

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

NOVEMBER 7, 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. Approve City Council Minutes - October 17, 2011
 - b. Approve the Special City Council Minutes – October 27, 2011
 - c. Receive and File the URRWMO Minutes – September 13 and October 27, 2011
 - d. Receive and File the EDA Minutes – November 1, 2011
 - e. Final Pay Estimate for the 2011 Seal Coating to Pearson Bros., Inc. of Hanover, MN
 - f. Final Pay Estimate and Final Compensating Change Order for the 230th Lane NW and Ivywood St. NW Improvement to Kuechle Underground of Kimball, MN
 - g. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. Dalzen: Dangerous Dog Declaration: Public Hearing
 - b. Delinquent Utilities and Miscellaneous Invoices: Public Hearing (Res. 2011-33)
 - c. Amcon – Public Works/Police Facility: Awarding the remaining Contracts for Construction
 - d. Hirsch: Minor Subdivision/Variance (Res. 2011-34)
 - e. Public Works/Public Safety Facility: Conditional Use Permit for Outdoor Storage in I-1 District (Res. 2011-35)
7. Ordinances & Resolutions:
 - a. Resolution 2011-36: Establishing a Joint Fire Services Study Group
 - b. Ordinance 160, Second Series: Amending the City's Animal and Zoning Ordinances Regarding Dog Kennels and Maximum numbers of Dogs Allowed (First Reading)
 - c. Ordinance 161, Second Series: Adding Section 10-17-4-C Regarding Roofing Materials (First Reading)
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney:
 - c. Staff:
Fire Dept.:
Public Works: Hockey/Free Skating Rink Report
Liquor Store:
Police:
City Administrator:
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
 - a. Park Commission Agenda Item: Authorization for Release of Park Dedication Funds for Equipment
 - b. Efficiency Report Card-Public Works
13. Adjournment

Calendar of Events

Nov 7: EDA Meeting @ ISD #15 Central Services Center 5:00 pm
Nov 11: Veterans Day
Nov 16: Planning Commission Meeting @ ISD# 15 Central Services Center (District Offices) 7:00 pm
Nov 21: City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm
Nov 24&25: Closed for the Thanksgiving Day Holiday

TO: Mayor & City Council

FROM: Matthew L. Hylen, 
City Administrator

RE: Agenda Memorandum – November 7, 2011 Meeting

Agenda Items:

4. Consent Agenda:

6. Petitions, Requests, Applications:

- a. *Dalzen – Dangerous Dog Declaration Hearing: **Public Hearing:*** Per our City Code, residents are allowed to request a public hearing on the determination of a dangerous dog. Attached are document for review as background for this case.
- b. *Delinquent Utilities & Misc. Invoices: Public Hearing:* Per our City Code, any person or business has an opportunity to come before the City Council and discuss the pending special assessment on their property during a Public Hearing. Once the Public Hearing is closed, Council will consider Resolution 2011-33 Authorizing and Directing Certification of Municipal Utility Services and Maintenance of Private Property as a Lien Upon Premises.
- c. *Public Works/Police Facility- Amcon:* Attached are supporting documents for the recommendation to award contracts for construction. Please note the Council will be accepting and awarding several contracts and rejecting others. Please refer to our Construction Manger's memorandum attached for specifics.
- d. *Hirsch Minor Subdivision/Variance:* Attached are materials from City Planner Nate Sparks outlining the Hirsch Minor Subdivision and Variance. The Planning Commission conducted a public hearing and recommends Council approval. Resolution 2011-34 is attached for consideration to make these recommended changes.
- e. *Public Works/Police Facility CUP:* Attached are materials from City Planner Nate Sparks outlining the Conditional Use Permit and outdoor storage. The Planning Commission conducted a public hearing on this issue and recommends approval. Resolution 2011-35 is attached which approves this Conditional Use Permit.

7. Ordinances & Resolutions:

- a. *Resolution 2011-36 – Establishment of a Joint Fire Services Study Group:* Attached is Resolution 2011-36 which establishes a Joint Fire Services Study Group with the cities of St. Francis, Nowthen, Oak Grove, and Ramsey. This is what Mayor Tveit spoke about at the October City Council Meeting. Please identify who shall represent the City as the elected official prior to approval.

- b. *Ordinance 160, Second Series, Dog Kennels:* Attached is material from City Planner Nate Sparks relating to the Dog Kennel ordinance amendment. The Planning Commission conducted a public hearing and recommends approval of the first reading of this Ordinance 160, SS. A roll call vote is required since this is an ordinance.
- c. *Ordinance 161, Second Series, Roofing Materials:* Attached is material from City Planner Nate Sparks relating to the Roofing Materials ordinance amendment. The Planning Commission conducted a public hearing and recommends approval of the first reading of this Ordinance 161, SS. A roll call vote is required since this is an ordinance.

8. Reports:

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

Fire Dept:

Public Works: *Hockey/Free Skating Rinks Report:* Attached is an Agenda Report from Public Works Director Paul Teicher relating to a pilot project for rink management.

Liquor Store:

Police:

City Administrator:

11. Old Business

12. New Business:

- a. *Park Commission Item-Park Dedication Funds:* Attached is an Agenda Report from Assistant Public Works Director Eric Peterson relating to potential purchases utilizing Park Dedication Funds. Since we do not have enough citizen volunteers yet, the City Council needs to decide on the expenditures of the Park Dedication Fund.

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

CITY COUNCIL MINUTES

OCTOBER 17, 2011

1. **Call to Order/Pledge of Allegiance:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members, Jeff Sandoval, Tim Brown, and Chris McClish. Steve Kane excused. Also present were City Attorney Scott Lepak (Barna, Guzy and 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 SANDOVAL SECOND McCLISH TO ADOPT THE OCTOBER 17, 2011 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY SANDOVAL BROWN SECOND McCLISH TO APPROVE THE OCTOBER 17, 2011, CITY COUNCIL CONSENT AGENDA-G AS FOLLOWS:
 - a. Approve the City Council Minutes of October 3, 2011.
 - b. Receive and File the Fire Department General Meeting Minutes of October 2, 2011
 - c. Receive and File the City Council/Staff Budget Work Session Notes of Sept. 26, 2011
 - d. Receive and File the Town Hall Meeting Notes of October 11, 2011
 - e. Extend the Interim Fire Chief Contract with the City of Ramsey.
 - f. Approve the Part Time Building Official Job Description.
 - g. Approve the Payment of Claims for \$460,380.66.Motion carried 4-0.
5. **Meeting Open to the Public:** Vince Spensley, 4554 234th Avenue NW stated the path along Pederson Drive looks nice but who is going to clear it? Tveit said the City is going to plow it. Spensley questioned the location of the stop signs along the path. In regards to the building inspector, the paper says you currently only pay \$2,100. How many hours and do you have any idea how much this is going to cost? Was it in the best interest to terminate Metro West Inspection Services without a certified building inspector on board? Is that adding government cost to the taxpayers?
6. **Petitions, Requests, Applications:**
 - a. **Vacation of Cree Street Easement: Public Hearing:** The City Council approved an easement vacation at the October 3, 2011 meeting. The easement is for drainage, utility, and roadway purposes and is currently unused. It is being replaced by a platted right-of-way for a southerly extension of Cree Street on the South Highway 47 Industrial Park 2nd Addition. The easement vacation has not been recorded. At the October 3, 2011 public hearing, concern was expressed that the easement vacation did not follow the procedure for the vacation of streets

identified in the City Charter. In order to address these concerns, the public hearing was re-posted and published again for two consecutive weeks. A resolution re-approving the vacation and formally authorizing the City Clerk to record the vacation is provided for your consideration. The right-of-way terminates at the location where a frontage road may be extended to the west if the neighboring property were to re-develop. On the preliminary plat, there is a temporary cul-de-sac easement to meet the City's subdivision standards. It also lines up with Cree Street to the North. Mayor Tveit opened the public hearing at 6:07 pm

Ray Jones, 23725 Nacre Street NW stated he still did not see that it was advertised for two consecutive weeks. Staff stated yes it was and did have the affidavit of publications at the meeting. Jones had questions on the different resolutions that pertained to the vacation of easement. Mayor Tveit clarified the change of date at the October 3, 2011 City Council meeting. Mayor Tveit closed the public hearing at 6:12 pm.

MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2011-31 A RESOLUTION AUTHORIZING THE RECORDING OF AN EASEMENT VACATION WITHIN TRACT A OF REGISTERED LAND SURVEY NO. 230. Motion carried 4-0.

7. **Ordinances & Resolution:**

a. **Resolution 2011-32: Authorizing the City of St. Francis to Participate in the Multi-Jurisdictional Anoka County Hazard Mitigation Plan:** MOTION BY SANDOVAL SECOND McCLISH TO ADOPT RESOLUTION 2011-32 A RESOLUTION GRANTING AUTHORIZATION TO PARTICIPATE IN THE MULTI-JURISDICTIONAL ANOKA COUNTY HAZARD MITIGATION PLAN. Motion carried 4-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff: Fire Department:**

Public Works:

Liquor Store:

Police Dept:

City Administrator Report – Budget Discussion: Hysten reported he has been in discussion with Public Works Director on the current rink conditions, which are not good. Teicher is working on getting cost estimates for repair to the rinks so they would be ready for flooding this year. More information will be forwarded on the rinks.

Estimate Maintenance/Energy cost for the Public Works/Police Facility: An information sheet along with a website address was provided on the target energy performance of the future public works/police facility.

Miscellaneous Items: After the packet was posted on the city's website Thursday, we were contacted by the city of Nowthen for a proposal on police protection. They are asking for proposals from us and the city of Ramsey. The problem is that they want this information by November 3rd for a public meeting. In the proposal, they are only looking for eight hours a day.

We do not want to rush into any type of proposal. Tveit said I believe we may be interested in responding but I think we need to do our homework and make sure our proposal is fair. Brown agreed to proceed slowly and if we do go this route, it needs to be long term. Sandoval stated he is not against it but a little leery. Question is, are they committed to a long-term commitment? Hylen stated on the information I heard tonight the mayor or I will contact Nowthen on how serious are they and their commitment.

Hylen also reported that the new city administrator from the City of Elk River contacted him regarding the building inspector position. Their building department has a fully automated system. In staying with joint- cooperation efforts, we will look into all options. We are not going to subsidize the taxpayers for the position and will be financially prudent.

City Clerk Barb Held gave a brief power point presentation on the new City website.

9. **Reports from Council Members:** Brown reported nice job on the website.

McClish thanked staff for their time on the new website. One of my goals was to get our website updated. Attended the Town Hall meeting. Thanks to Fire department for organizing the French Toast Breakfast, very well attended.

10. **Report from Mayor:** To tag onto McClish's comments, I was also at the Town Hall meeting along with council member Brown. The Town Hall meeting was not as well attended, as I would have liked. The people that were there were not necessarily against the need of a new building but more about the timing and financing. I believe it will be a smart and wise choice.

I did attend a meeting in October with the city of Ramsey regarding a joint cooperation with other fire departments. They were going to send a resolution of interest but did not receive one in time for the packet. Tveit asked the council is this something we should look into? McClish and Brown were in agreement to look into it more. This could be a potential savings benefits. Sandoval agreed with sharing services. Tveit said he wanted to make sure he had the support of the council. I will continue to give you updates.

Tveit said he would like to answer some of the questions, from the gentleman earlier tonight. Tveit said the cost for inspection services is not \$2,100 as was stated in the paper but should have read \$21,000. Spensley said someone better contact the paper and tell them it is wrong. We are looking at a couple hours a day. Tveit said being we are looking at the idea of our own inspector, we needed to give Metro West Inspection Services a 90 day written notice. If it does not pencil out there is always the option to go back to Metro West or contract with someone else. We are looking to improve the technology portion of the building inspection services.

11. **Old Business:** None.

12. **New Business:**

a. **Efficiency Report Card-Police Department:** Chief Harapat reported he is working power shifts on Friday and Saturday's during the time Sgt. Rehling is away at training. This is

one way of keeping the overtime down. We are also conducting some of our own in house training, which too will help reduce cost.

Tveit stated one more thing; we are working on the signage along the Pederson Drive pathway and looking into being able to have them moved. Currently the signage is required to be on the right hand side and we realize they are close to the street.

13. **Adjournment:** The City Council recessed the meeting at 6:49 pm.

Barbara I. Held, City Clerk

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

SPECIAL CITY COUNCIL MINUTES

OCTOBER 27, 2011

Call to Order: Mayor Jerry Tveit called the Special City Council meeting to order at 5:00 pm.

Roll Call: Present were Mayor Tveit, Council members Tim Brown and Steve Kane. Excused were Jeff Sandoval and Chris McClish. Also present were Todd Christopherson of Amcon Construction, Public Works Director Paul Teicher, City Administrator Matt Hysten and City Clerk Barb Held. Arriving later was City Attorney Scott Lepak.

Public Works/Police Facility – Accept and Award Contracts for Construction: Mr. Christopherson provided a report to the City Council outlining the Bid Opening and providing a Draft Summary of the Bid Tabulations. The bid opening was on Thursday, October 20 in the Community Room which was organized by Amcon. Also in attendance were Professional Design Group, Jared Voge of Bolton and Menk, Public Works Director Paul Teicher and City Clerk Barb Held. A total of 157 bids were opened and read out loud for the 31 separate bid contracts. The net result of this highly competitive bidding was a “savings” of \$18,712 from estimated costs to actual bid result costs. After the bids were received, Amcon has thoroughly reviewed all of the bids and has conducted post bid “interviews” with the contractors listed on the bid tabulation sheet. They determined that all of the bidders listed above have complete and responsive bids. Christopherson stated they only brought forward tonight five contracts and the Alternates. Due to the time of year it is advantageous for us to move forward quickly because of weather dependency. We would like to begin construction on or about Tuesday, November 8, 2011. We will continue to interview the remaining contracts and hope to have the majority of those ready for Council action the next regular Council Meeting on November 7. The bids we are recommending that the City Council take action on this evening are:

C-01 Grading and Excavation	North Metro Asphalt and Contracting
C-02 Site Utilities	New Look Construction
C-05 Concrete & Masonry	Classic Construction
C-06 Precast Concrete	Fabcon
C-07 Steel	Central Minnesota Fabricating
Accept Alternate A-2	
Reject alternates A-1, A-3, A-4, A-5, A-6 and A-7	

The amounts for the bids are shown on the attached bid tabulation form. This would allow the contractors to start their shop drawings.

Christopherson said the timing in the market is good, three to four years ago you probably would have seen 10-15% higher bids. In addition to the bids savings of \$18,712 noted earlier, we have updated the budget to reflect a reduced contingency- going from 5% pre-bid contingency to a 3.5% construction contingency. He also stated that their experience is that most projects will

utilize between 1 and 3% of construction cost for unforeseen conditions and coordination issues not known at this time. Christopherson stated he is confident that a 3.5% contingency will provide solid assurance to the City that the project will be completed within budget. All unspent contingency dollars will belong to the City at project completion. Christopherson asked the Council if they had any questions. A question was raised about the EDA approval. These contracts could be awarded at this time but will be subject to the review and approval of the Economic Development Authority. Also you may want a not to exceed amount for the shop drawing the contractors need to have done. So if the EDA does not go through with the financing this would be the amount of money they City would be out.

Christopherson then went on to explain the various alternates. Alternate A-2 includes a 40 foot by 140 foot area to the south of the Public Works vehicle warm storage area. The bid cost on this alternate equates to \$43.57 per square foot for a cost of \$243,981. This is an outstanding value and our estimation is that doing this same expansion at a later time as a stand-alone project would cost the City in excess of \$600,000 in today's dollars. In regards to A-5, if accepted would result in a savings of \$131,300. Operationally, however, this alternate will result in higher annual utility cost but the project engineer is estimating a "payback" for installing the more expensive system of approximately 9 years. Christopherson stated they are recommending to add Alternate A-2, with A-5 keeping the original base bid design in place in the interest of long term energy savings and rejecting Alternates A-1, A-3, A-4, A-5, A-6 and A-7. Discussion was held on the Alternates and whether to add A-2 and keep A-5 as a deduct. In regards to adding A-2, how would that be funded? There were a number of options discussed such as using a portion of the contingency fund balance, ask the EDA to up the bond amount, using money from the liquor store fund, using some of the City's fund balance or a combination of all. Tveit asked about the additional maintenance cost. Brown stated by not building the Alternate 2 now would be foolish. It is a lot cheaper now and don't want to be the council that didn't plan ahead. Do I t right the first time. Tveit said we do have to consider if we build it in five years it could be at \$600,000. Brown stated in regards to maintenance cost it would be less than a stand-alone building. MOTION BY BROWN SECOND KANE TO ACCEPT BIDS AND AWARD CONTRACTS FOR THE FOLLOW CONTRACTS C-01, C-02, C-05, C-06, AND C-07 AS PER THE ATTACHED BID TABULATION FORM, NOTING ALL CONTRACTS AWARDED BY THE CITY COUNCIL AT THIS TIME WILL BE SUBJECT TO THE REVIEW AND APPROVAL OF THE ECONOMIC DEVELOPMENT AUTHORITY. Motion carried 3-0.

MOTION BY KANE SECOND BROWN TO AUTHORIZE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED \$35,000 FOR SHOP DRAWINGS AS NECESSARY TO BE PREPARED BY THE CONTRACTORS AS APPROVED IN THE PREVIOUS MOTION. Motion carried 3-0.

MOTION BY KANE SECOND BROWN TO ACCEPT ALTERNATE 2 AND REJECT ALTERNATES A-1, A-3, A-4, A-5, A-6, AND A-7. Motion carried 3-0.

Mayor Tveit adjourned the Special City Council meeting at 5:55 pm.

Barbara I. Held, City Clerk

Upper Rum River Watershed Management Organization
Meeting Minutes for September 13, 2011

Chair Todd Miller called the meeting to order at 7:08 pm with the following members present Mary Ann Empson, Lan Tornes, Jared Trost, Richard Walstrom and John Wangenstein. Absent were Ed Faherty, Orval Leistico, Jeff Sandoval and Steve Voss.

APPROVAL OF AGENDA

Mary Ann Empson moved and Richard Walstrom seconded to approve the agenda as presented. All in favor, motion carried.

APPROVAL OF MINUTES

Lan Tornes moved and Mary Ann Empson seconded to approve the July 5, 2011 meeting minutes as presented. All in favor, motion carried.

NEW BUSINESS

A. ACD Invoice #2011024 – **Mary Ann Empson moved and Lan Tornes seconded to approve payment of Anoka Conservation District Invoice #2011024 for \$3,635.68 (payment 3 of 3). All in favor, motion carried.**

OLD BUSINESS

A. Checking Account – Chair Miller reported that the cost for a business checking account at People's Bank would be \$.50/month and that three signatures would be required - the treasurer and two other signatures. Discussed whether it has to be a treasurer to sign or if the chair, vice-chair and a city staff person could sign the checks. As discussed at the last meeting, Richard Walstrom supported revising the JPA to include electing a treasurer at the annual meeting; then it would be taken care of for future board members. It was the general consensus that a city should hold the checking account in lieu of a board member having possession. Oak Grove staff has stated they are not interested in keeping/handling a checking account for the WMO. **Board members were directed to contact their respective cities to see if there is an interest in administering a checking account for the WMO and to report back to all board members via email.** Discussed the possible need to further revise the JPA to reflect the correct Organization Office if a new city is appointed to administer a checking account.

One of the main reasons for opening a checking account is to accumulate funds from the budget line item Matching Participation on Future Grant Opportunities. Mary Ann Empson, who is also a member of the SRWMO, noted that ACD holds Water Quality Improvement Grant Funds money in an account for the SRWMO. If that is correct, would ACD do the same for the URRWMO? Chair Miller will talk with Jamie Schurbon at ACD to clarify and report back to the Board.

Gail Gessner was directed to meet with Sherry Fiskewald, Oak Grove City Clerk to find out what, if any, funds are available to use to open an account and to report back to the Board.

Reiterated the timeline for city billings. In November/December of this year, each city will be billed for its portion of all invoices paid from January 2011 to present, plus \$166.66 for its portion of the 2011 budgeted Matching Participation on Future Grant Opportunities line item. IN ADDITION, cities will also be expected to pay ½ of their 2012 budget amount which is due January 1, 2012.

Briefly discussed an annual audit versus financial reporting. SRWMO is currently making this decision and going through the process of finding an auditor, so that information could be shared between the WMOs.

It was noted that a special meeting could be called, if needed, in order to have a checking account in place by January 2012.

Chair Miller will apply for a Federal Tax ID after the Board approves opening a checking account.

MAIL - No mail.

OTHER

A. Chair Miller reported that he provided board member start dates as requested by the State of MN for the Campaign Finance and Public Disclosure Board.

B. Discussed rescheduling the November meeting, due to elections being held on the same day. **Richard Walstrom moved and Lan Tornes seconded to approve rescheduling the November meeting to Thursday, October 27, 2011 at 7:00 pm at Oak Grove City Hall. All in favor, motion carried.**

ADJOURN

Richard Walstrom moved and Lan Tornes seconded to adjourn. All in favor, meeting adjourned at 8:03 pm.

Gail E. Gessner, Recording Secretary
Submitted via email on 9/14/11

Upper Rum River Watershed Management Organization
Meeting Minutes for October 27, 2011

Chair Todd Miller called the meeting to order at 7:05 pm with the following members present Mary Ann Empson, Ed Faherty, Orval Leistico, Lan Tornes, Richard Walstrom and John Wangenstein. Absent were Jeff Sandoval, Jared Trost and Steve Voss.

APPROVAL OF AGENDA

Lan Tornes moved and Mary Ann Empson seconded to approve the agenda as presented. All in favor, motion carried.

APPROVAL OF MINUTES

Lan Tornes moved and Mary Ann Empson seconded to approve the September 13, 2011 meeting minutes as presented. All in favor, motion carried.

NEW BUSINESS

A. LMCIT Insurance Invoice – **Ed Faherty moved and Richard Walstrom seconded to approve the LMCIT Insurance invoice for \$2,277.00. All in favor, motion carried.**

B. URRWMO account balance with Oak Grove – Gail Gessner reviewed the accounting balance sheet provided by Oak Grove. After all 2011 invoices are paid and 2011 payments are received from member cities, the URRWMO should get a reimbursement check from the City of Oak Grove for approx. \$2,458.00.

C. End of year billing to cities update – Chair Miller will send a revised letter to Sherry Fiskewald, Oak Grove City Clerk, asking her to expedite the invoices to member cities in accordance with the 2011 budget.

D. Designation of personnel for budget invoicing – Discussed who will do the invoicing to member cities for the first installment of the 2012 budget, which is due on or before January 1. **Richard Walstrom moved and Lan Tornes seconded to authorize and direct Gail Gessner to invoice member cities for the first installment of the 2012 budget by November 16, 2011, and that her invoicing for services stay within the 2012 budgeted amount for Recording Secretary. All in favor, motion carried.**

With the recording secretary taking on additional duties, Chair Miller expressed the need to back up URRWMO information and files; it was suggested a “jump drive” be purchased to back up information and to allow files to be shared with board members. Discussed personal computer protection and the idea of having a computer to use solely for WMO business.

OLD BUSINESS

A. Checking Account – Discussed the logistics of where the checkbook will be kept and who will bring it to URRWMO meetings. City of Oak Grove will keep the checkbook in its vault for security purposes. The person who picks up the key for the meeting will also need to pick

up the checkbook at the same time. **Mary Ann Empson moved and Lan Tornes seconded to direct Chair Miller to establish a checking account at People's Bank of Commerce. All in favor, motion carried.** It was discussed and decided that the URRWMO would be the entity to manage the checking account. **John Wangensteen moved and Ed Faherty seconded to designate the Upper Rum River Watershed Management Organization as the entity to manage the People's Bank of Commerce checking account. All in favor, motion carried.** Discussed funds to be used to open a checking account. **Mary Ann Empson moved and Ed Faherty seconded to requisition a \$300 check from the City of Oak Grove to open a checking account at People's Bank of Commerce. All in favor, motion carried.** Discussed and decided three (3) board members will be authorized to sign checks - the Chair, Vice-chair and another board member as designed, with only two (2) signatures required on a check. **John Wangensteen moved and Orval Leistico seconded to designate Chair, Todd Miller, Vice-chair, Mary Ann Empson and board member Richard Walstrom as signees on the checking account. All in favor, motion carried.**

Chair Miller will apply for a Federal Tax ID to open the checking account.

MAIL – MAWD 40th Annual Mtg. and Trade Show Dec. 1-3, 2011.

OTHER

A. Lake George shoreline restoration project - Lan Tornes has questions regarding chemicals to be used for this project; he will contact Jamie Schurbon at Anoka Conservation District.

ADJOURN

Lan Tornes moved and Richard Walstrom seconded to adjourn. All in favor, meeting adjourned at 8:45 pm.

Gail E. Gessner, Recording Secretary
Submitted via email on 10/28/11

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

ECONOMIC DEVELOPMENT AUTHORITY MINUTES

NOVEMBER 1, 2011

1. **Call to Order:** Member Chris McClish called the EDA meeting to order at 5:00 pm.
2. **Roll Call:** Present were Troy Shook, Jeff Sandoval, Brenda Pavelich-Beck, Chris McClish and Richard Orpen. Also present were City Attorney Scott Lepak, George Eilertson of Northland Securities, Julie Eddington of Kennedy and Graven Chartered, Finance Director Darcy Mulvihill, City Administrator Matt Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** Motion by McClish second Pavelich-Beck to adopt the proposed agenda. Motion carried 5-0.
4. **Consideration and Adoption of Bylaws:** City Attorney Scott Lepak reviewed all seven articles of the Bylaws of the St. Francis Economic Development Authority with the members.
 - 1) The first amendment in the Bylaws was in Section 3.5 Secretary and Section 3.6 Assistant Secretary. They were amended to read as;
Section 3.5. Secretary. The secretary shall keep the minutes of all meetings of the Board and shall maintain all records of the Authority~~be responsible for the acts of the assistant secretary~~ and shall have such other duties and responsibilities as the Board may from time to time prescribe by resolution.
Section 3.6. Assistant Secretary: Intentionally Left Open. ~~There shall be an assistant secretary who shall keep the minutes of all meetings of the Board and shall maintain all records of the Authority.~~ Intent
 - 2) The second amendment in the Bylaws was in Section 5.2 Special Meetings. It was amended to read as;
Section 5.2. Special Meetings. Special meetings of the Board may be called by the president or any two commissioners for the purpose of transacting any business designated in the call notice. The call notice for a special meeting may be delivered to each commissioner, ~~or~~ may be mailed to the business or home address of each commissioner, or at commissioner option, electronically mailed to a designated email address of each commissioner at least three (3) days prior to the date of such special meeting. Notice of any special meeting shall also be posted and/or published as may be required by law.
 - 3) The third amendment in the Bylaws was in Section 5.4 Order of Business. It was amended to read as;

Section 5.4. Order of Business. At the regular meetings of the Board the following shall be the order of business:

- (A) Open meeting
- (B) Approval of the minutes of previous meeting
- (C) Approval of the agenda
- ~~(D) Old business~~
- ~~(E) Items from the public~~
- (F) Public hearings
- ~~(G) New business~~
- ~~(H) Executive Director's report~~
- (I) Accounts payable
- ~~(J) Other reports~~
- (K) Adjournment

The items that were deleted could be added back in when and if needed for a meeting.

MOTION BY SANDOVAL SECOND McCLISH TO APPROVE THE PROPOSED BYLAWS OF THE ST. FRANCIS ECONOMIC DEVELOPMENT AUTHORITY AS AMENDED. Motion carried 5-0.

5. **Appointment of Officers:** Lepak read from the Bylaws;

Section 3.1 Officers. The officers of the Authority shall be a president, a vice president, a treasurer, an assistant treasurer, and a secretary, each of whom shall have the usual duties and powers of such offices, the duties and powers given to them by the Board from time to time, and those duties and powers prescribed by Minnesota law or these bylaws. The president, treasurer and secretary shall be elected annually by the Board. No commissioner may be both president and vice president simultaneously. No commissioner may be both treasurer and assistant treasurer simultaneously. The secretary and the assistant treasurer need not be commissioners. Each officer of SFEDA shall be compensated for his or her actual expenses for attending each regular and special meeting of SFEDA.

MOTION BY PAVELICH-BECK SECOND ORPEN TO APPOINT CHRIS McCLISH AS PRESIDENT OF THE ECONOMIC DEVELOPMENT AUTHORITY. Motion carried 5-0.

MOTION BY McCLISH SECOND PAVELICH-BECK TO APPOINT RICHARD ORPEN AS VICE PRESIDENT OF THE ECONOMIC DEVELOPMENT AUTHORITY. Motion carried 5-0.

MOTION BY McCLISH SECOND SANDOVAL TO APPOINT BRENDA PAVELICH-BECK AS TREASURER OF THE ECONOMIC DEVELOPMENT AUTHORITY. Motion carried 5-0.

MOTION BY PAVELICH-BECK SECOND SANDOVAL TO APPOINT CITY CLERK BARB HELD AS SECRETARY OF THE ECONOMIC DEVELOPMENT AUTHORITY. Motion carried 5-0.

MOTION BY McCLISH SECOND ORPEN TO APPOINT JEFF SANDOVAL AS ASSISTANT TREASURER OF THE ECONOMIC DEVELOPMENT AUTHORITY. Motion carried 5-0.

Lepak stated in regards to the Executive Director as stated in Section 3.9 Initially, the City Administrator shall serve as the executive director of the Authority. The executive director shall be the chief executive officer of the Authority, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe. The executive director shall serve at the pleasure of the Authority.

6. **Northland Securities Inc. – Informational Presentation:** George Eilertson of Northland Securities along with Julie Eddington of Kennedy and Graven were there to explain and summarize the Minnesota HRA and EDA powers and financing of the different types of bonds. Eilertson stated the City Council is looking at a Lease Revenue Bonds which are very common in Minnesota. They answer the board members questions on tax levy's. Eilertson also stated that sometime in December will be the issuance of the bonds. All the action by the City Council so far has been pending the EDA Financing approval.
7. **Scheduling of next EDA Meeting:** President McClish stated the next EDA meeting will be held on November 7, 2011 at ISD #15 Central Service Center, 4115 Ambassador Blvd NW. at 5:00 pm. At this meeting there will be a resolution before us to commit to the lease revenue bond financing.
8. **Adjourn:** MOTION BY SANDOVAL SECOND SHOOK TO ADJOURN THE EDA MEETING AT 6:00 PM. Motion carried 5-0.

Barbara I. Held, City Clerk



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

7533 Sunwood Drive NW, Suite 206 • Ramsey, MN 55303

Phone (763) 433-2851 • Fax (763) 427-0833

www.bolton-menk.com

October 24, 2011

Mr. Matt Hylan
City of St. Francis
23340 Cree St. NW
St. Francis, MN 55070-0730

RE: 2011 Seal Coating
City of St. Francis, Minnesota
BMI Project No. R13.103321

Dear Matt:

Enclosed please find three copies of the Final Pay Estimate for the above referenced project. The estimate includes all work completed to date. All appropriate lien waivers and IC 134s have been received from the contractor. I recommend that the Pay Estimate be approved as shown. If you agree, please sign all copies and return one with payment to the contractor and one to me for our files.

If you have any questions on the above, please call.

Sincerely,

BOLTON & MENK, INC.

Jared Voge, P.E.
City Engineer

JAV/jd
Enclosure

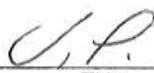
CONTRACTOR'S PAY REQUEST
 2011 SEAL COATING
 CITY OF ST. FRANCIS
 BMI PROJECT NO. R13.103321

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$	132,219.00
TOTAL, COMPLETED WORK TO DATE.....	\$	167,018.30
TOTAL, STORED MATERIALS TO DATE.....	\$	-
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....	\$	-
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$	167,018.30
RETAINED PERCENTAGE (0%).....	\$	-
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$	167,018.30
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$	138,648.45
PAY CONTRACTOR AS ESTIMATE NO..... 1	\$	28,369.85

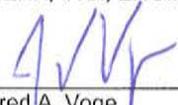
Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Pearson Bros., Inc.
 11079 Lamont Avenue NE
 Hanover, MN 55341

By   10-7-11
 Name Title Date

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
 BOLTON & MENK, INC., ENGINEERS, 7533 SUNWOOD DRIVE, SUITE 206, RAMSEY, MN 55303

By  CITY ENGINEER 10/24/11
 Jared A. Vogt Title Date

APPROVED FOR PAYMENT:
 Owner: CITY OF ST. FRANCIS

By _____ CITY ADMINISTRATOR _____
 Matthew Hylen Title Date

PAY ESTIMATE NO.

FINAL

2011 SEAL COATING
CITY OF ST. FRANCIS
BMI PROJECT NO. R13.103321

WORK COMPLETED THROUGH AUGUST 18, 2011

ITEM NO.	DESCRIPTION	UNIT	PRICE	ESTIMATED		PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE		DIFFERENCE QUANTITY COMPLETED TO DATE		DIFFERENCE AMOUNT TO DATE	
				QUANTITY	BID AMOUNT	QUANTITY	ESTIMATE	QUANTITY	TO DATE	QUANTITY	TO DATE	AMOUNT	TO DATE
1	ROUTE AND SEAL BITUMINOUS CRACK (STREETS)		\$3.00	1,250	\$3,750.00	8,447	\$25,341.00	9,183	\$27,548.00	7,933	\$23,799.00	\$34,799.30	
2	BITUMINOUS SEAL COATING		\$1.18	99,400	\$117,282.00	101,493	\$119,761.74	108,900	\$128,502.00	9,500	\$11,210.00	\$11,210.00	
3	CRACK SEAL - BITUMINOUS (TRAIL)		\$3.00	650	\$1,950.00	281	\$843.00	611	\$1,833.00	-39	-\$117.00	-\$117.00	
4	4" SOLID WHITE LINE - EPOXY		\$0.52	5,375	\$2,795.00			5,339	\$2,775.28	-36	-\$19.72	-\$19.72	
5	4" SOLID YELLOW LINE - EPOXY		\$4.50	550	\$2,475.00			489	\$2,200.50	-61	-\$274.50	-\$274.50	
6	12" SOLID WHITE LINE - EPOXY		\$1.04	975	\$1,014.00			978	\$1,017.12	3	\$3.12	\$3.12	
7	4" DOUBLE SOLID YELLOW LINE - EPOXY		\$0.52	275	\$143.00			270	\$140.40	-5	-\$2.60	-\$2.60	
8	4" SKIP YELLOW LINE - EPOXY (PAINT ONLY - 10:40 RATIO)		\$150.00	6	\$900.00			6	\$900.00	0	\$0.00	\$0.00	
9	WHITE LEFT TURN ARROW - EPOXY		\$150.00	6	\$900.00			6	\$900.00	0	\$0.00	\$0.00	
10	WHITE RIGHT TURN ARROW - EPOXY		\$200.00	2	\$400.00			2	\$400.00	0	\$0.00	\$0.00	
11	WHITE LEFT TURN THRU ARROW - EPOXY		\$200.00	2	\$400.00			2	\$400.00	0	\$0.00	\$0.00	
12	WHITE RIGHT TURN THRU ARROW - EPOXY		\$200.00	1	\$200.00			2	\$400.00	1	\$200.00	\$200.00	
SUBTOTAL:					\$132,219.00		\$145,945.74		\$167,016.30		\$34,799.30		

CHANGE ORDER NO. 1

ITEM	DESCRIPTION	UNIT	PRICE	QUANTITY	AMOUNT	QUANTITY COMPLETED TO DATE	DIFFERENCE QUANTITY COMPLETED TO DATE	DIFFERENCE AMOUNT TO DATE
1	ZEBRA CROSSWALK		4.82	216	\$997.92	0	0	\$ -
SUBTOTAL:					\$ 997.92			\$ -
TOTAL:					\$133,216.92			\$ 168,016.22



BOLTON & MENK, INC.

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October 24, 2011

Mr. Matt Hylan
City of St. Francis
23340 Cree St. NW
St. Francis, MN 55070-0730

RE: 230th Lane NW and Ivywood Street NW Improvements
City of St. Francis, Minnesota
BMI Project No. R13.40116

Dear Matt:

Enclosed please find enclosed three copies of the Final Pay Estimate and Final Compensating Change Order for the above referenced project. The estimate includes all work completed to date. All appropriate lien waivers and IC 134s have been received from the contractor. I recommend that the Pay Estimate and Change Order be approved as shown. If you agree, please sign all copies and return one each with payment to the contractor and one each to me for our files.

If you have any questions on the above, please call.

Sincerely,

BOLTON & MENK, INC.

Jared Voge, P.E.
City Engineer

JAV/jd
Enclosure

CONTRACTOR'S PAY REQUEST
 230TH LANE NW AND IVYWOOD STREET NW IMPROVEMENTS
 CITY OF ST. FRANCIS
 BMI PROJECT NO. R13.40116

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$	366,918.14
TOTAL, COMPLETED WORK TO DATE.....	\$	364,912.64
TOTAL, STORED MATERIALS TO DATE.....	\$	-
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....	\$	-
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$	364,912.64
RETAINED PERCENTAGE (0%).....	\$	-
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$	364,912.64
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$	358,946.45
PAY CONTRACTOR AS ESTIMATE NO..... FINAL	\$	5,966.19

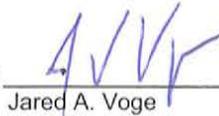
Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Kuechle Underground
 10998 State Highway 55
 Kimball, MN 55353

By  V.P. 10.11.11
 Name Title Date

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
 BOLTON & MENK, INC., ENGINEERS, 7533 SUNWOOD DRIVE, SUITE 206, RAMSEY, MN 55303

By  CITY ENGINEER 10/24/11
 Jared A. Voge Title Date

APPROVED FOR PAYMENT:
 Owner: CITY OF ST. FRANCIS

By _____ CITY ADMINISTRATOR _____
 Matthew Hylan Title Date

FINAL PAY ESTIMATE

FINAL

230TH LANE NW AND IVYWOOD STREET NW IMPROVEMENTS
 CITY OF ST. FRANCIS, MINNESOTA
 BMI PROJECT NO. R13.40116

WORK COMPLETED THROUGH JUNE 17, 2011

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		PREVIOUS ESTIMATE	COMPLETED TO DATE		DIFFERENCE QUANTITY TO DATE	DIFFERENCE AMOUNT TO DATE
			QUANTITY	AMOUNT		QUANTITY	AMOUNT		
1	MOBILIZATION	\$4,200.00	1	\$4,200.00	1	\$4,200.00	1.00	\$4,200.00	\$0.00
2	TRAFFIC CONTROL	\$1,000.00	1	\$1,000.00	1	\$1,000.00	1.00	\$1,000.00	\$0.00
3	CLEARING AND GRUB TREE (LARGER THAN 4" TRUNK)	\$330.00	3	\$990.00	6	\$1,980.00	3	\$990.00	\$990.00
4	CLEARING AND GRUB SHRUB (SMALLER THAN 4" TRUNK)	\$25.00	15	\$375.00	3	\$75.00	3	\$75.00	-\$300.00
5	REMOVE CURB AND GUTTER	\$1,69	2,515	\$4,250.35	2507	\$4,236.83	2507	\$4,236.83	-\$13.52
6	REMOVE CONCRETE PAVEMENT	\$7.46	175	\$1,305.50	144	\$1,074.24	144	\$1,074.24	-\$231.26
7	REMOVE BITUMINOUS PAVEMENT	\$2.00	4,700	\$9,400.00	4692	\$9,384.00	4692	\$9,384.00	-\$16.00
8	REMOVE STORM SEWER STRUCTURE	\$210.00	4	\$840.00	4	\$840.00	4	\$840.00	\$0.00
9	REMOVE HYDRANT	\$370.00	2	\$740.00	2	\$740.00	2	\$740.00	\$0.00
10	SAVVAGE & REINSTALL MAILBOXES (PER POST)	\$50.00	19	\$950.00	19	\$950.00	19	\$950.00	\$0.00
11	COMMON EXCAVATION (P)	\$7.19	2,527	\$18,169.13	2527	\$18,169.13	2527	\$18,169.13	\$0.00
12	SUBGRADE EXCAVATION (EV)	\$5.91	175	\$1,034.25	22	\$130.02	22	\$130.02	-\$904.23
13	TOPSOIL BORROW (LV)	\$11.00	400	\$4,400.00	372	\$4,092.00	372	\$4,092.00	-\$308.00
14	STABILIZING AGGREGATE (LV)	\$25.00	175	\$4,375.00	22	\$550.00	22	\$550.00	-\$3,825.00
15	AGGREGATE BASE (CV) CLASS 5 (P)	\$15.00	1,795	\$26,925.00	1795	\$26,925.00	1795	\$26,925.00	\$0.00
16	BITUMINOUS MATERIAL FOR TACK COAT	\$3.50	220	\$770.00	40	\$140.00	220	\$770.00	\$0.00
17	1.5" TYPE MV WEARING COURSE MIXTURE	\$5.15	4,400	\$22,660.00	456	\$2,348.40	4400	\$22,660.00	\$0.00
18	2.5" TYPE MV WEARING COURSE MIXTURE	\$9.00	4,400	\$39,600.00	4000	\$36,000.00	4400	\$39,600.00	\$0.00
19	3" TYPE MV WEARING COURSE MIXTURE DRIVEWAY	\$14.00	178	\$2,492.00	263	\$3,682.00	263	\$3,682.00	\$1,190.00
20	12" RC PIPE SEWER, DESIGN 3006	\$25.00	399	\$9,975.00	399	\$9,975.00	399	\$9,975.00	\$0.00
21	15" RC PIPE SEWER, DESIGN 3006	\$26.00	245	\$6,370.00	250	\$6,500.00	250	\$6,500.00	\$130.00
22	CONSTRUCT DRAINAGE STRUCTURE DRIVEWAY	\$320.00	11	\$3,520.00	11.1	\$3,552.00	11.1	\$3,552.00	\$32.00
23	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	\$320.00	18	\$5,760.00	17.05	\$5,456.00	17.05	\$5,456.00	-\$304.00
24	REPLACE CATCH BASIN CASTING (ON NEW STRUCTURES)	\$540.00	7	\$3,780.00	7	\$3,780.00	7	\$3,780.00	\$0.00
25	CATCH BASIN REHABILITATION	\$540.00	6	\$3,240.00	6	\$3,240.00	6	\$3,240.00	\$0.00
26	TEMPORARY WATER SERVICE	\$450.00	9	\$4,050.00	7	\$3,150.00	7	\$3,150.00	-\$900.00
27	FBI HYDRANT	\$3,400.00	1	\$6,800.00	1	\$6,800.00	1	\$6,800.00	\$0.00
28	8" GATE VALVE AND BOX	\$1,800.00	2	\$2,200.00	2	\$2,200.00	2	\$2,200.00	\$0.00
29	8" GATE VALVE AND BOX	\$1,800.00	7	\$12,600.00	7	\$12,600.00	7	\$12,600.00	\$0.00
30	1" CORPORATION STOP	\$190.00	26	\$4,940.00	26	\$4,940.00	26	\$4,940.00	\$0.00
31	1" CURB STOP AND BOX	\$150.00	26	\$3,900.00	26	\$3,900.00	26	\$3,900.00	\$0.00
32	1" TYPE K COPPER PIPE	\$24.00	920	\$22,080.00	942	\$22,608.00	942	\$22,608.00	\$528.00
33	FBI CURB BOX CASTING ASSEMBLY	\$134.00	8	\$1,072.00	5	\$670.00	7	\$938.00	-\$134.00
34	8" WATERMAIN	\$22.00	20	\$440.00	19	\$418.00	19	\$418.00	-\$22.00
35	8" WATERMAIN	\$25.00	1,205	\$30,125.00	1,205	\$30,125.00	1,205	\$30,125.00	\$0.00
36	WATERMAIN FITTINGS	\$5.67	650	\$3,668.50	628	\$3,560.76	628	\$3,560.76	-\$124.74
37	CONNECT TO EXISTING WATERMAIN	\$730.00	4	\$2,920.00	4	\$2,920.00	4	\$2,920.00	\$0.00

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY PREVIOUS ESTIMATE	QUANTITY COMPLETED TO DATE		DIFFERENCE QUANTITY TO DATE	DIFFERENCE AMOUNT TO DATE
			BID QUANTITY	BID AMOUNT		PREVIOUS ESTIMATE	COMPLETED TO DATE		
39	4" POLYSTYRENE INSULATION	\$22.00	30	\$660.00	334	334	304	\$6,688.00	
40	DEWATERING FOR SANITARY SEWER & WATERMAIN	\$0.01	1	\$0.01	1	1	0	\$0.00	
41	CONNECT TO EXISTING SANITARY MANHOLE	\$920.00	1	\$920.00	1	1	0	\$0.00	
42	4" PVC PIPE SEWER SDR 26	\$39.00	150	\$5,850.00	92	92	-58	-\$2,282.00	
43	8" PVC PIPE SEWER SDR 35	\$57.00	383	\$21,831.00	361	361	-22	-\$1,254.00	
44	F&I CASTING ASSEMBLY (SANITARY)	\$670.00	5	\$3,350.00	5	5	0	\$0.00	
45	8" x 4" WYE	\$210.00	8	\$1,680.00	8	8	0	\$0.00	
46	CONCRETE CURB & GUTTER DESIGN B618	\$9.00	2,515	\$22,635.00	2,454	2,454	-61	-\$549.00	
47	7" CONCRETE DRIVEWAY PAVEMENT	\$50.00	262	\$13,100.00	249	249	-13	-\$650.00	
48	7" CONCRETE VALLEY GUTTER	\$63.00	25	\$1,575.00	31	31	6	\$378.00	
49	FURNISH & INSTALL SIGN PANELS (WITH POSTS)	\$780.00	1	\$780.00	1	1	0	\$0.00	
50	INLET PROTECTION	\$300.00	9	\$2,700.00	7	7	-2	-\$600.00	
51	SEEDING (ULTRA PRO), FERTILIZING AND BLANKET	\$300.00	9	\$2,700.00	7	7	-2	-\$600.00	
52	ROCK CONSTRUCTION ENTRANCE	\$1.25	2,715	\$3,393.75	2680	3080	365	\$456.25	
SUBTOTAL:				\$358,508.49		\$331,193.39		\$27,315.10	

CHANGE ORDER NO. 1

1	SANITARY SEWER SERVICE 3070 230TH LANE	\$2,225.12	1	\$2,225.12	1	1	0	\$0.00
SUBTOTAL:				\$2,225.12		\$2,225.12		\$0.00

CHANGE ORDER NO. 2

1	4" DRAIN TILE	\$10.86	173	\$1,878.78	173	173	0	\$0.00
2	REMOVE AND REPLACE CONCRETE CURB AND GUTTER	\$28.50	89	\$2,536.50	89	89	0	\$0.00
3	REMOVE AND REPLACE BITUMINOUS PAVEMENT	\$5.25	337	\$1,769.25	337	337	0	\$0.00
SUBTOTAL:				\$6,184.53		\$6,184.53		\$0.00
TOTAL:				\$366,918.14		\$364,912.64		\$2,005.50



PAYMENT BATCH AP 11-07-11

A TO Z LANDCLEARING, INC.

11/02/2011	1356	E 101-45200-229	Project Repair & Maintenance	GROUND STUMPS IN WOODBUF	250.00
					<u>\$250.00</u>

AA BEST PEST SERVICES

11/01/2011	4165	E 101-41940-401	Repairs/Maint Buildings	PEST CONTROL	69.04
11/01/2011	4165	E 101-42110-401	Repairs/Maint Buildings	PEST CONTROL	69.04
11/01/2011	4165	E 101-42210-401	Repairs/Maint Buildings	PEST CONTROL	69.04
11/01/2011	4165	E 101-45200-401	Repairs/Maint Buildings	PEST CONTROL	69.04
11/01/2011	4165	E 602-49490-401	Repairs/Maint Buildings	PEST CONTROL	60.93
11/01/2011	4165	E 609-49750-401	Repairs/Maint Buildings	PEST CONTROL	69.04
					<u>\$406.13</u>

ACE SOLID WASTE, INC.

11/01/2011	8898227	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE PICKUP	14.09
11/01/2011	8898227	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE PICKUP	14.09
11/01/2011	8898227	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE PICKUP	34.85
11/01/2011	8898227	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE PICKUP	40.68
11/01/2011	8898227	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE PICKUP	40.68
11/01/2011	8898227	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE PICKUP	75.92
11/01/2011	8898227	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE PICKUP	75.92
11/01/2011	8898227	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE PICKUP	130.27
11/01/2011	8900155	E 101-43210-439	Recycling Days	RECYCLE DAYS	1,239.71
					<u>\$1,666.21</u>

ALLIED BLACKTOP COMPANY

10/24/2011	16100	E 101-43100-403	Street Sweeping	2011 FALL CONTRACT STREET :	608.00
					<u>\$608.00</u>

AMERIPRIDE LINEN & APPAREL SER

10/13/2011	1000970911	E 609-49750-219	Rug Maintenance	RUG MAINT	46.23
10/20/2011	1000977422	E 101-41940-219	Rug Maintenance	MAT	48.74
10/27/2011	1000983939	E 609-49750-219	Rug Maintenance	RUG MAINT	46.23
					<u>\$141.20</u>

ANCHOR PROMOTIONS

09/30/2011		E 101-42210-209	Fire Prevention Supplies	FIRE PREVENTION SUPPLIES	4,515.47
					<u>\$4,515.47</u>

ANOKA COUNTY CENTRAL COMM.

10/13/2011	2011-297	E 101-42110-321	Telephone	JULY AUG SEPT 2011	180.00
					<u>\$180.00</u>

ASPEN MILLS

10/10/2011	113405	E 101-42110-437	Uniform Allowance	CHIEF HARAPAT	111.90
10/10/2011	113406	E 101-42110-437	Uniform Allowance	RICH JOHNSON	59.19

\$171.09

ASSURANT EMPLOYEE BENEFITS

10/20/2011	5447229.1111	E 101-41400-130	Employer Paid Insurance	11/01/11 - 11/30/11	126.72
10/20/2011	5447229.1111	E 101-41500-130	Employer Paid Insurance	11/01/11 - 11/30/11	45.97
10/20/2011	5447229.1111	E 101-42110-130	Employer Paid Insurance	11/01/11 - 11/30/11	503.53
10/20/2011	5447229.1111	E 101-43100-130	Employer Paid Insurance	11/01/11 - 11/30/11	71.52
10/20/2011	5447229.1111	E 101-43210-130	Employer Paid Insurance	11/01/11 - 11/30/11	15.89
10/20/2011	5447229.1111	E 101-45200-130	Employer Paid Insurance	11/01/11 - 11/30/11	71.52
10/20/2011	5447229.1111	E 601-49440-130	Employer Paid Insurance	11/01/11 - 11/30/11	81.12
10/20/2011	5447229.1111	E 602-49490-130	Employer Paid Insurance	11/01/11 - 11/30/11	81.12
10/20/2011	5447229.1111	E 609-49750-130	Employer Paid Insurance	11/01/11 - 11/30/11	80.63
					<hr/>
					\$1,078.02

B/L INSTALLATIONS

11/02/2011	9315	E 101-41940-401	Repairs/Maint Buildings	FENCE AT CITY HALL	6,316.82
					<hr/>
					\$6,316.82

BIRCHWOOD CONSTRUCTION

11/02/2011	304	E 101-45200-229	Project Repair & Maintenance	WORK @RINK & PARKS	2,340.00
					<hr/>
					\$2,340.00

BOLTON & MENK, INC.

09/20/2011	0142462	E 101-41910-303	Engineering Fees	2011 GEN ENGINEERING	495.00
09/20/2011	0142462	E 602-49490-303	Engineering Fees	2011 GEN ENGINEERING	731.75
09/30/2011	0142459	G 602-16500	Construction in Progress	AMBASSADOR TRUNK UTILITY I	4,337.00
09/30/2011	0142460	E 226-45100-303	Engineering Fees	PEDERSON PATH DESIGN	19,090.61
09/30/2011	0142461	E 101-43100-303	Engineering Fees	RIVER CROSSING STUDY	110.00
09/30/2011	0142463	E 101-43100-303	Engineering Fees	2011 STATE AID	330.00
09/30/2011	0142465	E 101-43100-303	Engineering Fees	2011 SEAL COATING	1,690.00
09/30/2011	0142466	E 402-41940-520	C-O-L Building & Structures	PUBLIC SERVICES FACILITY	35,497.00
09/30/2011	0142467	E 101-41910-303	Engineering Fees	RUM RIVER BLUFFS	110.00
09/30/2011	0142467	E 101-43100-303	Engineering Fees	RUM RIVER BLUFFS	330.00
					<hr/>
					\$62,721.36

BRAUN INTERTECCORPORATION

09/22/2011	340847	E 402-41940-520	C-O-L Building & Structures	PROF SERVICES RENDERED TH	2,875.00
09/22/2011	341092	E 101-43100-406	Asphalt Repair & Maint	CORE @ CITY HALL	390.00
09/27/2011	341250	E 226-45100-441	Miscellaneous	TESTING	7,864.00
10/14/2011	341966	E 101-43100-406	Asphalt Repair & Maint	PROF SERVICES 10/07/11	695.50
					<hr/>
					\$11,824.50

CABLING SERVICES CORP

10/25/2011	12911	E 101-41400-310	Computer Consulting Fees	TELEPHONE TECH SUPPORT	50.00
					<hr/>
					\$50.00

CEDAR CREEK SPRINKLERS

10/29/2011	650	E 101-45200-229	Project Repair & Maintenance	BLOW OUT SPRINKLERS	75.00
10/29/2011	650	E 601-49440-233	Water Treatment Plant Maint	BLOW OUT SPRINKLERS	75.00
					<hr/>
					\$150.00

CENTERPOINT ENERGY

10/17/2011	5939160-7.1011	E 101-43100-383	Gas Utilities	PUBLIC WORKS	16.47
10/17/2011	5939160-7.1011	E 101-45200-383	Gas Utilities	PUBLIC WORKS	16.48
10/17/2011	5944643-5.1011	E 609-49750-383	Gas Utilities	LIQUOR	19.28

10/17/2011	5945449-6.1011	E 101-42110-383	Gas Utilities	POLICE/FIRE	26.57
10/17/2011	5945499-6.1011	E 101-42210-383	Gas Utilities	POLICE/FIRE	62.00
10/17/2011	5963820-5.1011	E 101-45200-383	Gas Utilities	WARMING HOUSE	48.70
10/17/2011	6002544-2.1011	E 601-49440-383	Gas Utilities	PUBLIC WORKS	6.68
10/17/2011	6002544-2.1011	E 602-49490-383	Gas Utilities	PUBLIC WORKS	6.69
10/17/2011	6002548-3.1011	E 602-49490-383	Gas Utilities	WWTP	50.72
10/17/2011	6886465-1.1011	E 101-41940-383	Gas Utilities	CITY HALL	12.86
10/17/2011	6886468-5.1011	E 101-41940-383	Gas Utilities	CITY HALL	12.86
10/17/2011	6886472-7.1011	E 101-41940-383	Gas Utilities	CITY HALL	12.86
10/17/2011	6886475-0.1011	E 101-41940-383	Gas Utilities	CITY HALL	12.86
10/17/2011	7900331-5.1011	E 601-49440-383	Gas Utilities	WATER	46.06
10/17/2011	8964221-9.1011	E 602-49490-383	Gas Utilities	LIFT STATION	58.02

\$409.11

CENTURY LINK

10/07/2011	1049.1011	E 601-49440-321	Telephone	10/7 - 11/6	162.36
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\$162.36

CHISAGO LAKES DISTRIBUTING CO.

10/24/2011	457704	E 609-49751-252	Beer For Resale	BEER	311.00
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\$311.00

COCA COLA REFRESHMENTS

10/26/2011	01880900221	E 609-49751-254	Miscellaneous Merchandise	MISC	442.00
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\$442.00

COLONIAL INSURANCE

10/25/2011	7129661-1105694	G 101-21710	Other Deductions	MONTHLY PREMIUM	297.08
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\$297.08

CONNEXUS ENERGY

10/21/2011	298392.1011	E 101-41940-381	Electric Utilities	CITY HALL	275.98
10/21/2011	298393.1011	E 602-49451-381	Electric Utilities	LIFT STATIONS	6,075.22
10/21/2011	298394.1011	E 101-45200-381	Electric Utilities	PARK	258.75
10/21/2011	298395.1011	E 601-49440-380	Electric-System	WATER	4,162.37
10/21/2011	298396.1011	E 101-43100-386	Street Lighting	STREET LIGHTS	3,409.37
10/21/2011	301895.1011	E 101-41940-381	Electric Utilities	SIGN	73.89
10/21/2011	302965.1011	E 101-42110-381	Electric Utilities	POLICE/FIRE	195.96
10/21/2011	302965.1011	E 101-42110-381	Electric Utilities	AMBASSADOR SIREN	5.34
10/21/2011	302965.1011	E 101-42110-381	Electric Utilities	WOODBINE SIREN	5.34
10/21/2011	302965.1011	E 101-42210-381	Electric Utilities	POLICE/FIRE	457.25
10/21/2011	302965.1011	E 101-43100-381	Electric Utilities	3518 Bridge	13.67
10/21/2011	302965.1011	E 101-45200-381	Electric Utilities	3518 Bridge	13.67
10/21/2011	302965.1011	E 609-49750-381	Electric Utilities	LIQUOR	1,119.95

\$16,066.76

CONSTRUCTION & GENERAL

10/25/2011	102511	G 101-21707	Union Dues	MAINT UNION DUES-NOVEMBER	216.00
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\$216.00

COUNTY MARKET - CITY ACCOUNT

11/01/2011		E 101-42210-212	Motor Fuels	FUEL	289.76
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\$289.76

CRYSTAL SPRINGS ICE

10/18/2011	25391	E 609-49751-254	Miscellaneous Merchandise	ICE	87.30
10/25/2011	25432	E 609-49751-254	Miscellaneous Merchandise	ICE	56.90
10/31/2011	51963C	E 609-49751-254	Miscellaneous Merchandise	CREDIT	(26.39)
					<hr/> \$117.81

DAHLHEIMER DIST. CO. INC.

10/19/2011	1004861	E 609-49751-252	Beer For Resale	BEER	3,624.91
10/26/2011	326	E 609-49751-252	Beer For Resale	BEER	3,051.65
10/26/2011	326	E 609-49751-254	Miscellaneous Merchandise	MISC	220.00
10/26/2011	326	E 609-49751-255	N/A Products	N/A	31.00
					<hr/> \$6,927.56

DAY DISTRIBUTING CO.

10/14/2011	622224	E 609-49751-252	Beer For Resale	BEER	1,872.85
10/28/2011	5112	E 609-49751-252	Beer For Resale	BEER	77.50
10/28/2011	624053	E 609-49751-252	Beer For Resale	BEER	2,599.30
					<hr/> \$4,549.65

DE LAGE LANDEN

10/08/2011	11174386	E 101-41400-240	Office Equip	10/01/11 - 10/31/11	367.44
					<hr/> \$367.44

DELTA DENTAL

10/15/2011	4713296	G 101-21710	Other Deductions	11/01/11 - 11/30/11	352.28
					<hr/> \$352.28

DEPT OF PUBLIC SAFETY

11/01/2011	6681.1111	E 609-49750-433	Dues and Subscriptions	LICENSE	20.00
					<hr/> \$20.00

ECM PUBLISHERS, INC.

10/14/2011	IQ 1790552	E 101-41400-351	Legal Notices Publishing	LEGAL PUBLIC HEARING	41.00
10/14/2011	IQ001790457	E 402-41940-520	C-O-L Building & Structures	LEGAL AD FOR BIDS	799.50
10/21/2011	IQ001790589	E 101-42400-352	General Notices and Pub Info	PART TIME AD	120.00
10/21/2011	IQ001790669	E 101-43100-352	General Notices and Pub Info	PUBLIC WORKS PART TIME	120.00
10/28/2011	IQ001790846	E 101-42400-352	General Notices and Pub Info	BUILDING OFFICIAL PART TIME	120.00
10/28/2011	IQ001790847	E 101-45200-352	General Notices and Pub Info	PUBLIC WORKS PART TIME	120.00
10/28/2011	IQ001790986	E 101-41400-351	Legal Notices Publishing	LIGAL NOTICE OF PUBLIC HEAR	123.00
10/28/2011	IQ001790987	E 101-41400-351	Legal Notices Publishing	LEGAL PUBLIC NOTICE	30.75
10/30/2011	IF00766176	E 101-41400-352	General Notices and Pub Info	INSERTS	136.00
					<hr/> \$1,610.25

ELITE SANITATION

		E 101-45200-402	Janitorial Service	PORTABLE TOILET	569.91
10/17/2011	20210	E 101-43210-439	Recycling Days	PORTABLE TOILET RENTAL	90.84
					<hr/> \$660.75

EMERGENCY APARATUS MAINTENENC

10/11/2011	57307	E 101-42210-218	Equipment Repair & Maintenance	ENGINE 1 PUMP TEST	496.80
10/11/2011	57308	E 101-42210-218	Equipment Repair & Maintenance	TANKER 1 PUMP TEST	470.66
					<hr/> \$967.46

ESS BROTHERS & SONS INC.

11/01/2011	QQ6311	E 101-43100-414	Storm Sewers	GRATE	324.90
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					\$324.90
EXTREME BEVERAGE					
10/28/2011	W-447915	E 609-49751-254	Miscellaneous Merchandise	MISC	425.00
					\$425.00
F.I.R.E.					
10/04/2011	08806	E 101-42210-208	Training and Instruction	CHIMNEY FIRES	150.00
					\$150.00
FERGUSON WATERWORKS					
10/28/2011	S01338070.001	E 601-49440-259	Water Meters	METERS	1,100.21
					\$1,100.21
G&K SERVICES, INC					
10/14/2011	1043825969	E 101-43100-402	Janitorial Service	TOWELS	13.52
10/14/2011	1043825969	E 101-45200-402	Janitorial Service	TOWELS	13.53
10/14/2011	1043825969	E 601-49440-402	Janitorial Service	TOWELS	13.53
10/14/2011	1043825969	E 602-49490-402	Janitorial Service	TOWELS	13.53
10/28/2011	1043835715	E 101-43100-402	Janitorial Service	TOWELS	19.62
10/28/2011	1043835715	E 101-45200-402	Janitorial Service	TOWELS	19.62
10/28/2011	1043835715	E 601-49440-402	Janitorial Service	TOWELS	19.62
10/28/2011	1043835715	E 602-49490-402	Janitorial Service	TOWELS	19.62
					\$132.59
GE CAPITAL INFORMATION					
10/09/2011	56335678	E 101-42110-218	Equipment Repair & Maintenance	RICOH COPIER	249.82
					\$249.82
GOPHER STATE ONE-CALL					
11/01/2011	21324	E 601-49440-442	Gopher State	OCTOBER TICKETS	35.53
11/01/2011	21324	E 602-49490-442	Gopher State	OCTOBER TICKETS	35.52
					\$71.05
GRANITE CITY JOBBING CO.					
10/18/2011	699217	E 609-49750-210	Operating Supplies	OPERTAING	86.40
10/18/2011	699217	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
10/18/2011	699217	E 609-49751-254	Miscellaneous Merchandise	MISC	(1.89)
10/18/2011	699217	E 609-49751-256	Tobacco Products For Resale	TOBACCO	891.07
10/18/2011	699217	G 101-20810	Sales Tax Payable	TAX	(0.78)
10/25/2011	699983	E 609-49750-210	Operating Supplies	OPERATING	35.68
10/25/2011	699983	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
10/25/2011	699983	E 609-49751-254	Miscellaneous Merchandise	MISC	27.00
10/25/2011	699983	E 609-49751-256	Tobacco Products For Resale	TOBACCO	564.42
10/25/2011	699983	G 101-20810	Sales Tax Payable	SALES TAX	(1.18)
					\$1,609.22
HACH COMPANY					
10/27/2011	7480396	E 601-49440-235	Lab Supplies	CHEMICALS	323.76
10/27/2011	7480396	E 601-49440-235	Lab Supplies	CHEMICALS	90.77
10/27/2011	7480396	E 602-49490-235	Lab Supplies	CHEMICALS	60.26
					\$474.79
HAWKINS, INC.					
10/12/2011	3272021	E 601-49440-216	Chemicals and Chem Products	CHLORINE	2,122.76

10/12/2011	3272022	E 602-49490-216	Chemicals and Chem Products	CHLORIDE	2,179.14
					\$4,301.90

INNOVATIVE OFFICE SOLUTIONS, L

10/17/2011	WO-10853209-1	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	42.01
10/26/2011	WO-10861686-1	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	12.74
10/26/2011	WO-10861686-1	E 101-45200-200	Office Supplies	OFFICE SUPPLIES	12.74
10/26/2011	WO-10861686-1	E 601-49440-200	Office Supplies	OFFICE SUPPLIES	12.74
10/26/2011	WO-10861686-1	E 602-49490-200	Office Supplies	OFFICE SUPPLIES	12.73
10/26/2011	WO-10861793-1	E 101-41400-200	Office Supplies	ENVELOPES	9.37
					\$102.33

ISD #15

09/14/2011	239	E 101-42210-221	Vehicle Repair & Maintenance	2004 FORD TRUCK	92.75
09/19/2011	243	E 101-42210-221	Vehicle Repair & Maintenance	1993 SPARTAN	497.39
09/19/2011	244	E 101-43100-221	Vehicle Repair & Maintenance	2007 INTERNATIONAL 7400/SBA	155.21
09/20/2011	249	E 101-42210-221	Vehicle Repair & Maintenance	TANKER 1	255.91
09/20/2011	251	E 101-42210-221	Vehicle Repair & Maintenance	GRASS RIG	511.09
09/21/2011	250	E 101-42210-221	Vehicle Repair & Maintenance	2002 FORD TRUCK	149.47
09/27/2011	246	E 101-45200-218	Equipment Repair & Maintenance	1989 WOOD CHIPPER	280.86
					\$1,942.68

JOHN HIRSCHS CAMBRIDGE MOTORS

09/26/2011	CHCS195959	E 101-42110-221	Vehicle Repair & Maintenance	08 DODGE CHARGER	110.00
					\$110.00

JOHNSON BROS WHLSE LIQUOR

10/19/2011	1158548	E 609-49751-206	Freight and Fuel Charges	LIQUOR	47.04
10/19/2011	1158548	E 609-49751-251	Liquor For Resale	LIQUOR	2,250.60
10/19/2011	1158549	E 609-49751-206	Freight and Fuel Charges	WINE	10.29
10/19/2011	1158549	E 609-49751-253	Wine For Resale	WINE	233.50
10/26/2011	1163082	E 609-49751-206	Freight and Fuel Charges	LIQUOR	93.96
10/26/2011	1163082	E 609-49751-251	Liquor For Resale	LIQUOR	4,945.36
10/26/2011	1163083	E 609-49751-206	Freight and Fuel Charges	WINE	54.39
10/26/2011	1163083	E 609-49751-253	Wine For Resale	WINE	1,629.38
					\$9,264.52

KATH FUEL OIL SERVICE CO.

10/27/2011	7097433	E 601-49440-212	Motor Fuels	ALL GENSETS	922.59
10/27/2011	7097433	E 602-49490-212	Motor Fuels	ALL GENSETS	922.59
					\$1,845.18

KENCO FARMS, INC

11/01/2011	23523	E 602-49490-229	Project Repair & Maintenance	DISK RIP PONDS	500.00
					\$500.00

KIMS KLEANING

10/30/2011	1891	E 101-43100-402	Janitorial Service	CLEANING	171.01
10/30/2011	1892	E 601-49440-402	Janitorial Service	CLEANING	171.01
10/30/2011	1893	E 101-42110-402	Janitorial Service	CLEANING	513.03
10/30/2011	1894	E 101-42210-402	Janitorial Service	CLEANING	136.81
10/30/2011	1895	E 101-41940-402	Janitorial Service	CLEANING	256.52
10/30/2011	1896	E 101-45000-402	Janitorial Service	CLEANING	85.51

\$1,333.89

KUECHLE UNDERGROUND

10/21/2011	1104-D	E 101-43100-414	Storm Sewers	CATCH BASIN	2,000.00
10/21/2011	1104-D	E 602-49451-229	Project Repair & Maintenance	MISSING MANHOLE	1,800.00
					<u>\$3,800.00</u>

LAW ENFORCEMENT LABOR SVCS.

10/25/2011	102511	G 101-21707	Union Dues	POLICE UNION DUES-NOVEMBE	323.82
					<u>\$323.82</u>

LEAGUE OF MN CITIES

11/01/2011	110111	E 101-41110-433	Dues and Subscriptions	DUES 09/01/11	20.00
11/01/2011	153911	E 101-41400-433	Dues and Subscriptions	DUES 2011-2012	6,115.00
					<u>\$6,135.00</u>

LITTLE FALLS MACHINE INC.

10/19/2011	00047834	E 101-43100-408	Ice& Snow Removal	PLOW BOLT	946.09
					<u>\$946.09</u>

LMC INSURANCE TRUST

10/17/2011	21382	E 101-45200-360	Insurance	VOLUNTEER ACCIDENT PLAN	559.00
					<u>\$559.00</u>

MCDONALD DIST CO.

10/13/2011	284887	E 609-49751-254	Miscellaneous Merchandise	MISC	102.00
10/13/2011	284887	E 609-49751-255	N/A Products	N/A	47.85
10/13/2011	284888	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
10/13/2011	284888	E 609-49751-252	Beer For Resale	BEER	4,731.65
10/20/2011	285415	E 609-49751-255	N/A Products	N/A	77.30
10/20/2011	285416	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
10/20/2011	285416	E 609-49751-252	Beer For Resale	BEER	3,342.80
10/27/2011	285959	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
10/27/2011	285959	E 609-49751-252	Beer For Resale	BEER	6,760.10
10/27/2011	285960	E 609-49751-255	N/A Products	N/A	33.50
					<u>\$15,104.20</u>

MIDCONTINENT COMMUNICATIONS

10/25/2011	102511	E 101-41940-321	Telephone	NOVEMBER 2011 BILLS	69.95
10/25/2011	102511	E 601-49440-321	Telephone	NOVEMBER 2011 BILLS	34.97
10/25/2011	102511	E 601-49440-321	Telephone	NOVEMBER 2011 BILLS	69.95
10/25/2011	102511	E 601-49440-321	Telephone	NOVEMBER 2011 BILLS	69.95
10/25/2011	102511	E 602-49490-321	Telephone	NOVEMBER 2011 BILLS	34.98
10/25/2011	102511	E 609-49750-321	Telephone	NOVEMBER 2011 BILLS	69.95
					<u>\$349.75</u>

MN NCPERS LIFE INSURANCE

10/21/2011	73341111	G 101-21710	Other Deductions	PREMIUM NOV 2011	48.00
					<u>\$48.00</u>

M-R SIGN COMPANY, INC.

10/12/2011	168880	E 101-43100-226	Sign Repair Materials	WELCOME TO CITY OF ST. FRAI	896.53
					<u>\$896.53</u>

NORTHWEST ASSOC. CONSULTANTS

11/01/2011	20003	E 101-41910-311	Contract	TECH ASSIST-MEETINGS	400.00
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11/01/2011	20004	E 101-41910-311	Contract	TECH ASSIST-PRIVATE PROJEC	301.65
11/01/2011	2002	E 101-41910-311	Contract	TECH ASSIST-CITY PROJECTS	5,660.13
					<u>\$6,361.78</u>

OAK GROVE, CITY OF

11/01/2011	2169	E 101-49200-471	Watershed	URRWMO AMT 2011	3,191.94
					<u>\$3,191.94</u>

OLSEN COMPANIES

10/27/2011	661087	E 101-43100-217	Other Operating Supplies	ALLOY CHAIN	89.83
10/27/2011	661087	E 101-45200-217	Other Operating Supplies	ALLOY CHAIN	89.83
10/31/2011	661500	E 101-43100-217	Other Operating Supplies	TWIN CLEVIS	71.66
					<u>\$251.32</u>

PACE ANALYTICAL SERVICES

10/12/2011	VM119909	E 602-49490-313	Sample Testing	CHEMICALS	122.50
10/14/2011	VW120172	E 601-49440-313	Sample Testing	TESTS	120.00
10/26/2011	VM-120459	E 602-49490-313	Sample Testing	PHOSPHORUS	90.00
					<u>\$332.50</u>

PAUSTIS & SONS

10/17/2011	8323280-IN	E 609-49751-206	Freight and Fuel Charges	WINE	8.75
10/17/2011	8323280-IN	E 609-49751-253	Wine For Resale	WINE	385.00
					<u>\$393.75</u>

PHILLIPS WINE & SPIRITS CO.

10/13/2011	3468817	E 609-49751-206	Freight and Fuel Charges	CREDIT	(8.82)
10/13/2011	3468817	E 609-49751-251	Liquor For Resale	CREDIT	(384.00)
10/19/2011	2141989	E 609-49751-206	Freight and Fuel Charges	LIQUOR	14.70
10/19/2011	2141989	E 609-49751-251	Liquor For Resale	LIQUOR	837.70
10/19/2011	2141990	E 609-49751-206	Freight and Fuel Charges	WINE	55.86
10/19/2011	2141990	E 609-49751-253	Wine For Resale	WINE	1,634.75
10/26/2011	2145401	E 609-49751-206	Freight and Fuel Charges	LIQUOR	38.22
10/26/2011	2145401	E 609-49751-251	Liquor For Resale	LIQUOR	2,436.11
10/26/2011	2145402	E 609-49751-206	Freight and Fuel Charges	WINE	10.29
10/26/2011	2145402	E 609-49751-253	Wine For Resale	WINE	214.75
10/27/2011	3469967	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.47)
10/27/2011	3469967	E 609-49751-253	Wine For Resale	CREDIT	(34.15)
					<u>\$4,813.94</u>

PPL INDUSTRIES

10/15/2011	0138954-IN	E 101-43210-439	Recycling Days	MATTRESS RECYCLING	465.00
					<u>\$465.00</u>

PRINTING UNLIMITED

10/12/2011	6026	E 101-42110-200	Office Supplies	BUSINESS CARD-REHLING	23.51
					<u>\$23.51</u>

QUALITY WINE & SPIRITS

10/12/2011	521534-00	E 609-49751-206	Freight and Fuel Charges	LIQUOR	18.40
10/12/2011	521534-00	E 609-49751-251	Liquor For Resale	LIQUOR	741.85
10/26/2011	527770-00	E 609-49751-206	Freight and Fuel Charges	LIQUOR	11.50
10/26/2011	527770-00	E 609-49751-251	Liquor For Resale	LIQUOR	710.15
					<u>\$1,481.90</u>

RAMSEY, CITY OF					
11/07/2011	110711	E 101-42210-311	Contract	CHIEF KAPLER'S SERVICE-OCT	666.00
					<u>666.00</u>
RJM DISTRIBUTING INC.					
10/20/2011	15011	E 609-49751-252	Beer For Resale	BEER	387.45
					<u>387.45</u>
SCHARBER & SONS					
10/28/2011	1087060	E 101-45200-218	Equipment Repair & Maintenance	BALL	39.67
					<u>39.67</u>
SCHROEDER, AARON					
		E 101-43100-331	Travel Expenses	MILEAGE TO SHORVIEW	34.30
					<u>34.30</u>
SEMLER HOMES					
11/01/2011	110111	G 803-22000	Deposits	RELEASE OF ESCROW	300.00
					<u>300.00</u>
SKINNER, MARLINE					
11/01/2011	110111	E 101-42700-311	Contract	OCTOBER	500.00
					<u>500.00</u>
SOUTHERN WINE & SPIRITS OF MN					
10/26/2011	1632924	E 609-49751-206	Freight and Fuel Charges	WINE, LIQUOR	5.00
10/26/2011	1632924	E 609-49751-251	Liquor For Resale	LIQUOR	249.50
10/26/2011	1632924	E 609-49751-253	Wine For Resale	WINE	224.00
					<u>478.50</u>
ST. FRANCIS - PETTY CASH					
		E 101-42110-441	Miscellaneous	INFORMANT	10.00
		E 101-43100-331	Travel Expenses	FIX PAUL'S MILEAGE	1.35
		E 101-43100-352	General Notices and Pub Info	RECORDING FEES	46.00
					<u>57.35</u>
TELECID (TWIN CITIES EMEDIA)					
10/04/2011	20041029	E 101-42110-218	Equipment Repair & Maintenance	BATTERY BACK-UP	139.25
10/18/2011	20041034	E 609-49750-321	Telephone	DOMAIN NAME TRANSFER	9.17
					<u>148.42</u>
THE AMERICAN BOTTLING COMPANY					
10/14/2011	2449908835	E 609-49751-254	Miscellaneous Merchandise	MISC	188.55
10/28/2011	2449909089	E 609-49751-254	Miscellaneous Merchandise	MISC	237.30
					<u>425.85</u>
TOM LYNCH ELECTRIC					
10/15/2011		E 602-49490-229	Project Repair & Maintenance	CONTROL ROOM-ADD CORD TC	185.00
10/20/2011		E 602-49490-229	Project Repair & Maintenance	VVWTP REPLACE BASEBOARD F	430.00
11/01/2011		E 101-41940-401	Repairs/Maint Buildings	LIGHTING MAINTENANCE	212.00
					<u>827.00</u>
UTILITY SERVICE CO., INC.					
11/01/2011	277224	E 601-49440-234	Water Tower Maintenance	QTRLY MAINTENANCE	23,511.70
					<u>23,511.70</u>
VANGELOF, DIMITRIOS					

E 101-42210-331	Travel Expenses	REIMBURSE MEALS, MILEAGE A	449.95
			<u>\$449.95</u>

VINOCOPIA, INC.

10/14/2011	0045634-IN	E 609-49751-206	Freight and Fuel Charges	LIQUOR	12.50
10/14/2011	0045634-IN	E 609-49751-251	Liquor For Resale	LIQUOR	424.00
					<u>\$436.50</u>

WIRTZ BEVERAGE MN

07/26/2010	806563	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.45)
07/26/2010	806563	E 609-49751-251	Liquor For Resale	CREDIT	(74.55)
09/22/2011	633171	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.45
10/11/2011	843754	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.45)
10/11/2011	843754	E 609-49751-251	Liquor For Resale	CREDIT	(155.75)
10/18/2011	844603	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.45)
10/18/2011	844603	E 609-49751-251	Liquor For Resale	CREDIT	(94.65)
10/18/2011	844705	E 609-49751-251	Liquor For Resale	LIQUOR	(57.80)
10/20/2011	647922	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.45
10/20/2011	648420	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.65
10/20/2011	648420	E 609-49751-251	Liquor For Resale	LIQUOR	1,120.58
10/20/2011	648420	E 609-49751-253	Wine For Resale	WINE	679.55
10/27/2011	651859	E 609-49751-206	Freight and Fuel Charges	LIQUOR, WINE	23.20
10/27/2011	651859	E 609-49751-251	Liquor For Resale	LIQUOR	2,041.09
10/27/2011	651859	E 609-49751-253	Wine For Resale	WINE	303.75
10/31/2011	845789	E 609-49751-251	Liquor For Resale	CREDIT	(41.14)
10/31/2011	845790	E 609-49751-251	Liquor For Resale	CREDIT	(16.33)
					<u>\$3,751.15</u>

\$227,616.02

FUND SUMMARY

101 GENERAL FUND	\$57,545.36
226 PEDERSON PATH FUND	\$26,954.61
402 CAPITAL EQUIPMENT	\$39,171.50
601 WATER FUND	\$33,228.60
602 SEWER FUND	\$17,883.24
609 MUNICIPAL LIQUOR FUND	\$52,532.71
803 ESCROW	\$300.00
Total	<u>227,616.02</u>

CITY OF ST. FRANCIS
11/7/2011

Checks cut since last Council Meeting

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
10/25/11	62680	Anoka County	Recording Fees	\$ 767.10
10/25/11	62681	HWY 47	Final Payment	66,274.66
TOTAL				67,041.76

Disbursements via Debits to Checking account

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
10/18/11	U.S. Treasurer	Federal Payroll Tax	1,215.06
10/18/11	P.E.R.A.	P.E.R.A	320.16
10/18/11	MN State Treasurer	State Payroll Tax	146.59
10/27/11	U.S. Treasurer	Federal Payroll Tax	14,918.81
10/27/11	P.E.R.A.	P.E.R.A	12,507.72
10/27/11	ING	Deferred Comp	770.00
10/27/11	ICMA	Deferred Comp	790.00
10/27/11	MN State Treasurer	State Payroll Tax	3,403.27
TOTAL			34,071.61

Additional invoices added since Council package distribution on Thursday.

PAYMENT BATCH AP 11-07-11

CENTURY LINK

11/01/2011	612e01-8624.111	E 101-41940-321	Telephone	NOVEMBER SERVICE	90.72
11/01/2011	612e01-8624.111	E 101-42110-321	Telephone	NOVEMBER SERVICE	75.63
11/01/2011	612e01-8624.111	E 101-42210-321	Telephone	NOVEMBER SERVICE	75.63
11/01/2011	612e01-8624.111	E 101-43100-321	Telephone	NOVEMBER SERVICE	15.13
11/01/2011	612e01-8624.111	E 101-45200-321	Telephone	NOVEMBER SERVICE	15.13
11/01/2011	612e01-8624.111	E 601-49440-321	Telephone	NOVEMBER SERVICE	15.13
11/01/2011	612e01-8624.111	E 602-49490-321	Telephone	NOVEMBER SERVICE	15.13
					\$302.50

MN DEPT OF COMMERCE

		E 101-42110-331	Travel Expenses	SAN ROMAN CK 52825	13.35
		E 101-45200-110	Commission Pay	JOHNSON CK 53497	60.00
					\$73.35

OREILLY AUTO PARTS

10/07/2011	1539-101381	E 101-42210-217	Other Operating Supplies	ABSORBENT	24.10
10/28/2011		E 101-43100-217	Other Operating Supplies	SUPPLIES	47.01
					\$71.11

PREMIUM WATERS, INC.

10/31/2011	311749942	E 101-42110-311	Contract	WATER	19.24
					\$19.24

\$466.20

FUND SUMMARY

101 GENERAL FUND	\$435.94
601 WATER FUND	\$15.13
602 SEWER FUND	\$15.13
Total	466.20

REQUEST FOR HEARING PURSUANT TO
MINNESOTA STATUTES SECTION 347.541

I hereby state that I am the owner of an English Mastiff named Buddy who is the subject of a dangerous dog declaration. I request a hearing pursuant to Minn. Stat. Sec. 347.541 regarding this declaration.

Jennifer V. Dalzen
Edward J. Dalzen

Owner

Sept 30th 2011

Date

ST FRANCIS POLICE DEPARTMENT 3740 BRIDGE ST NW, ST FRANCIS, MN 55070				JCF	CASE NUMBER						
				ADD'L PAGES	11196930						
CLASSIFICATION OTHER-CRIMES AGAINST PUBLIC O	CODE M7399	DISP A	CLASSIFICATION DANGEROUS ANIMAL	CODE 09569	DISP						
CLASSIFICATION ANIMAL - DOG BITES	CODE 09561	DISP	CLASSIFICATION OTHER-CRIMES AGAINST PUBLIC O	CODE M7399	DISP A						
CLASSIFICATION ANIMAL COMPLAINT - DOG NO LIC	CODE 09574	DISP	CLASSIFICATION OTHER-CRIMES AGAINST PUBLIC O	CODE M7399	DISP A						
REPORTING OFFICER(S) 18201 STEMME, BRANDON											
DATE REPORTED 8/29/2011	ASSIGNED 1453	ARRIVED 1454	CLEARED 1512	EARLIEST DATE/TIME OCCURRED	LATEST DATE/TIME OCCURRED						
LOCATION OF OFFENSE/INCIDENT 23606 ST FRANCIS BLVD NW, ST FRANCIS, MN 55070-			APT #	GRID 15	VALUE STOLEN \$						
					VALUE DAMAGED \$						
					VALUE RECOVERED \$						
AJ	REPORTING PARTY'S NAME			DATE OF BIRTH	SEX RACE HOME PHONE						
ADDRESS			APT	CITY	STATE ZIP WORK PHONE						
NARRATIVE											
SEE ADDITIONAL REPORT WHERE CONNEXUS ENERGY EMPLOYEE DAVID WAS ATTACKED BY ONE OF EDWARD'S DOG. SEE PHOTOGRAPHS OF BITE/WOUNDS TO HIS FOREARM.											
CASE FORWARDED TO CITY ATTORNEY FOR REVIEW.											
LEPAK ADVISED HE WOULD GET BACK TO US REGARDING THE CHARGES THAT SHOULD BE ON THE CITATION.											
SUPP 9/6/11:											
CITY ATTY SCOTT LEPAK ADVISED OF CHARGES TO BE ON THE CITATION THAT INCLUDE NO DOG LICENSE, FAILURE TO RESTRAIN AN ATTACK BY AN ANIMAL AND DISTURB THE PEACE/UNLAWFUL ACT (OWN A DANGEROUS DOG). CITATION #021599001076 SENT BY CERTIFIED MAIL TO EDWARD ON 9/6/11 ALONG WITH A LETTER FROM CHIEF DECLARING THE DOG "BUDDY" A DANGEROUS ANIMAL. SEE PREVIOUS REPORTS INVOLVING THIS ANIMAL.											
AJ/J	CODE	NAME			DOB	SEX	RACE	HGT	WGT	HAIR	EYES
A	V	DAVID CHESTER SHAPPELL				M	W			GRY	BRO
ADDRESS 14601 RAMSEY BLVD NW			APT	CITY WORK RAMSEY	STATE	ZIP 55303-					
ALIAS			HOME / BUS PHONE		WORK / 2ND BUS PHONE 763-323-2763		CELL / PAGER / FAX				
AJ/J	CODE	NAME			DOB	SEX	RACE	HGT	WGT	HAIR	EYES
A	M	CHUCK JENSEN				M	W				
ADDRESS 14601 RAMSEY BLVD NW			APT	CITY WORK RAMSEY	STATE	ZIP 55303-					
ALIAS			HOME / BUS PHONE 763-323-2687		WORK / 2ND BUS PHONE		CELL / PAGER / FAX				
AJ/J	CODE	NAME			DOB	SEX	RACE	HGT	WGT	HAIR	EYES
A	A	EDWARD JAMES DALZEN				M	W			BLU	BLU
ADDRESS 23606 ST FRANCIS BLVD NW			APT	CITY ST FRANCIS	STATE	ZIP 55070-					
ALIAS			HOME / BUS PHONE 763-954-9313		WORK / 2ND BUS PHONE		CELL / PAGER / FAX				
AJ/J	CODE	NAME			DOB	SEX	RACE	HGT	WGT	HAIR	EYES
ADDRESS			APT	CITY	STATE	ZIP					
ALIAS			HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX				
ENTRY 1	ENTRY 2	ENTRY 3	ENTRY 4	SUPERVISOR	COPY TO CITY ATTY	RELATED CASE NUMBERS: 11080914, 11009245					



St. Francis Police Department

Jeffrey Harapat, Chief of Police

*Sent by
certified mail
9/6/11 KJK*

September 6, 2011

Edward James Dalzen
23606 St. Francis Blvd. NW
St. Francis, MN 55070

Re: Designation as Dangerous Dog – Buddy
Sent by certified mail

Mr. Dalzen:

Pursuant to Minn. Stat. Sec. 347.50 et. seq. and St. Francis City Code Section 8-3-1 you are hereby notified that I hereby determine and order that the English Mastiff (possibly a Presa Canario) dog named Buddy be declared a dangerous dog. The basis of this determination and the facts for this determination are outlined in the following:

St. Francis Police Department ICR 11009245 (January 13, 2011)
St. Francis Police Department ICR 11080914 (April 18, 2011)
St. Francis Police Department ICR 11087487 (April 24, 2011)
Citation No. 961-569
Notice of Potentially Dangerous Dog dated April 21, 2011
St. Francis Police Department Detailed Report and supporting documentation on ICR 11-196930 (August 29, 2011)

You are also hereby notified of the following:

(1) A description of the dog:

Male Reverse Brendal colored English Mastiff or possibly a Presa Canario named Buddy.

(2) The authority for and purpose of the dangerous dog declaration:

A. Dangerous dog is defined in Minn. Stat. Sec. 347.50, Subd. 2 as any dog that has:
(1) without provocation, inflicted substantial bodily harm on a human being on public or private property;

- (2) killed a domestic animal without provocation while off the owner's property;
- or
- (3) been found to be potentially dangerous, and after the owner has notice that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or domestic animals.

B. Dangerous Animal is defined in the St. Francis City Code at 8-3-1(A)(3) as meaning:

A dog which has caused damage to property or injury to a person, or which animal, by its actions, exhibits a propensity for causing imminent danger to persons.

- a. Without provocation, inflicted substantial bodily harm on a human being on public or private property;
- b. Killed a domestic animal without provocation while off the owner's property;
- or
- c. Been found to be potentially dangerous, and after the owner has notice that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or domestic animals.

The following supports the determination of dangerous dog pursuant to Minn. Stat. Sec. 347.50, subd. 2(1) and St. Francis City Code Section 8-3-1(A)(3)(a):

The following incident reports establish that the above-referenced dog, without provocation, inflicted substantial bodily harm on a human being on public or private property:

On or about January 13, 2011, an officer with the St. Francis police department responded to a call. In the course of that response, the officer determined that the above named dog inflicted substantial bodily harm to a Comcast employee. See St. Francis Police Department ICR 11009245.

On or about August 29, 2011, an officer with the St. Francis police department responded to a medical dispatch. In the course of that response, the officer determined that the above named dog inflicted substantial bodily harm to a Connexus Energy employee. See St. Francis Police Department Detailed Report and supporting documentation on ICR 11-196930 (August 29, 2011)

The following support the determination of dangerous dog pursuant to Minn. Stat. Sec. 347.50, subd. 2(3) and St. Francis City Code Section 8-3-1(A)(3)(c):

Been found to be potentially dangerous, and after the owner has notice that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or domestic animals.

On or about April 21, 2011, the owner was issued a Notice that the above-referenced dog was found to be potentially dangerous. Following this designation, on or about August 29, 2011, an officer with the St. Francis police department responded to a medical dispatch. In the course of that response, the officer determined that the above named dog aggressively bit, attacked and endangered a Connexus Energy employee. See St. Francis Police Department Detailed Report and supporting documentation on ICR 11-196930 (August 29, 2011)

The purpose of this dangerous dog declaration is to promote public safety as well as to comply with the requirements of the law and city code.

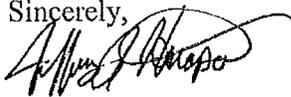
(3) The time, place, and circumstances under which the dog was declared dangerous: Declared by this letter at 9:30 ; a.m. at the St. Francis City Hall, 23340 Cree Street NW, St. Francis, MN 55070.

(4) Telephone number and contact person: Police Chief Jeffrey Harapat at 763-753-1264.

Please be advised that the owner of the dog may request a hearing concerning the dangerous dog declaration. Failure to do so within 14 days of the date of this notice will terminate the owner's right to a hearing under Minn. Stat. Sec. 347.51. If an appeal request is made within 14 days of this notice, the owner must immediately comply with the requirements of section 347.52 paragraphs (a) and (c), and until such time as the hearing officer issues an opinion. If the hearing officer affirms the dangerous dog declaration, the owner will have 14 days from receipt of that decision to comply with all other requirements of sections 347.51, 347.515, and 347.52. Please be advised that all actual costs of the care, keeping, and disposition of the dog are the responsibility of the person claiming an interest in the dog, except to the extent that a court or hearing officer finds that the seizure or impoundment was not substantially justified by law.

A copy of these referenced Statutes and the City Code are attached to this letter.

Sincerely,



Jeff Harapat
St. Francis Police Chief

ENC: St. Francis City Code 8-3-1
Minn. Stat. Sec. 347.541, 347.51, 347.515 and 347.52
St. Francis Police Department ICR 11009245 (January 13, 2011)
St. Francis Police Department ICR 11080914 (April 18, 2011)
St. Francis Police Department ICR 11087487 (April 24, 2011)
Citation No. 961-569

Notice of Potentially Dangerous Dog dated April 21, 2011
St. Francis Police Department Detailed Report and supporting documentation on ICR 11-
196930 (August 29, 2011)

REQUEST FOR HEARING PURSUANT TO
MINNESOTA STATUTES SECTION 347.541

I hereby state that I am the owner of an English Mastiff named Buddy who is the subject of a dangerous dog declaration. I request a hearing pursuant to Minn. Stat. Sec. 347.541 regarding this declaration.

Owner

Date

347.541 DISPOSITION OF SEIZED ANIMALS.

Subdivision 1. Hearing.

The owner of any dog declared dangerous has the right to a hearing by an impartial hearing officer.

Subd. 2. Security.

A person claiming an interest in a seized dog may prevent disposition of the dog by posting security in an amount sufficient to provide for the dog's actual cost of care and keeping. The security must be posted within seven days of the seizure inclusive of the date of the seizure.

Subd. 3. Notice.

The authority declaring the dog dangerous shall give notice of this section by delivering or mailing it to the owner of the dog, or by posting a copy of it at the place where the dog is kept, or by delivering it to a person residing on the property, and telephoning, if possible. The notice must include:

(1) a description of the seized dog; the authority for and purpose of the dangerous dog declaration and seizure; the time, place, and circumstances under which the dog was declared dangerous; and the telephone number and contact person where the dog is kept;

(2) a statement that the owner of the dog may request a hearing concerning the dangerous dog declaration and, if applicable, prior potentially dangerous dog declarations for the dog, and that failure to do so within 14 days of the date of the notice will terminate the owner's right to a hearing under this section;

(3) a statement that if an appeal request is made within 14 days of the notice, the owner must immediately comply with the requirements of section 347.52, paragraphs (a) and (c), and until such time as the hearing officer issues an opinion;

(4) a statement that if the hearing officer affirms the dangerous dog declaration, the owner will have 14 days from receipt of that decision to comply with all other requirements of sections 347.51, 347.515, and 347.52;

(5) a form to request a hearing under this subdivision; and

(6) a statement that all actual costs of the care, keeping, and disposition of the dog are the responsibility of the person claiming an interest in the dog, except to the extent that a court or hearing officer finds that the seizure or impoundment was not substantially justified by law.

Subd. 4. Right to hearing.

Any hearing must be held within 14 days of the request to determine the validity of the dangerous dog declaration. The hearing officer must be an impartial employee of the local government or an impartial person retained by the local government to conduct the hearing. In the event that the dangerous dog declaration is upheld by the hearing officer, actual expenses of the hearing up to a maximum of \$1,000 will be the responsibility of the dog's owner. The hearing officer shall issue a decision on the matter within ten days after the hearing. The decision must be delivered to the dog's owner by hand delivery or registered mail as soon as practical and a copy must be provided to the animal control authority.

347.51 DANGEROUS DOGS; REGISTRATION.

Subdivision 1. Requirement.

No person may own a dangerous dog in this state unless the dog is registered as provided in this section.

Subd. 2. Registration.

An animal control authority shall issue a certificate of registration to the owner of a dangerous dog if the owner presents sufficient evidence that:

(1) a proper enclosure exists for the dangerous dog and a posting on the premises with a clearly visible warning sign that there is a dangerous dog on the property, including a warning symbol to inform children;

(2) a surety bond issued by a surety company authorized to conduct business in this state in a form acceptable to the animal control authority in the sum of at least \$300,000, payable to any person injured by the dangerous dog, or a policy of liability insurance issued by an insurance company authorized to conduct business in this state in the amount of at least \$300,000, insuring the owner for any personal injuries inflicted by the dangerous dog;

(3) the owner has paid an annual fee of not more than \$500, in addition to any regular dog licensing fees, to obtain a certificate of registration for a dangerous dog under this section; and

(4) the owner has had microchip identification implanted in the dangerous dog as required under section 347.515.

Subd. 2a. Warning symbol.

If an animal control authority issues a certificate of registration to the owner of a dangerous dog pursuant to subdivision 2, the animal control authority must provide, for posting on the owner's property, a copy of a warning symbol to inform children that there is a dangerous dog on the property. The warning symbol must be the uniform symbol provided by the commissioner of public safety. The commissioner shall provide the number of copies of the warning symbol requested by the animal control authority and shall charge the animal control authority the actual cost of the warning symbols received. The animal control authority may charge the registrant a reasonable fee to cover its administrative costs and the cost of the warning symbol.

Subd. 3. Fee.

The animal control authority may charge the owner an annual fee, in addition to any regular dog licensing fees, to obtain a certificate of registration for a dangerous dog under this section.

Subd. 3a. Dangerous dog designation review.

Beginning six months after a dog is declared a dangerous dog, an owner may request annually that the animal control authority review the designation. The owner must provide evidence that the dog's behavior has changed due to the dog's age, neutering, environment, completion of obedience training that includes modification of aggressive behavior, or other factors. If the animal control authority finds sufficient evidence that the dog's behavior has changed, the authority may rescind the dangerous dog designation.

Subd. 4. Law enforcement; exemption.

The provisions of this section do not apply to dangerous dogs used by law enforcement officials for police work.

Subd. 5. Exemption.

Dogs may not be declared dangerous if the threat, injury, or damage was sustained by a person:

(1) who was committing, at the time, a willful trespass or other tort upon the premises occupied by the owner of the dog;

(2) who was provoking, tormenting, abusing, or assaulting the dog or who can be shown to have repeatedly, in the past, provoked, tormented, abused, or assaulted the dog;

or

(3) who was committing or attempting to commit a crime.

Subd. 6.

[Repealed, 1Sp2001 c 8 art 8 s 30]

Subd. 7. **Tag.**

A dangerous dog registered under this section must have a standardized, easily identifiable tag identifying the dog as dangerous and containing the uniform dangerous dog symbol, affixed to the dog's collar at all times.

Subd. 8. **Local ordinances.**

A statutory or home rule charter city, or a county, may not adopt an ordinance regulating dangerous or potentially dangerous dogs based solely on the specific breed of the dog. Ordinances inconsistent with this subdivision are void.

Subd. 9. **Contracted services.**

An animal control authority may contract with another political subdivision or other person to provide the services required under sections 347.50 to 347.565. Notwithstanding any contract entered into under this subdivision, all fees collected under sections 347.50 to 347.54 shall be paid to the animal control authority and all certificates of registration must be issued in the name of the animal control authority.

347.515 MICROCHIP IDENTIFICATION.

The owner of a dangerous or potentially dangerous dog must have a microchip implanted in the dog for identification, and the name of the microchip manufacturer and identification number of the microchip must be provided to the animal control authority. If the microchip is not implanted by the owner, it may be implanted by the animal control authority. In either case, all costs related to purchase and implantation of the microchip must be borne by the dog's owner.

347.52 DANGEROUS DOGS; REQUIREMENTS.

(a) An owner of a dangerous dog shall keep the dog, while on the owner's property, in a proper enclosure. If the dog is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or leash and under the physical restraint of a responsible person. The muzzle must be made in a manner that will prevent the dog from biting any person or animal but that will not cause injury to the dog or interfere with its vision or respiration.

(b) An owner of a dangerous dog must renew the registration of the dog annually until the dog is deceased. If the dog is removed from the jurisdiction, it must be registered as a dangerous dog in its new jurisdiction.

(c) An owner of a dangerous dog must notify the animal control authority in writing of the death of the dog or its transfer to a new location where the dog will reside within 30 days of the death or transfer, and must, if requested by the animal control authority, execute an affidavit under oath setting forth either the circumstances of the dog's death and disposition or the complete name, address, and telephone number of the person to whom the dog has been transferred or the address where the dog has been relocated.

(d) An animal control authority shall require a dangerous dog to be sterilized at the owner's expense. If the owner does not have the animal sterilized within 30 days, the animal control authority shall seize the dog and have it sterilized at the owner's expense.

(e) A person who owns a dangerous dog and who rents property from another where the dog will reside must disclose to the property owner prior to entering the lease agreement and at the time of any lease renewal that the person owns a dangerous dog that will reside at the property.

(f) A person who transfers ownership of a dangerous dog must notify the new owner that the animal control authority has identified the dog as dangerous. The current owner must also notify the animal control authority in writing of the transfer of ownership and provide the animal control authority with the new owner's name, address, and telephone number.

**ST. FRANCIS POLICE DEPARTMENT
DETAILED REPORT**

DATE: AUGUST 29, 2011

ICR: 11-196930

INCIDENT: DANGEROUS DOG
DOG BITE
NO DOG LICENSE

VICTIM: DAVID CHESTER SHAPPELL
DOB:
14601 RAMSEY BLVD NW
WORK RAMSEY, MN 55303
PHONE: 3

SUSPECT: EDWARD JAMES DALZEN
DOB:
23606 ST. FRANCIS BLVD NW
ST. FRANCIS, MN 55070
PHONE:

MENTIONED: CHUCK JENSEN
14601 RAMSEY BLVD NW
WORK RAMSEY, MN 55303
PHONE: 763-323-2687
CELL

DETAILS OF REPORT:

On August 29, 2011 at 14:53 hours I was dispatched to 23606 St. Francis Boulevard NW on a dog bite medical.

Upon arrival I spoke to Connexus Energy employee DAVID CHESTER SHAPPELL, DOB: He was at the back of the residence when a large Mastiff attacked him and bit his arm. The dog ripped his left sleeve off and pushed him to the ground. The dog left bite marks and superficial cut wounds to David's forearm.

The dog's owner, EDWARD JAMES DALZEN, DOB came out and put the dogs inside. Edward advised me it was the larger Mastiff named "Buddy" who did the bite.

Edward admitted that the dogs are still not licensed with the city.

**ST. FRANCIS POLICE DEPARTMENT
DETAILED REPORT**

He said they were all up to date on all their shots and are seen at the Forest Lake Vet Clinic.

A potentially dangerous dog form had already been filed on "Buddy". See case numbers 11-080914 and 11-009245.

Citation number 021599000602 will be completed with necessary charges after review by our City Attorney.

Supplemental information 8/30/11:

David came to the office on 8/30/11 where photographs were taken of his injuries. David advised he went to Mercy Hospital on 8/29/11 between 6 and 8 p.m.

We contacted the Forest Lake Vet. An employee named Mimi advised that all 3 of Edward's dogs are up to date on all shots, including rabies, as of March 2011. She also advised their records show "Buddy" to be an English Mastiff and they use cautionary measures when the dog comes in for an appointment. "Buddy" is muzzled for appointments as they reported this dog has bit a vet twice during visits.

David's Loss Control Manager CHUCK JENSEN came to our office on 8/30/11. He states he went to the scene where the incident took place and he saw the dog in question. He reports that Edward's dogs are not Mastiffs but they are in fact the breed of Presa Canarios. Jensen said this breed of dogs are very dangerous and are bred for biting.

Case forwarded to City Attorney Scott Lapek for review. Lapek advised he would contact us reference what charges to complete on the citation.

End of report by Officer Stemme #108

/kk

PRESS F2 WHEN FINISHED, PRESS SHIFT-F9 TO EDIT THE PET TABLE
VIEW MODE

Patient #: 44115	Pet Name: BUDDY OLAFSON	Home Ph: 763-
First Name: JENNIFER	Last Name: DALZEN	Sex (M/F): M
Species: DOG	Breed: ENGLISH MASTIFF	Altered (Y/N): N
D.O.B.: 9/07/2009	Color: REVERSE BRINDLE	

Problems:

Rabies Tag #:	66271	Rabies Vaccine:	3/11/11
RABIES VAC DUE DATE:	3/01/2014	DHLP Vaccine:	3/11/11
DHLP DUE DATE:	3/01/2012	HWT Med/Dose:	3/11/11 NEG
HWT DUE DATE:	3/01/2012	Feleuk Vaccine:	
FELEUK DUE DATE:		CVR Vaccine	
CVR VAC DUE DATE:		Corona vaccine	
CORONA VAC DUE DATE:		LYME VACCINE	
LYME VAC DUE DATE:		Other Vaccine	
OTHER VAC DUE DATE:			
LAST FECAL:			

Rx Refill:
Recheck/next appointment:

To: Saint Francis Police Dept.

Fax: 763.753.2619

Date: Sept 2, 2011

From: South Shore Veterinary Hospital

Msg: Attention Carla — "Buddy Olafson" Dalzen's Record.



Surgery - Anesthesia Record

Patient Name: Buddy Deben Patient ID: 44115 Date: 3/11/11
 Procedure: Neuter Wgt: 142

ET tube size: 10 IV cath: YN Fluids/rate/vol: _____

Pre-Meds: SQ - IM - IV Time Admin: _____

Acepromazine 1 mg/ml, 10 mg/ml		cc	
Atropine	3.0	cc	
Dexdomitor 0.5 mg/ml	0.8	cc	
Morphine 15 mg/ml Btl#		cc	Btl#

Surgery/Prophy Started: 8:40
 Ended: _____

Post-Op Temp: _____

Sx: Neuter - routine closed
Neuter - tube ligated
both sides of gut
Subcuticular closure
2 22031 sponges

Induction: SQ - IM - IV

Butorphanol 10 mg/ml	0.8	cc	Btl# 10-3
Ketamine 100 mg/ml	3.4	cc	Btl# 11-16
Ket/Acc 100 mg/ml		cc	Btl#
Propofol 10 mg/ml		cc	
Valium 5 mg/ml	3.4	cc	Btl# 10132
Xylazine 20 mg/ml		cc	

Inhalent: Isoflurane at _____ % Started: 8:50
 Oxygen at _____ L/min Ended: _____

Pain Management: PO - SQ - IM - IV

Buprenorphine 0.3 mg/ml		cc	Btl#
Fentanyl Patch		mcg/hr	
Morphine 15 mg/ml		cc	Btl#
NSAID:		mg	

Local Block: Bupivacaine/Lidocaine
 Amount: _____ cc Region: _____

Antibiotic: SQ - IM - IV

Cefazolin 100 mg/ml		cc
Gentamicin 40 mg/ml		cc
Poly 200 mg/ml	7.1	cc

Rx: Moventax 168 mg's subcutaneous
Prinax 75mg - 1 SID x 3 d's
Aloclenk - we will keep
case since weekly

Miscellaneous: PO - SQ - IM - IV

CVT (Signature)
 DVM (Signature)

South Shore Veterinary Hospital
 380 West Broadway, Forest Lake, MN 65025 (651) 464-4210
Hospitalization Treatment Authorization

Neuter
 Price due in May

Chart # 44116

PVS # 13200

Date: 3/1/11 Pet: Buddy

First Name: Jennifer

Last Name: Dalzer

Dr. _____

Outpatient	Immunizations	Anesthesiology
Office Call _____	Bordetella _____	Intravenous <40 _____
Exam _____	Corona _____	Intravenous >40 _____
Re-exam _____	<u>DHPP</u> <u>25</u>	Inhalation <40 _____
Urgent Care _____	<u>FVRCP</u> _____	Inhalation >40 _____
Emergency fee _____	Feline leukemia _____	Sedative _____
Consult _____	Lyme _____	Dental Care
Health Certificate _____	<u>Rabies</u> <u>20</u>	Routine _____
New file _____	Laboratory	Difficult _____
	Bacterial Cult/Sens. _____	Extraction(s) _____
Medical Services	Blood Glucose _____	Surgery
Anal glands _____	Brucellosis _____	Biopsy _____
Bath _____	CBC _____	Cat neuter _____
Cast/Bandage _____	Cytology _____	Cat spay _____
Catheter IV _____	Ear swab _____	Declaw _____
Catheter urinary _____	ECG _____	<u>Dog neuter</u> <u>130</u>
Catheter blkd cat _____	Fecal _____	Dog spay _____
Dip _____	FELV test _____	General surgery _____
Ear clean _____	Fl stain _____	Tails/dewclaws _____
Ear flush _____	Fungal Culture _____	Radiology
Fluids IV _____	HWT filter _____	Film per view _____
Fluids SQ _____	<u>HWT occult</u> <u>30</u>	Contrast study _____
Injection/s _____	Lyme test _____	Evaluation _____
IV pump _____	PCV/TS _____	Reck evaluation _____
Nail trim _____	Panel complete _____	OFA _____
Wound care _____	<u>Panel select</u> <u>30</u>	In Hospital Care
	Pathology _____	Day patient _____
Pharmacy	Schirmer tear test _____	Routine _____
<u>drugs</u> <u>20 25</u>	Skin scraping _____	Intensive care _____
	Thyroid T4 _____	Medication _____
	Urinalysis _____	

\$190 - ~~200~~

This is only an estimate of charges based on services anticipated. We will always try to contact you prior to running any additional test or procedures that will increase this estimate. Our goal is to give you and your pet the best possible care available at a reasonable cost to both of us.

I, the undersigned and owner of the admitted pet, do authorize the doctors and staff of South Shore Veterinary Hospital to perform the above indicated medical, surgical, diagnostic and therapeutic services on my pet. I understand that all reasonable precautions will be used to prevent the injury, illness or death of my pet, and I will hold South Shore Veterinary Hospital free of any responsibility and/or liability in the absence of gross negligence.

I agree that all fees are due in full at the time of discharge and that if I do not pay this account as agreed that all past due accounts are subject to finance charges and to all costs of collections, including court and legal fees.

I have read and understand the above and agree to all of its terms and conditions.

X _____
 signature of legal owner

651 785 2900
 phone

Haw: 0 → muzzle before going into room

CAUTION

Date	PVS #	T	
5/28/10	1352		-134- day 66271 Red from muzzle - check to normal - N appetite, stools etc.
			PE - BAR, mm pinky, red 271 - DIST, 44/L of P/W ok, and - WNL - no hernias u/b - both testes desc. BC3 3/5 m/s - amb x 4
			DAPP # 1/2 x Rb 1 yr x 0 has 46. 1 Vetrav
			(-map)
3/11/11	18200		v142- Hv: Doing well, no concerns P.G: mid p. inc Unable to do exam → bit Dr in room
			Gives D.8 & x dom 4 0.8 Tons 1m
			A: Aggressive - / Attacking P: 0 declined PAP Neutered - See ex. Sheet
			Check ears DAPP Rabies 3yr
			Rec'd behavioral training / obedience
			Prism - 41 1/2 crist PVA clean
7/23/11	27807		Refill: momelazine - 6.8 drops AU SID x 14 days Lisa
Owner: Patzen, Jennifer		Pet Name: Buddy	
		ID# 4411-	

Called
stat
MQB
Doing
well
VIF

Affiliated Emergency Veterinary Service - CR

1615 Coon Rapids Blvd.
Coon Rapids, MN 55433
763.754.9434 Fax: 763.754.5731

Monday, May 24, 2010
Client Information:
Jennifer Dulzen (#94247)
10765 Jefferson St
Blaine, MN 55434
(763) 432-2784

Patient Information:
Buddy (#104906)
English Mastiff, 8 month
male

CASE SUMMARY

Presenting Complaint:

Admission: Saturday, May 22, 2010 11:10 AM Straining to defecate, loose stools, lethargic
Room # 3

History:

Buddy is sick today. He seemed fine yesterday. He is not eating anything (including his favorite treats). He is straining to defecate. They are concerned that he may be constipated. When asked about vaccinations they at first said he was up to date. But when questioned further they bought him at 2 mo's of age and they have not taken him in for any vaccinations. They thought that the breeder said he didn't need any more until he was 1 yr old. Buddy does have quite a history of eating mutty different things- socks/ wood/ a plastic fork ect...

Tentative Diagnosis:

acute v/d -etiology open
colitis

Dispensed Items:

1. --Metronidazole Tabs 500mg #40
Rx: give 2 tablets orally every 12 hours
2. --Amoxicillin 500mg Caps #40
Rx: give 2 capsules orally every 12 hours
3. --Tiamadol HC 50 mg Tablet #30
Rx: give 2 tablets orally every 8 hours

tear meds

Discharge Instructions:

(5/24/2010) Steve Wennum, DVM (CR)

1. Medications- Start medications this am
2. Diet-
A bland diet consists of broiled hamburger, chicken, cooked potatoes, rice, cooked eggs, or white bread. Do not give food if your pet continues to vomit.
3. Exercise as usual.
4. Progress exam- See your veterinarian in 2-3 days for a progress exam.
5. Notify us or your veterinarian if Buddy continues to vomit for more than 12 hours, if vomiting becomes more frequent, if you notice blood in the vomit, or he becomes lethargic.
5. Notify us or your veterinarian if Buddy stops eating, becomes lethargic, develops bloody

✓

diarrhea (or if there is an increase in the frequency and/or amount of diarrhea), or if other symptoms develop.

Please feel free to contact our office if you have any questions or concerns. Thank you for allowing us to care for "Buddy".

Please visit our website at www.acvs.com for more information about your pet's condition and medications and to complete our online Client Satisfaction Survey.

MEDICAL RECORD

Shift Summary:

Communications: Contact: Buddy did very well overnight
no v/d
eating c/n well
VERY happy and energetic
send home today on meds Comments:

(5/23/2010) Steve Wenum, DVM (CR)

Temperature: 100.8°F, Pulse: 100 BPM / good, Respiration: 30 RPM, MM: pk CRT:
sec. Cumulative Pain Score: 3 (0-12), Weight: 59.091 kg, 130.00 lb, 1.52 m²

Appearance: bar

Hydration: wnl

Eyes: nc

Ears: nc

Nose: nc

Oral Cavity: nc

Heart/Lungs: lungs are clear

no murmurs

Abdomen: non painful on exam

Musculoskeletal: nc

BCS: nc/5

Neurological: very bar

Urogenital: nc

Skin: nc

Lymph Nodes: nc

Comments:

Communications: Contact: Mr. and Mrs. Dalzen Comments: Spoke to owners regarding barium study, discussed some aspiration - barium is going through nicely, still some in S1 and no noted signs of obstruction at this time. Dr. Wenum will decide on further radiographs tonight. Seems brighter tonight, had a large blow out of diarrhea and barium and seemed better afterwards. Getting up more often and going outside but still not wanting to eat for us. Dr. Wenum will start forcefeeding tonight and plan on Buddy being here overnight again. updated on charges and should be within the high end of the estimate. Owners okay charges and will be here at 7am for discharge or transfer.

Communications: Contact: owner Comments: spoke to owner
Buddy did very well overnight
no v/d

more active -will walk outside
not eating overnight
owner to come in this am to try home cooked food and decide on going home or staying at
AEVSCR

(5/22/2010) Steve Wenum, DVM (CR)

Temperature: °F. Pulse: 120 BPM / good, Respiration: 30 RPM, MM: pk, CRT:
sec, Cumulative Pain Score: 3 (0-12). Weight: 59.091 kg, 130.00 lb, 1.52 m2

Appearance: qar
Hydration: wnl
Eyes: nc
Ears: nc
Nose: nc
Oral Cavity: nc
Heart/Lungs: lungs are clear
Abdomen: painful mid abdomen
no palpable obstructions
Musculoskeletal: nc
BCS: nc/5
Neurological: dull, depressed
Urogenital: nc
Skin: nc
Lymph Nodes: nc
Comments:

Communications: Contact: Jennifer Comments: Called with an update at the time that Dr
Joel and Dr Steve are transitioning shifts. They were told that he is doing a little better... no
more vomiting and no bloody diarrhea for several hrs. The costs were also discussed... it
looks like the charges will be about \$200 above what they have deposited.
They are fine with that.

Assessment: Gastroenteritis

Plan: IV Fluids for both replacement and maintenance for 20 hrs. IV injections of Unasyn/
Metronidazole/ Fentanyl and Hydromorphone.

Diagnostics:

--Contrast, Barium 400 ml P.O. --Radiograph, Barium Series (ea //14

Views: VD, RL. Region(s): Abdomen

Time: 0min, 15min, 30min, 60min, 120min

Interpretation: good gastric filling, already entering far into SI on first films, small
amount of barium noted in ventral caudal lungs, good flow into SI, good emptying of
stomach, entrance into fluid filled colon with some remaining in SI

-Ear Discharge Analysis A.D.

Yeast +4

Cocci +2

A.S. NSF

Time: 8:15 AM

--Radiograph, Additional (ea) #2

View: LAT/VD Region: LEFT LATERAL AND VD ABDOMEN
Interpretation: gastric fundus empty -soft tissue density material in gastric pylorus on left lateral
irregular stool in ascending colon on v/d view
large amount of gas in colon
no obvious abnormalities in small bowel
good serosal detail
~PCV (packed cell volume) 43% TPP 6.6 g/dL
Time: 7:10 PM

~Radiograph. Additional (ca) #2
View: VD and RLateral Region: Abdomen- repeat rads following 21 hrs of IV fluids
Interpretation: The suspicious gas-soft tissue pattern is no longer present. Normal looking colon gas pattern.

~EC8:
Glu 126* mg/dL (60-115)
BUN 14 mg/dL (10-26)
Na+ 139* mmol/L (142-150)
K+ 3.6 mmol/L (3.4-4.9)
Cl- 110 mmol/L (106-127)
TCO2 22 mmol/L (17-25)
AnGap 12 mmol/L (8-25)
Het 38 % PCV (35-50)
Hb* 12.9 g/dL (12-17)
*via Het
pH 7.328* (7.35-7.45)
PCO2 39.8* mm/Hg (35-38)
HCO3 20.9 mmol/L (15-23)
BEecf -5 mmol/L ([0]-[+6])
Time: 12:40 PM

~Fecal Flotation Test No ova seen Comments:
Direct Smear
WBC: 13 in clumps
RBC: 12
significant overgrowth of rods and cocci in chains
moderate amount epithelial cells
Time: 3:50 PM

Therapy:
Steve Weun, DVM 5/23/10-5/24/10 (CR)
Fluids/ CRI:
~Normosol-R 1000ml #2 Initial Rate: 250 ml/hr

Injection(s):
1. ~Metronidazole Inj 5mg/ml 600mg IV administered at 1 AM
2. ~Unasyn Inj. 375mg/ml 1770mg IV administered at 9 PM
3. ~Unasyn Inj. 375mg/ml 1770mg IV administered at 5 AM
4. ~Famotidine Inj 20mg/2ml 30mg IV administered at 2 AM

Fluids/ CRI:

--Normosol-R 1000ml #3 Initial Rate: 250 ml/hr

5 drops Malotic applied to right ear @ 8:30am

Injection(s):

1. --Hydromorphone Inj 2mg/ml 6.0mg IV administered at 1:00 PM
2. --Metronidazole Inj 5mg/ml 600mg IV administered at 1:00 PM
3. --Unasyn Inj. 375mg/ml 1770mg IV administered at 2:00 PM
4. --Famotidine Inj 20mg/2ml 30mg IV administered at 4:00 PM

Fluids/ CRI:

--Normosol-R 1000ml #2 Initial Rate: 250 ml/hr

Injection(s):

1. --Unasyn Inj. 375mg/ml 1770mg IV administered at 10 PM
2. --Unasyn Inj. 375mg/ml 1770mg IV administered at 6 AM
3. --Hydromorphone Inj 2mg/ml 6mg IV administered at 1 AM
4. --Hydromorphone Inj 2mg/ml 6mg IV administered at 7 AM
5. --Metronidazole Inj 5mg/ml 600mg IV administered at 1 AM
6. --Famotidine Inj 20mg/2ml 30mg IV administered at 4 AM

--IV Catheterization: Gauge: 18 ga Location: right cephalic

Fluids: --Normosol-R 1000ml #2 Initial Rate: liter bolus then 250 ml/hr

Injection(s):

1. --Hydromorphone Inj 2mg/ml 12mg IV administered at 1:00 PM
 2. --Metronidazole Inj 5mg/ml 600mg IV administered at 1:00 PM
 3. --Unasyn Inj. 375mg/ml 1770mg IV administered at 2:00 PM
 4. --Famotidine Inj 20mg/2ml 30mg IV administered at 4:00 PM
 5. --Hydromorphone Inj 2mg/ml 6mg IV administered at 7:00 PM
- Urinary Cath&Placement: placed 10 french urinary catheter @ 6:00pm

Fluids/ CRI:

--Normosol-R 1000ml #1 Initial Rate: 250 ml/hr

Affiliated Emergency Veterinary Service - CR
Quality Assurance Survey

Client Information:
Jennifer Dalzen (#94247)
10765 Jefferson St
Blaine, MN 55434

Patient Information:
Buddy (#104906)
English Mastiff, 8 month
male

Attending DVM(s): Steve Wenum, DVM (CR)

Please complete the following questions for the patient listed above and for each case seen at AEVS. **Please fax this survey to the AEVS business office at 952-746-5754.** Your responses are appreciated and will assist us in better serving you, your clients, and their pets.

DATE _____ **HOSPITAL** _____

COMPLETED BY _____

- 1.) Is the detail and organization of the medical record satisfactory? **Yes** **No**
- 2.) Are you satisfied with the management of your patient? **Yes** **No**
- 3.) Would you like a follow-up call on this case? **Yes** **No**

Phone number(s): _____

email: _____

(If you responded "No" to any of the above questions, please explain in the comment section.)

Comments: _____

Please fax this survey to the Eden Prairie business office
FAX 952-746-5754

Client Information:
Jennifer Dalzen (#94247)
10765 Jefferson St
Blaine, MN 55434

Patient Information:
Buddy (#104906)
English Mastiff, 8 month
male

Discharge Instructions

I understand the discharge instructions provided and my responsibilities regarding further care of "Buddy".

Signature _____ Date _____

Explained and Witnessed by _____

FAX

To: South Shore Veterinary Hospital

Company: South Shore Veterinary Hospital

Fax: 6514641534

Phone:

From: Affiliated Emergency Veterinary Service, Coon Rapids

Fax: 763-754-5731

Phone: 763-754-9434

E-mail:

NOTES:

Date and time of transmission: Monday, May 24, 2010 7:12:28 AM
Number of pages including this cover sheet: 08

Patient # 104900 Cage # 12 Weight 130 # kg

"Buddy" Dalzen, Jennifer
 Patient: # 104900 Client: # 94247
 Date: 5/23/2010
 Breed: English Mastiff Wt: 59.091 kg
 Sex: M Age: 8 months
 Hm Phone: (763) 432-2764
 rDVM: South Shore Veterinary Hospital

Weight recheck due:

Problem List	
1	Vomiting
2	diarrhea
3	
4	
5	ENTERED
6	
7	

Treatment Plan

A.	Normasol-R 250ml/hr IV
B.	Hydromorphone 1.0mg IV q 4hrs
C.	metronidazole 1.0mg IV BID
D.	Unasyn 1.72g IV q12
E.	Famotidine 30mg IV BID
F.	Urine output q 4 hrs
G.	
H.	

Nursing Care and Alerts

(X) PR q 4hrs
(X) Walk q 4hrs PRN
() Turn
(X) Feed EN
()
()
()

Time	A	B	C	D	E	F	G	H	NC	Comments
8AM	200 204									Took out - didn't want to come back in. New bag Norm
9AM	187 5185									Malocclusion drops in @ Ear @ 8:30a QPR
10AM	↓									Visiting with owners
11AM	193 5185					150 2700			LJ	Sleeping T: 99.5 P: 70 R: 35
12PM	0 245									QPR X-rays
1PM	189 5590	LJ	LJ			800 3560				Defecated mod. amount bloody diarrhea
2PM	270 5860			LJ						Defecated mod. amount bloody diarrhea (barium) pulled urinary catheter
3PM	154 6014					177 300 3910				New bag of Normasol-R walked → no production
4PM	229 10745									Resting
5PM	212 10750								S/L	Resting; walked → no production T: 99.8 P: 60 R: 20 4th defecation - no interval - 4th defecation - no interval
6PM	227 10750									Resting forced 20ml of slurry
7PM	228 10714	Wife								Resting New bag of Normasol-R

Belongings/Discharge Instructions: X-rays - pink leash w/ pink dots !!

Date 5-23/10 DVM K. Nelson Page # 3

Patient # 04906 Cage # 12 Weight 130.0# 59.091 kg

"Buddy" Dalzen, Jennifer
 Patient: # 104808 Client: # 04247
 Date: 5/22/2010
 Breed: English Mastiff Wt: 59.091 kg
 Sex: M Age: 8 months
 Hm Phone: (763) 432-2784 **CPR**
 rDVM: South Shore Veterinary
 Hospital

Weight recheck due:

Problem List	
1	Vomiting
2	Diarrhea
3	
4	
5	
6	
7	

Treatment Plan	Nursing Care and Alerts
A. Normosal-R IV @ 250 ml/hr	ATPR q 6 hr
B. Hydromorphone 6.25 mg IV q 6 hr	Walk if he will
C. Metronidazole 600mg IV BID	() Turn
D. Unasyn 1770 mg IV TID	() Food NPO
E. Famotidine 30mg IV BID	()
F. Urine Output q 4 hr	()
G.	()
H.	()

Time	A	B	C	D	E	F	G	H	NC	Comments
8PM	244 2072									Sleeping
9PM	252 2324									Sleeping T: 97.0
10PM	262 2586			JD						Sleeping on back
11PM	241 2702					700 600			BB	T: 98.0°F P: 68 bpm R: 40 bpm
12AM	250 2072									recheck x-rays @ 12 AM
1AM	197 3824	JD	JD							new bag norm T: 98.1°F sleeping
2AM	328 3500									Sleeping
3AM	153 3705					700 800				New bag norm T:
4AM	244 4051					BB				Sleeping/dreaming Walked - no voids
5AM	221 4252								JD	T: 99.5°F P: 100 bpm R: 40 bpm
6AM	270 4522			BB						offer food not interested
7AM	270 4740					550 2010				* Resting

Belongings/Discharge Instructions: X-rays, pink polka-dot lead

Date 5/22/10 DVM S. Wenum Page # 2

Patient # 104904 Cage # 12 Weight 130 # 69-091 kg

"Buddy" Dalzen, Jennifer
 Patient: # 104006 Client: # 84247
 Date: 6/23/2010
 Breed: English Mastiff Wt: 69.091 kg
 Sex: M Age: 6 months

HM Phone: (763) 432-2784
 RDVM: South Shore Veterinary Hospital
 CPR

Weight recheck due:

Problem List

- 1 Bacium Series
- 2 diarrhea
- 3
- 4
- 5
- 6
- 7

Treatment Plan

- A. Nalmoxol-R IV @ 250mg/hr
- B. metronidazole 600mg IV BID
- C. Unasyn 1.72mg IV TID
- D. Famotidine 30mg IV BID
- E. Radiographs
- F. 20ml Adv Shrimy - force feed
- G. Hydromorphone 6mg IV q 4-6hr
- H. Malotic et ear TID

Nursing Care and Alerts

- ATPR 6 hr
- 6) Walk 4-6 hr PRN
- 1) Turn
- 6) Feed EA
- ()
- ()
- ()
- ()

Time	A	B	C	D	E	F	G	H	NC	Comments
8PM	200 7114					BB	BB			walked - urinated large amount Ate small amount of food Offered Hamb. - Ate readily
9PM	332 7450		LS							QAR walk & urinated large amt Offered rice hamb = ate readily
10PM	167 7617					BB				QAR T food P BB R pain
11PM	252 7869								BB	walk & urinated large amt QAR
12AM	210 8079					LJ				walk & urinated large amt
1AM	293 8321	BB								sleeping
2AM	232 8554			MS						sleeping walk - urinated large amt Offered rice ate readily
3AM	158 8772					BB				QAR
4AM	207 8919									sleeping 4:30 - walked outside - urinated QAR
5AM	240 9153		MS							sleeping
6AM	244 9405									Resting
7AM	8571									walk

Belongings/Discharge Instructions: X-rays, pink leash w/ police dots

Date 5/23/2010 DVM Wenjun Page # 4

ST FRANCIS POLICE DEPARTMENT 3740 BRIDGE ST NW, ST FRANCIS, MN 55070				JCF	CASE NUMBER 11087487						
				ADD'L PAGES							
CLASSIFICATION OTHER-CRIMES AGAINST PUBLIC O	CODE M7399	DISP A	CLASSIFICATION			CODE	DISP				
CLASSIFICATION	CODE	DISP	CLASSIFICATION			CODE	DISP				
CLASSIFICATION	CODE	DISP	CLASSIFICATION			CODE	DISP				
REPORTING OFFICER(S) 18201 STEMME, BRANDON											
DATE REPORTED 4/24/2011	ASSIGNED 1338	ARRIVED 1338	CLEARED 1346	EARLIEST DATE/TIME OCCURRED			LATEST DATE/TIME OCCURRED				
LOCATION OF OFFENSE/INCIDENT 23606 ST FRANCIS BLVD NW, ST FRANCIS, MN 55070-				APT #	GRID 15	VALUE STOLEN \$	VALUE DAMAGED \$	VALUE RECOVERED \$			
AJ	REPORTING PARTY'S NAME			DATE OF BIRTH	SEX	RACE	HOME PHONE				
ADDRESS				APT	CITY	STATE	ZIP	WORK PHONE			
NARRATIVE											
<p>I SPOKE TO EDWARD ABOUT CASE NUMBERS 11-009245 AND 11-080914, WHERE A ENGLISH MASTIFF DOG HAS HAD TWO SPERATE DOG BITE REPORTS. EDWARD SHOWED ME THAT HE HAS THREE MASTIFF'S AND KNEW IT WAS THE LARGER REVERSE BRENDALE COLORED MASTIFF WHO BIT IN BOTH CASES. EDWARD ADVISED ME THAT THE DOGS ARE NOT LICENSED THROUGH THE CITY. I ADVISED OF THE POTENTIALLY DANGEROUS DOG FORM AND FOR HIM TO GET THE DOGS LICENSED.</p> <p>I ISSUED EDWARD CITATION NUMBER 961-569 FOR NO DOG LICENSE.</p>											
AJJU A	CODE A	NAME EDWARD JAMES DALZEN			DOB	SEX M	RACE W	HGT	WGT	HAIR BRO	EYES BLU
ADDRESS 23606 ST FRANCIS BLVD NW				APT	CITY ST FRANCIS	STATE MN	ZIP 55070-				
ALIAS				HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX			
AJJU	CODE	NAME			DOB	SEX	RACE	HGT	WGT	HAIR	EYES
ADDRESS				APT	CITY	STATE	ZIP				
ALIAS				HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX			
AJJU	CODE	NAME			DOB	SEX	RACE	HGT	WGT	HAIR	EYES
ADDRESS				APT	CITY	STATE	ZIP				
ALIAS				HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX			
AJJU	CODE	NAME			DOB	SEX	RACE	HGT	WGT	HAIR	EYES
ADDRESS				APT	CITY	STATE	ZIP				
ALIAS				HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX			
ENTRY 1	ENTRY 2	ENTRY 3	ENTRY 4	SUPERVISOR		COPY TO		RELATED CASE NUMBERS:			

ST FRANCIS POLICE DEPARTMENT 3740 BRIDGE ST NW, ST FRANCIS, MN 55070				JCF	CASE NUMBER
				ADD'L PAGES	11080914
CLASSIFICATION DANGEROUS ANIMAL	CODE 09569	DISP	CLASSIFICATION	CODE	DISP
CLASSIFICATION	CODE	DISP	CLASSIFICATION	CODE	DISP
CLASSIFICATION	CODE	DISP	CLASSIFICATION	CODE	DISP
REPORTING OFFICER(S) 18201 STEMME, BRANDON					
DATE REPORTED 4/18/2011	ASSIGNED 1849	ARRIVED 1851	CLEARED 1857	EARLIEST DATE/TIME OCCURRED	LATEST DATE/TIME OCCURRED
LOCATION OF OFFENSE/INCIDENT 23559 DEGARDNER CIR NW, ST FRANCIS, MN 55070-			APT #	GRID	VALUE STOLEN
				15	\$
					\$
					\$
AJ	REPORTING PARTY'S NAME	DATE OF BIRTH	SEX	RACE	HOME PHONE
ADDRESS	APT	CITY	STATE	ZIP	WORK PHONE
NARRATIVE					
JENELLE REPORTS THAT HER SON WAS IN THEIR YARD PLAYING. SHE STATED THAT NEIGHBOR'S DOG FROM 23606 ST FRANCIS BLVD NW HAD WENT AFTER HER SON. SHE SAID ONE OF THE DOGS, A MASTIFF, GRABBED ELI'S SLEEVE THROUGH THE FENCE AND CAUSED A SMALL SCRATCH ON HIM.					
JENELLE DIDN'T WANT ANY LETTERS OR DANGEROUS DOG FORMS FILLED OUT BUT JUST WANTED SOMETHING ON FILE IN CASE IT OCCURS AGAIN.					
CHIEF HARAPAT CONFIRMED THAT A POTENTIAL DANGEROUS DOG PROCEDURE WILL TAKE PLACE FOR PUBLIC PROTECTION ISSUES.					
POTENTIAL DANGEROUS DOG FORM GIVEN TO OFFICER STEMME TO FOLLOW UP WITH THE OWNER EDWARD DALZEN.					
SEE 11009245 FOR ANOTHER REPORT REGARDING A MASTIFF AT THIS SAME ADDRESS.					
AJ/J	CODE	NAME	DOB	SEX	RACE
A	C	JENELLE TONYA JOHNSON		F	W
ADDRESS	APT	CITY	STATE	ZIP	
23559 DEGARDNER CIR NW	2	ST FRANCIS	MN	55070-	
ALIAS	HOME / BUS PHONE	WORK / 2ND BUS PHONE	CELL / PAGER / FAX		
	763				
AJ/J	CODE	NAME	DOB	SEX	RACE
J	V			M	W
ADDRESS	APT	CITY	STATE	ZIP	
23559 DEGARDNER CIR NW	2	ST FRANCIS	MN	55070-	
ALIAS	HOME / BUS PHONE	WORK / 2ND BUS PHONE	CELL / PAGER / FAX		
AJ/J	CODE	NAME	DOB	SEX	RACE
A	O	EDWARD JAMES DALZEN		M	W
ADDRESS	APT	CITY	STATE	ZIP	
23606 ST FRANCIS BLVD NW		ST FRANCIS	MN	55070-	
ALIAS	HOME / BUS PHONE	WORK / 2ND BUS PHONE	CELL / PAGER / FAX		
AJ/J	CODE	NAME	DOB	SEX	RACE
ADDRESS	APT	CITY	STATE	ZIP	
ALIAS	HOME / BUS PHONE	WORK / 2ND BUS PHONE	CELL / PAGER / FAX		
ENTRY 1	ENTRY 2	ENTRY 3	ENTRY 4	SUPERVISOR	COPY TO
					RELATED CASE NUMBERS:

ST FRANCIS POLICE DEPARTMENT 3740 BRIDGE ST NW, ST FRANCIS, MN 55070				JCF	CASE NUMBER	
				ADD'L PAGES	11009245	
CLASSIFICATION	CODE	DISP	CLASSIFICATION	CODE	DISP	
ANIMAL - DOG BITES	09561	C				
CLASSIFICATION	CODE	DISP	CLASSIFICATION	CODE	DISP	
CLASSIFICATION	CODE	DISP	CLASSIFICATION	CODE	DISP	
REPORTING OFFICER(S) 18201 STEMME, BRANDON						
DATE REPORTED	ASSIGNED	ARRIVED	CLEARED	EARLIEST DATE/TIME OCCURRED	LATEST DATE/TIME OCCURRED	
1/13/2011	1840	1846	1852			
LOCATION OF OFFENSE/INCIDENT		APT #	GRID	VALUE STOLEN	VALUE DAMAGED	
23606 ST FRANCIS BLVD NW, ST FRANCIS, MN 55070-			13	\$	\$	
A/J	REPORTING PARTY'S NAME			DATE OF BIRTH	SEX RACE HOME PHONE	
ADDRESS		APT	CITY	STATE	ZIP WORK PHONE	
NARRATIVE						
ROBERT STATED THAT HE WORKS FOR COMCAST AND WAS PICKING UP CABLE EQUIPMENT AT 23606 ST FRANCIS BLVD. ROBERT WAS BIT BY A MASTIFF DOG WHICH HAD RIPPED HIS JACKET AND CAUSED A SCRATCH ON HIS ARM. ROBERT SPOKE TO THE OWNER, EDWARD AND ADVISED ME THAT THE DOGS WERE UP TO DATE WITH THEIR SHOTS.						
ROBERT INFORMED ME THAT HE DID NOT WANT ANY CHARGES PRESSED BUT JUST WANTED IT DOCUMENTED.						
A/J/J	CODE	NAME			DOB	SEX RACE HGT WGT HAIR EYES
A	C	ROBERT ALLAN JOHNSON			F	M W BRO GRN
ADDRESS		APT	CITY		STATE	ZIP
8117 RUSSELL AVE N			BROOKLYN PARK		MN	55444-
ALIAS		HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX
A/J/J	CODE	NAME			DOB	SEX RACE HGT WGT HAIR EYES
A	M	EDWARD JAMES DALZEN				M W BLU
ADDRESS		APT	CITY		STATE	ZIP
23606 ST FRANCIS BLVD NW			ST FRANCIS		MN	55070-
ALIAS		HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX
A/J/J	CODE	NAME			DOB	SEX RACE HGT WGT HAIR EYES
ADDRESS		APT	CITY		STATE	ZIP
ALIAS		HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX
A/J/J	CODE	NAME			DOB	SEX RACE HGT WGT HAIR EYES
ADDRESS		APT	CITY		STATE	ZIP
ALIAS		HOME / BUS PHONE		WORK / 2ND BUS PHONE		CELL / PAGER / FAX
ENTRY 1	ENTRY 2	ENTRY 3	ENTRY 4	SUPERVISOR	COPY TO	RELATED CASE NUMBERS:

ST FRANCIS POLICE DEPARTMENT
NOTICE OF POTENTIALLY DANGEROUS DOG

CASE #: 11-080914 + 11-009245

DATE: 4/21/11 TIME: 1:30

Owner: Edward James Dalzen DOB: _____

Address: 23606 St. Francis Blvd NW Phone: _____

City: St. Francis State: mn Zip: 55070

Description of Dog:

Name of Dog: "Buddy" License #: _____

Breed: Mastiff Color: Reverse Brindle

Sex: M F Neutered: N

The above listed dog owner is hereby notified that the above listed dog is considered to be a "Potentially Dangerous Dog", as defined in Minnesota Statute #347.50. This classification is based upon (one or more may be checked):

- The dog has, "when unprovoked, inflicted bite(s) on a human or domestic animal on public or private property":
Case # 11-009245
- The dog has, "when unprovoked, chased or approached a person upon the streets, sidewalks or any public property in an apparent attitude of attack": Case # _____
- The dog "has a known propensity, tendency, or disposition to attack unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals": Case # 11-080914

The owner of this dog should be aware that this dog will be considered to be a "Dangerous Dog", within the meaning of Minnesota Statute 347.50, and required to be registered as such with the Anoka County Auditor's Office, and confined or muzzled as required by the statute if it:

1. Without provocation, inflicts substantial bodily harm on a human being;" or
2. "Kills a domestic animal without provocation while off the owner's property;" or
3. "(Has) been found to be potentially dangerous, and after the owner has notice that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or domestic animals."

Officer: Brandon Stemme Badge #: 108

* * * * *

I have received a copy of this notice and understand its contents. Further, I understand the future consequences, should my animal attack or bite a person or domestic animal on a future date.

Date: 4/21/11 Owner/Caretaker: Edward Dalzen
signature

shall be filed in such form as the City shall provide. On the filing of such appeal, no further action shall be taken until the matter has been heard. Upon receipt of the request, the City Clerk/Treasurer shall place the matter before the Council at its next regular meeting. The owner may appear, with counsel if he/she chooses, and present evidence in opposition to the order. Following such hearing the Council shall make a determination of facts and shall, based upon such determination, affirm, repeal, or modify the Chief's order. The Council shall also establish a date for compliance with the order as affirmed or modified, which date shall be not less than five (5) days thereafter. Upon expiration of the time limit, the animal control officer shall abate the nuisance. (Ord 17, SS, 5-3-1993)

- S. Insurance Required. Evidence of a surety bond issued by a surety company authorized to conduct business in the State of Minnesota in a form acceptable to the City in the sum of at least \$50,000.00, payable to any person injured by the dangerous dog, or a policy of liability insurance issued by an insurance company authorized to conduct business in the State of Minnesota in the amount of at least \$50,000.00, insuring the owner for any personal injuries inflicted by the dangerous dog must be filed with the City Clerk each year upon renewal of the dog license in the following instances: (Ord 17, SS, 5-3-1993)
1. Nuisance Abatement. For a period of two (2) years after having been ordered to abate any nuisance pursuant to this Section. (Ord 17, SS, 5-3-1993)
 2. Conviction of failure to restrain an attack by a dog pursuant to this Section, where the Court failed to order destruction of the dog. (Ord 17, SS, 5-3-1993)
 3. Where the dog has been declared dangerous pursuant to this chapter. (Ord 17, SS, 5-3-1993)
- T. Failure to Restrain an Attack by an Animal. It shall be unlawful for an owner to fail to restrain an animal from inflicting or attempting to inflict bodily injury to any person or other domestic animal. Violation of this section shall be a misdemeanor. The Court upon a finding of the defendant's guilt hereunder, is authorized to order, as part of the disposition of the case, that the animal be destroyed based on written order containing one or more of the following findings of fact: (Ord 17, SS, 5-3-1993)
1. The animal is dangerous as defined in the Subd. 1; or, (Ord 17, SS, 5-3-1993)
 2. The owner of the animal has demonstrated an inability or unwillingness to control the animal in order to prevent unprovoked injury to persons or other domestic animals. If the Court does not order the destruction of the dog, the Court shall, as an alternative, order the defendant to provide, and

show proof to the Court of insurance as set forth in the Subd. (Ord 17, SS, 5-3-1993)

- U. Destruction of Dangerous Animals. The Chief of Police or his designate shall have authority to order the destruction of dangerous dogs as defined in Section 8-3-1.A of this Code. (Ord 17, SS, 5-3-1993)
- V. Appeals. If an owner requests a hearing within five (5) days of the receipt of the Declaration of Dangerous Dog classification for determination as to the dangerous nature of the dog, the City Clerk/Treasurer shall place the matter before the City Council at its next meeting. Notice of the Declaration of Dangerous Dog classification shall be sent by certified mail or posting of such notice on owner's last known residence if the owner(s) cannot be found. The owner may appear with counsel if he/she chooses, and present evidence in opposition of the designation of the animal as dangerous. Following the hearing, the Council shall make a determination of facts and shall make such order as it deems proper. If such hearing cannot be held within the statutory fourteen (14) days, the owner must either comply with the terms of the Statute Section 347.50-347.54 or keep the dog at a licensed kennel in a confined pen until the hearing is held. If the Declaration of Dangerous Dog is upheld, the dog shall remain at a licensed kennel in a secured, confined pen until the dog is either destroyed or all of the dangerous dog requirements of the state statute and local ordinances are complied with and a license is issued by the City Clerk. If the Council concludes that the dog is dangerous and the owner does not immediately comply with the requirements of the dangerous dog statute, the Council may order the animal control officer to take the dog into custody for destruction. If the dog is ordered into custody for destruction, the owner shall immediately make the dog available to the animal control officer and failure to do so shall be a misdemeanor. (Ord 17, SS, 5-3-1993; Ord 99-43, 9-7-1999)
- W. Harboring a Dangerous Animal. Any person who harbors an animal after it has been found to be dangerous and ordered into custody for destruction pursuant to this Subd. shall be guilty of a misdemeanor. (Ord 17, SS, 5-3-1993)
- X. Stopping an Attack. If any Police Officer or animal control officer is witness to an attack by an animal upon a person or another animal, the officer may take whatever means he/she deems appropriate to bring the attack to an end and prevent further injury to the victim. (Ord 17, SS, 5-3-1993)
- Y. Removal of Excrement. It is unlawful for any person who owns or had custody of a dog to cause or permit such animal to defecate on any private property without the consent of the property owner or on any public property unless such person immediately removed the excrement and places it in a proper receptacle. The provisions of this Section shall not apply to seeing-eye dogs under control of a blind person or dogs while being used in City Police activity. (Ord 17, SS, 5-3-1993)

SENDER: COMPLETE THIS SECTION

RECIPIENT: COMPLETE THIS SECTION ON DELIVERY

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Edward Dalzen
23606 St. Francis Blvd NW
St. Francis, MN 55070

11-196930

2. Article Number
(Transfer from service label)

7011 0110 0001 6447 1266

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-1540

A. Signature

Edward J Dalzen

Agent

Addressee

B. Received by (Printed Name)

Edward J Dalzen

C. Date of Delivery

9-23-11

D. Is delivery address different from item 1?

Yes

If YES, enter delivery address below:

No

3. Service Type

Certified Mail

Express Mail

Registered

Return Receipt for Merchandise

Insured Mail

C.O.D.

4. Restricted Delivery? (Extra Fee)

Yes



Track/Confirm - Intranet Item Inquiry
Item Number: 7011 0110 0001 6447 1266

This item was delivered on 09/23/2011 at 15:11

Signature:	<i>Edward J. Dalzon</i> Edward J. Dalzon
Address:	23606 St. Francis Blvd N.W.

Enter Request Type and Item Number:

Quick Search Extensive Search

[Explanation of Quick and Extensive Searches](#)

Version 1.0

Inquire on [multiple items](#).

Go to the Product Tracking System [Home Page](#).

Before the St. Francis City Council
St. Francis, Minnesota

In The Matter of the appeal by
Jennifer and Edward Dalzen
Regarding a dangerous dog
Declaration for and English Mastiff
named Buddy

City's Findings of Fact, Conclusion
and Order

INITIAL STATEMENT

This matter came before the St. Francis City Council on November 7, 2011 upon a request for a hearing pursuant to Minnesota Statutes Section 347.541 dated September 30, 2011 signed by owners Jennifer V. Dalzen and Edward J. Dalzen.

The record consisted of the following documents provided to the City Council prior to the hearing:

1. The September 30, 2011 Request for Hearing Pursuant to Minnesota Statutes Section 347.541.
2. St. Francis Police Department ICR for Case 11196930 for incident reported August 29, 2011.
3. September 6, 2011 letter from St. Francis Police Chief to Edward James Dalzen.
4. Form (blank) to use in a request for a hearing pursuant to Minn. Stat. Sec. 347.541.
5. Minn. Stat. Sec. 347.541, 347.51, 347.515 and 347.52
6. Citation #021599001076.
7. St. Francis Police Department Detailed Report dated August 29, 2011 for incident occurring on August 29, 2011.
8. Veterinary Records (15 pages)
9. St. Francis Police Department ICR for Case 11087487 for incident reported April 24, 2011.
10. St. Francis Police Department ICR for Case 11080914 for incident reported April 18, 2011.
11. St. Francis Police Department ICR for Case 11009245 for incident reported January 13, 2011.

12. St. Francis Police Department Notice of Potentially Dangerous Dog dated April 21, 2011.
13. St. Francis City Code pages 8-19 and 8-20 detailing T (Failure to Restrain an Attack by an Animal), Destruction of Dangerous Animals and Appeals.
14. Certified mail slop showing receipt by Edward Dalzen on September 23, 2011.
15. Track/Confirm – delivery on September 23, 2011 at 15:11.
16. In addition, the Council received photos of the bite wounds to the individual in ICR for Case 11196930 (incident reported August 29, 2011) at the council meeting. A copy of these photos was provided to the appellants at that time.

At the hearing, the appellants were given the opportunity to present any additional material that they wished on this matter and to set forth their statements related to the appeal. One photograph was submitted and statements were offered. The owners and council exchanged questions and answers. The matter was duly recorded as part of the City Council meeting.

FINDINGS OF FACT

The St. Francis City Council hereby finds that:

1. This appeal involves an English Mastiff named Buddy.
2. The owners are Jennifer V. Dalzen and Edward J. Dalzen.
3. Jennifer V. Dalzen and Edward J. Dalzen requested a hearing pursuant to Minnesota Statutes Section 347.541 on September 30, 2011.
4. The appeal is from a September 6, 2011 letter from the St. Francis Police Chief determining and ordering that the English Mastiff named Buddy be declared a dangerous dog.
5. The Police Chief's determination was based upon state law and the St. Francis City Code as follows:
 - A. Dangerous dog is defined in Minn. Stat. Sec. 347.50, Subd. 2 as any dog that has:
 - (1) without provocation, inflicted substantial bodily harm on a human being on public or private property;
 - (2) killed a domestic animal without provocation while off the owner's property;
 - or
 - (3) been found to be potentially dangerous, and after the owner has notice that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or domestic animals.

B. Dangerous Animal is defined in the St. Francis City Code at 8-3-1(A)(3) as meaning:

A dog which has caused damage to property or injury to a person, or which animal, by its actions, exhibits a propensity for causing imminent danger to persons.

- a. Without provocation, inflicted substantial bodily harm on a human being on public or private property;
- b. Killed a domestic animal without provocation while off the owner's property; or
- c. Been found to be potentially dangerous, and after the owner has notice that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or domestic animals.

6. At the hearing, the owners to the appeal showed pictures of Buddy with their grandchild.

7. The owners stated that Buddy is always within the fenced area and he does not act unless in the yard and if provoked. The fenced area is secured by a bolted and nut. There was a sign warning of the dog but it was taken down the next day by the apartment owners because it was their fence as far as the owners' know. The owners rent and are not sure where the fence is located or on whose property. The owners indicated it is a poorly kept fence and the owners pounded stakes in the bottom to prevent one other dog from digging out. The owners put the sign back up farther back from the fence. The owners have the sign and would put it up in the future.

8. The owners stated that neighbor kids throw things at their dogs and torment the dogs. The owners stated they asked them and the apartment managers to not touch the fence and leave the dogs alone. They indicated that is related to the kid that was bit. The owners stated the woman was holding the kid, he reached over and Buddy pulled him. The owners stated the kid got scratched from the chain link fence. The owners said they showed the parent that Buddy has rabies shots. The owners stated that they got all of this information to the police.

9. The owners stated the cable guy was aggressive and made one of the owners walk backwards. Buddy is protective of the owner and his yard.

10. The owners stated the electric man never called, the owners don't have a doorbell and stated they didn't hear him. They stated that if anyone knocks, the dogs go hyper. The owners stated the electric man knocked too soft, he went around to the gate, went in the fenced yard and that is where he got bit. The owners stated part of a dog fence was made into a gate, the electric guy took off closure, he knew Buddy was back there when he pulled in. The owners stated they asked a police officer if it was bad and the police officer said was superficial wound.

11. The owners' daughter in law Heather Hinkel testified that she recently moved in and prior to that, she would come over once a week. She stated Buddy never bit her, he is very protective of his territory.

12. William Gardner asked to see the pictures of the dog bites. He was provided the photo. He said he has worse injuries from working on an engine. He said that picture does not tell him that it is a dangerous animal. He stated he has seen smaller dogs and cats do more damage than that.
13. On or about January 13, 2011, an officer with the St. Francis police department responded to a call. In the course of that response, the officer determined that that the above named dog inflicted substantial bodily harm to a Comcast employee. See St. Francis Police Department ICR 11009245.
14. The officer's determination that the above named dog named Buddy inflicted substantial bodily harm to a Comcast employee on the date noted in Finding of Fact #13 is affirmed.
15. On or about April 18, 2011, an officer with the St. Francis police department responded to a report. In the course of that response, the officer determined that the above named dog inflicted substantial bodily harm to a child. See St. Francis Police Department Detailed Report and supporting documentation on ICR 11080914 (April 18, 2011)
16. The officer's determination that the above named dog named Buddy inflicted substantial bodily harm to a child on the date noted in Finding of Fact # 15 is affirmed.
17. The incidents noted in Findings 13, 14, 15 and 16 establish that Buddy, the above-referenced dog, without provocation, inflicted substantial bodily harm on a human being on public or private property in both described instances.
18. On or about April 21, 2011, the owner was issued a Notice that the above-referenced dog was found to be potentially dangerous.
19. Following this Notice, on or about August 29, 2011, an officer with the St. Francis police department responded to a medical dispatch. In the course of that response, the officer determined that the above named dog aggressively bit, attacked and endangered a Connexus Energy employee. See St. Francis Police Department Detailed Report and supporting documentation on ICR 11-196930 (August 29, 2011).
20. The officer's determination that the above named dog named Buddy aggressively bit, attacked and endangered a Connexus Energy employee on the date noted in Finding of Fact #19 is affirmed.
21. The dog named Buddy is not licensed.
22. The veterinary notes on Buddy note that this dog needs special attention.
23. The Findings of Fact noted above, support the determination of dangerous dog pursuant to Minn. Stat. Sec. 347.50, subd. 2(3) and St. Francis City Code Section 8-3-1(A)(3)(c):

Been found to be potentially dangerous, and after the owner has notice that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or domestic animals.

CONCLUSIONS

1. The above dog named Buddy is a dangerous dog as defined in Minn. Stat. Sec. 347.50, Subd. 2(1) and (3).
2. The above dog named Buddy is a dangerous dog as defined in the St. Francis City Code at 8-3-1(A)(3)(a) an (c).
3. The Police Chief's determination in his September 6, 2011 letter is affirmed.

ORDER

The owner will have 14 days from receipt of that decision to comply with all other requirements of Minnesota Statutes Sections 347.51, 347.515 and 347.52 as well as the St. Francis Code.

For the St. Francis City Council:

Mayor

Attest:

City Clerk

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

RESOLUTION 2011-33

**A RESOLUTION AUTHORIZING AND DIRECTING
CERTIFICATION OF MUNICIPAL UTILITY SERVICES, MAINTENANCE OF
PRIVATE PROPERTY AND REPAIR OF LEAKS AS A LIEN UPON PREMISES**

WHEREAS, the City of St. Francis Code Section 3-1-4: H provides as follows:

3-1-4: RULES AND REGULATIONS RELATING TO MUNICIPAL UTILITIES:

H. Municipal Utility Services and Charges a Lien:

1. Payment for all municipal utility (as that term is defined in City Code, Section 3.01) service and charges shall be the primary responsibility of the owner of the premises served and shall be billed to him unless otherwise contracted for and authorized in writing by the owner and the tenant, as agent for the owner, and consented to by the City of St. Francis, Minnesota. The City may collect the same in a civil action or, in the alternative and at the option of the City, as otherwise provided in this Subdivision.

2. Each such account is hereby made a lien upon the premises served. All such accounts which are more than thirty (30) days past due may, when authorized by resolution of the Council, be certified by the City Clerk of the City of St. Francis, Minnesota, to the County Auditor, and the City Clerk\ in so certifying shall specify the amount thereof, the description of the premises served, and the name of the owner thereof. The amount so certified shall be extended by the Auditor on the tax rolls against such premises in the same manner as other taxes, and collected by the County Treasurer, and paid to the City along with other taxes.

and

WHEREAS, the City of St. Francis Code Section 8-2-3: A and B provides as follows:

8-2-3: MAINTENANCE OF PRIVATE PROPERTY:

A. It is the primary responsibility of any owner or occupant of any lot or parcel of land to maintain any weeds or grass growing thereon at a height of not more than six inches; to remove all public health or safety hazards there from; to install or repair water service lines thereon; and to treat or remove insect-infested or diseased trees thereon.

B. If any such owner or occupant fails to assume the primary responsibility described in Subdivision of this Section, and after notice given by the City Clerk has not within seven days of such notice complied, the City may cause such work to be done and the expense thus incurred shall be a lien upon such real estate. The City Clerk shall certify to the County Auditor of Anoka County a Statement of the Amount of the cost incurred by the City. Such

amount together with the interest shall be entered as a special assessment against such lot or parcel of land and be collected in the same manner as real estate taxes.

WHEREAS, the City of St. Francis Code Section 3-2-2:

3-2-2: REPAIR OF LEAKS:

It is the responsibility of the consumer or owner to maintain the curb stop and service pipe from the curb stop into the house or other building. In case of failure upon the part of any consumer or owner to repair any leak occurring in his/her service pipe within twenty-four (24) hours after oral or written notice has been given the owner or occupant of the premises, the water may be shut off and will not be turned on until a reconnection charge has been paid and the water service has been repaired. When the waste of water is great or when damage is likely to result from the leak, the water will be turned off if the repair is not proceeded with immediately.

WHEREAS, the following accounts are more than thirty (30) days past due:

<u>Parcel Number</u>	<u>Property Address</u>	<u>Amount Owed</u>
See Exhibit A – Section 3-1-4 Delinquent Utility Bills		One Year Assessment
See Exhibit B – Section 8-2-3 Delinquent Misc. Invoices		One Year Assessment
See Exhibit C – Section 3-2-2 Repair of Leaks		26 Year Assessment @ 3.25% \$4,000 ONE YEAR ASSESSMENT

NOW, THEREFORE, BE IT RESOLVED by the City of St. Francis that the City Clerk of the City of St. Francis certify to the County Auditor of the County of Anoka, State of Minnesota, the amounts thereof, the description of the premises served and the name of the owner thereof.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7th DAY OF NOVEMBER, 2011.

APPROVED:

ATTEST:

Jerry Tveit, Mayor

Barbara I. Held, City Clerk

2011 Delinquent Utility Bill Special Assessments

Parcel Number	Property Address 1	Eligible Amount	10% Penalty	Total
05-33-24-24-0029	3717 225TH LN NW	357.58	35.76	393.34
33-34-24-31-0094	2839 233RD LN NW	265.14	26.51	291.65
33-34-24-43-0193	2755 230TH LN NW	99.19	9.92	109.11
32-34-24-23-0027	3914 233RD LN NW	249.05	24.91	273.96
05-33-24-23-0002	3908 225TH LN NW	836.40	83.64	920.04
33-34-24-14-0011	2597 234TH CT NE	438.23	43.82	482.05
05-33-24-24-0054	3733 226TH AVE NW	371.83	37.18	409.01
05-33-24-23-0032	3813 226TH AVE NW	1,616.76	161.68	1,778.44
33-34-24-21-0018	2929 237TH AVE N	228.48	22.85	251.33
05-33-24-23-0030	3829 226TH AVE NW	1,116.73	111.67	1,228.40
31-34-24-43-0041	4374 230TH AVE NW	31.10	3.11	34.21
05-33-24-12-0033	3440 227TH AVE NW	292.78	29.28	322.06
32-34-24-31-0009	23255 AMBASSADOR BLVD NW	637.65	63.77	701.42
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31-34-24-41-0099	4102 231ST LN NW	160.93	16.09	177.02
31-34-24-34-0021	4508 229TH LN NW	247.79	24.78	272.57
33-34-24-13-0037	23490 ARROWHEAD ST NW	190.78	19.08	209.86
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33-34-24-43-0064	2735 230TH CT NW	1,135.02	113.5	1,248.52
32-34-24-11-0005	3270 235TH AVE	460.23	46.02	506.25
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33-34-24-33-0035	3103 230TH LN NW	1,082.22	108.22	1,190.44
05-33-24-22-0014	22705 RUM RIVER BLVD	633.30	63.33	696.63
32-34-24-34-0020	3709 229TH LN NW	653.73	65.37	719.10
Total All		39,568.43	3,956.86	43,525.29

2011 Delinquent Miscellaneous Invoices Special Assessments

Parcel Number	Address	Amount	10% Penalty	Total
33-34-24-34-0073	2881 Bridge Street	75.00	7.50	82.50
33-34-24-13-0020	23487 Arrowhead St NW	100.00	10.00	110.00
33-34-24-13-0015	2615 234th Court	50.00	5.00	55.00
33-34-24-42-0073	23117 Arrowhead St NW	50.00	5.00	55.00
32-34-24-23-0019	23327 Yucca St	115.50	11.55	127.05
33-34-24-43-0219	Turtle Ponds	325.00	32.50	357.50
Total		715.50	71.55	787.05



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

September 8, 2011

Don Voytilla
3702 232nd Avenue NW
St. Francis, MN 55070

Dear Mr. Voytilla,

At the Tuesday September 6, 2011 council meeting, the repair of your curb stop was discussed and the conclusion was to special assess the amount against your property for 26 years with an interest rate of 3.25%. Your first payment would be due this year. The total amount due is \$12,136.89. As shown on the enclosed amortization schedule, the yearly payment would be \$660.61. I amortized \$11,476.89 which is the total bill of \$12,136.89 less the first payment of \$660.00 that should be paid to city hall by 12/1/11. The rest of the amount would be sent to the county and would be put on your property tax statement. It would be split into the two payments like your property taxes which would be due on May 15th and October 15th each year. The 12/31/12 payment would be the amount due in 2012 and so forth.

Please note that there will be a public hearing at the Monday November 7th council meeting which starts at 6:00 pm at ISD #15 Central Services Center at 4115 Ambassador Blvd NW. If you would like to raise any issues with this special assessment, you would need to attend this hearing.

If you have any questions, please contact me at 763-235-2306.

Sincerely,

A handwritten signature in cursive script that reads 'Darcy Mulvihill'.

Darcy Mulvihill
Finance Director

Loan Amortization Schedule

Loan amount	\$ 11,476.89
Annual interest rate	3.25 %
Loan period in years	26
Number of payments per year	1
Start date of loan	12/31/2011
Optional extra payments	

Enter values (12,136.89 - 660.00)

Scheduled payment	\$ 660.61
Scheduled number of payments	26
Actual number of payments	26
Total early payments	\$ -
Total interest	\$ 5,698.91

Lender name: 12/1/11
660.00

660.00

Pmt. No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	12/31/2012	\$ 11,476.89	\$ 660.61	\$ -	\$ 660.61	\$ 287.61	\$ 373.00	\$ 11,189.28	\$ 373.00
2	12/31/2013	\$ 11,189.28	\$ 660.61	\$ -	\$ 660.61	\$ 296.96	\$ 363.65	\$ 10,892.33	\$ 736.65
3	12/31/2014	\$ 10,892.33	\$ 660.61	\$ -	\$ 660.61	\$ 306.61	\$ 354.00	\$ 10,585.72	\$ 1,090.65
4	12/31/2015	\$ 10,585.72	\$ 660.61	\$ -	\$ 660.61	\$ 316.57	\$ 344.04	\$ 10,269.15	\$ 1,434.69
5	12/31/2016	\$ 10,269.15	\$ 660.61	\$ -	\$ 660.61	\$ 326.86	\$ 333.75	\$ 9,942.29	\$ 1,768.43
6	12/31/2017	\$ 9,942.29	\$ 660.61	\$ -	\$ 660.61	\$ 337.48	\$ 323.12	\$ 9,604.80	\$ 2,091.56
7	12/31/2018	\$ 9,604.80	\$ 660.61	\$ -	\$ 660.61	\$ 348.45	\$ 312.16	\$ 9,256.35	\$ 2,403.71
8	12/31/2019	\$ 9,256.35	\$ 660.61	\$ -	\$ 660.61	\$ 359.78	\$ 300.83	\$ 8,896.58	\$ 2,704.55
9	12/31/2020	\$ 8,896.58	\$ 660.61	\$ -	\$ 660.61	\$ 371.47	\$ 289.14	\$ 8,525.11	\$ 2,993.68
10	12/31/2021	\$ 8,525.11	\$ 660.61	\$ -	\$ 660.61	\$ 383.54	\$ 277.07	\$ 8,141.56	\$ 3,270.75
11	12/31/2022	\$ 8,141.56	\$ 660.61	\$ -	\$ 660.61	\$ 396.01	\$ 264.60	\$ 7,745.56	\$ 3,535.35
12	12/31/2023	\$ 7,745.56	\$ 660.61	\$ -	\$ 660.61	\$ 408.88	\$ 251.73	\$ 7,336.68	\$ 3,787.08
13	12/31/2024	\$ 7,336.68	\$ 660.61	\$ -	\$ 660.61	\$ 422.17	\$ 238.44	\$ 6,914.52	\$ 4,025.52
14	12/31/2025	\$ 6,914.52	\$ 660.61	\$ -	\$ 660.61	\$ 435.89	\$ 224.72	\$ 6,478.63	\$ 4,250.25
15	12/31/2026	\$ 6,478.63	\$ 660.61	\$ -	\$ 660.61	\$ 450.05	\$ 210.56	\$ 6,028.58	\$ 4,460.80
16	12/31/2027	\$ 6,028.58	\$ 660.61	\$ -	\$ 660.61	\$ 464.68	\$ 195.93	\$ 5,563.90	\$ 4,656.73
17	12/31/2028	\$ 5,563.90	\$ 660.61	\$ -	\$ 660.61	\$ 479.78	\$ 180.83	\$ 5,084.12	\$ 4,837.56
18	12/31/2029	\$ 5,084.12	\$ 660.61	\$ -	\$ 660.61	\$ 495.37	\$ 165.23	\$ 4,588.74	\$ 5,002.79
19	12/31/2030	\$ 4,588.74	\$ 660.61	\$ -	\$ 660.61	\$ 511.47	\$ 149.13	\$ 4,077.27	\$ 5,151.92
20	12/31/2031	\$ 4,077.27	\$ 660.61	\$ -	\$ 660.61	\$ 528.10	\$ 132.51	\$ 3,549.17	\$ 5,284.44
21	12/31/2032	\$ 3,549.17	\$ 660.61	\$ -	\$ 660.61	\$ 545.26	\$ 115.35	\$ 3,003.91	\$ 5,399.78
22	12/31/2033	\$ 3,003.91	\$ 660.61	\$ -	\$ 660.61	\$ 562.98	\$ 97.63	\$ 2,440.93	\$ 5,497.41
23	12/31/2034	\$ 2,440.93	\$ 660.61	\$ -	\$ 660.61	\$ 581.28	\$ 79.33	\$ 1,859.66	\$ 5,576.74
24	12/31/2035	\$ 1,859.66	\$ 660.61	\$ -	\$ 660.61	\$ 600.17	\$ 60.44	\$ 1,259.49	\$ 5,637.18
25	12/31/2036	\$ 1,259.49	\$ 660.61	\$ -	\$ 660.61	\$ 619.67	\$ 40.93	\$ 639.81	\$ 5,678.11
26	12/31/2037	\$ 639.81	\$ 660.61	\$ -	\$ 639.81	\$ 619.02	\$ 20.79	\$ -	\$ 5,698.91

Council amended 11-7-11



Invoice

Customer No.: CITY OF ST.
 Invoice No.: 12825

Don Voytilla
 owner

Bill To: **City of St. Francis**
 23340 Cree Street NW
 Saint Francis, MN 55070

Job Address: **City of St. Francis**
 3702 232nd Ave. NW
 Saint Francis, MN 55070

Date	Purchase Order Number	Order Date	Terms
07/29/11		07/29/11	Net 10
Description			Amount

- Work Completed:
- Repair Water Leak @ Curb Stop
- Mobilize Equipment
- Dewatering
- Repair Water & Sewer Service
- Restore Driveway
- Supply & Place Black Dirt along Driveway & Seed

Total Work Completed:	12136.89
Invoice subtotal	12136.89
Invoice total	12136.89

Thank You

*OK AT 8-3-11
 601-49440-229*

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

RESOLUTION 2011-33

**A RESOLUTION AUTHORIZING AND DIRECTING
CERTIFICATION OF MUNICIPAL UTILITY SERVICES, MAINTENANCE OF
PRIVATE PROPERTY AND REPAIR OF LEAKS AS A LIEN UPON PREMISES**

WHEREAS, the City of St. Francis Code Section 3-1-4: H provides as follows:

3-1-4: RULES AND REGULATIONS RELATING TO MUNICIPAL UTILITIES:

H. Municipal Utility Services and Charges a Lien:

1. Payment for all municipal utility (as that term is defined in City Code, Section 3.01) service and charges shall be the primary responsibility of the owner of the premises served and shall be billed to him unless otherwise contracted for and authorized in writing by the owner and the tenant, as agent for the owner, and consented to by the City of St. Francis, Minnesota. The City may collect the same in a civil action or, in the alternative and at the option of the City, as otherwise provided in this Subdivision.
2. Each such account is hereby made a lien upon the premises served. All such accounts which are more than thirty (30) days past due may, when authorized by resolution of the Council, be certified by the City Clerk of the City of St. Francis, Minnesota, to the County Auditor, and the City Clerk\ in so certifying shall specify the amount thereof, the description of the premises served, and the name of the owner thereof. The amount so certified shall be extended by the Auditor on the tax rolls against such premises in the same manner as other taxes, and collected by the County Treasurer, and paid to the City along with other taxes.

and

WHEREAS, the City of St. Francis Code Section 8-2-3: A and B provides as follows:

8-2-3: MAINTENANCE OF PRIVATE PROPERTY:

- A. It is the primary responsibility of any owner or occupant of any lot or parcel of land to maintain any weeds or grass growing thereon at a height of not more than six inches; to remove all public health or safety hazards there from; to install or repair water service lines thereon; and to treat or remove insect-infested or diseased trees thereon.
- B. If any such owner or occupant fails to assume the primary responsibility described in Subdivision of this Section, and after notice given by the City Clerk has not within seven days of such notice complied, the City may cause such work to be done and the expense thus incurred shall be a lien upon such real estate. The City Clerk shall certify to the County Auditor of Anoka County a Statement of the Amount of the cost incurred by the City. Such

amount together with the interest shall be entered as a special assessment against such lot or parcel of land and be collected in the same manner as real estate taxes.

WHEREAS, the City of St. Francis Code Section 3-2-2:

3-2-2: REPAIR OF LEAKS:

It is the responsibility of the consumer or owner to maintain the curb stop and service pipe from the curb stop into the house or other building. In case of failure upon the part of any consumer or owner to repair any leak occurring in his/her service pipe within twenty-four (24) hours after oral or written notice has been given the owner or occupant of the premises, the water may be shut off and will not be turned on until a reconnection charge has been paid and the water service has been repaired. When the waste of water is great or when damage is likely to result from the leak, the water will be turned off if the repair is not proceeded with immediately.

WHEREAS, the following accounts are more than thirty (30) days past due:

<u>Parcel Number</u>	<u>Property Address</u>	<u>Amount Owed</u>
See Exhibit A – Section 3-1-4 Delinquent Utility Bills		One Year Assessment
See Exhibit B – Section 8-2-3 Delinquent Misc. Invoices		One Year Assessment
See Exhibit C – Section 3-2-2 Repair of Leaks		One Year Assessment

NOW, THEREFORE, BE IT RESOLVED by the City of St. Francis that the City Clerk of the City of St. Francis certify to the County Auditor of the County of Anoka, State of Minnesota, the amounts thereof, the description of the premises served and the name of the owner thereof.

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31-34-24-34-0007	23021 KIOWA ST NW	418.98	41.9	460.88
33-34-24-33-0035	3103 230TH LN NW	1,082.22	108.22	1,190.44
05-33-24-22-0014	22705 RUM RIVER BLVD	633.30	63.33	696.63
32-34-24-34-0020	3709 229TH LN NW	653.73	65.37	719.10
Total All		39,568.43	3,956.86	43,525.29

2011 Delinquent Miscellaneous Invoices Special Assessments

Parcel Number	Address	Amount	10% Penalty	Total
33-34-24-34-0073	2881 Bridge Street	75.00	7.50	82.50
33-34-24-13-0020	23487 Arrowhead St NW	100.00	10.00	110.00
33-34-24-13-0015	2615 234th Court	50.00	5.00	55.00
33-34-24-42-0073	23117 Arrowhead St NW	50.00	5.00	55.00
32-34-24-23-0019	23327 Yucca St	115.50	11.55	127.05
33-34-24-43-0219	Turtle Ponds	325.00	32.50	357.50
Total		715.50	71.55	787.05

2011 Water Supply Repair

Parcel Number	Address	Amount
32-34-24-31-0033	3702 232nd Avenue	\$ 4,000.00



DESIGN/BUILD | CONSTRUCTION MANAGEMENT | GENERAL CONTRACTING

November 3, 2011

City of St. Francis
23340 Cree St NW
St. Francis, MN

Attention: Matt Hylan, P.E., City Administrator

Subject: Police and Public Works Facility – Recommendation to award contracts for construction

Dear Mr. Hylan:

Please find attached the updated Bid Tabulation and updated Project Budget, both dated 11/2/2011. Based upon the information included therein, we are recommending that the City Council take action on the following items:

1. Award the following contracts for construction (can be one action item):

a.	C-08	Steel Erection	Maxx Steel Erectors
b.	C-09	Windows – Fiberglass	Shaw/Stewart Lumber Co
c.	C-10	Carpentry, Gen Const	Gopher State Contractors
d.	C-11	Arch. Woodwork, Cabinets, Tops	Southern Minnesota Woodcraft
e.	C-12	Flat Roofing	McDowell Company
f.	C-13	HM Doors, Hardware	Straughan Company
g.	C-14	Overhead Door	Overhead Door Company
h.	C-15	Specialty Doors – Detention	Stronghold Industries
i.	C-16	Glass and Glazing	Heartland Glass
j.	C-17	Drywall Metal Stud Framing	M Reinert Drywall
k.	C-18	Flooring (Carpet and VCT)	Multiple Concepts Interiors
l.	C-19	Ceramic and Quarry Tile	Grazzini Brothers & Company
m.	C-20	Painting and Coatings	Steinbrecher Painting
n.	C-21	Acoustic Ceilings	Acoustics Associates
o.	C-22	Miscellaneous Specialties (See detailed descriptions and costs attached)	
		a.	Bartley Sales
		b.	Construction Supply
		c.	Newline Products
		d.	Mid America Business Systems
		e.	Minnco
p.	C-24	Lockers	Olympus Lockers and Storage Products
q.	C-26	Mechanical	St. Cloud Refrigeration
r.	C-27	Electrical	Electrical Solutions
s.	C-28	Overhead Crane Systems	Alltech Engineering Corp
t.	C-30	Low Voltage Systems	Brothers Fire Protection
u.	C-31	Window Treatments	Custom Expressions

The amount of each contract awarded shall be the total of the base bid plus the bid amounts for the respective contractor for the alternate A-2 which was previously accepted by Council. The contract amounts are shown on the attached bid tabulation forms.

2. Reject all bids previously received for Contract C-03 and authorize Consultants and Staff to re-bid this contract subject to additional information that will be included with bid documents clarifying specifications for aggregate base and paint for striping.



DESIGN/BUILD | CONSTRUCTION MANAGEMENT | GENERAL CONTRACTING

Background

We had a bid opening on Thursday, October 20 at City Hall which was organized by Amcon. Also in attendance were Professional Design Group, Bolton and Menk, and Paul Teicher and Barb Held of the City of St. Francis. The turnout was very high, with a total 157 bids opened and read out loud for the 31 separate bid contracts. The net result of this highly competitive bidding was a "savings" of \$18,712 from estimated costs to actual bid result costs.

After the bids were received, Amcon has thoroughly reviewed all of the bids and has conducted post bid "interviews" with the contractors listed above. We have determined that all of the bidders listed above have complete and responsive bids. We previously met with and presented this information to City Council on 10/27/2011 and Council awarded 5 contracts at that meeting. Also, Council accepted Alternate A-2 at that meeting and rejected all other alternates.

As shown on the attached Bid Tabulation, there remain a few contracts that are not yet awarded after the 11/7 Council meeting. These contracts and their status are listed below:

- | | | | |
|----|------|----------------------------|--|
| a. | C-03 | Asphalt Paving | to be re-bid as noted above |
| b. | C-04 | Landscaping and Irrigation | low bidder has stated they will withdraw bid |
| c. | C-23 | Fabric Covered Structures | award on hold pending final County agreement on salt |
| d. | C-25 | Signs | No bids received – Amcon will solicit proposals |
| e. | C-29 | Fencing and Gates | Value Engineering and possible re-bid |

With the Council and EDA approvals anticipated on November 7, we plan to have a preconstruction meeting on November 8 with the Contractors and others. We hope to mobilize and start construction on site on or about November 9 as planned.

I will be present for the City Council meeting on November 7 to give a brief update on the project and the bidding for the Council and to address any questions that they may have regarding this information and our recommendations.

Please call me if you need additional information prior to the meeting. Thank you for the opportunity to present this information. We are looking forward to beginning the construction process soon.

Sincerely,
Amcon

Todd J Christopherson

Todd Christopherson, P.E., LEED AP
Partner and Project Manager

Digitally signed by Todd J Christopherson
DN: cn=Todd J Christopherson, o=Amcon Construction Company, ou,
email=tchris@amconconstruction.com, c=US
Date: 2011.11.03 10:30:07 -05'00'

City of St. Francis Facilities Project Budget

Funding Source	Budget	Resp. Party
S-01 Bond (Net Proceeds) EDA Lease Revenue Bond	8,000,000	City
Gross Bond Amount	8,000,000	
Less Capitalized Interest		
Less Underwriters Costs		
Less Issuance Expenses		
net bond amount to project	8,000,000	City
S-02 Cash on Hand	-	City
S-03 Rebates - Connexus	20,000	KFI, Connexus - budget needs verification
S-04 Police Forfeiture	-	City
S-05 CIP - Police	-	City
Total	8,020,000	

Code	Expenditures	Item Cost	Budget
<u>Land Acquisition / Development</u>			
001	Net Cost of Land Allocated to Project	-	City
	Subtotal	\$ -	
<u>Project Development Costs</u>			
101			
102	A/E Services, Reimbursables, and Phase I planning	465,000	PDG - includes technology design
103	A/E Reimbursed Expenses	2,000	PDG
	City Sewer and Water Connection fees	-	City - to be waived by City of SF
	Connexus Charges for Electrical Service to Site	5,000	Connexus - preliminary estimate
	Technology Design - Police	18,500	PDG/KFI
104	Civil Engineering	110,000	BMI
	Survey/Platting	15,000	BMI
	Legal	20,000	City
105	Landscape Design - incl in 104	-	BMI
106	Geotechnical Services	13,000	BMI
107	Open House and Promotion	3,000	City
108	HVAC Commissioning	-	none - per 6/29/2011 mtg
109	Bid Advertisement and Printing	6,000	Amcon
111	Demo of Existing Building - by Owner	13,283	
	Subtotal	\$ 670,783	
<u>Construction Cost</u>			
201	Construction Management Fee - Amcon	125,000	Amcon
202	Survey / Staking - Bolton Menk	4,500	
203	Civil Construction Observation	20,000	BMI - reduced, verify w JV
204	Construction Hard Costs	6,837,407	Amcon
	General Conditions, Winter Conditions, Misc	436,383	
	Miscellaneous Items (per list on pg 2)	75,000	
	Contracts Awarded 10/27/2011	2,274,911	
	Contracts to be Awarded 11/7/2011	3,145,910	
	Contracts to be Awarded - future meeting	789,350	
	Contract Changes - Approved	-	
	Contract Changes - Pending (value engineering)	(128,128)	
	Alternates Accepted, A-2	243,981	
206	Construction Testing	18,000	Amcon and BMI
207	Voice, Video, Data Equipment	5,000	KFI/City - all in C-30, except phones
208	Furniture, Fixtures, & Equipment (FFE)	100,000	City
209	Move Costs	-	City
210	Booking, Security Cameras	-	KFI/City - in C-30
211	Contingency	239,309	
	Allocated to date	-	
	Contingency - Balance	239,309	City - 3.5% of Hard Costs
	Subtotal	\$ 7,349,217	
	Total	\$ 8,020,000	
	Fund Balance (shortage)	\$ 0	

City of St. Francis Facilities Project Budget

General Conditions			330,383	
Winter Conditions			35,000	
Caulking			14,000	
Remove existing wood storage structure			3,000	
Permit Fees			46,000	Estimated - may be waived
Traffic Control at Turn Lane Construction			8,000	
Sub Total GCs and WCs		\$9.53	\$ 436,383	

Site Costs (per BMI input)

Site Grading			-	
Surfacing (includes Asphalt, Conc walks, Curb, gravel)			-	
Landscaping and Irrigation			-	
Erosion Control and Turf Restoration			-	
Utilities			-	
Highway Turn Lane			-	
Subtotal Site Costs		\$0.00	\$ -	

Building Area

	<u>SF</u>			
Police Admin and Security	7,037			
Police Garage areas	3,459			
Public Works Admin	7,656			
Public Works Garage	20,720			
Public Works Wash Bay	2,013			
Public Works Maintenance Bay	2,684			
Public Works Mezz and Storage Shelf	2,240			
Sub total Building Area	45,809			

Miscellaneous Items

Covered Salt Storage	Allowance		-	in Contracts
Covered Salt/Granite Storage	Allowance		-	in Contracts
Maintenance Bay Lifts	Allowance		-	
Heavy Duty Wash Equipment	Allowance		-	in Contracts
Overhead Cranes	Allowance		-	in Contracts
Outside Storage Bins		9 Bins	36,000	modular, stackable concrete units
Exterior Fencing and Gates		1405 LF, 3 gates	-	in Contracts
Outside Lighting by Connexus	Allowance		39,000	13 poles, LED fixtures
SubTotal - Misc Items			\$ 75,000	

Options and Alternates

	Recommended Alternates	estimated amount	Bid Amount	
Alt 1 Add 24 ft extension to PW Warm Storage	\$	218,400	\$ 163,060	24 x 140 - bid alternate
Alt 2 Add 40 ft extension to PW Warm Storage	\$ 243,981	\$ 364,000	\$ 243,981	40 x 140 - bid alternate
Alt 3 Add one bay to PW Maintenance	\$	146,400	\$ 158,022	30 x 61 - bid alternate
Alt 4 Rain Water Collection System - Roof Area	\$	56,300	\$ 183,801	
Alt 5 Use Elect re-heats at VAV in lieu of coils, boiler, piping	\$	(95,000)	\$ (131,300)	
Alt 6 Asphalt Paving in lieu of gravel surface	\$	84,000	\$ 46,887	<u>C-03 - changes low bidder</u>
Alt 7 Asphalt Path w Concrete ADA ramps	NA		\$ 47,610	<u>C-05 changes low bidder</u>
Total Recommended Alternates	\$ 243,981			

combination of A2, A3, and A4 together changes low bid for both C-02 and C-26

AMCON CM

BID TABULATION FORM
 St. Francis Police Public Works
 St. Francis, MN
 DRAFT TABULATION SUMMARY

CONTRACT	Apparent Low Bidder	BASE BID	Alternates	APPARENT LOW BIDDER	10/27/2011 Award	11/7/2011 Award	
			A-2				
C-01	Site Grading and	North Metro Asphalt & Contracting	332,500	12,442	North Metro Asphalt & Contracting	332,500	-
C-02	Site Utilities	New Look Contracting	284,500	-	New Look Contracting	284,500	-
C-03	Asphalt Paving	to be rebid	-	(6,600)	to be rebid	-	-
C-04	Landscaping/ Irrig	Greenworks Inc	67,800	-	Greenworks Inc	-	-
C-05	Concrete and Ma	Classic Construction	714,508	63,480	Classic Construction	714,508	-
C-06	Precast Concrete	Fabcon, Inc	643,103	34,804	Fabcon, Inc	643,103	-
C-07	Steel Fabrication	Central Minnesota Fabricating Inc	300,300	40,030	Central Minnesota Fabricating Inc	300,300	-
C-08	Steel Erection	Maxx Steel Erectors	64,200	5,700	Maxx Steel Erectors	-	64,200
C-09	Windows - Fibers	Shaw/Stewart Lumber Co	20,545	1,680	Shaw/Stewart Lumber Co	-	20,545
C-10	Carpentry, Gene	Gopher State Contractors	121,210	2,100	Gopher State Contractors	-	121,210
C-11	Architectural Wo	Southern Minnesota Woodcraft	47,950	-	Southern Minnesota Woodcraft	-	47,950
C-12	Flat Roofing	McDowall Comapany	364,700	35,950	McDowall Comapany	-	364,700
C-13	HM Doors, Hard	Straughan Hardware	93,385	3,595	Straughan Hardware	-	93,385
C-14	Overhead Doors	Overhead Door Company	70,298	-	Overhead Door Company	-	70,298
C-15	Specialty Doors	Stronghold Industries	24,400	-	Stronghold Industries	-	24,400
C-16	Glass and Glazir	Heartland Glass	49,060	-	Heartland Glass	-	49,060
C-17	Drywall Metal Sti	M Reinert Drywall	83,000	-	M Reinert Drywall	-	83,000
C-18	Flooring (Carpet	Multiple Concept Interiors	23,949	-	Multiple Concept Interiors	-	23,949
C-19	Ceramic and Qui	Grazzini Brothers & Company	31,397	-	Grazzini Brothers & Company	-	31,397
C-20	Painting and Cos	Steinbrecher Painting	37,200	-	Steinbrecher Painting	-	37,200
C-21	Acoustic Ceilings	Acoustics Associates	26,825	-	Acoustics Associates	-	26,825
C-22	Misc Specialties	Various - see breakdown	-	-	Various -	-	75,000
C-23	Fabric Covered S	Greystone Construction Company	114,950	-	Greystone Construction Company	-	-
C-24	Lockers	Olympus Lockers and Storage Products	17,800	-	Olympus Lockers and Storage Products	-	17,800
C-25	Signage	NO BIDS	-	-	NO BIDS	-	-
C-26	Mechanical	St. Cloud Refrigeration	1,041,700	42,500	St. Cloud Refrigeration	-	1,041,700
C-27	Electrical	Electrical Solutions	685,000	8,100	Electrical Solutions	-	685,000
C-28	Overhead Crane	Alltech Engineering Corp	43,940	-	Alltech Engineering Corp	-	43,940
C-29	Fencing and Gat	Midwest Fence	147,600	-	Midwest Fence	-	-
C-30	Low Voltage Sys	Brothers Fire Protection	222,998	200	Brothers Fire Protection	-	222,998
C-31	Window Treatme	Custom Expressions	1,353	-	Custom Expressions	-	1,353
TOTAL			5,676,171	243,981		\$ 2,274,911	\$ 3,145,910

C-22 Misc. Specialties - Supply

(1) Bartley Sales	
Category	Price
Visual Display Surfaces	No Bid
Toilet Compartments	\$ 4,571
Wall Protection	\$ 1,403
Toilet, Bath, Laundry Access. (see note)	\$ 9,866
Fire Extinguishers Cabinets	\$ 1,398
Fire Extinguishers	\$ 986
Metal Storage Shelving	\$ 3,064
Flagpoles	\$ 7,853
Detention Equipment	No Bid
Detention Gun Lockers	No Bid
Vehicle Wash Bay Curtain	\$ 1,061
Residential Appliances	No Bid
Payment and Performance Bond	\$ 250
TOTAL	\$ 30,452.00

80 oz. liquid soap dispensers are not available from specified manu. Bartley quoted 40 oz. dispensers

(4) Newline Products	
Category	Price
Visual Display Surfaces	\$ 1,103
TOTAL	\$ 1,103

(2) Kendall Doors and Hardware	
Category	Price
Visual Display Surfaces	No bid
Toilet Compartments	\$ 6,012
Wall Protection	\$ 9,291
Toilet, Bath, Laundry Access.	\$ 10,287
Fire Extinguisher Cabinets	\$ 1,617
Fire Extinguishers	\$ 986
Metal Storage Shelving	No Bid
Flagpoles	\$ 12,153
Detention Equipment	No Bid
Detention Gun Lockers	No Bid
Vehicle Wash Bay Curtain	No Bid
Residential Appliances	No Bid
TOTAL	\$ 39,360.00

Quantity take-off attached

(5) Mid America Bus. Systems	
Category	Price
Detention Equip. (evld. Lockers only)	\$ 19,292
Detention Gun Lockers	\$ 3,669
TOTAL	\$ 22,961.00

Bid form indicates section 119916 -Detention Gun Lockers and section 111900 part 3.2A.7 Evidence Lockers
*received a quote from Mid America to supply the Police Personnel Lockers * \$13,257.

(3) Construction Supply	
Category	Price
Visual Display Surfaces	No Bid
Toilet Compartments	\$ 4,747
Wall Protection	\$ 8,522
Toilet, Bath, Laundry Access.	\$ 9,390
Fire Extinguishers Cabinets	\$ 2,393
Fire Extinguishers	\$ 9,755
Metal Storage Shelving	\$ 10,869
Flagpoles	\$ 10,869
Detention Equipment	No Bid
Detention Gun Lockers	No Bid
Vehicle Wash Bay Curtain	\$ 961
Residential Appliances	No Bid
TOTAL	\$ 49,843

TAX (6.875%) \$ 46,637
TOTAL \$ 3,206.29
49,843.29
Quantity take-off attached

TOTAL OF ALL CONTRACTS	
Category	Price
Visual Display Surfaces	\$ 1,103
Toilet Compartments	\$ 4,571
Wall Protection	\$ 1,403
Toilet, Bath, Laundry Access.	\$ 10,036
Fire Extinguisher Cabinets	\$ 2,558
Fire Extinguishers	\$ 3,064
Metal Storage Shelving	\$ 7,853
Flagpoles	\$ 33,549
Detention Equipment	\$ 3,669
Detention Gun Lockers	\$ 973
Vehicle Wash Bay Curtain	\$ 1,027
Extra Gun Locker	\$ 110
Detention Mirrors (2) Southern	\$ 5,000
Residential Appliances	\$ 5,000
TOTAL	\$ 74,915

Bidder
4
1
1
3
3
12
1
5
5
3
ALLOWANCE
Mimcor
ALLOWANCE



PLANNING REPORT

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

FROM: Nate Sparks

MEETING DATE: November 7, 2011

DATE: November 2, 2011

RE: Minor Subdivision / Variance
633 237th Ave NW & 655 237th Ave NW

BACKGROUND

The Hirsch and Welsh Families have made an application for a Minor Subdivision and Variance to adjust the lot line between their properties located at 633 237th Ave NW and 655 237th Ave NW. The variance is required because both properties are below the minimum lot sizes in the A-2, Rural Estate Agriculture Zoning District.

REQUEST REVIEW

Both properties are guided for Agricultural uses in the Comprehensive Plan and are zoned A-2. The minimum lot size for the district is 10 acres with a minimum width of 300 feet. Currently the two lots are about 1 acre and 4 acres in size and 90 and 350 feet in width. The proposal is to move the lot line between the two 59 feet easterly, which will make the resulting lots about 1.7 acres and 3.3 acres in size and 159 and 291 feet in width. The result of the adjustment will place the entire septic drainfield of the smaller lot on its parcel. The two lots were created long before the City's current Comprehensive Plan and Zoning Ordinance.

VARIANCE REVIEW

There are procedures and criteria by which the City may grant variances from the minimum standards on the ordinance. A variance request may not be approved unless they find failure to grant the variance will result in undue hardship on the applicant, and, as may be applicable, all of the following criteria have been met:

- A. That because of the particular physical surroundings, shape, or topographical conditions of the specific parcel of land involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.

- B. That the conditions upon which an application for a variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally, to other property within the same zoning classification.
- C. That the purpose of the variance is not based exclusively upon an economical hardship, or a desire to increase the value or income potential of the parcel of land.
- D. That the alleged difficulty or hardship is caused by this Ordinance and has not been created by any persons having an interest in the parcel of land and is not a self-created hardship.
- E. That the granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located.
- F. That the proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or endanger the public safety.
- G. That the requested variance is the minimum action required to eliminate the hardship.
- H. That the variance does not involve a use that is not allowed within the respective zoning district.
- I. That the granting of the variance will not confer special privileges on the parcel in question that are not generally available to other property in the same zoning district.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a public hearing on October 19, 2011 and recommended approval of the request.

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

RESOLUTION 2011-34

**A RESOLUTION APPROVING A MINOR SUBDIVISION WITH A VARIANCE FOR A
LOT LINE ADJUSTMENT BETWEEN THE PROPERTIES AT
633 237TH AND 655 237TH AVE NW**

WHEREAS, the City of St. Francis received a request for a minor subdivision application from the Hirsch and Welsh Families to adjust the boundary between their two properties; and

WHEREAS, the Welsh property is located at 633 237th Ave NW and the Hirsch property is located at 655 237th Ave NW; and

WHEREAS, the properties are respectively identified in Anoka County records with the property identification numbers of 253424330003 and 253424330004; and

WHEREAS, the legal descriptions of both properties are indentified in the attached exhibit; and

WHEREAS, the properties are zoned A-2, Rural Estate Agriculture which has a minimum lot size of 10 acres; and

WHEREAS, the Welsh property is currently approximately 4 acres in size and the Hirsch property is approximately 1 acre in size resulting in the need for a variance from the minimum lot size; and

WHEREAS, the septic site for the Hirsch parcel currently lies across the property line between the two parcels; and

WHEREAS, the granting of the minor subdivision and variance would result in the septic area being wholly on the Hirsch property; and

WHEREAS, the applicants are proposing to move the lot line 59 feet easterly for this purpose; and

WHEREAS, the St. Francis Planning Commission reviewed this request at their October 19, 2011 meeting and held a duly-noticed public hearing after which they recommended approval; and

WHEREAS, the request does not impair the orderly development of property in the area in compliance with the Zoning and Subdivision Ordinance; and

WHEREAS, the request does not negatively impact the value or essential character of the surrounding properties; and

WHEREAS, That because of the particular physical surroundings, shape, or topographical conditions of the specific parcel of land involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out; and

WHEREAS, the That the conditions upon which an application for a variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally, to other property within the same zoning classification; and

WHEREAS, That the granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located; and

NOW, THEREFORE, BE IT RESOLVED that the City of St. Francis hereby approves the minor subdivision with variance request for a lot line adjustment as attached subject to the following conditions:

- 1) The minor subdivision must be accepted by Anoka County.
- 2) All fees must be paid.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7TH DAY OF NOVEMBER, 2011.

APPROVED

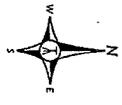
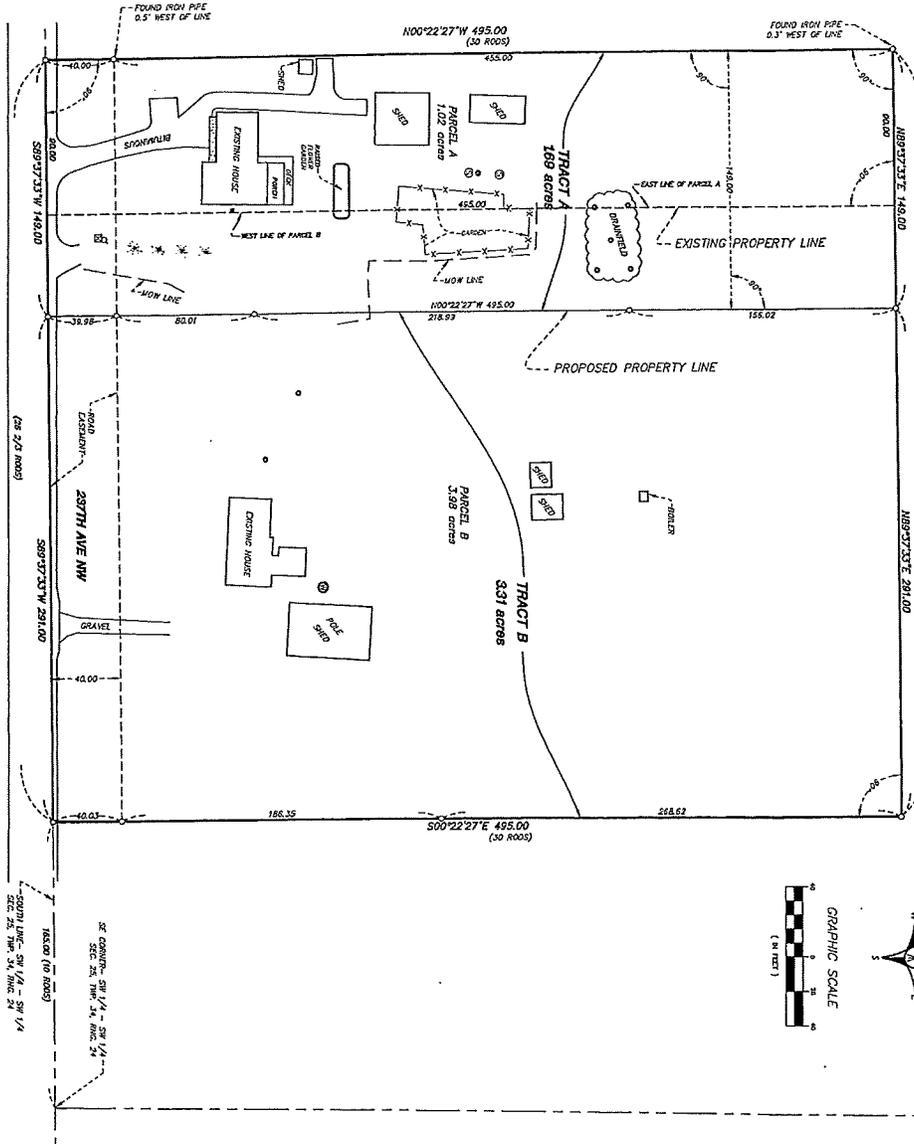
Jerry Tveit
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk

Attachments:
Minor Subdivision Survey

CERTIFICATE OF SURVEY FOR ROBERT & RITA HIRSCH (ON 2 1/2 ACRES)



EXISTING LEGAL DESCRIPTIONS

CONTRACT 1
Corner of a point 100 (70) rods West of the Southwest corner of the Southwest Quarter of the Southwest Quarter of Section 36, Township 34 North, Range 24 East, Adams County, Missouri, distant 100 rods to the point of beginning; thence South 89°00'00\"/>

PROPOSED PROPERTY DESCRIPTIONS

TRACT A 169.00 rods of that part of the Southwest Quarter of the Southwest Quarter of Section 36, Township 34 North, Range 24 East, Adams County, Missouri, containing an area of 1.02 acres, more or less, bounded as follows: on the North by the East line of Parcel B, a distance of 169.00 rods; on the East by the East line of Parcel A, a distance of 169.00 rods; on the South by the South line of Parcel A, a distance of 169.00 rods; and on the West by the West line of Parcel A, a distance of 169.00 rods.

TRACT B 321.00 rods of that part of the Southwest Quarter of the Southwest Quarter of Section 36, Township 34 North, Range 24 East, Adams County, Missouri, containing an area of 3.18 acres, more or less, bounded as follows: on the North by the East line of Parcel A, a distance of 169.00 rods; on the East by the East line of Parcel B, a distance of 169.00 rods; on the South by the South line of Parcel B, a distance of 169.00 rods; and on the West by the West line of Parcel B, a distance of 169.00 rods.

CERTIFICATION

I, **DAVID E. ANDERSON**, Surveyor, being duly sworn, certify that the foregoing is a true and correct copy of the original survey as shown to me by the parties thereto, and that the same is a true and correct copy of the original survey as shown to me by the parties thereto.

ANDERSON PASSE
SURVEYORS
1400 S. MAIN ST., ST. LOUIS, MO. 63103
PH: 314.241.1111 FAX: 314.241.1112

20



PLANNING REPORT

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

FROM: Nate Sparks

MEETING DATE: November 7, 2011

DATE: November 2, 2011

RE: Conditional Use Permit – Outdoor Storage in the I-1, Light Industrial District – City Public Works & Safety Facility

BACKGROUND

The City of St. Francis has made an application for a Conditional Use Permit to allow for outdoor storage in the I-1, Light Industrial District. This will allow for the police impound lot and then accessory outdoor storage for the Public Works Department.

REQUEST REVIEW

The Public Works & Safety Facility needs a CUP in order to have outdoor storage on the site. The police impound lot is technically considered outdoor storage. There are also public works storage bins on the site which qualify, as well.

Outdoor storage is only allowed in the I-1 District with a CUP. Storage areas are to be landscaped, fenced, and screened from view of neighboring uses and abutting residential districts and rights-of-way. They are also required to be surfaced with asphalt or concrete, unless otherwise approved by the City Council. Lighting is required to be hooded and so directed that the light source is not visible from off-site. Storage areas may not take up required parking and loading spaces or 50% of the total subject site.

The impound lot is to be located in the southwest corner of the site. It will be about 400 feet from the front right-of-way and there will be some landscaping across the driveway from it. It is proposed to be surfaced with gravel. The storage bins for the Public Works Department are to be located behind the building.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission found that the proposed outdoor storage was consistent with the CUP Review Criteria and recommended approval after holding a public hearing on October 19th.

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

RESOLUTION 2011-35

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE CITY OF ST. FRANCIS FOR ACCESSORY OUTDOOR STORAGE IN THE I-1 DISTRICT ON LOT 1, BLOCK 1 SOUTH HIGHWAY 47 INDUSTRIAL PARK 2ND ADDITION

WHEREAS, the City of St. Francis is establishing a Public Works & Public Safety facility on property legally described as Lot 1, Block 1 South Highway 47 Industrial Park 2nd Addition; and

WHEREAS, the subject site is currently addressed 4020 and 4058 St. Francis Blvd; and

WHEREAS, the site is zoned I-1, Light Industrial; and

WHEREAS, the site is guided for an Industrial Land Use in the Comprehensive Plan; and

WHEREAS, the nature of the proposed use on the subject site requires accessory outdoor storage; and

WHEREAS, outdoor storage is only allowed in the I-1, Light Industrial District upon receipt of a Conditional Use Permit; and

WHEREAS, the outdoor storage area is proposed to be meeting the standards found in Section 10-71-4-E; and

WHEREAS, the St. Francis Planning Commission held a public hearing during on October 19, 2011 and recommended approval of the request; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the conditional use permit amendment based on the following findings of fact:

- A. The proposed action has been found to be consistent with the Official City Comprehensive Plan.
- B. The proposed use is and will be compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance.
- D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

BE IT FURTHER RESOLVED that the City of St. Francis hereby approves the CUP as proposed on Exhibit A.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7th DAY OF NOVEMBER, 2011.

APPROVED

Jerry Tveit
Mayor of St. Francis

Attest:

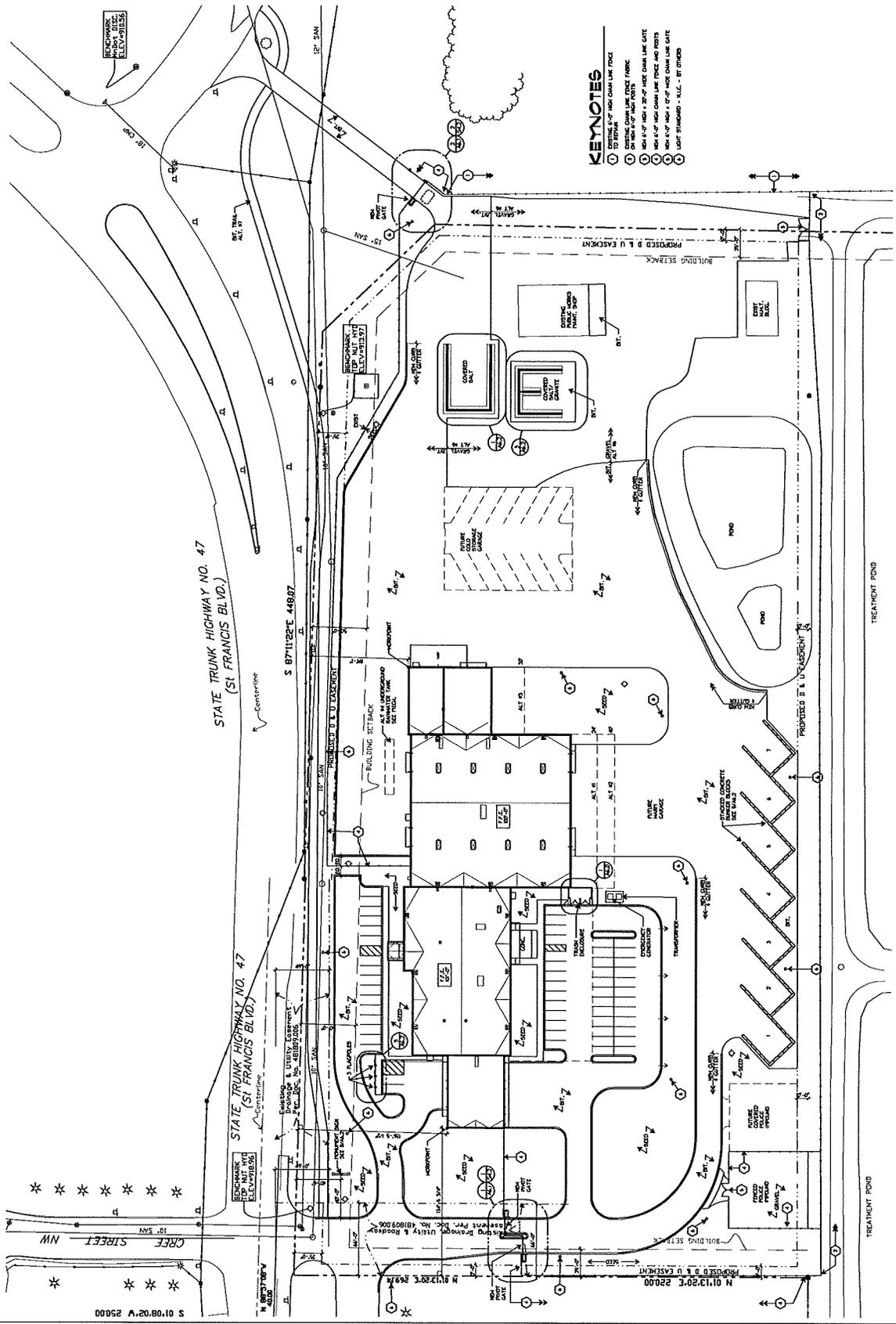
Barbara I. Held
City Clerk

Attachments:
Exhibit A – Site Plan A1.0

St. Francis Police and Public Works Facility

St. Francis, Minnesota

Project Title:



- KEYNOTES**
- 1. 1" = 10' - 0" OVER CHAIN LINE POSE TO BE MAINTAINED
 - 2. EXISTING CHAIN LINE POSE FRAME
 - 3. 10'-0" x 10'-0" x 10'-0" OVER CHAIN LINE POSE
 - 4. 10'-0" x 10'-0" x 10'-0" OVER CHAIN LINE POSE
 - 5. 10'-0" x 10'-0" x 10'-0" OVER CHAIN LINE POSE
 - 6. 10'-0" x 10'-0" x 10'-0" OVER CHAIN LINE POSE
 - 7. 10'-0" x 10'-0" x 10'-0" OVER CHAIN LINE POSE

Note: All elevations are to be based on the datum indicated. Contact Professional Design Group for verified or additional elevations. All dimensions are to be taken with actual field measurements.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.

Signature: *Michael A. Olson*
 Title: D. B. Arch.
 Date: 9-28-11
 Reg. No.: 22945

Project Number: 200719103
 Date: 9/28/11
 Drawn By: CHB
 Checked By: MGB
 Copyright Professional Design Group: 2011

Sheet Title:
Site Plan



SITE PLAN
 1/8" = 1' - 0" (SCALE)

NOTE: ELEVATOR SET-OFF - 1" = 1/4"

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

RESOLUTION 2011-36

RESOLUTION ESTABLISHING A JOINT FIRE SERVICES STUDY GROUP

WHEREAS, local governments have an obligation to the local taxpayers to provide basic City services in an efficient manner; and

WHEREAS, fire protection services are a common local service provided by the communities of western Anoka County; and

WHEREAS, the opportunity exists for several local communities to work cooperatively to provide the same or better service level at a reduced cost to taxpayers; and

WHEREAS, it was the consensus following a joint fire service discussion with the Cities of Bethel, Nowthen, Oak Grove, St. Francis and Ramsey, to appoint members to a formal study group to continue the exploration process of a possible joint fire service among the cities.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA; as follows:

- 1) That the City of St. Francis hereby supports the establishment of a joint fire services study group to study the feasibility of developing a joint fire service organization that would service multiple western Anoka County communities in a cost-effective manner.
- 2) That the aforementioned study group will be charged with the duty of analyzing the benefits of a joint fire service and potential barriers to implementation.
- 3) That it is expected that the group would provide a written report back to the participating communities on the findings of said study with a recommendation on how to proceed, no later than April 1, 2012.
- 4) That the City of _____ hereby appoints an elected official, _____, and an appointed official, _____ as members of the joint fire services study group to work cooperatively with the appointed members from the Cities of Bethel, Nowthen, Oak Grove, St. Francis and Ramsey to study a joint fire service organization. In addition, a fire service representative, _____, is appointed as an ex-officio member.

Councilmember _____ moved for its adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon vote being taken thereon, the following voted in favor:

Mayor
Councilmember
Councilmember
Councilmember
Councilmember

and the following voted against the same:

and the following were abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the St. Francis City Council this the 7th day of November, 2011.

Jerry Tveit, Mayor

ATTEST:

Barbara I. Held, City Clerk



PLANNING REPORT

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

FROM: Nate Sparks

MEETING DATE: November 7, 2011

DATE: November 2, 2011

RE: Ordinance Amendment – Dog Kennels

BACKGROUND

The City has recently received citizen complaints regarding illegal dog kennels. While handling the complaints it was noticed that there may be a gap between the private kennel and commercial kennel standards. At the June, July, and October Planning Commission meetings, the Commissioners reviewed other area ordinances and researched the issues. The Commission recommends making the standards for private kennels similar to commercial kennels, as a high number of dogs on a single property impacts neighboring properties regardless of the purpose behind the dogs being there. The change requires the Animal Ordinance, definition of kennel in the Zoning Ordinance, and the District Standards for the A-1, A-2, and A-3 Districts all be amended. No changes are proposed to the kennel license section in Chapter 6 of the City Code, at this time.

DRAFT ORDINANCE AMENDMENTS

The following is the draft ordinance in review form. In the review document a strikethrough means a deletion and italicized text means an addition:

Ordinance Section #1

Section 8-3-1 currently addresses that a license is required for dogs and states the number of dogs allowed on a property. The proposed ordinance splits this into two sections. The first is the licensing requirement, which remains unchanged. The second is the number of dogs allowed per property. In urban areas and on rural parcels less than 5 acres in size, the ordinance is unchanged. For the rural parcels greater than 5 acres in size, there is currently a provision allowing for a kennel license and then an unlimited number of dogs. The Planning Commission recommends changing this to limit the number of dogs at 4 and then to exceed 4 and Interim Use or Conditional Use Permit is required along with a kennel license.

Section 8-3-1:

~~C. License Required and Number of Dogs Restricted. It is unlawful for the owner of any dog, six (6) months of age or more, to fail to obtain a license therefore from the City. All dogs kept, harbored, or maintained in the City of St. Francis shall be licensed and registered. Applications for licenses shall be made to the City Clerk upon forms provided by the Clerk. Said application shall require the owner, among the other information required by the City Clerk, to supply the name, age, predominant breed, sex, color and markings of each dog sought to be licensed. In addition, when the applicant or owner has been convicted of a violation to Section 8-3-1.L of this Code relative to the dog sought to be licensed, the application shall require proof of public liability insurance as set forth in Section 8-3-1.S of this Code. Upon submission of the application and a certificate of evidencing compliance with the terms and provisions of the license fee, the City Clerk shall issue a license, which license shall be effective until the next 31st day of December of the following year. The number of dogs permitted shall not exceed three (3) dogs over the age of three (3) months per dwelling unit. Properties located within the Urban Service area of the City shall be limited to a maximum of two dogs housed outside the principal structure. Provided, that this Subdivision shall not apply to a kennel licensed under the City Code. (Ord 17, SS, 5-3-1993; Ord 92, SS, 6-19-2005~~

License Required and Number of Dogs Restricted.

1. Licenses. It is unlawful for the owner of any dog, six (6) months of age or more, to fail to obtain a license therefore from the City. All dogs kept, harbored, or maintained in the City of St. Francis shall be licensed and registered. Applications for licenses shall be made to the City Clerk upon forms provided by the Clerk. Said application shall require the owner, among the other information required by the City Clerk, to supply the name, age, predominant breed, sex, color and markings of each dog sought to be licensed. In addition, when the applicant or owner has been convicted of a violation to Section 8-3-1.L of this Code relative to the dog sought to be licensed, the application shall require proof of public liability insurance as set forth in Section 8-3-1.S of this Code. Upon submission of the application and a certificate of evidencing compliance with the terms and provisions of the license fee, the City Clerk shall issue a license, which license shall be effective until the next 31st day of December of the following year.

2. Number of Dogs Allowed.

a. The number of dogs permitted shall not exceed three (3) dogs over the age of three (3) months per dwelling unit in the urban service area and on rural parcels less than 5 acres in size. Properties located within the Urban Service area of the City shall be limited to a maximum of two dogs housed outside the principal structure.

b. On parcels 5 acres or more in size in the rural service area, the number of dogs permitted shall not exceed four (4) dogs over the age of three (3) months per dwelling unit unless in receipt of an Interim Use Permit for a Kennel in the A-1, A-2, or A-3 Districts of the Zoning Ordinance. In no instance shall the number of dogs exceed 15 with the IUP.

Ordinance Section #2

The current definition in the zoning ordinance regarding kennels deals with commercial kennels only. This ordinance section changes this to include all kennels.

Section 10-2-2:

KENNEL, COMMERCIAL: Any structure or premises on which *more than* four (4) dogs ~~up to fifteen (15) dogs~~ over six (6) months of age are ~~commercially kept for sale, breeding, boarding, breeding, or exhibited, housed, bred, boarded, or exhibited,~~ except hospitals, clinics, and other premises operated by a licensed veterinarian exclusively for the care and treatment of animals.

Ordinance Section #3

In the districts where the IUP or CUP for kennels is allowed, the ordinance currently lumps kennels in with horse stables. This section proposed to split these two uses and create a separate set of standards for kennels based on the changes discussed in Ordinance Section #1.

Sections 10-51-4, 10-52-4, and 10-53-5:

(These sections are the A-1 and A-2 Conditional Uses and A-3 Interim Uses respectively.)

The purpose is to modify commercial horse stables and commercial kennels into only commercial horse stables:

Commercial horse stables and ~~commercial kennels~~ provided that:

1. The provisions of Chapter 6 of this Ordinance and Section 8-3 of the City Code are considered and determined to be satisfied.
2. The use is located on an arterial or collector road.
3. The use is accessory to a residential use.
4. All standards pertaining to Chapter 21 of this Ordinance are met.

Then add kennels as a separate use in the Interim Uses of all three districts:

Kennels provided that:

1. *The provisions of Chapter 7, Interim Use Permits, of this Ordinance and Section 8-3, Animals, of the City Code are met.*
2. *Any breeding, boarding, exhibiting, or other such commercial activity shall require the site to be located on a collector or arterial roadway, have sufficient off-street parking supplied, provide adequate fencing and/or screening to adjacent uses, and be in compliance with Chapter 21 of this ordinance regarding Home Occupations.*
3. *The kennel shall be accessory to a residential use.*
4. *The subject site shall be a minimum of 5 acres in size.*
5. *The property owner shall be in receipt of a kennel license as required in Section 6-7 of the City Code.*
6. *No more than fifteen (15) dogs over the age of six (6) months shall be kept on the site at any time.*

PLANNING COMMISSION RECOMMENDATION

The Planning Commission recommended approval of this ordinance amendment after holding a public hearing on October 19, 2011.

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

ORDINANCE 160, SECOND SERIES

**AN ORDINANCE AMENDING THE CITY'S ANIMAL AND ZONING ORDINANCES
REGARDING DOG KENNELS AND MAXIMUM NUMBERS OF DOGS ALLOWED**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 8-3-1-C shall hereby be amended to read as follows:

C. License Required and Number of Dogs Restricted.

1. Licenses. It is unlawful for the owner of any dog, six (6) months of age or more, to fail to obtain a license therefore from the City. All dogs kept, harbored, or maintained in the City of St. Francis shall be licensed and registered. Applications for licenses shall be made to the City Clerk upon forms provided by the Clerk. Said application shall require the owner, among the other information required by the City Clerk, to supply the name, age, predominant breed, sex, color and markings of each dog sought to be licensed. In addition, when the applicant or owner has been convicted of a violation to Section 8-3-1.L of this Code relative to the dog sought to be licensed, the application shall require proof of public liability insurance as set forth in Section 8-3-1.S of this Code. Upon submission of the application and a certificate of evidencing compliance with the terms and provisions of the license fee, the City Clerk shall issue a license, which license shall be effective until the next 31st day of December of the following year.

2. Number of Dogs Allowed.

a. The number of dogs permitted shall not exceed three (3) dogs over the age of three (3) months per dwelling unit in the urban service area and on rural parcels less than 5 acres in size. Properties located within the Urban Service area of the City shall be limited to a maximum of two dogs housed outside the principal structure.

b. On parcels 5 acres or more in size in the rural service area, the number of dogs permitted shall not exceed four (4) dogs over the age of three (3) months per dwelling unit unless in receipt of an Interim Use Permit for a Kennel in the A-1, A-2, or A-3 Districts of the Zoning Ordinance. In no instance shall the number of dogs exceed 15 with the IUP.

Section 2. Code Amended. That the definition of Kennel, Commercial found in Section 10-2-2 of the Zoning Ordinance is hereby amended to read as follows:

KENNEL: Any structure or premises on which more than four (4) dogs over six (6) months of age are housed, bred, boarded, or exhibited, except hospitals, clinics, and other premises operated by a licensed veterinarian exclusively for the care and treatment of animals.

Section 3. Code Amended. That Sections 10-51-4-C and 10-52-4-E shall hereby be amended to read as follows:

Commercial horse stables provided that:

1. The provisions of Chapter 6, Conditional Use Permits, of this Ordinance and Section 8-3, Animals, of the City Code are considered and determined to be satisfied.
2. The use is located on an arterial or collector road.
3. The use is accessory to a residential use.
4. All standards pertaining to Chapter 21 of this Ordinance are met.

Section 4. Code Amended. That Section 10-53-5-B is hereby amended to read as follows:

Commercial horse stables provided that:

1. The provisions of Chapter 7, Interim Use Permits, of this Ordinance and Section 8-3, Animals, of the City Code are considered and determined to be satisfied.
2. The use is located on an arterial or collector road.
3. The use is accessory to a residential use.
4. All standards pertaining to Chapter 21 of this Ordinance are met.

Section 5. Code Amended. That Sections 10-51-5-E, 10-52-5-D, and 10-53-5-I are hereby added to read as follows:

Kennels provided that:

1. The provisions of Chapter 7, Interim Use Permits, of this Ordinance and Section 8-3, Animals, of the City Code are met.
2. Any breeding, boarding, exhibiting, or other such commercial activity shall require the site to be located on a collector or arterial roadway, have sufficient off-street parking supplied, provide adequate fencing and/or screening to adjacent uses, and be in compliance with Chapter 21 of this ordinance regarding Home Occupations.
3. The kennel shall be accessory to a residential use.
4. The subject site shall be a minimum of 5 acres in size.
5. The property owner shall be in receipt of a kennel license as required in Section 6-7 of the City Code.
6. No more than fifteen (15) dogs over the age of six (6) months shall be kept on the site at any time.

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 NOVEMBER, 2011.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)



PLANNING REPORT

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

FROM: Nate Sparks

MEETING DATE: November 7, 2011

DATE: November 2, 2011

RE: Ordinance Amendment – Roof Materials

BACKGROUND

The Zoning Ordinance currently has detailed information about building materials but is somewhat more vague about visible roofing materials. As part of ongoing maintenance of the code, it is recommended that some general standards be considered.

DRAFT ORDINANCE AMENDMENT

Proposed is an ordinance amendment that would add a general section about exposed roof materials after the building materials section:

Sec. 10-17-4:

- C. Commercial, Industrial, Institutional, and Multi-Family Roofs.
 - 1. All exposed roof materials shall be similar to or an architectural equivalent of commercial grade asphalt or fiberglass shingles, wood shingles, tile shingles, finished metal standing seam, or better.
 - 2. Pitched roofs shall be constructed with at least a one (1) foot over hang around the perimeter of the structure.
 - 3. Roofing materials and standards for two-family dwellings and townhomes shall meet the standards for single family homes as stated in Section 10-17-8-C.
 - 4. Cloth, canvas, plastic sheets, tarps, and similar materials are not allowed as roofing materials except for greenhouses, agricultural uses, and public uses for the purposes of protecting outdoor storage materials necessary for public safety such as salt and sand.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a public hearing on October 19, 2011 and recommended approval of the ordinance amendment.

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

ORDINANCE 161, SECOND SERIES

**AN ORDINANCE ADDING SECTION 10-17-4-C
REGARDING ROOFING MATERIALS**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 10-17-4-C, Second Series shall hereby be added to read as follows:

- C. Commercial, Industrial, Institutional, and Multi-Family Roofs.
1. All exposed roof materials shall be similar to or an architectural equivalent of commercial grade asphalt or fiberglass shingles, wood shingles, tile shingles, finished metal standing seam, or better.
 2. Pitched roofs shall be constructed with at least a one (1) foot over hang around the perimeter of the structure.
 3. Roofing materials and standards for two-family dwellings and townhomes shall meet the standards for single family homes as stated in Section 10-17-8-C.
 4. Cloth, canvas, plastic sheets, tarps, and similar materials are not allowed as roofing materials except for greenhouses, agricultural uses, and public uses for the purposes of protecting outdoor storage materials necessary for public safety such as salt and sand.

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

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

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

AGENDA REPORT

TO: City Administrator
FROM: Public Works Director 

SUBJECT: Pilot Project Rink Management

DATE: 11-7-11

INTRODUCTION: This ice season we are attempting to modify our Pilot Project from last year. We are attempting to accomplish several goals; 1. Follow Council direction to reduce our operation and maintenance budget for our parks. 2. Provide a better quality of ice than what we had last year. 3. Continue to manage overtime while maintaining the highest quality standard for snow and ice removal on our City streets.

BACKGROUND: Last year we paid a private contractor to manage our warming house and maintain our ice. While we feel this was an overall success, because we were able to focus our attention on maintaining our City streets during the 5th snowiest season on record, we feel the "skating experience" for our users suffered. The Private Contractor faced many challenges with the temperatures fluctuating as much as they did making it difficult to flood the rink, the vandalism that destroyed the ice in the middle of the season, and the 5th snowiest season on record. All of this led to concerns from our users about the quality of ice and the cleanliness and care of the facility. This season we have an Insured Local Youth Athletic Organization that would like to manage the warming house, provide rink attendants, care for the rinks/facility, provide snow removal for the facility for a fee and provide snack vending with a small portion of the proceeds coming back to the City to cover any additional cost we may incur. Our Public Works Team will work with the organization to flood and maintain the ice.

RECOMMENDATION: Allow staff to move forward with this agreement/pilot project resulting in putting money back into the hands of our "Local" Youth Organization.

BUDGET IMPACT: The payment the Local Youth Athletic Organization would receive is approximately \$4000.00 less than what we paid the private contractor last year. We hope to see some of these savings but it may be offset because we may pay more overtime to maintain snow and ice removal on our City streets due to the fact we will be flooding the rinks.

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Attachments:

1. None

AGENDA REPORT

TO: City Administrator
FROM: Eric Peterson, Assistant Public Works Director
SUBJECT: Park Improvements
DATE: 11-7-2011

INTRODUCTION

We have identified some new equipment we would like to install at a few of our parks and the Warming House to increase resident safety and to make the use of our parks a more pleasurable experience. The intent is to order the equipment so that it can be installed in the spring. The new flooring for the Warming House would be ordered immediately and installed before the skating season begins.

BACKGROUND

Warming House Flooring: Over the last couple of years the carpeting that is currently on the floor of the warming house has been deteriorating. We have gone through 2 vacuum cleaners due to the rug particles coming off and plugging up the vacuums. As the skating season goes on, the rugs become saturated with water and become musty. We have identified a product that is designed specifically for ice arenas. We feel this product will be easier to keep clean, will last longer, will be a better surface for skaters to walk on, and we will be able to replace individual tiles as they wear out instead of replacing the whole floor. Earlier this summer the Lions club of St. Francis generously donated \$1400.00 to the city to put towards our parks. We would like to put the \$1400.00 towards this project. ($\$5,257.00 - 1400 = \$3,857$).

Kiosks: We would like to add Information Kiosks at Community Park and Seelye Brook Park. The Kiosks at Woodbury Park and Highland Woods park are well received and are a good way to keep residents informed. The Kiosk in Community Park would also be used to let residents know of when facilities there are rented out. ($\$2,612.00$)

Bike Racks: Currently there are no bike racks at any of our City Parks. Residents using our paths to get to our city parks have no place to safely and securely put their bikes when using the parks. We would like to add 10-place bike racks at Community Park, Seelye Brook Park, and Hidden Ponds Park. ($\$2,100.00$)

Picnic Tables: Our picnic tables get a lot of use throughout the year, and we find we need to borrow picnic tables from surrounding communities for special events such as Pioneer Days. We would like to purchase 5 tables to add to our parks. These tables would be made out of composite lumber, which makes them Maintenance free, and easier to clean than wood tables. ($3,532.35$)

Bleachers: During our Pioneer Day events, we find that we are short of bleacher space for events such as the Kiddie Tractor Pull and Fire Dept. Water Ball Competition. To help remedy this, we would like to add a 5 row, 52 seat set of bleachers. These bleachers would be ordered with a Hitch and Wheel kit which would allow us to transport and place the bleachers at one of our ball fields when not in use for other events. ($\$12,400.00$)

Lights: Currently there is no lighting along the path between 229th Ave NW and Community Park. This path is used frequently by our citizens, especially during special events where the Warming House Parking lot is used (Pioneer Days, School Functions, Youth Baseball games, Corn Fest). We would be adding 2 Cobra Head Lights on existing poles along Hwy 47 and 2 Traditionaire style lights on 14' fiberglass poles along the path. In addition we would be adding 2 Traditionaire style lights on 14' poles in Community Park to supplement the lighting that is

already there and to also replace the temporary lighting that we have to put up during the Pioneer Day events. There will also be a light control pedestal installed in the park with breakers to allow for the park lights to be turned off for events such as Movies in the Park. The monthly energy and maintenance rate for the 100 watt lights will be \$7.76 per light per month. (\$9,955.00)

RECOMMENDATION

We recommend that the Council authorize Public Works to purchase the items referenced above, with funds to come from the Park Dedication funds and the \$1400.00 donation from the St. Francis Lions Club. The total cost for these items should not exceed \$35,000.00.

BUDGET IMPACT

While these items were not budgeted for, there are sufficient funds in the Park Dedication Fund to cover the purchase of these items.

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Attachments:

1. Lighting Schematic