excess of thirty (30) feet in height.

D. **Additional Sign Construction and Placement Requirements:**

1. No sign shall be erected, constructed or maintained so as to obstruct any fire escape, required exit, window or door opening used as a means of egress.
2. No sign shall be attached in any form, shape, or manner which will interfere with any opening required for ventilation, except that signs may be erected in front of and may cover transom windows when not in violation of the provisions of the current Building or Fire Codes.
3. Signs shall be located in such a way as to maintain horizontal and vertical clearance of all overhead electrical conductors in accordance with present Electrical Code specifications.
4. Lighting shall be directed away from road rights-of-way and adjacent dwellings.

5. Freestanding signs in all districts shall have a minimum setback of ten (10) feet from any public right-of-way measured to any portion of the sign, and a minimum clearance of ten (10) feet over any vehicular or pedestrian use area. No freestanding sign shall be located within twenty-five (25) feet of any intersection of street right-of-way lines and/or driveway entrances.
6. Except as otherwise permitted by this ordinance, no signs other than governmental signs shall be erected or temporarily placed within any right-of-way or upon any public lands or easements.
7. When a free standing sign or sign structure is constructed so that the sign faces are not back to back, the angle shall not exceed ten degrees. If the angle is greater than ten degrees, the total area of both sides added together shall not exceed the maximum allowable sign area for that district.

E. Temporary Signs:

1. An on-site temporary, portable sign may be used for a period of time not to exceed 120 days per calendar year per parcel of record in the commercial and industrial zoning districts provided:
 - a. Such temporary, portable signs shall not exceed thirty-two (32) square feet in area and six (6) feet in height and shall not be placed closer than ten (10) feet from any street right-of-way or property line.
 - b. Any temporary, portable sign shall require a permit issued by the City to the property owner specifying the duration of time to be displayed.
 - c. No temporary, portable sign shall occupy required parking spaces.
 - d. In the case of multi-tenant structures, one sign may be placed every 150 feet of street frontage rather than one sign per parcel. Each 150 feet is granted 120 days for display.
2. One sandwich board sign per business may be allowed in the business districts without a permit and without using the time period allotted for temporary, portable signs provided:
 - a. The sign is placed within fifteen (15) feet of the entrance of the business.
 - b. The sign shall be placed on private property and may be placed on a private sidewalk provided there is five (5) feet of clearance for pedestrians.
 - c. The sign may not obstruct safety, visibility, or traffic.
 - d. The sign shall be freestanding, not attached to any other structure or device, not be illuminated, greater than 3 ½ feet in height, greater than 2 feet in width, or greater than 2 feet in depth.
 - e. The sign shall be only displayed during business hours.

F. **Electronic Message Board Signs.** Signs displaying electronic, scrolling text-based messages may be permitted in commercial and industrial districts provided that the electronic message board component of any sign is no greater than forty (40) square feet in area.

G. **Business and Industrial Window Signs.** Window signs are permitted in the industrial and business districts provided each sign does not occupy more than 75% of the window area.

H. **Banner signs.** Banner signs and similar products attached to a building shall be allowed without a permit as follows:

1. Signage shall be well secured to prevent it from blowing in the wind.
2. No more than two (2) signs shall be allowed at any one time.
3. Each sign shall be less than 100 square feet in area.
4. Such signage shall be only allowed in the industrial and business districts.

I. **Ground Banner Signs.** Banner signs may be allowed on the ground up to 48 square feet in area but each ground banner sign shall count towards one of the two allowed building banner signs and shall conform to all standards set forth for portable temporary signs in 10-23-5:E-1 and shall require a permit.

10-23-6: MAINTENANCE OF SIGNS: All signs shall be maintained by the owner in a safe condition. A sign shall be repainted whenever its paint begins to fade, chip, or discolor.

10-23-7: NON-CONFORMING SIGNS: Any sign legally existing on the effective date of this Section which does not conform to the requirements set forth in this Section shall become a non-conforming sign. No non-conforming sign shall be enlarged or altered in such a fashion that increases its non-conformity. Non-conforming signs shall be subject to the requirements of Section 10-15 of the Zoning Ordinance.

10-23-8: DISTRICT REGULATIONS: The following signs are permitted in their respective Zoning District:

A. **A-1, A-2, and A-3:**

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height. The area identification sign shall be placed on the same premises as the development which it identifies.
3. For legally established non-residential uses, one (1) freestanding sign not to exceed thirty-two (32) square feet and six (6) feet in height, shall be permitted. One (1) wall business sign, not to exceed twenty (20) square feet, shall also be permitted. The freestanding sign and wall business signage shall be placed on the same premises as the business in which it identifies.

4. Signage requirements for Home Occupations shall be as follows: one (1) freestanding sign not to exceed twenty (20) square feet in sign area and six feet in height, and one (1) business wall sign not to exceed twenty (20) square feet in sign area.

B. RR and ML-PUD:

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height. The area identification sign shall be placed on the same premises as the development which it identifies.
3. For legally established non-residential uses, one (1) freestanding sign not to exceed thirty-two (32) square feet and six (6) feet in height, shall be permitted. One (1) wall business sign, not to exceed twenty (20) square feet, shall also be permitted. The freestanding sign and wall business signage shall be placed on the same premises as the business in which it identifies.
4. Signage requirements for Home Occupations shall be as follows: one (1) freestanding sign not to exceed twenty (20) square feet in sign area and six (6) feet height, and one (1) business wall sign not to exceed twenty (2) square feet in sign area.

C. R-1 and R-2:

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height. The area identification sign shall be placed on the same premises as the development which it identifies.
3. For legally established non-residential uses, one business wall sign, not to exceed four (4) square feet, shall be permitted.
4. For legally established institutional uses, such as religious institutions, nursing homes, medical establishments and schools, one (1) freestanding sign per street frontage identifying said institution or institutional complex shall be permitted. The freestanding sign shall not exceed sixty (60) square feet in sign area and ten (10) feet in height. One business wall sign, not to exceed twenty (20) square feet in sign area, shall be permitted for each structure.
5. Signage requirements for home occupations shall be as follows: one (1) freestanding sign not to exceed four (4) square feet in sign area and six (6) feet in height, and one (1) business wall sign not to exceed four (4) square feet in sign area.

D. R-3 and R-4:

1. All signs not requiring permits as set forth in this Section.

2. One (1) permanent area identification sign per frontage with access to a neighborhood, subdivision, development or multi-family complex, not to exceed thirty-two (32) square feet in the sign area and six (6) feet in height, shall be permitted. The area identification sign shall be placed on the same premises as the development which it identifies.
3. For legally established non-residential uses, one business wall sign, not to exceed four (4) square feet in sign area, shall be permitted.
4. For legally established institutional uses, such as religious institutions, nursing homes, medical establishments, and schools, one (1) freestanding sign per street frontage identifying said institution or institutional complex shall be permitted. The freestanding sign shall not exceed sixty (60) square feet in sign area and ten (10) feet in height. One business wall sign, not to exceed twenty (2) square feet in sign area, shall be permitted for each structure.
5. Signage requirements for home occupations shall be as follows: one (1) freestanding sign not to exceed four (4) square feet in sign area and one (1) business wall sign not to exceed four (4) square feet in sign area.

E. PUD:

1. All signs not requiring permits as set forth in this Section.
2. Signage requirements shall be established at the time the PUD is approved by the City. All applicants shall submit a signage plan for the proposed development.

F. B-1:

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height shall be permitted. The area identification sign shall be placed on the same premises as the development which it identifies.
3. One (1) freestanding sign per lot is permitted. The total area of the freestanding sign shall not exceed sixty-four (64) square feet for lots with a lot width of one hundred (100) feet or more than thirty-six (36) square feet for lots with a lot width of less than one hundred (100) feet. The maximum height of a freestanding sign shall be twenty (20) feet.
4. For legally established institutional uses, one (1) freestanding sign per street frontage identifying said institution or institutional complex shall be permitted. The freestanding sign shall not exceed sixty (60) square feet in sign area and ten (10) feet in height.
5. One business wall sign shall be permitted according to the following: The total area of all wall signs on any wall of a building shall not exceed fifteen (15) percent of the wall area of that wall when said wall area does not exceed five hundred (500) square feet. When said surface area exceeds five hundred (500) square feet, provided that the maximum sign area for any wall sign shall be three hundred (300) square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.

G. B-2 and B-3:

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height, shall be permitted. The area identification sign shall be placed on the same premises as the development which it identifies.
3. One (1) freestanding sign per street frontage is permitted. The total area of a freestanding sign for a building having one street frontage shall not exceed eighty (80) square feet. Where a building site has two (2) or more street frontages, only one (1) freestanding sign of the above size shall be permitted. Each permitted freestanding sign in excess of one (1), shall have a sign area not to exceed thirty-six (36) square feet. The maximum height of a freestanding sign shall be twenty-five (25) feet.
4. For legally established institutional uses, one (1) freestanding sign per street frontage identifying said institution or institutional complex shall be permitted. The freestanding sign shall not exceed sixty (60) square feet in sign area and ten (10) feet in height.
5. One business wall sign shall be permitted according to the following: The total area of all wall signs on any wall of a building shall not exceed fifteen (15) percent of the wall area of that wall when said wall area does not exceed five hundred (500) square feet. When said surface area exceeds five hundred (500) square feet, then the total area of such wall sign shall not exceed seventy-five (75) square feet plus five (5) percent of the wall area in excess of five hundred (500) square feet, provided that the maximum sign area for any wall sign shall be three hundred (300) square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.

H. I-1 and I-2:

1. All signs not requiring permits as set forth in this Section.
2. One permanent area identification sign per neighborhood, subdivision, or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height. The area identification shall be placed on the same premises as the development which it identifies.
3. One (1) freestanding sign per street frontage is permitted. The total area of a freestanding sign for a building having one (1) street frontage shall not exceed eighty (80) square feet. Where a building site has two (2) or more street frontages, only one (1) freestanding sign of the above size shall be permitted. Each permitted freestanding sign in excess of one, shall have a sign area not to exceed thirty-six (36) square feet. The maximum height of a freestanding sign shall be twenty-five (25) feet.
4. One business wall sign shall be permitted according to the following: The total area of all signs on any wall of a building shall not exceed fifteen (15) percent of the wall area of that wall when said wall area does not exceed five hundred (500) square feet. When said surface area exceeds five hundred (500) square feet, then the total area of such wall sign

shall not exceed seventy-five (75) square feet plus five (5) percent of the wall area in excess of five hundred (500) square feet, provided that the maximum sign area for any wall sign shall be three hundred (300) square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.

I. I-3:

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent area identification sign per neighborhood, subdivision or development, not to exceed thirty-two (32) square feet in sign area and six (6) feet in height, shall be permitted. The area identification sign shall be placed on the same premises as the development which it identifies.
3. One (1) freestanding sign per street frontage is permitted. The total area of a freestanding sign for a building having one street frontage shall not exceed eighty (80) square feet. Where a building site has two or more street frontages, only one freestanding sign of the above size shall be permitted. Each permitted freestanding sign in excess of one shall have a sign area not to exceed thirty-six (36) square feet. The maximum height of a freestanding sign shall be twenty five (25) feet.
4. One business wall sign shall be permitted according to the following: The total area of all signs on any wall of a building shall not exceed fifteen (15) percent of the wall area of that wall when said wall area does not exceed five hundred (500) square feet. When said surface area exceeds five hundred (500) square feet, then the total area of such wall sign shall not exceed seventy-five (75) square feet plus five (5) percent of the wall area in excess of five hundred (500) square feet, provided that the maximum sign area for any wall sign shall be three hundred (300) square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.

J. Conservancy:

1. All signs not requiring permits as set forth in this Section.
2. One (1) permanent identification sign, not to exceed fifty (50) square feet in sign area and six (6) feet in height shall be permitted per frontage with access to the site. The identification sign shall be placed on the same premises as the use in which it identifies.

10-23-9: ADMINISTRATION:

A. Application Process: An application for a sign permit shall be made upon forms to be provided by the City. Said form is to be completed and returned to the City and shall include the following information:

1. The name and address of the applicant: location of the building, structure or lot on which the sign is to be erected, the position of the sign in relation to nearby buildings or

structures, the name of the person that will be erecting the sign, and the written consent of the owner of the land if different from the applicant.

2. A site plan including a drawing of the plans, specifications, and method of construction or attachment to a structure or the ground.
 3. A copy of the stress sheets and calculations, showing that the sign is designed to withstand the required wind load.
 4. A sketch plan showing the signs size, manner of construction, type of sign, construction materials, other signs on the site, and any other information as requested by the City.
 5. Signs that meet the requirements of this Section may be issued by City Staff. Applications for signs that do not meet the requirements of this Section shall be reviewed by the Planning Commission and the City Council According to the procedures set forth in this Section.
- B. **Sign Permit Fees:** Every applicant shall pay a fee for each sign regulated by this Section, before being granted a permit. Permit fees shall be subject to the following requirements:
1. The Council shall establish the permit fees on the City's fee schedule.
 2. Any substantial alteration or relocation of a sign shall constitute a new sign, requiring an additional permit fee.
 3. A double fee shall be charged if a sign is erected without first obtaining a permit for such sign. The Council may also require a sign to be removed, altered, or relocated, at the owner's expense, if placed prior to securing the required permit. If the owner fails to remove or alter the sign so as to comply with the provisions set forth in the Section, within ten (10) calendar days following receipt of a letter from the City stating the violations, such signs may be removed by the City, the cost incident thereto being levied as a special assessment against the property upon which the sign is located.
- C. **Inspections:** All sign installations for which a permit is required, shall be subject to inspection and acceptance by the City.
- D. **Revocation of Permit:** The City may revoke a sign permit upon failure of the holder thereof to comply with the provisions of this Section. Any party aggrieved by such revocation may appeal the action to the Council, within ten (10) calendar days after the revocation.
- E. **Expiration of Permit:** The permit shall expire if the sign is not erected within 180 days after issuance of said permit. No permit fees collected for the Sign shall be refunded to the applicant.
- F. **Removal of Signs by the City:** The City may cause the removal of any illegal sign or any sign not properly maintained in cases of emergency, or after failure to timely comply with written orders for removal or repair. After removal or demolition of a sign, the following conditions shall be in effect:
1. Written notice shall be mailed to the sign owner and owner of the property where the sign was located stating the nature of the work and the date on which it was performed. The

City shall require payment of the costs associated with the removal, with an additional fifty (50) percent added for inspection, administrative and incidental costs.

2. If the amount specified in the notice is not paid within thirty (30) days after mailing of the notice, it shall become a lien against the property where the sign was located and shall be certified as an assessment against the property together with ten (10) percent interest for collection in the same manner as the real estate taxes.
3. The owner of the property upon which the sign is located shall be presumed to be the owner of all signs thereon unless facts to the contrary are brought to the attention of the City, as in the case of a leased sign.
4. For purposes of removal, a sign shall be deemed to include all sign embellishments and structure designed specifically to support the sign.
5. In the case of an emergency, the City may cause the immediate removal of a dangerous or defective sign without notice. Signs removed in this manner shall present a hazard to the Public Safety as defined by the State Building Code.

10-23-10: SEVERABILITY: If any section, subsection, clause, or phrase of this sign ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Chapter. The City Council hereby declares that it would have adopted the sign ordinance in each section, subsection, sentence, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

Section 3. The City's fee schedule is amended to include the following fee:

Temporary Sign Permit - \$25

Section 4. Effective Date. This Ordinance shall take effect January 1, 2012.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS _____
DAY OF JULY, 2011.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2011 -16

**A RESOLUTION DECLARING PART-TIME INTERIM FIRE CHIEF POSITION
ELIGIBLE FOR COVERAGE IN PUBLIC EMPLOYEE POLICE AND FIRE PLAN**

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for a non-full-time fire fighter provided the fire service position regularly engages the employee in the hazards of fire-fighting as an employee of a designated fire department.

BE IT RESOLVED that the City of St. Francis, of St. Francis hereby declares that the position of Fire Relief, currently held by Dean Kepler is, for primary services provided, that of a firefighter engaged in the hazards of firefighting.

BE IT RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

STATE OF MINNESOTA
COUNTY OF Anoka

I Barb Held, clerk of St. Francis, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 20th day of June, 2011; the original of which is on file in this office. I further certify that ____ members voted in favor of this resolution and that ____ members were present and voting.

IN WITNESS WHEREOF, the City of St. Francis by action of its governing body, caused this Resolution to be approved this 20th day of June 2011.

APPROVED:

ATTEST:

Jerry Tveit, Mayor

Barbara I. Held,
City Clerk/Treasurer

TO: Mayor & City Council

FROM: Matthew L. Hylen,
City Administrator 

RE: Agenda Memorandum – June 20, 2011 Meeting

Agenda Items:

4. Consent Agenda:

- b. Authorization for Out of State Travel- Sgt. Rehling
- c. Twin Cities Multisports Club: Minneman Triathlon July 2, 2011
- d. Acknowledgement of MN Lawful Gambling Exemption Permit for MN Waterfowl Association Cedar Creek Chapter for 9/15/11 at the SF American Legion with no waiting period.

6. Petitions, Requests, Applications:

- b. Economic Development Authority (EDA) Public Hearing: Mayor Tveit will declare the Public Hearing open and City Administrator, Matt Hylen will give a short overview. Following the overview, Mayor Tveit can entertain questions/concerns from the citizens relating to the EDA. Next, after the citizens have spoken, the public hearing would be declared closed. Action on the attached Resolution 2011-15 will occur later on the agenda.

7. Ordinances & Resolutions:

- a. Resolution 2011-15: Establishing an Economic Development Authority for the City of St. Francis. Please review this Resolution carefully. Enabling resolutions describe the powers and authorities the City Council are granting this new Board. A motion would be in order to approve this resolution.
- b. Ordinance 154, Second Series: Attached is Ordinance 154, Second Series (first reading) relating to the proposed St. Francis City Charter amendments. A motion would be in order to approve the first reading of this Ordinance with a roll call vote to follow.
- c. Ordinance 155, Second Series: Attached is Ordinance 155, Second Series (first reading) relating the Charter Commission recommendations to amend the City Code to reflect the changes to the old position of City Clerk/Treasurer which is now City Clerk and Finance Director. The last page of City Attorney Lepak's letter to the Charter Commission outlines the reasoning. A motion would be in order to approve the first reading of this Ordinance with a roll call vote to follow.
- d. Ordinance 156, Second Series: Amending Section 10-23 of the Zoning Ordinance Regarding Signs (First Reading). This is the sign ordinance amendment that staff has previously met with the SF Chamber of Commerce in order to have a business supported policy which still meets the direction of the planning commission and City Council. A motion would be in order to approve the first reading of this Ordinance with a roll call vote to follow.

- e. Resolution 2011-16: Resolution declaring Part-time Interim Fire Chief as eligible for coverage in Public Employee Police and Fire Plan. This is a requirement of the State in order to add a part-time individual onto PERA-police/fire plan. A motion would be in order to approve this resolution.

8. Reports:

- a. **Engineer:**
- b. **City Attorney:**
- c. **Staff:**

Fire Dept:

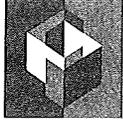
Public Works:

Liquor Store:

Police:

City Administrator: Professional Design Group (PDG) has requested qualifications for Agency Construction Manager for the proposed Public Works & Public Safety Facility as per our City direction. Based on four submitted proposals, along with reference checks and interviews with two firms, PDG and staff are recommending the City of St. Francis retain the services of Amcon Construction Company, LLC, as Construction Manager. Attached are Amcon's Corporate Profile and Construction Management Approach for your review. Moving forward, I would recommend a motion to direct staff to put assemble a contract with Ancon Construction Company as Construction Manager for the proposed Public Works & Public Safety Facility. This contract would be brought back to the Council for formal adoption in the future.

11. Old Business



Professional
Design Group

Architects / Engineers

June 16, 2011

Matt Hylan
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

Re: City of St. Francis Public Works & Public Safety Facilities
St. Francis, Minnesota
PDG Project No. 2007115.03

Dear Matt:

As per your request, PDG has requested qualifications for Agency Construction Manager for the proposed Public Works and Public Safety Facility.

Based on four submitted proposals, along with reference checks and interviews with two firms, PDG is recommending that the City of St. Francis retain the services of Amcon Construction Company, LLC, as Agency Construction Manager.

If you have any question, please contact PDG.

Sincerely,

PROFESSIONAL DESIGN GROUP, INC.

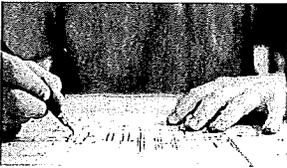
Jim D. Braucher, P.E.



Corporate Profile

Amcon is an agency construction management and full-service general contracting and design-build firm with over forty years of experience building a diverse mix of projects for the public and private sectors.

Amcon CM provides professional Construction Management Services to public sector clients for educational, religious, and municipal buildings. Amcon CM ensures that you have a qualified, objective advocate throughout the planning and construction process. Our accomplished construction managers put their knowledge of the industry at your disposal from start to finish and continue to provide construction expertise even after your project is complete. Amcon's approach to construction management is founded on the principles of pure Agency CM and owner representation.



We tailor our services to the needs of each client and project and ensure a cost effective, time efficient, and seamless process. Amcon draws on the resources of highly skilled in-house professionals to provide pre-construction, design, construction, and construction management services.

About the Organization

In 1972, three Marquette University graduates and friends who worked together at a national design-build and general contracting firm founded Amcon Corporation. The partners focused on true design-build project delivery in the industrial, retail and office markets. In 1994, Amcon CM was formed as an affiliated company with specific focus on agency construction management services for public sector clients. After twenty-five years, the retiring partners sold the company to four dynamic Amcon employees who represented four distinct areas of expertise—finance, development, design, and construction management. Although, the name was changed to Amcon Construction Company, LLC in 1997, the focus remained in design-build and construction management.

We are dedicated to serving you.





Construction Management Approach

Construction Management

1. Value Engineering
2. Cost Control During Design
3. Project Scheduling
4. Bid Phase Administration
5. Number of Bid Divisions Proposed for Construction Phase
6. Relation to Architect in Preparing Project Manual
7. On-Site Project Coordination
8. Safety Program
9. Change Order Procedures
10. Management and Coordination of Final Start-Up, Testing and Occupancy

Our approach to construction is simple and straightforward. We believe in representing the owner's interests first and foremost in all aspects of the project through planning, budgeting, design, procurement, and construction. We work to maximize the value of your budgeted dollars for your project.

We treat all of our suppliers and subcontractors fairly, but we negotiate firmly on behalf of the client. Our reputation in the marketplace for treating these important members of the building team results in favorable bid pricing for you, the owner.

As your construction manager, we believe that achieving maximum value for you in your building project can only be achieved if we are personally involved in the planning and design phases of your project. Our input in early project design decisions greatly affects cost, "buildability", schedule, and long term performance and maintenance. We take an active role in all phases of your project.

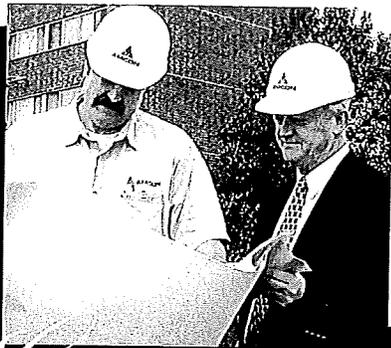
1. Value Engineering Services will begin as soon as Schematic Design is complete and continues through each phase of Design Development and Construction Documents. We work with your architect to analyze and identify alternative building systems for structure, building envelope, mechanical / electrical systems and finishes. We will provide recommendations for your consideration that will account for first cost, maintenance cost, operating cost, energy use and life cycle.

Todd Christopherson, senior principal, assigned to Value Engineering is a registered professional engineer.

2. Cost Control During Design A detailed cost estimate will be performed as soon as Schematic Design is complete. This is updated through each phase of Design Development and Construction Documents. We will indicate these budgeting milestones on the overall master schedule and provide to the Owner along with the design for Owner approval before the next phase of design is undertaken.

Project costs are controlled by working with your architect to analyze and identify alternative building systems, construction materials, and related site considerations. We will provide recommendations for your consideration

Cost control during design involves maintaining a hands-on approach in working with the design architect during all design phases. A key to cost control will be ensuring that the specifications encourage competition for all components of the project. We will work with your architect to make sure that multiple source materials or systems are specified.

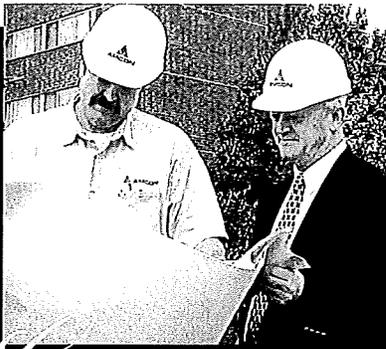


Construction Management Approach

Construction Management—Continued

1. Value Engineering
 2. Cost Control During Design
 3. Project Scheduling
 4. Bid Phase Administration
 5. Number of Bid Divisions Proposed for Construction Phase
 6. Relation to Architect in Preparing Project Manual
 7. On-Site Project Coordination
 8. Safety Program
 9. Change Order Procedures
 10. Management and Coordination of Final Start-Up, Testing and Occupancy
3. **Project Scheduling** During the planning and pre-construction phase, Amcon prepares a master schedule in MS Project format for both design and construction activities. This schedule is updated on a regular basis and is reviewed during project coordination meetings.

The overall milestone goals for the project are incorporated into the bidding documents and construction contracts. Contractors have the opportunity, at the time of bidding, to submit items of consideration with regard to the scheduling of their work. Amcon analyzes these comments and updates the overall master plan schedule for use by all contractors. This Gantt chart is posted with project goals for all phases of the project. If any changes to the work are encountered, the contractors are requested to also provide the schedule update to their work, if any, as a part of the cost estimate. This will flag any potential schedule issues so that no scheduling surprises occur.
 4. **Bid Phase Administration** We maximize competitive bidding by implementing all forms of communications through telephone, fax, and email requests to all prospective bidders. We also utilize our web site's Bid Center page.
 5. **Number of Bid Divisions Proposed for Construction Phase** Typically, we divide the work into various "scopes" which will be issued with the bidding documents. For a large project, there may be as many as 60 separate bid scopes taken on bid day. A smaller project may only have 30. By breaking down the work into various pieces, the Owner benefits due to greater competitive bidding by smaller specialized contractors. It also allows local contractors in the area to bid on the project. Certain scopes of work are divided into a labor scope and a separate material scope.
 6. **Relation to Architect in Preparing Project Manual** As construction managers, Amcon will provide all front-end documentation for the project manual/specifications. These will be developed specifically for your project and will be dovetailed with the other sections of the specifications provided by your architect. We will work closely with your architect to ensure no overlap or gaps exist in our joint effort.
 7. **On-Site Project Coordination** An experienced field supervisor will be onsite, full-time, while construction is underway.



Construction Management Approach

Construction Management—Continued

1. Value Engineering
2. Cost Control During Design
3. Project Scheduling
4. Bid Phase Administration
5. Number of Bid Divisions Proposed for Construction Phase
6. Relation to Architect in Preparing Project Manual
7. On-Site Project Coordination
8. Safety Program
9. Change Order Procedures
10. Management and Coordination of Final Start-Up, Testing and Occupancy

8. **Safety Program** Amcon verifies that all contractors have safety programs in place and in force. We take a proactive approach on all safety issues related to labor, property, staff, and the general public. Safety is reviewed with contractors at every weekly on-site meeting.

Amcon works with the Owner to develop a security plan to protect the construction site from theft and vandalism as well as provide for public safety. A plan will be recommended to address these concerns in a cost-effective manner.

9. **Change Order Procedures** During construction, changes to the work are formally documented and tracked. If the work scope changes, due to an Owner request, for example, Amcon will obtain a detailed cost breakdown from all affected contractors. Once reviewed, analyzed and recommended, the costs are outlined in a letter to the Owner and Architect for their review. The Owner is continually updated on the overall project budget including both committed and uncommitted costs. Amcon provides a monthly Project Summary Report that requires formal Owner approval for any changes to the work.
10. **Management and Coordination of Final Start-Up, Testing and Occupancy** Amcon's on-site superintendent and project manager coordinate and oversee all project completion activities. We believe that the punch list does not come at the end of the project. We develop our own punch list for areas of the building throughout the construction process. This reduces the 'official' punch list, which will be authored by your architect. Our Punch List database manages each item by location and description. We keep a record of when and by whom the work is completed. We personally verify that the work is completed correctly. We work with the mechanical and electrical contractor to develop building start-up and testing activities and help coordinate Owner training on the various building components such as heating, cooling, sound systems, security monitoring, etc.

Amcon's on-site superintendent coordinates all building and code officials, scheduling not only the final Certificate of Occupancy but also all inspections throughout the building process. We also coordinate independent testing agencies' inspections that provide documentation during building construction.



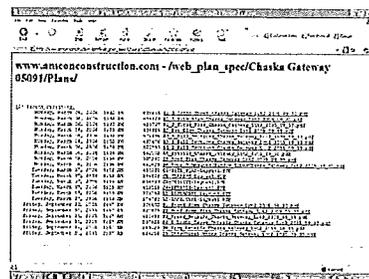
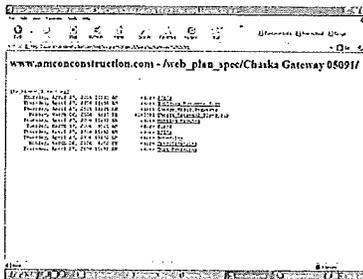
Construction Management Approach

Implementation of project management information system for controlling project cost, schedule and scope.

Collaboration web-site for the project team

Amcon utilizes a custom-designed Filemaker database which allows the home office and field teams to input and track project costs, schedules and scope as well as all project team information including subcontractors. Project data recorded includes, but is not limited to, submittals, correspondence, schedule, daily job reports, RFIs, ASIs, and PRs. Real-time access is available to Amcon office and field teams. We have the ability to post necessary documentation on our web site's project pages in Adobe Acrobat .pdf format. Information is password protected. The Owner, Architect, and other appropriate team members will be given a project-specific user name and password to access the projects web page.

As described above, Amcon utilizes our web site to post project documentation important to the owner, architect, Amcon, and field. It is an efficient and cost effective way to distribute project documents, plans and specifications. Information is posted immediately and is accessible 24 hours a day.





Scope of services by phase:

Planning and Design Phase
Bid and Award Phase
Construction Phase
Post-Construction Phase

Through all project phases, the Amcon construction manager leads and documents project team meetings.

Planning & Schematic Design Phase

- ◆ Define project scope
- ◆ Provide preliminary schedules
- ◆ Submit estimate analysis (Program vs. Budget vs. Estimate)
- ◆ Provide value engineering related to site layout, building materials, and mechanical/electrical systems
- ◆ Attend public meetings and be prepared and available to present, if necessary Lead team in defining project goals for schedule, budget and quality
- ◆ Design the project management plan and strategy based on the goals established
- ◆ Communicate with the Owner's Project Coordinator and with the Project Team concerning the status of the project
- ◆ Apply value engineering including direction in "constructability" and "contractibility" decisions
- ◆ Schedule project delivery from design through construction
- ◆ Prepare project cost estimates
- ◆ Formulate contract conditions to facilitate the use of the CM project delivery system
- ◆ Determine divisions of work to facilitate the multiple bidding process. Prepare the "front end" sections of the bid documents to define contractor scopes of work and responsibilities
- ◆ Identify Owner-direct purchase items
- ◆ Monitor and report on project budget and schedule

Bid & Award Phase

- ◆ Review designs during their development to ensure that facilities conform to Owner's needs in terms of functionality, material quality and budgetary limitations
- ◆ Communicate and assist the Project Architect with bidding contractors to clarify conditions and resolve discrepancies in bid documents
- ◆ Assist Owner during the bidding process to ensure that the receipt of proposals is properly conducted
- ◆ Survey and analyze the labor pool and local contracting practices
- ◆ Develop bidding competition to generate the most favorable pricing
- ◆ Communicate with bidding contractors to clarify conditions and resolve discrepancies in bidding documents



Scope of Services

Scope of services by phase:

Planning and Design Phase
Bid and Award Phase
Construction Phase
Post-Construction Phase

- ◆ Maximize sales tax savings for the Owner through bidding of labor and materials separately where possible within the Minnesota Revenue Department rules
- ◆ Review proposals to determine if those being considered are complete and in the Owner's best interest
- ◆ Negotiate with the contractors on behalf of the Owner and in the best interest of the Owner
- ◆ Coordinate the signing of contracts and the accumulation of required documentation
- ◆ Organize and chair pre-construction meetings with the contractors throughout the construction process to ensure compliance with Owner's quality expectations

Construction Phase

- ◆ Develop and implement construction schedule
- ◆ Coordinate with the contractors at the site
- ◆ Organize and chair project and progress meetings with the contractors
- ◆ Oversee, as necessary, contractor systems for expediting material and equipment
- ◆ Establish and administer project management information & reporting system (MIS)
- ◆ Work with appropriate City Finance staff to ensure appropriate contractor progress payments for completed project work
- ◆ Coordinate and control construction support requirements of the project
- ◆ Assist the Owner and contractors with respect to any labor relations issues
- ◆ Prepare and implement the project's quality management program
- ◆ Monitor workmanship and quality in the field
- ◆ Administer contract changes and change order procedure
- ◆ Maintain and administer a tracking system for the Owner's cost accounting program
- ◆ Assist in the resolution of disputes arising from the performance of the contractors
- ◆ Monitor work site for safe working conditions