

CITY OF ST. FRANCIS CITY
COUNCIL AGENDA

August 1, 2016

ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW
6:00 pm

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes –July 18, 2016
 - b. Pay Request No. 2 to Park Construction Co. of Minneapolis for the Pederson Drive Improvement
 - c. Cable TV Extension Request for 739-229th Avenue NW
 - d. Payment of Claims
5. Meeting Open to the Public - *Open Forum is an opportunity for citizens to sign up before the Council meeting and present an issue or concern to City Council. Each presentation should be limited to no more than three minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
 - a. 2017-2021 Capital Improvement Plan: Public Hearing
 - b. Johnson/Lee: Minor Subdivision along Tamarack Street – Resolution 2016-36
 - c. Cathy Lauseng: Private Solar Energy System at 2660-239th
 - 1) Ordinance 223, Second Series: Amending the Zoning Ordinance Regarding Accessory Solar Energy Systems (First Reading)
 - 2) Conditional Use Permit (CUP) or an Accessory Solar Energy System- Resolution 2016-37
 - d. Rum River Bluffs 2nd Addition:
 - 1) Assignment of Development Contract
 - 2) Approving the Assignment of the Rum River Bluffs Development Agreement & All Related Responsibilities to BL Holdings LLC – Resolution 2016-38
7. Ordinances & Resolution
 - a. Ordinance 221, Second Series: Establishing a Moratorium Regulating the Residency location of Predatory Offenders within the City (First Reading)
 - b. Ordinance 222, Second Series: Temporary Family Health Care Dwellings Amendment (First Reading)
 - c. Resolution 2016-39: Declaring Surplus Property & Authorizing the Disposal of Said Property (32-34-4-22-0002)
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney:
 - c. Staff:
 - Community Economic Development:
 - Public Works: Department Update
 - Police:
 - City Administrator: Setting Special Meeting for August 12th to Canvass Election Results
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

Calendar of Events

Aug 2: Night to Unite @ Community Park
Aug 7: Council Work Session @ City Hall 3:00 pm
Aug 9: State Primary – Voting hours are 7 am to 8 pm
Aug 12: Canvas Election Results
Aug 15: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – August 1st, 2016 Council Meeting

Agenda Items:

4. Consent Agenda:

- a. City Council Minutes – July 18th, 2016
- b. Pay Request No. 2 to Park Construction Co. – Pederson Drive
- c. Cable TV Extension Request for 739 229th Avenue NW – This would provide cable services to an area Midco cannot provide to.
- d. Payment of Claims –

6. Petitions, Requests, Applications:

- a. Capital Improvement Plan – 2017-2021
 - 1) **Hold a Public Hearing**
 - 2) **After Public Hearing is closed – consider adopting the 2017-2021 CIP**As proposed, the 2017-2021 CIP results in a 0% increase on the tax levy.

- b. Johnson/Lee - Minor Subdivision along Tamarack Street
 - 1) **Resolution 2016-36**

The Planning Commission found the request generally consistent with the City's Zoning and Subdivision and the Comprehensive Plan.

- c. Cathy Lauseng – Private Solar Energy System at 2660 239th
 - 1) **Ordinance 223, Second Series: Amending the Zoning Ordinance Regarding Accessory Solar Energy Systems (First Reading)**
 - 2) **Conditional Use Permit or an Accessory Solar Energy System – Resolution 2016-37**

The Planning Commission recommended the Council adopt the attached ordinance and approve the requested Conditional Use Permit.

- d. Rum River Bluffs Development Contract Assignment & Release –
 - 1) **Motion to Authorize the Assignment of Development Contract**
 - 2) **Resolution 2016-38 Approving Assignment of Development Agreement**In 2007, the City entered into a development agreement with Semler Development LLC to guarantee proper construction management. The agreement and amendments ensure placement of utilities and finishing infrastructure. Semler is seeking to transfer all remaining obligations to BL Holdings. The remaining obligations include a turn lane, assessments on unsold lots in first and second addition.

A required security will guarantee the completion of the turn lanes. The assessments for the utilities in the second addition would be addressed by the recording of the final plat, with the City resetting the assessments. Assessments in the first phase would be paid by BL Holdings LLC at the time of transfer.

Consider the assignment to BL Holdings and release of Semler.

7. Ordinances & Resolutions:

a. Ordinance 221, SS, Establishing a Moratorium Regulating the Residency location of Predatory Offenders within the City - (First Reading)

b. Ordinance 222, SS, Temporary Family Health Care Dwellings Amendment (First Reading)

c. Resolution 2016-39 – Declaring surplus property and authorizing the disposal of said property. (32-34-4-22-0002) This is property shown in the Staff Report off of Highway 47.

8. Reports:

a. **Engineer:**

c. **Staff:**

Community Development:

Finance:

Fire:

Public Works: Monthly Streets/Parks and Water/Sewer Reports (June)

Liquor Store:

Police:

City Administrator: Per MN Statutes, Cities with a Primary must canvass the election results (adopt a resolution) three days after the Primary. This would require the City Council to have a quorum available to adopt the resolution. Council will need to call a Special Meeting and determine a time and place (likely City Hall).

11. Old Business:

12. New Business:

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

CITY COUNCIL MINUTES

July 18, 2016

1. **Call to Order:** The regular City Council meeting was called to order by Mayor Steve Kane at 6:00 pm.

2. **Roll Call:** Present were Mayor Steve Kane, Council members Richard Orpen, Rich Skordahl, Chris McClish and Tim Brown. Also present were City Engineer Jared Voge (Bolton & Menk, Inc.), City Attorney Scott Lepak (Barna, Guzy & Steffen), Fire Chief Matt Kohout, Public Works Director Paul Teicher, Police Sgt. Todd Schwieger, Community Development Director Kate Thunstrom, City Administrator Joe Kohlmann, and City Clerk Barb Held.

3. **Adopt Agenda:** MOTION BY BROWN SECOND McCLISH TO ADOPT THE JULY 18, 2016 CITY COUNCIL AGENDA. Motion carried 5-0.

4. **Consent Agenda:** MOTION BY ORPEN SECOND SKORDAHL APPROVE THE JULY 18, 2016, CITY COUNCIL CONSENT AGENDA A-I AS FOLLOWS:

a. City Council Minutes—July 5, 2016

b. Acknowledge the URR WMO Unapproved Minutes of June 29, 2016

c. Enter into a Contract with ISD #15 for School Resource Officers 2016-2017 School Year

d. Approve LMCIT Online Course PATROL subscription Agreement for 2016

e. Approve the Police Department Copier Lease Agreement

f. Approve the Routine Bobcat Buyback Program

g. Pay Request No. 12 for \$1,206,836.00 to Gridor Construction, Inc. for the Wastewater Treatment Facility Improvements

h. Hire Kristin Brown as a Part Time Liquor Store Clerk

f. Payment of Claims \$ 1,759,216.58 (ACH #156E-159E \$160,730.17 Check #70989-71092 \$1,598,486.41) Motion carried 5-0.

5. **Meeting Open to the Public:** Steve Feldman, 22766 Poppy Street, stated he went to a Oak Grove city council meeting regarding putting in stop signs on Poppy Street. After discussion of the Poppy Street stop signs, Oak Grove City Council tabled the installation of the stop signs for six months. They want to see how the roundabout will affect the traffic.

Jerry Tveit, 4561 232nd Lane NW, in light of everything know what is going on around the country extend my gratitude and grateful to our police and fire departments and emergency services. There is talk around town that why didn't prior councils contact Met Council for a regional wastewater facility, we did. About 4 to 5 years ago when East Bethel was putting in their system from Met Council. Our previous city administrator went to the Met Council and they were not interested at all. The previous administrations looked at a lot of options.

Joe Muehlbauer, 3459 228th Avenue, wants to encourage the citizens let their voices be heard and vote August 9, 2016 at the Primary.

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

a. Rum River Bluffs: Nate Sparks of NAC stated before us we have request for a final plat. BL Holdings LLC has made an application for a final plat for Rum River Bluffs 2nd Addition. Associated with the final plat is an easement vacation and development agreement. The plat is to allow for 39 single-family residential lots. In 2004, the City approved a Planned Unit Development plan and preliminary plat for Rum River Bluffs. The plan called for 91 single family lots and 24 detached townhomes. The development was considered to be a PUD due to the inclusion of the detached townhomes in the center of the plan. In 2006, the City approved the final plan of the PUD and the final plat of Rum River Bluffs, which platted 52 single family houses and 24 detached townhomes. The request now is to plat the 39 remaining preliminarily approved single family lots. The property being platted is Outlot A of Rum River Bluffs. If the Council finds the final plat to be consistent with the preliminary plat approval, it would be recommended to consider the resolutions approving the final plat and easement vacation and then the developer's agreement. The easement vacation requires a public hearing. The agreement stated that the costs would be due in 2019 or when the property is developed. In 2010 the agreement was clarified to take the estimated costs and divide it into an assessment for each anticipated lot within the development. The applicant, which is different than the original developer has requested that terms of this agreement be carried forward. This is represented in the development agreement. The lots will require payment of the assessment upon time of sale or in 2019, whichever is first. The utilities not installed as part of this earlier project are proposed to be installed, at this time. The development agreement has been modified slightly since the packet was distributed.

It is recommended that the final plat be approved with the following conditions:

1. The Applicant shall enter into a development agreement, as drafted by the City, which shall include the requirements described below as well as other relevant requirements of City ordinance or policy as may be modified by the City Attorney.
2. The Applicant shall address the comments of the City Engineer in the letter dated July 5, 2016.
3. The Applicant shall provide the City a letter of credit or other such securities to ensure completion of the proposed subdivision improvements.
4. The Applicant shall install the improvements within the property as shown on the plans reviewed as part of this application, except as may be modified herein, in the development agreement, or by the City Engineer.
5. All lots shall be subject to current City regulations related to landscaping.
6. Turn lanes shall be installed on Rum River Blvd in a manner approved by the City Engineer and Anoka County.
7. The Applicant shall pay a park dedication fee of \$97,500 in-lieu of park land dedication.
8. All comments by the City Attorney related to title issues and recording procedures shall be followed.

9. All deferred assessments related to the installation of improvements within the Property shall be the responsibility of the Applicant.
10. This final plat shall be recorded within 90 days of the date of this resolution or this approval shall be considered void, unless a written request for a time extension is submitted by the Applicant within said 90 days and approved by the City Council.
11. All fees incurred by the City regarding the processing and review of this application shall be paid by the Applicant, including but not limited to, the drafting and review of relevant agreements and documents and the review of construction plans. A final plat is the final approval necessary for the creation of new parcels to be sold.

1) **Final Plat Approval – Resolution 2016-35:** MOTION BY BROWN SECOND SKORDAHL TO ADOPT RESOLUTION 2016-35 A RESOLUTION APPROVING A FINAL PLAT FOR RUM RIVER BLUFFS 2nd ADDITION. Motion carried 5-0.

2) **Public Hearing - Easement Vacation Related to Final Plat-Resolution 2016-36:** In 2009, the City installed water and sewer mains in this portion of the project. The utilities are located within an easement on Outlot A that is being replaced by platted right-of-way. Therefore, the applicant is requesting the easement be vacated. The City and the property owner made an assessment agreement to cover the payment of this utility installation project. Mayor Kane opened the public hearing at 6:10 pm. Mayor Kane asked if there was anyone here to speak on the easement vacation related to the Rum River Bluffs Final Plat. With no public comment Mayor Kane closed the public hearing at 6:12 pm. MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2016-36 A RESOLUTION APPROVING EASEMENT VACATION RELATED TO THE FINAL PLAT OF RUM RIVER BLUFFS 2nd ADDITION. Motion carried 5-0.

3) **Development Agreement:** A modified development contract has been handed out to the city council this evening. MOTION BY ORPEN SECOND McCLISH TO ACCEPT THE DEVELOPMENT AGREEMENT FOR RUM RIVER BLUFFS 2nd ADDITION. Motion carried 5-0.

7. **Ordinances & Resolution:**

a. **Ordinance 220, Second Series: Amending the Official City of St. Francis Zoning Map to Rezone Property at 3518 Bridge Street Associated with the East Village Final Plat to B-2, General Commercial- (Second Reading):** MOTION BY BROWN SECOND ORPEN APPROVING THE SECOND READING OF ORDINANCE 220 SECOND SERIES AMENDING THE OFFICIAL CITY OF ST. FRANCIS ZONING MAP TO REZONE PROPERTY AT 3518 BRIDGE STREET ASSOCIATED WITH THE EAST VILLAGE FINAL PLAT TO B-2 GENERAL COMMERCIAL. Roll Call: Ayes: Brown, McClish, Skordahl, Orpen, and Kane. Nays: None. Motion carried 5-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Economic Development:

Public Works:

Liquor Store:

Police:

City Administrator:

1) Night to Unite: Night to Unite is scheduled for August 2 in Community Park. Just asking for some discussion on what role do you want us to take this year. Skordahl last year I was a brand new council member and wasn't sure if I should put my name tag on or not when I went. We should make ourselves more visible. Have our leadership show up. Our department heads don't have to stay late but I think it is important we do. Kohlmann said I too will make myself more visible. Not to take away but to join the other groups putting on the event.

2) Schedule a Work session: Kohlmann asked the council for some dates to hold a work session to discuss the letter from Oak Grove, 2017 budget and various housekeeping items. Skordahl said I would rather have it before a regular council meeting. Brown said I would rather have it an off night. Kane asked the council to send Joe some dates that would work.

9. **Report from Councilmembers:** Orpen said July 27 the community is invited to the St. Francis Lions Club Social at the American Legion starting at 6:30 pm. There will be a presentation by the St. Francis Community for Drug Awareness on the Mock Car Crash that was held at the St. Francis High School this year.

10. **Report from Mayor:** Mayor Kane said last Monday myself and City Administrator Joe Kohlmann met with Senator Benson and Speaker Daudt. There is a possibility we might be eligible for 8.8 million dollars. Senator Benson had been in touch with the Governor, PCA and potentially the PFA Benson's aid stated. They are talking with a lot of people to see if we can still get the funding. A special session looks like it may be held the third week of August. Kane said right now it looks hopeful. Kane would like a timeline from the finance director We gathered a lot of information for Speaker Daudt so he could take it with when he spoke with the Governor.

11. **Old Business:** Brown said when we get a date we will post the meeting, correct. Kohlmann said yes we would.

12. **New Business:** McClish said I have heard the microphones do not work very well. I would also like to see an upgrade with the visual too. There are residents that do view the meeting from home and the quality is rather poor. I understand it is the school's equipment but maybe we can contact them.

Kane said I have been reading lately that several cities to our south where they are passing ordinances on regulating the residency of predatory offenders. City Attorney Lepak said the other cities recently passed the ordinance but have not been tested. Skordahl asked if staff could gather data to see what we can do.

13. **Adjournment:** Mayor Kane adjourned the regular city council meeting at 6:27 pm.



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303

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

www.bolton-menk.com

July 28, 2016

Mr. Paul Teicher, Public Works Director
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

RE: Pederson Drive Improvements
St. Francis, Minnesota
BMI Project No: R18.109221

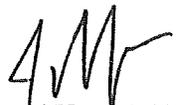
Dear Paul,

Enclosed please find three signed copies of Payment Estimate No. 2 for the above referenced project. The estimate includes all work completed through July 22, 2016. We have reviewed the estimate and recommend approval as submitted. Please review the estimate, and if acceptable, sign and date all copies of the pay estimate and forward one copy to Park Construction Company with payment, one copy to me, and keep one copy for your records.

If you have any questions, please call.

Sincerely,

BOLTON & MENK, INC.


Jared Voge, P.E.
City Engineer

JAV/kg

Enclosures

CONTRACTOR'S PAY REQUEST
PEDERSON DRIVE IMPROVEMENTS
ST. FRANCIS, MINNESOTA
BMI PROJECT NO. R18.109331
S.A.P. 235-127-001

CONTRACTOR
OWNER
ENGINEER

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$	646,152.72
TOTAL, COMPLETED WORK TO DATE.....	\$	401,350.06
TOTAL, STORED MATERIALS TO DATE.....	\$	-
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....	\$	-
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$	401,350.06
RETAINED PERCENTAGE (5%).....	\$	20,067.50
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$	381,282.56
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$	173,410.06
PAY CONTRACTOR AS ESTIMATE NO. 2	\$	207,872.50

Certificate for Partial 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 contract amount for the period covered by this Estimate.

Contractor: Park Construction Company
1481 81st Avenue NE
Minneapolis, MN 55432

By Steve Brown Project Manager 7/25/2016
Name Title Date

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

By Jared Vogel City Engineer 7/27/16
Name Title Date

APPROVED FOR PAYMENT:
Owner: ST. FRANCIS, MINNESOTA

By Joe Kohlmann City Administrator _____
Name Title Date

PARTIAL PAY ESTIMATE NO.

PEDERSON DRIVE IMPROVEMENTS
 ST. FRANCIS, MINNESOTA
 BML PROJECT NO. R18.109331
 S.A.P. 235-127-001

WORK COMPLETED THROUGH JULY 22, 2016

ITEM NO.	MNDOT SPEC NO.	DESCRIPTION	UNIT PRICE	CONTRACT		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				BID QUANTITY	BID AMOUNT	QUANT	AMOUNT	QUANT	AMOUNT
1	2021.501	MOBILIZATION							
2	2101.501	CLEARING	\$ 29,000.00	1	\$ 29,000.00	0.50	\$ 14,500.00	0.75	\$ 21,750.00
3	2101.506	GRUBBING	\$ 12,500.00	0.2	\$ 2,500.00	0.20	\$ 2,500.00	0.2	\$ 2,500.00
4	2104.501	REMOVE SEWER PIPE (STORM)	\$ 12,500.00	0.2	\$ 2,500.00	0.2	\$ 2,500.00	0.2	\$ 2,500.00
5	2104.505	REMOVE CONCRETE WALK	\$ 12.80	143	\$ 1,830.40	20	\$ 256.00	143	\$ 1,830.40
6	2104.505	REMOVE BITUMINOUS PAVEMENT - STREET	\$ 4.50	27	\$ 121.50	26.5	\$ 119.25	27.0	\$ 121.50
7	2104.506	REMOVE BITUMINOUS PAVEMENT - DRIVEWAY OR PATH	\$ 1.75	6902	\$ 12,078.50	6902	\$ 12,078.50	6902	\$ 12,078.50
8	2104.509	REMOVE SIGN	\$ 1.75	521	\$ 911.75	521	\$ 911.75	521	\$ 911.75
9	2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	\$ 50.00	2	\$ 100.00	2	\$ 100.00	2	\$ 100.00
10	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	\$ 6.35	5	\$ 31.75	5	\$ 31.75	5	\$ 31.75
11	2105.501	COMMON EXCAVATION (P)	\$ 2.50	454	\$ 1,135.00	454	\$ 1,135.00	454	\$ 1,135.00
12	2105.507	SUBGRADE EXCAVATION (EV)	\$ 14.00	4552	\$ 63,728.00	4052	\$ 56,728.00	4552	\$ 63,728.00
13	2118.501	AGGREGATE SURFACING CLASS 5 (SHOULDERING)	\$ 16.30	300	\$ 4,890.00				
14	2123.501	COMMON LABORER	\$ 21.20	190	\$ 4,028.00				
15	2123.501	1.5 CU YD BACKHOE	\$ 74.40	16	\$ 1,190.40				
16	2123.508	DOZER	\$ 113.00	16	\$ 1,808.00				
17	2123.510	12 CU YD TRUCK	\$ 107.00	16	\$ 1,712.00				
18	2123.514	3.0 CU YD FRONT END LOADER	\$ 90.50	16	\$ 1,448.00				
19	2123.610	SKID LOADER	\$ 84.80	16	\$ 1,356.80				
20	2123.610	TRUCK (1500 GALLON WATER TRUCK)	\$ 84.80	20	\$ 1,696.00				
21	2211.503	AGGREGATE BASE (CV) CLASS 5	\$ 20.70	2946	\$ 60,982.20	2134	\$ 44,173.80	3090	\$ 63,983.00
22	2231.604	BITUMINOUS PATCH (DRIVEWAYS & PATH) (SPWEB230B)	\$ 21.30	314	\$ 6,688.20	69.2	\$ 1,473.96	388.2	\$ 8,268.66
23	2231.604	BITUMINOUS PATCH (STREET)	\$ 22.70	33	\$ 749.10				
24	2232.501	MILL BITUMINOUS SURFACE (2.0")	\$ 1.00	12983	\$ 12,983.00				
25	2360.501	TYPE SP 9.5 WEARING COURSE (3.0) (SPWEA340C)	\$ 61.90	2482	\$ 154,254.80				
26	2360.502	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3.0) (SPNWB330C)	\$ 63.80	1116	\$ 71,200.80				
27	2501.515	18" RC PIPE APRON	\$ 685.00	1	\$ 685.00	306	\$ 19,522.80	1044.5	\$ 66,539.10
28	2501.515	24" RC PIPE APRON	\$ 819.00	1	\$ 819.00	1	\$ 695.00	1	\$ 695.00
29	2501.602	TRASH GUARD FOR 18" APRON	\$ 355.00	3	\$ 2,457.00				
30	2501.602	TRASH GUARD FOR 24" APRON	\$ 469.00	1	\$ 355.00				
31	2503.511	12" RC PIPE SEWER CLASS V	\$ 26.90	3	\$ 1,407.00				
32	2503.511	18" RC PIPE SEWER CLASS III	\$ 56.10	16	\$ 897.60				
33	2503.511	24" RC PIPE SEWER CLASS III	\$ 44.80	133	\$ 5,958.40	14	\$ 765.40	551	\$ 14,821.90
34	2504.602	CONNECT TO EXISTING STORM SEWER (PIPE)	\$ 686.00	2	\$ 1,372.00				
35	2504.602	ADJUST VALVE BOX - WATER	\$ 369.00	3	\$ 1,107.00				
36	2506.522	VALVE BOX REMOVE AND REPLACE	\$ 444.00	3	\$ 5,070.00				
37	2506.501	ADJUST FRAME & RING CASTING	\$ 338.00	10	\$ 3,380.00	1	\$ 507.00	8	\$ 4,056.00
38	2506.501	CONST DRAINAGE STRUCTURE DESIGN G	\$ 255.00	28.4	\$ 9,599.20	3.05	\$ 1,030.90	28.40	\$ 9,599.20
39	2506.501	CONST DRAINAGE STRUCTURE DES 48-4020	\$ 255.00	13.6	\$ 3,468.00			14	\$ 3,468.00
40	2506.516	CASTING ASSEMBLY	\$ 705.00	10	\$ 7,050.00	1	\$ 706.00	10	\$ 7,050.00

ITEM NO.	M/N/O/T SPEC NO.	DESCRIPTION	UNIT	CONTRACT		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				QUANTITY	AMOUNT	QUANT	AMOUNT	QUANT	AMOUNT
41	2521.501	5" CONCRETE WALK	SO FT	944	\$ 4,342.40				
42	2521.501	6" CONCRETE WALK	SO FT	851	\$ 4,765.60				
43	2531.507	CONCRETE CURB & GUTTER DESIGN B618	LN FT	3989	\$ 48,286.90	144	\$ 806.40	883	\$ 2,780.00
44	2531.618	7" CONCRETE DRIVEWAY PAVEMENT	SO YD	121	\$ 54.30	836	\$ 10,115.60	4005	\$ 48,472.60
45	2540.802	TRUNCATED DOWNS	SO FT	162.8	\$ 6,512.00	84	\$ 4,561.20	122	\$ 6,624.60
46	2563.801	RELOCATE MAIL BOX SUPPORT	EACH	2	\$ 270.00	32	\$ 1,280.00	164	\$ 6,560.00
47	2564.531	TRAFFIC CONTROL	LUMP SUM	1	\$ 8,000.00				
48	2564.502	RELOCATE SIGN	SO FT	51	\$ 2,040.00	0.5	\$ 4,000.00	0.75	\$ 6,000.00
49	2573.502	INTERNALY LIT SIGN	EACH	4	\$ 9,000.00				
50	2573.530	RELOCATE SIGN	EACH	4	\$ 9,000.00				
51	2573.530	SILT FENCE TYPE MACHINE SLICED	LN FT	4	\$ 600.00	1	\$ 150.00	2	\$ 300.00
52	2573.533	STORM DRAIN INLET PROTECTION	LN FT	525	\$ 577.50	488	\$ 536.80	488	\$ 536.80
53	2573.533	SEDIMENT CONTROL LOG TYPE WOOD CHIP	EACH	21	\$ 2,163.00	2	\$ 206.00	7	\$ 721.00
54	2573.535	STABILIZED CONSTRUCTION EXIT	LN FT	160	\$ 1,224.00				
55	2574.525	COMMON TOPSOIL BORROW (LV)	LUMP SUM	1	\$ 600.00				
56	2575.523	EROSION CONTROL BLANKETS CATEGORY 3N	CU YD	1,500	\$ 38,250.00			1.00	\$ 600.00
57	2575.560	HYDRAULIC BONDED FIBER MATRIX	SO YD	1,096	\$ 1,424.80			557.00	\$ 14,203.50
58	2582.502	TUBE ESTABLISHMENT (SEEDING, FERTILIZER)	ACRE	4,127	\$ 4,952.40				
59	2582.502	4" SOLID LINE WHITE - EPOXY	LN FT	1,37	\$ 748.02				
60	2582.502	4" SOLID DOUBLE LINE YELLOW - EPOXY	LN FT	12284	\$ 2,456.80				
61	2582.502	24" SOLID LINE WHITE - EPOXY	LN FT	5859	\$ 2,343.60				
62	2582.503	CROSSWALK EPOXY	SO FT	17	\$ 180.20				
				1115	\$ 4,237.00				
					\$ 646,152.72		\$ 182,536.91		\$ 401,350.06



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Cable TV extension
DATE: August 1, 2016

ITEM FOR CONSIDERATION:

Granting permission for Comcast to extend cable to a property in St. Francis.

BACKGROUND:

Midco, formerly known as Midcontinent, has a Franchise Agreement with the City of St. Francis for rights to provide the City with cable (internet, tv). However, there are sections of St. Francis that Midco knows they will not be able to service for some time. These are areas in the rural section of the City. Comcast has provided service to a couple of houses in St. Francis, with City Council approval, only because of their close proximity of their lines in Oak Grove. The address that is requesting the City to allow Comcast to service them with cable is 739-229th NW, which is on the border of St. Francis and Oak Grove. The City has allowed this to be done in the past for the address of 645-229th NW.

ACTION BE TO CONSIDERED:

Approving the release of 739-229th NW from the Midco Franchise and allow this address to receive cable service from Comcast.

BUDGET IMPLICATION:

The City does receive 5% of the monthly cable fees per the Franchise Agreement. Depending upon what service the customer would receive the impact would be minimal. (Example: if monthly cable bill is \$75.00 the impact would be \$3.75)

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Attachments:



Legend

- City Limits
- Railroads
- Parcels (1-1-2016)

Map Name



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of St. Francis is not responsible for any inaccuracies herein contained.

0 132 Feet





**CITY COUNCIL
AGENDA REPORT**
Agenda Item #: 4d

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 08-01-2016

ITEM FOR CONSIDERATION:

Attached are the bills received since the last council meeting. Total checks to be written are \$448,628.80 plus any additional bills that are handed out on Monday night. Also are the Manual Checks #71093-71097 that have been written in the amount of \$1,605.80.

BACKGROUND:

City's accounts payable bill listing is approved at each council meeting. Payroll and ACH transfers are approved after month end.

ACTION BE TO CONSIDERED:

Approved under consent agenda to allow Finance Director to draft checks or ACH withdrawals for the attached bill list. Please note additional bills may be handed out at the council meeting.

BUDGET IMPLICATION:

City bills

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Attachments:

1. 08-01-2016 Packet List
2. 08-01-2016 Other Checks

Note: Additional bills will be handed out at the meeting.



PAYMENT BATCH AP 08-01-16

22904 WOODBINE LLC

07/10/2016	.0716	E 601-49440-444	Refund & Reimbursement	REFUND	17.41
					<u>\$17.41</u>

ACE CESSPOOL, LLC

07/21/2016	.0816	E 602-49490-229	Project Repair & Maintenance	MANHOLE BY LIBRARY	250.00
					<u>\$250.00</u>

ADVANCED GRAPHIX INC

07/06/2016	194937	E 402-42110-550	C-O-L Motor Vehicles	SQUAD GRAPHICS	360.00
					<u>\$360.00</u>

ALFANO, CHRISTIE

06/20/2016	.0716	E 601-49440-444	Refund & Reimbursement	REFUND	56.84
					<u>\$56.84</u>

ANOKA COUNTY CENTRAL COMM.

07/14/2016	2016-282	E 101-42110-311	Contract	QUARTERLY CJDN	180.00
07/14/2016	2016-292	E 101-42110-311	Contract	WIRELESS 4G	245.07
07/15/2016	2016064	E 101-42110-218	Equipment Repair & Maintenance	RADIO BATTERIES	114.00
					<u>\$539.07</u>

ASPEN MILLS

07/01/2016	CM3196	E 101-42110-437	Uniform Allowance	UNIFORM-SCHLENKER	(49.00)
07/22/2016	184111	E 101-42210-437	Uniform Allowance	UNIFORM/BADGE- ROBINSON	127.00
07/22/2016	184112	E 101-42210-437	Uniform Allowance	UNIFORM/BADGE-BELTER	127.00
07/22/2016	184113	E 101-42210-437	Uniform Allowance	UNIFORM/BADGE-LAWRENCE	60.80
					<u>\$265.80</u>

ASSURANT EMPLOYEE BENEFITS

07/21/2016	.0816	E 101-41400-130	Employer Paid Insurance	AUGUST PREMIUM	240.40
07/21/2016	.0816	E 101-41500-130	Employer Paid Insurance	AUGUST PREMIUM	74.03
07/21/2016	.0816	E 101-41910-130	Employer Paid Insurance	AUGUST PREMIUM	66.99
07/21/2016	.0816	E 101-42110-130	Employer Paid Insurance	AUGUST PREMIUM	682.02
07/21/2016	.0816	E 101-42400-130	Employer Paid Insurance	AUGUST PREMIUM	110.00
07/21/2016	.0816	E 101-43100-130	Employer Paid Insurance	AUGUST PREMIUM	150.89
07/21/2016	.0816	E 101-43210-130	Employer Paid Insurance	AUGUST PREMIUM	33.54
07/21/2016	.0816	E 101-45200-130	Employer Paid Insurance	AUGUST PREMIUM	150.89
07/21/2016	.0816	E 601-49440-130	Employer Paid Insurance	AUGUST PREMIUM	57.07
07/21/2016	.0816	E 602-49490-130	Employer Paid Insurance	AUGUST PREMIUM	57.06
07/21/2016	.0816	E 609-49750-130	Employer Paid Insurance	AUGUST PREMIUM	119.65
					<u>\$1,742.54</u>

BANYON DATA SYSTEMS, INC

08/01/2016	00157554	E 101-41540-301	Auditing and Acct g Services	POS & FUND SUPPORT	408.00
08/01/2016	00157554	E 601-49440-301	Auditing and Acct g Services	POS & FUND SUPPORT	68.00
08/01/2016	00157554	E 602-49490-301	Auditing and Acct g Services	POS & FUND SUPPORT	68.00
08/01/2016	00157554	E 609-49750-301	Auditing and Acct g Services	POS & FUND SUPPORT	136.00
					<u>\$680.00</u>

BAUER BUILT INC.

06/16/2016	940037412	E 101-42110-221	Vehicle Repair & Maintenance	TIRES	487.16
					<u>\$487.16</u>

BELFORD, JULIANN

06/20/2016	.0716	E 601-49440-444	Refund & Reimbursement	REFUND	20.17
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\$20.17

BELLBOY CORPORATION

07/12/2016	54435400	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.15
07/12/2016	54435400	E 609-49751-251	Liquor For Resale	LIQUOR	1,619.60
07/12/2016	94245900	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.46
07/12/2016	94245900	E 609-49751-254	Miscellaneous Merchandise	MISC	96.28
07/14/2016	94273800	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.67)
07/14/2016	94273800	E 609-49751-254	Miscellaneous Merchandise	MISC	(38.40)
					<hr/>
					\$1,700.42

BERNICK COMPANIES, THE

07/15/2016	150128	E 609-49751-254	Miscellaneous Merchandise	MISC	20.00
07/15/2016	150129	E 609-49751-252	Beer For Resale	BEER	553.00
					<hr/>
					\$573.00

BGS (BARNA GUZY)

06/30/2016	160459	E 101-41600-304	Civil Legal Fees	MISC FORFEITURES	169.00
					<hr/>
					\$169.00

BOLTON & MENK, INC.

06/17/2016	0191244	G 602-16500	Construction in Progress	2015 BRIDGE ST IMP	44,733.20
06/17/2016	0191245	E 101-41910-303	Engineering Fees	2016 CROWN ADDITION	3,951.50
06/17/2016	0191246	E 101-41910-303	Engineering Fees	EAST SHOP PLAT	896.00
06/17/2016	0191247	E 603-49490-303	Engineering Fees	MS4 PERMIT	680.00
06/17/2016	0191248	E 417-43100-303	Engineering Fees	PEDERSON DRIVE IMP2015	18,456.50
06/17/2016	0191249	G 803-22139	Esc-Rum River Terrace	RUM RIVER TERRACE PUD	204.00
06/17/2016	0194934	E 101-41910-303	Engineering Fees	2016 GENERAL ENGINEERING	146.00
06/17/2016	0194934	E 101-43100-303	Engineering Fees	2016 GENERAL ENGINEERING	707.37
06/17/2016	0194934	E 101-45200-303	Engineering Fees	2016 GENERAL ENGINEERING	707.38
06/17/2016	0194934	E 601-49440-303	Engineering Fees	2016 GENERAL ENGINEERING	707.37
06/17/2016	0194934	E 602-49490-303	Engineering Fees	2016 GENERAL ENGINEERING	707.38
06/30/2016	0192081	G 602-16500	Construction in Progress	WASTEWATER FACILITY IMP	55,343.33
					<hr/>
					\$127,240.03

BREAKTHRU BEVERAGE

07/14/2016	1080498733	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.39
07/14/2016	1080498733	E 609-49751-251	Liquor For Resale	LIQUOR	606.24
07/14/2016	1080498733	E 609-49751-253	Wine For Resale	WINE	96.00
					<hr/>
					\$712.63

CENTERPOINT ENERGY

07/18/2016	.07160	E 101-41940-383	Gas Utilities	CITY HALL #4	16.98
07/18/2016	.07160	E 101-41940-383	Gas Utilities	CITY HALL #2	15.85
07/18/2016	.07160	E 101-41940-383	Gas Utilities	CITY HALL #3	15.85
07/18/2016	.07160	E 101-41940-383	Gas Utilities	CITY HALL #1	15.85
07/18/2016	.07160	E 101-42110-383	Gas Utilities	POLICE/PW	99.69
07/18/2016	.07160	E 101-42210-383	Gas Utilities	FIRE	52.85
07/18/2016	.07160	E 101-42210-383	Gas Utilities	FIRE GENERATOR	20.17
07/18/2016	.07160	E 101-43100-383	Gas Utilities	POLICE/PW	24.92
07/18/2016	.07160	E 101-45200-383	Gas Utilities	POLICE/PW	24.92
07/18/2016	.07160	E 101-45200-383	Gas Utilities	WARMING HOUSE	22.19
07/18/2016	.07160	E 601-49440-383	Gas Utilities	WATER PLANT	179.59
07/18/2016	.07160	E 601-49440-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	11.09
07/18/2016	.07160	E 601-49440-383	Gas Utilities	POLICE/PW	24.92
07/18/2016	.07160	E 602-49490-383	Gas Utilities	WWTP	22.19
07/18/2016	.07160	E 602-49490-383	Gas Utilities	POLICE/PW	24.93
07/18/2016	.07160	E 602-49490-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	11.10
07/18/2016	.07160	E 602-49490-383	Gas Utilities	LIFT (23699 AMBASSADOR)	19.32
07/18/2016	.07160	E 609-49750-383	Gas Utilities	LIQUOR	23.78
					<hr/>
					\$626.19

CITY EMPLOYEES UNION, LOCAL #3

07/26/2016	.0816	G 101-21707	Union Dues	AUGUST DUES	197.40
					<hr/>
					\$197.40

CMI, INC.

07/18/2016	824983	E 101-42110-217	Other Operating Supplies	MOUTHPIECES	43.63
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\$43.63

COCA COLA REFRESHMENTS

07/19/2016	0108215223	E 609-49751-254	Miscellaneous Merchandise	MISC	394.33
					\$394.33

COLONIAL INSURANCE

07/24/2016	7129661-0805201	G 101-21712	Colonial Insurance	AUGUST PREMIUM	365.78
					\$365.78

CONNEXUS ENERGY

07/15/2016	.08160	E 101-43100-386	Street Lighting	3520 BRIDGE STREET	83.02
07/21/2016	.0716	E 101-41940-381	Electric Utilities	SIGN	93.13
07/21/2016	.0716	E 101-41940-381	Electric Utilities	CITY HALL	389.84
07/21/2016	.0716	E 101-42110-381	Electric Utilities	POLICE/PW	928.27
07/21/2016	.0716	E 101-42110-381	Electric Utilities	SIREN	5.00
07/21/2016	.0716	E 101-42110-381	Electric Utilities	SIREN	5.00
07/21/2016	.0716	E 101-42210-381	Electric Utilities	FIRE	476.53
07/21/2016	.0716	E 101-43100-381	Electric Utilities	POLICE/PW	232.07
07/21/2016	.0716	E 101-43100-386	Street Lighting	STREET LIGHTS	3,298.24
07/21/2016	.0716	E 101-45200-381	Electric Utilities	POLICE/PW	232.07
07/21/2016	.0716	E 101-45200-381	Electric Utilities	PARKS	315.35
07/21/2016	.0716	E 601-49440-380	Electric-System	WATER	4,957.86
07/21/2016	.0716	E 601-49440-381	Electric Utilities	POLICE/PW	232.07
07/21/2016	.0716	E 602-49490-381	Electric Utilities	POLICE/PW	232.07
07/21/2016	.0716	E 602-49490-381	Electric Utilities	LIFT STATIONS	6,511.12
07/21/2016	.0716	E 609-49750-381	Electric Utilities	LIQUOR STORE	1,461.69
07/21/2016	.0816	E 101-45230-217	Other Operating Supplies	4020 BRIDGE ST	14.46
					\$19,467.79

CRYSTAL SPRINGS ICE

07/12/2016	003.B000324	E 609-49751-254	Miscellaneous Merchandise	MISC	121.68
07/16/2016	003.B000397	E 609-49751-254	Miscellaneous Merchandise	MISC	152.68
07/19/2016	003.B000444	E 609-49751-254	Miscellaneous Merchandise	MISC	68.98
07/23/2016	253	E 609-49751-254	Miscellaneous Merchandise	MISC	200.80
					\$544.14

DAHLHEIMER DIST. CO. INC.

07/13/2016	1207623	E 609-49751-252	Beer For Resale	BEER	5,555.85
07/13/2016	1207623	E 609-49751-255	N/A Products	N/A	24.30
07/20/2016	129492	E 609-49751-252	Beer For Resale	BEER	9,980.55
					\$15,560.70

DEHN OIL

07/27/2016	44787	E 601-49440-212	Motor Fuels	DIESEL	578.50
					\$578.50

DELTA DENTAL

07/15/2016	6568406	G 101-21711	Dental Insurance	AUGUST PREMIUM	560.65
					\$560.65

DODGE OF BURNSVILLE, INC.

07/18/2016	36925	E 402-42110-550	C-O-L Motor Vehicles	2016 DODGE CHARGER	18,482.00
					\$18,482.00

ECM PUBLISHERS, INC.

07/08/2016	375630	E 101-41400-351	Legal Notices Publishing	2015 FINANCIAL STATEMENTS	784.75
07/08/2016	375631	E 101-41400-351	Legal Notices Publishing	2015 FINANCIAL STATEMENT	360.13
07/08/2016	375632	G 803-22141	Emmerich-Tamarack subdivision	TAMARACK ST. HEARING	43.00
07/08/2016	375634	E 101-41400-351	Legal Notices Publishing	OPT OUT ORD HEARING	37.63
07/08/2016	375638	G 803-22140	TRUNORTH SOLAR	PRIVATE SOLAR ARRAY HEARIN	43.00
07/22/2016	382278	E 101-41400-352	General Notices and Pub Info	AUG 1 HEARING-CAP IMP	43.00
07/22/2016	382279	E 101-41410-351	Legal Notices Publishing	PUBLIC ACCURACY TEST	26.88
07/22/2016	382280	E 101-41400-351	Legal Notices Publishing	ORD 20	166.63
					\$1,505.02

ECO SHRED MN

05/31/2016	17803	E 101-43210-439	Recycling Days	SHREDDING	575.00
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					\$575.00
ELITE SANITATION					
07/19/2016	23307	E 101-45200-402	Janitorial Service	PORTABLE TOILETS	678.00
					\$678.00
EMERGENCY AUTOMOTIVE TECH. INC					
07/22/2016	RS4371	E 101-42110-221	Vehicle Repair & Maintenance	REPAIRS	85.00
					\$85.00
FERRARIO, AMY					
06/20/2016	.0716	E 601-49440-444	Refund & Reimbursement	REFUND	111.22
					\$111.22
G&K SERVICES, INC					
07/12/2016	1043523147	E 609-49750-219	Rug Maintenance	RUGS	11.23
07/19/2016	1043528674	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
07/19/2016	1043528674	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
07/26/2016	104353172	E 601-49440-402	Janitorial Service	RUGS	23.04
					\$44.07
GRANITE CITY JOBBING CO.					
07/12/2016	990713	E 609-49750-210	Operating Supplies	OPERATING	40.59
07/12/2016	990713	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
07/12/2016	990713	E 609-49751-254	Miscellaneous Merchandise	MISC	39.30
07/12/2016	990713	E 609-49751-256	Tobacco Products For Resale	TOBACCO	397.25
07/12/2016	990713	G 101-20810	Sales Tax Payable	USE TAX	(0.48)
07/19/2016	15564	E 609-49750-210	Operating Supplies	OPERATING	83.26
07/19/2016	15564	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
07/19/2016	15564	E 609-49751-256	Tobacco Products For Resale	TOBACCO	844.83
07/19/2016	15564	G 101-20810	Sales Tax Payable	USE TAX	(1.44)
					\$1,411.81
HARER, CHERYL					
07/19/2016	.0716	R 225-34730	Park Rental Fees	REFUND	100.00
					\$100.00
HICKS, CHRISTOPHER					
07/21/2016	.0716	E 601-49440-444	Refund & Reimbursement	REFUND	78.65
					\$78.65
INNOVATIVE OFFICE SOLUTIONS, L					
07/16/2016	IN1252883	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	168.39
07/21/2016	SO-1274058	E 101-42110-200	Office Supplies	SUPPLIES	174.59
					\$342.98
ISD #15					
07/25/2016	2643	E 601-49440-221	Vehicle Repair & Maintenance	ANNUAL SERVICE 2012 FORD	66.05
07/25/2016	2643	E 602-49490-221	Vehicle Repair & Maintenance	ANNUAL SERVICE 2012 FORD TI	66.05
07/25/2016	2644	E 101-43100-218	Equipment Repair & Maintenance	SERVICE 2005 JOHN DEERE TR,	53.44
07/25/2016	2644	E 101-43210-218	Equipment Repair & Maintenance	SERVICE 2005 JOHN DEERE TR,	53.45
07/25/2016	2644	E 101-45200-218	Equipment Repair & Maintenance	SERVICE 2005 JOHN DEERE TR,	53.44
07/25/2016	2644	E 601-49440-228	Equipment Maintenance	SERVICE 2005 JOHN DEERE TR,	53.45
07/25/2016	2644	E 602-49490-228	Equipment Maintenance	SERVICE 2005 JOHN DEERE TR,	53.44
07/25/2016	2645	E 101-43100-221	Vehicle Repair & Maintenance	2002 SILVERADO OIL CHANGE	23.62
07/25/2016	2645	E 101-43210-221	Vehicle Repair & Maintenance	2002 SILVERADO OIL CHANGE	23.61
07/25/2016	2645	E 101-45200-221	Vehicle Repair & Maintenance	2002 SILVERADO OIL CHANGE	23.61
07/25/2016	2646	E 101-43100-218	Equipment Repair & Maintenance	2012 BOBCAT SERVICE	46.32
07/25/2016	2646	E 101-43210-218	Equipment Repair & Maintenance	2012 BOBCAT SERVICE	46.32
07/25/2016	2646	E 101-45200-218	Equipment Repair & Maintenance	2012 BOBCAT SERVICE	46.32
07/25/2016	2646	E 601-49440-228	Equipment Maintenance	2012 BOBCAT SERVICE	46.32
07/25/2016	2646	E 602-49490-228	Equipment Maintenance	2012 BOBCAT SERVICE	46.33
07/27/2016	2650	E 101-42110-221	Vehicle Repair & Maintenance	2015 DODGE SERVICE	747.89
07/27/2016	2651	E 101-42110-221	Vehicle Repair & Maintenance	2015DODGE SERVICE	58.22
07/27/2016	2652	E 101-43100-218	Equipment Repair & Maintenance	2006 FORKLIFT	18.20
07/27/2016	2652	E 101-43210-218	Equipment Repair & Maintenance	2006 FORKLIFT	18.21
07/27/2016	2652	E 101-45200-218	Equipment Repair & Maintenance	2006 FORKLIFT	18.20
07/27/2016	2652	E 601-49440-228	Equipment Maintenance	2006 FORKLIFT	18.21

07/27/2016	2652	E 602-49490-228	Equipment Maintenance	2006 FORKLIFT	18.20
07/27/2016	2659	E 101-43100-218	Equipment Repair & Maintenance	ANNUAL SERVICE	166.95
07/27/2016	2659	E 101-45200-218	Equipment Repair & Maintenance	ANNUAL SERVICE 2007 KUBOTA	166.94
					\$1,932.79

JJ TAYLOR DISTRIBUTING

07/13/2016	2544122	E 609-49751-206	Freight and Fuel Charges	FUEL	3.00
07/13/2016	2544122	E 609-49751-252	Beer For Resale	BEER	310.32
07/20/2016	2544158	E 609-49751-206	Freight and Fuel Charges	FUEL	3.00
07/20/2016	2544158	E 609-49751-252	Beer For Resale	BEER	1,196.65
					\$1,512.97

JOHNSON BROS WHLSE LIQUOR

07/13/2016	5489996	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.32
07/13/2016	5489996	E 609-49751-251	Liquor For Resale	LIQUOR	1,845.04
07/13/2016	5489997	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
07/13/2016	5489997	E 609-49751-253	Wine For Resale	WINE	34.00
07/13/2016	5489998	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.64
07/13/2016	5489998	E 609-49751-254	Miscellaneous Merchandise	MISC	179.39
07/20/2016	5495408	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.12
07/20/2016	5495408	E 609-49751-251	Liquor For Resale	LIQUOR	813.85
07/20/2016	5495409	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.88
07/20/2016	5495409	E 609-49751-253	Wine For Resale	WINE	885.45
07/20/2016	5495410	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.68
07/20/2016	5495410	E 609-49751-254	Miscellaneous Merchandise	MISC	263.00
					\$4,108.89

LAW ENFORCEMENT LABOR SVCS.

07/25/2016	.0816	G 101-21707	Union Dues	AUGUST DUES	343.00
					\$343.00

MANSON, MATTHEW

06/20/2016	.0716	E 601-49440-444	Refund & Reimbursement	REFUND	142.62
					\$142.62

MCDONALD DIST CO.

07/14/2016	286815	E 609-49751-252	Beer For Resale	BEER	3,689.45
07/14/2016	286815	E 609-49751-254	Miscellaneous Merchandise	MISC	72.00
07/14/2016	286815	E 609-49751-255	N/A Products	NA	20.45
07/21/2016	288941	E 609-49751-252	Beer For Resale	BEER	8,452.85
					\$12,234.75

MES-MIDAM

06/23/2016	IN1041980	E 101-42210-437	Uniform Allowance	COAT ALT/REPAIR	201.03
					\$201.03

METRO SALES, INC.

07/18/2016	INV575007	E 101-42110-311	Contract	RICOH COPIER	2.51
					\$2.51

MN NCPERS LIFE INSURANCE

07/22/2016	9699	G 101-21713	MN Life	AUGUST PREMIUM	16.00
					\$16.00

MY ALARM CENTER

08/01/2016	7534399	E 609-49750-445	Security	LIQUOR STORE ALARM	32.73
					\$32.73

OPUS 21

07/18/2016	160652	E 601-49440-382	Utility Billing	UTILITY BILLING	1,491.05
07/18/2016	160652	E 602-49490-382	Utility Billing	UTILITY BILLING	1,491.04
					\$2,982.09

PACE ANALYTICAL SERVICES

07/14/2016	161267327	E 601-49440-313	Sample Testing	SAMPLE TESTING	120.00
					\$120.00

PARK CONSTRUCTION

07/22/2016	.0716-1	E 417-43100-314	Construction	PAY REQUEST # 2	207,872.50
		E 602-49490-229	Project Repair & Maintenance	MANHOLE NEAR PEDERSON DF	500.00
					<u>\$208,372.50</u>

PHILLIPS WINE & SPIRITS CO.

07/13/2016	2009091	E 609-49751-206	Freight and Fuel Charges	FREIGHT	25.84
07/13/2016	2009091	E 609-49751-251	Liquor For Resale	LIQUOR	1,632.90
07/20/2016	2012661	E 609-49751-206	Freight and Fuel Charges	FREIGHT	66.88
07/20/2016	2012661	E 609-49751-251	Liquor For Resale	LIQUOR	4,032.24
07/20/2016	2012662	E 609-49751-206	Freight and Fuel Charges	FREIGHT	60.80
07/20/2016	2012662	E 609-49751-253	Wine For Resale	WINE	1,432.00
07/20/2016	2012663	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
07/20/2016	2012663	E 609-49751-254	Miscellaneous Merchandise	MISC	41.95
					<u>\$7,294.13</u>

PHYSICAL THERAPY CONSULTANTS

07/19/2016	.0716	E 609-49750-447	Donations	DONATION FOR 5K	100.00
					<u>\$100.00</u>

ROYAL SUPPLY

07/19/2016	19190	E 101-41940-210	Operating Supplies	SUPPLIES	66.37
07/19/2016	19190	E 101-42110-217	Other Operating Supplies	SUPPLIES	132.74
07/19/2016	19190	E 101-43100-217	Other Operating Supplies	SUPPLIES	66.37
07/19/2016	19190	E 101-45200-217	Other Operating Supplies	SUPPLIES	66.37
07/19/2016	19190	E 601-49440-217	Other Operating Supplies	SUPPLIES	66.37
07/19/2016	19190	E 602-49490-217	Other Operating Supplies	SUPPLIES	66.38
					<u>\$464.60</u>

SOUTHERN GLAZERS OF MN

07/14/2016	1430531	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.40
07/14/2016	1430531	E 609-49751-251	Liquor For Resale	LIQUOR	512.04
07/21/2016	1433007	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.40
07/21/2016	1433007	E 609-49751-253	Wine For Resale	WINE	210.00
07/21/2016	1433008	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.68
07/21/2016	1433008	E 609-49751-251	Liquor For Resale	LIQUOR	616.40
					<u>\$1,358.92</u>

ST. FRANCIS AREA CHAMBER OF

07/22/2016	.0716	E 609-49750-340	Advertising	HOLE/TEE SIGN	100.00
					<u>\$100.00</u>

ST. FRANCIS TRUE VALUE HARDWAR

06/08/2016	35070	E 101-43100-218	Equipment Repair & Maintenance	SPRAY PAINT	14.22
06/08/2016	35070	E 101-45200-218	Equipment Repair & Maintenance	SPRAY PAINT	14.22
06/28/2016	35105	E 601-49440-234	Water Tower Maintenance	HOOKS	5.68
06/28/2016	35108	E 601-49440-229	Project Repair & Maintenance	PARTS	10.08
06/29/2016	35132	E 101-43210-217	Other Operating Supplies	PAINT/HINGES	44.62
					<u>\$88.82</u>

STANDARD & POORS

05/26/2016	11308657	E 601-47000-630	Cost of Issuance	ANALYTICAL SERVICES	1,083.00
05/26/2016	11308657	E 602-47000-630	Cost of Issuance	ANALYTICAL SERVICES	7,942.00
					<u>\$9,025.00</u>

STEEBER, TODD

06/20/2016	.0716	E 601-49440-444	Refund & Reimbursement	REFUND	90.58
					<u>\$90.58</u>

STREICHER S

07/21/2016	11218549	E 101-42110-217	Other Operating Supplies	BADGES	112.99
07/22/2016	11218709	E 101-42110-217	Other Operating Supplies	BADGES	112.99
					<u>\$225.98</u>

THE AMERICAN BOTTLING COMPANY

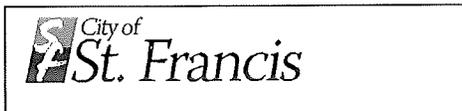
07/14/2016	7421239006	E 609-49751-254	Miscellaneous Merchandise	MISC	236.42
					<u>\$236.42</u>

THORPE DISTRIBUTING COMPANY

07/22/2016	1115205	E 609-49751-252	Beer For Resale	BEER	74.00
					<u>\$74.00</u>
TITAN ENERGY SYSTEMS					
04/24/2016	160415-022	E 601-49440-228	Equipment Maintenance	GENERATOR TEST	351.50
04/24/2016	160415-022	E 602-49490-228	Equipment Maintenance	GENERATOR TEST	351.50
					<u>\$703.00</u>
Toews, Donald					
06/20/2016	.0716	E 601-49440-444	Refund & Reimbursement	REFUND	42.97
					<u>\$42.97</u>
TRATAR, SUMMER					
07/12/2016	.0716	E 601-49440-444	Refund & Reimbursement	REFUND	92.57
					<u>\$92.57</u>
VINOCOPIA, INC.					
07/15/2016	0156457-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.00
07/15/2016	0156457-IN	E 609-49751-254	Miscellaneous Merchandise	MISC	144.00
					<u>\$158.00</u>
					<u><u>\$448,623.80</u></u>

FUND SUMMARY

101 GENERAL FUND	\$23,192.00
225 PARK FUND	\$100.00
402 CAPITAL EQUIPMENT	\$18,842.00
417 2015-PEDERSON DRIVE	\$226,329.00
601 WATER FUND	\$10,809.15
602 SEWER FUND	\$118,519.54
603 STORM WATER	\$680.00
609 MUNICIPAL LIQUOR FUND	\$49,862.11
803 ESCROW	\$290.00
Total	<u><u>448,623.80</u></u>



**CITY COUNCIL
AGENDA REPORT**
Agenda Item #: 6a

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: CIP 2017-2021 Hearing and Approval
DATE: 07/27/2016

ITEM FOR CONSIDERATION:

Each year the city must approve the CIP for the next 5 years by August 15th.

BACKGROUND:

The proposed CIP was put out on the website back in June. Since then there has been a couple of changes. After discussions with Acting Police Chief Schwieger, the Tahoe and the Chief's vehicle have been put on an 8 year rotation schedule. The patrol cars are on a 4 year rotation because the yearly mileage is a lot higher. The rotation will continue to be monitored to see if it works. The plan is on the city's website and attached to this agenda memo. Please go to departments then finance and it is the third section down on the page. It is 2017-2021 Capital Improvement Plan-Proposed 07-28-2016.

This plan now shows the years of 2022 to 2026. This is for informational purposes only. This will hopefully allow us to better plan for future equipment needs. In 2015, the city combined the fire truck replacement fund with the capital equipment fund. Amounts are designated for the replacement of fire trucks and other fire equipment. With this change we are hoping to level out the amount needed each year going into this fund and any monies not spent would be left in the fund to build up reserves for following years.

One project that is still under consideration is the Fire Departments SCBAs. Fire Chief Kohout is looking into the replacement of these units and will be proposing how the city moves forward with this replacement.

Funding for the capital equipment is coming from transfers from Water and Sewer of \$10,000 each per year and for 2017, \$190,000 from the general tax levy.

The park fund calls for a transfer of \$20,000 from the liquor store per year. Starting in 2018, the plan calls for a \$25,000 levy. Please note that Park fund projects are not fully funded at this time.

A street and utility improvement report is being worked at this time. This will lay out a plan for future projects including sealcoating, crackfilling, overlays and reconstruction. This will be completed in 2017 so as to be included with the 2018 budget cycle.

ACTION BE TO CONSIDERED:

Council needs to have the public hearing on the CIP for 2017-2021. After the hearing has been concluded, the 2017-2021 Capital Improvement Plan would need to be approved.

BUDGET IMPLICATION:

Capital equipment purchases will be added to the budget in the year they are to be purchased. Other projects will need to be brought to council when the project is scheduled to move forward.

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Attachments:

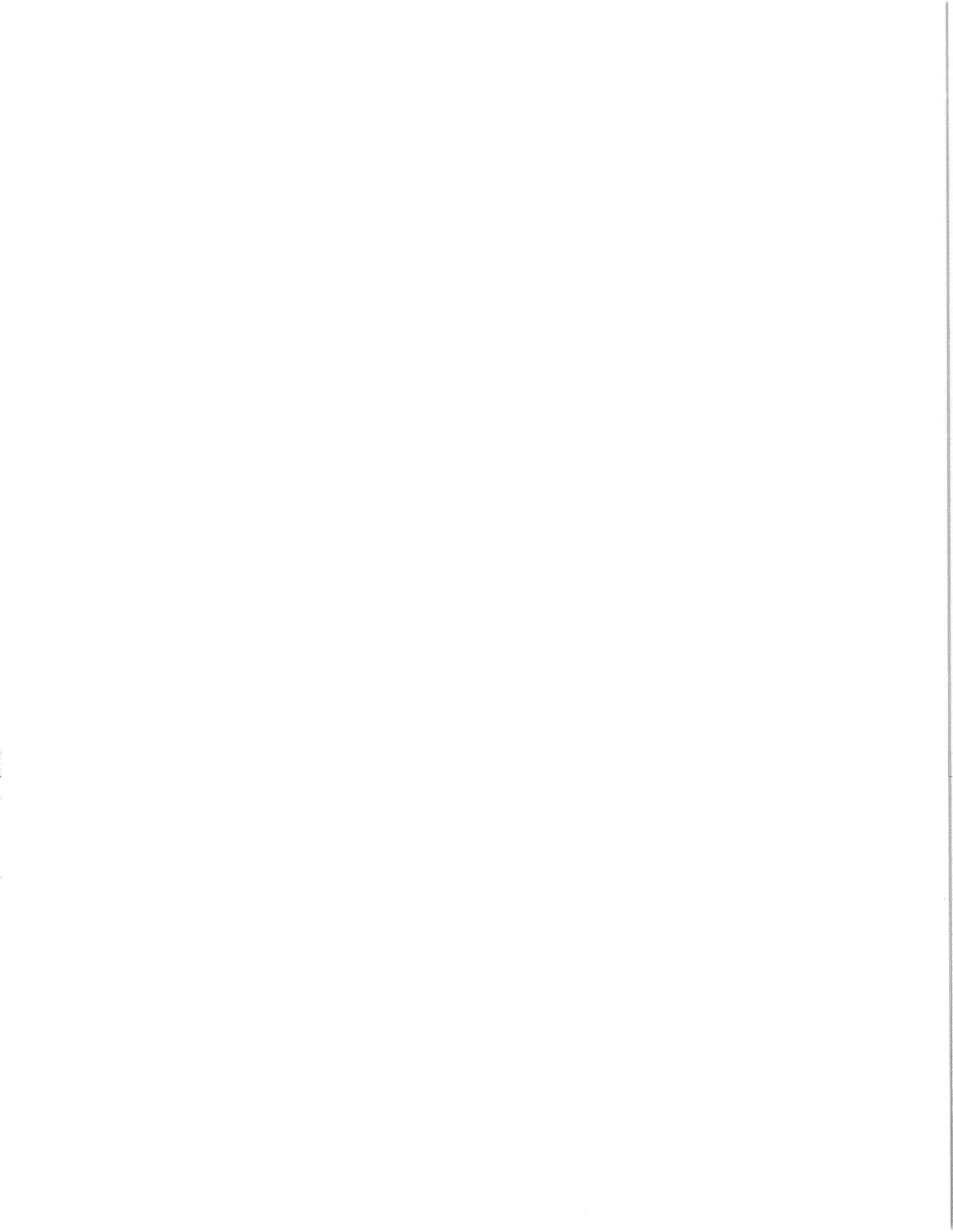
Capital Improvement Plan 2017-2021



FIVE YEAR CAPITAL
IMPROVEMENT PLAN

2017-2021

Proposed 07-28-2016



City of St. Francis Capital Improvement Plan 2017-2021

The Capital Improvement Plan (CIP) is a schedule of proposed public projects and purchases over a five-year period. Capital improvements are projects, which require acquisition, construction, or replacement of various equipment or facilities, including public buildings, infrastructure, utilities and parks.

The purpose of the CIP is to:

- identify capital expenditures which are anticipated to be requested over a five-year period;
- determine a source of funding for the requests; and
- provide an opportunity for long term planning.

The plan is not intended to provide for precise budgeting. Capital costs are projected as estimates. Upon each update of the plan, deletions, additions, delays, or other revisions may occur, reflecting changing community needs. These changes allow for budget refinements as a particular project nears actual construction.

Approval of the CIP by City Council does not authorize spending or initiation of a given project. The plan is a planning and financial tool which not only tells the viewer where things are going but also facilitates negotiation and decision making for community development.

With this plan, staff has tried to layout all equipment needs for the city along with anticipated infrastructure needs. The plan also shows amounts anticipated for projects in 2022-2026 for planning purposes.

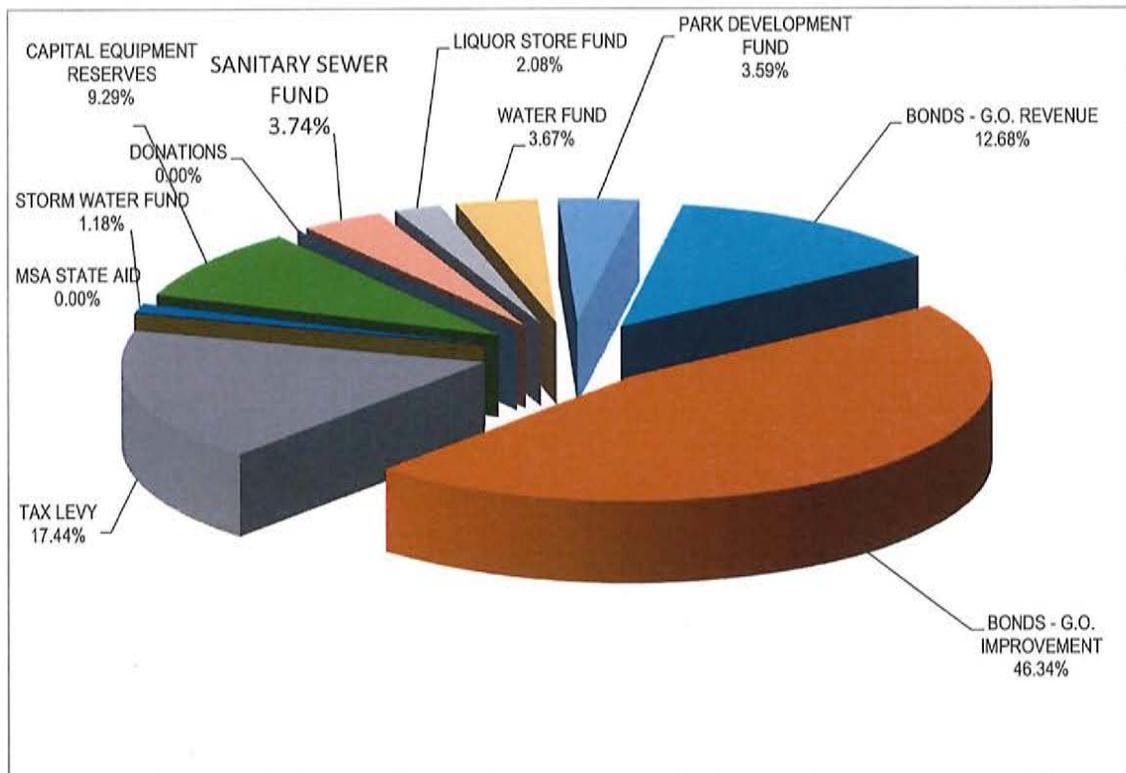
HIGHLIGHTS OF THE CAPITAL IMPROVEMENT PLAN

The five-year total expenditures within the 2017-2021 CIP are \$7,222,780. Changes by project category over the last CIP are as follows:

	2016-2020 CIP	2017-2021 CIP	Increase (Decrease)	
			Amount	Percent
Buildings	\$25,000	\$30,000	\$5,000	20.0%
Equipment	707,800	560,050	(147,750)	-20.9%
Land	-	-	-	0.0%
Parks	518,500	489,500	(29,000)	-5.6%
Streets	5,624,000	3,347,000	(2,277,000)	-40.5%
Utilities	7,030,172	1,435,730	(5,594,442)	-79.6%
Vehicles	940,000	1,360,500	420,500	44.7%
TOTALS	\$14,845,472	\$7,222,780	(\$7,622,692)	-51.3%

FIVE-YEAR CAPITAL IMPROVEMENT PLAN PROJECTS FUNDING SOURCES

BONDS - G.O. REVENUE	\$915,730
BONDS - G.O. IMPROVEMENT	\$3,347,000
TAX LEVY	\$1,259,450
MSA STATE AID	\$0
STORM WATER FUND	\$85,000
CAPITAL EQUIPMENT RESERVES	\$671,100
DONATIONS	\$0
SANITARY SEWER FUND	\$270,000
LIQUOR STORE FUND	\$150,000
WATER FUND	\$265,000
PARK DEVELOPMENT FUND	\$259,500
TOTALS	\$7,222,780



MAJOR FUNDING SOURCES

Assessments – funding from charges made to property owners who benefit from public improvements. The City would most likely issue bonds for the improvements and pay off the bonds with the bi-annual special assessment payments collected by the County.

Capital Improvement Plan Bonds – CIP General Obligation bonds are backed by the full faith, credit, and taxing powers of the City of St. Francis and may only be used to finance public projects such as city halls, public safety facilities and public works facilities. Specific criteria must be met before issuing this type of bond – see MN Statute 475.521.

Capital Outlay Fund – this fund was established to finance major capital outlay expenditures that cannot easily be financed by alternative revenue sources. Money is transferred to this fund and designated for specific future expenditures.

County Funding – this is used to identify that portion of public works improvement costs that are paid for by Anoka County. When county property within the city is improved, the cost of the improvements is jointly financed by the two governments.

General Fund – this fund accounts for all financial resources except those required to be accounted for in another fund. The fund accounts for the majority of the city's operating budget.

General Obligation Improvement Bonds – G.O. bonds are backed by the full faith, credit, and taxing powers of the City of St. Francis. These bonds represent the portion of public improvement project costs that are not assessed. At least 20% of the project cost must be assessed to issue these bonds.

Grants – it is anticipated that the City will receive grant funding to complete some of its projects. If the grant money is not obtained, the project will be put on hold until other financing sources can be found.

Lease Purchase Revenue Bonds – the City has the authority pursuant to Minnesota Statutes, Section 465.71 to construct facilities pursuant to a lease with option to purchase agreement. The City must have the right to terminate the lease purchase agreement at the end of any fiscal year during its term. Unless terminated at the end of any fiscal year the lease is payable from any revenues available to the City. Under current law, if the City wants the ability to levy taxes outside of levy limits to make the lease payments the bonds must be issued by the Economic Development Authority (EDA).

Liquor Store Fund – this fund accounts for profits derived from the sale of alcohol, cigarettes and other miscellaneous items. Profits are used to help keep city property taxes down and fund special projects.

MSA State Aid – this refers to money received from the state for street construction projects. State aid allotments for street construction are based on two factors: population and fiscal need. Fiscal need is determined by the estimated costs of construction and maintenance of the city's state aid streets over 25 years.

Park Development Fund – this fund mainly accounts for the receipt and disbursement of park availability charges. These charges are levied against all new buildings constructed and are paid when the building permit is issued.

Sanitary Sewer Fund – this fund accounts for customer sanitary sewer service charges that are used to finance the sanitary sewer system operating expenses.

State Funding – this is used to identify that portion of improvement costs that are paid by the State of Minnesota.

Water Fund – this fund accounts for customer water service charges that are used to finance the water system operating expenses.

City of St. Francis, MN
Vehicle and Equipment Replacement Fund

Use of Funds:	Life	Year	Previous years	Informational Purposes										
				2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	
Administration														
City Hall	on-going		\$ 5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Computers	on-going		\$ 3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Inspections														
2014 Ford Escape	10	2024										25,000		
2007 Ford Crown Vic (replace with an Escape)	10	2017		30,000										
Computers	on-going		\$ 400	400	400	400	400	400	400	400	400	400	400	400
Fire														
Radio replacement	on-going		\$ 300	16,250	16,250	16,250	16,250	16,250	16,250	4,000	4,000	4,000	4,000	4,000
Turnout Gear (5 sets a year)	on-going		\$ 4,300	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
SCBA Packs & Bottles (25)	15	2029								10,000				
2006 Polaris Ranger	15	2021												
Trailer for Ranger (Not scheduled for replacement)														
2000 Spartan Engine	20	2030												
1998 Chevrolet Tanker	25	2025	\$ 250,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
2015 Tanker/Engine	20	2035												
2002 Ford Pickup (Duty Officer)	10	2025											40,000	
2002 Ford Pickup (Rescue)	10	2020					40,000							
2008 Ford Grass Rig	10	2025											50,000	
2008 Roadmaster Emergency Trailer (For Sale no replacement)														
1993 Spartan Gladiator Engine (No Replacement)	25	2021												
Police														
2007 Dodge Caliber (Forfeited Vehicle)														
2011 Chevrolet Tahoe	8	2019				40,000								
2012 Dodge Charger	4	2016	\$ 30,500				35,000					35,000		
2013 Dodge Charger	4	2017		35,000					35,000				35,000	
2013 Dodge Charger	4	2017		30,000					30,000				30,000	
2014 Dodge Charger	4	2018			35,000					35,000				35,000
2014 Dodge Charger (Chiefs)	8	2022								30,000				
2015 Dodge Charger	4	2019				30,000					30,000			
2015 Dodge Charger	4	2019				35,000					35,000			
Police Radios	on-going		\$ 19,000	20,000	20,000	10,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Computers	on-going		\$ 3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
UTV		2025									5,000	5,000	5,000	5,000
Camera System														
Weapons														

City of St. Francis, MN
Vehicle and Equipment Replacement Fund

	Life	Year	Previous years	2017-2021					Informational Purposes					
				2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	
Public Works														
Computers	on-going		\$ 1,000	1,000	1,000	1,000	1,000	1,000		1,000	1,000	1,000	1,000	1,000
2014 Dodge Ram	10	2024										40,000		
2012 Ford Pickup	10	2022								40,000				
2012 Ford Sign Truck	15	2027												
2011 Dodge Pickup	10	2021							40,000					
2009 Dodge 1 ton Dump	15	2024										65,000		
2002 Chevrolet Pickup	10	2016	\$ 40,000											
2007 Dodge Crane Truck	15	2022								95,000				
2011 Ford Escape	10	2021							25,000					
2008 International Dump Truck (Refurb in 2019)	10	2028		50,000	50,000	50,000								
2005 International Dump Truck	20	2035	\$ 200,000											
Bobcat (Annual Buyback) (Net)	annual		\$ 3,000	3,000	3,000	3,000	3,000	3,000		3,000	3,000	3,000	3,000	3,000
2013 Mowing Trailer	15	2028												
2011 Trenchbox Trailer	20	2031												
2000 Heavy Equipment Trailer (new in 2015)	15	2030												
2002 CAT Motorgrader	30	2032								30,000	(Refurb only)			
2012 CAT Loader	20	2032												
Loader (NEW) Somewhere in 2020-2025	20	2020												
1990 Chevrolet Kodiak Tanker (from fire)														
ToolCat (1500 hours)		2018				47,700								
Miscellaneous Equipment and attachments			\$ 5,000	5,000	5,000	5,000	5,000	10,000		10,000	10,000	10,000	10,000	10,000
-Boss Power V XT V-plow	5	2018												
-Blizzard 8100 plow	5	2016												
-Bobcat Snowblower attachment														
-Erskine Snowblower attachment														
-2008 Diamond Shouldering Disc														
-Cat Fork Lift														
-2012 Ball Field Groomer														
-2010 Packer/Roller for Motorgrader														
-2010 Bobcat Angle Broom Attachment														
-2003 Bobcat Pickup Broom Attachment														
-2008 Berti Ditch Mower (TAP/200)														
-Sweepster Broom Loader attachment (X23616)														
1993 Portable Genset (Water & Sewer)		2018	\$ 20,000	20,000	20,000									

City of St. Francis, MN
Vehicle and Equipment Replacement Fund

	Life	Year	Previous years	Informational Purposes										
				2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	
Parks														
2008 Belos Trans Giant			Not Replace see below											
-Replacement -2 separate use smaller machines-exp toro mower or toolcat														
Batwing Toro Mower	15	2023									65,000			
Toolcat	15	2023									50,000			
2015 Mower deck for Belos	8	2023												
2009 Kubota Zero Turn Mower	5	2019				20,100								
2014 Hustler Zero Turn Mower	10	2024										22,000		
2006 John Deere Tractor (Replace with Toolcat) & attachment: Not Replace see below														
Tool Cat (Replacement for 2006 JD Tractor)	15	2018	\$ 10,000	20,000	20,000									
2008 Kubota Tractor	20	2028												
Benches, trash bins and picnic tables	on-going			2,000	2,000	2,000	2,000	2,000		2,000	2,000	2,000	2,000	2,000
Total			\$ 594,500	\$ 303,650	\$ 291,350	\$ 283,750	\$ 178,650	\$ 248,650	\$ 336,400	\$ 291,400	\$ 298,400	\$ 266,400	\$ 146,400	
Sources of Funds:														
Transfer from Water				10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Transfer from Sewer				10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
General Property Tax				223,150	223,150	223,150	230,000	230,000	240,000	240,000	250,000	250,000	250,000	
Total				243,150	243,150	243,150	250,000	250,000	260,000	260,000	270,000	270,000	270,000	
Beginning Cash Balance 5/21/16			\$ 761,465											
Cash Reserves				\$ 306,465	\$ 258,265	\$ 217,665	\$ 289,015	\$ 290,365	\$ 213,965	\$ 182,565	\$ 154,165	\$ 157,765	\$ 281,365	

City of St. Francis, MN
Park Improvement Fund 225

	2017	2018	2019	2020	2021	Informational Purposes					
						2022	2023	2024	2025	2026	
Use of Funds:											
Hockey Rink Improvements			135,000								
Sealcoating for Bituminous Trails						155,000					
Deer Creek Park Trail Study									20,000		
Hidden Ponds Irrigation and Shelter				206,000							
Replace Building at Community Park									378,000		
Highland Woods Park Improvements					48,500						
Rum River Woods Improvements								125,000			
Durigan Locher & Seeyle Brook											
Splash park study										15,000	
Disc golf study										15,000	
Park Equipment	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
Total	0	20,000	20,000	155,000	226,000	68,500	175,000	20,000	145,000	418,000	50,000
Sources of Funds											
General Tax Levy		25,000	25,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	
Donations	-	-	-	-	-	-	-	-	-	-	
Liquor Store Transfer	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
Total	20,000	45,000	45,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	
Year End Cash Balance	87,515	87,515	112,515	2,515	(163,485)	(171,985)	(286,985)	(246,985)	(331,985)	(689,985)	(679,985)
					489,500						

**City of St. Francis, MN
Liquor Fund 609**

								Informational Purposes				
PROJECT TITLE	CATEGORY	PRIOR	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Cooler Doors/LED Lighting	EQUIPMENT	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
GRAND TOTAL		\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000					
Sources of Funds:												
Liquor Fund			\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

Street Improvements, Water, Sewer and Storm Sewer
City of St. Francis, MN

Streets	Funding	2017	2018	2019	2020	2021	Informational Purposes					
							2022	2023	2024	2025	2026	
Use of Funds:												
Arrowhead Street Mill and Overlay	GO Bonds		270,000									
Poppy Street Reconstruction	GO Bonds			535,000								
Butterfield Drive Reconstruction	GO Bonds				600,000							
245th & Kings Hwy Realignment / Ditch Work	GO Bonds		1,045,000									
Tammarack Street	GO Bonds					897,000						
241st Avenue	GO Bonds							1,727,000				
Rum River Woods Addition Reconstruction	GO Bonds						1,171,350					
Other	General Tax						150,000	200,000	200,000	200,000	200,000	200,000
Total		-	1,315,000	535,000	600,000	897,000	1,321,350	1,927,000	200,000	200,000	200,000	200,000
<hr/>												
Water		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	
Use of Funds:												
Poppy Street Reconstruction	GO Revenue			200,000								
Household water meter change out	GO Revenue						250,000					
Monitoring well	Water Fund		80,000									
Well #5	GO Revenue			405,730								
Trunk Hwy 47 Water/Sewer Extension	GO Revenue							750,000				
241st Avenue	GO Revenue							600,000				
Vac/Jetter Truck	GO Revenue					155,000						
Rum River Woods Addition Reconstruction	GO Revenue						1,423,000					
Other	Water Fund					135,000	135,000	135,000	135,000	135,000	135,000	135,000
Total		-	80,000	605,730	-	290,000	1,808,000	1,485,000	135,000	135,000	135,000	135,000
<hr/>												
Sewer		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	
Use of Funds:												
Trunk Hwy 47 Water/Sewer Extension	GO Revenue							2,250,000				
241st Avenue	GO Revenue		-	-				900,000				
Vac/Jetter Truck	GO Revenue					155,000						
Rum River Woods Addition Reconstruction	GO Revenue	-					206,000					
Other	Sewer Fund				110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000
Total		-	-	-	110,000	265,000	316,000	3,260,000	110,000	110,000	110,000	110,000

		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Storm Sewer											
Use of Funds:											
Poppy Street Reconstruction	Storm Water			65,000							
Butterfield Drive Reconstruction	Storm Water				20,000						
241st Avenue	Storm Water							273,000			
Rum River Woods Addition Reconstruction	Storm Water						311,150				
Annual reconstruction (includes gravel)	Storm Water						52,642	52,642	52,642	52,642	52,642
Annual gravel road paving (1 mile/year)	Storm Water						48,800	48,800	48,800	48,800	48,800
Total		-	-	65,000	20,000	-	412,592	374,442	101,442	101,442	101,442
Total All		-	1,395,000	1,205,730	730,000	1,452,000	3,857,942	7,046,442	546,442	546,442	546,442
Project Total		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Arrowhead Street Mill and Overlay			270,000								
Poppy Street Reconstruction				800,000							
Household water meter change out							250,000				
Monitoring well			80,000								
Butterfield Drive Reconstruction					620,000						
245th & Kings Hwy Realignment / Ditch Work			1,045,000								
Tammarack Street						897,000					
Well #5				405,730							
Trunk Hwy 47 Water/Sewer Extension								3,000,000			
241st Avenue								3,500,000			
Vac/Jetter Truck						310,000					
Rum River Woods Addition Reconstruction							3,111,500				
Other					110,000	245,000	496,442	546,442	546,442	546,442	546,442
Total All		-	1,395,000	1,205,730	730,000	1,452,000	3,857,942	7,046,442	546,442	546,442	546,442
Sources of Funds:											
General Tax Levy		-	-	-	-	-	150,000	200,000	200,000	200,000	200,000
State Aid		-	-	-	-	-	-	-	-	-	-
GO Bonds		-	1,315,000	535,000	600,000	897,000	1,171,350	1,727,000	-	-	-
GO Revenue Bonds		-	-	605,730	-	310,000	-	-	-	-	-
Water Fund		-	80,000	-	-	135,000	135,000	135,000	135,000	135,000	135,000
Sewer Fund		-	-	-	110,000	110,000	110,000	110,000	110,000	110,000	110,000
Storm Water Fund		-	-	65,000	20,000	-	412,592	374,442	101,442	101,442	101,442
Total Sources		-	1,395,000	1,205,730	730,000	1,452,000	1,978,942	2,546,442	546,442	546,442	546,442



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

PLANNING MEMO

TO: St. Francis City Council
FROM: Nate Sparks, Consulting Planner
DATE: July 26, 2016
RE: Johnson & Lee Minor Subdivision

BACKGROUND

Stacy Lee has made an application to divide a 39 acre parcel into two lots. The parcel is located north of 229th Avenue on the west side of Tamarack Street in the 23500 block of addresses. The property is zoned A-2, Rural Estate Agriculture. The property is currently owned by the Ann Johnson Family, who are co-applicants.

REQUEST REVIEW

The applicant is proposing to divide the existing 39 acre parcel into two lots that are each about 19.75 acres in size. The parcel is currently rural vacant land.

Transportation Elements

In the City's Transportation Plan, Tamarack Street is identified as a minor collector under municipal jurisdiction. Currently, the property line extends into the centerline of the Tamarack Street right-of-way. The applicant has provided a legal description for a 40 foot wide easement over the right-of-way. Minor Collectors are required to have a right-of-way width of 80 feet. Tamarack Street is identified as a future trail corridor. The proposed right-of-way width is sufficient to include the trail.

Lot Size and Dimensions

The A-2 District requires a minimum lot size of 10 acres. As proposed, both lots are depicted as being over 19 acres in size. With reductions from the right-of-way easements the two lots will both still exceed the minimum lot size requirements. The minimum lot width is 300 feet and both properties are about 654 feet in width.

Building Locations & Setbacks

The applicant has provided proposed building pads with a soil boring and then four soil borings for septic areas on each lot. The information appears to confirm that the lots can support houses. The building pads appear to be in conforming areas on the lot. The front yard setback must be 75 feet from the right-of-way easement for Tamarack Street.

Newly created lots in the Rural Service Area are required to have a 1 acre area suitable for building. This area is required to have a separation of three feet to mottled soils and have slopes less than 12%. There is also a requirement that two septic system sites can be found on the site. The proposed lots

meet these standards. It should be noted that on the northerly parcel, the ground water elevation does conform to City standards but if the lowest floor of the house is lowered it could become non-conforming.

Drainage & Wetlands

There is a large wetland on the rear of the property. The applicant has had the wetland delineated. The delineation report is currently under review. The wetland area and buffer will need to be placed in an easement. Perimeter drainage and utility easements are also required.

Park Dedication

Park dedication will need to be paid in the amount of \$2500. This is due prior to the recording of the minor subdivision.

Minor Subdivision Review

The City allows metes and bounds divisions (minor subdivisions) in cases where any new resulting lots are 10 acres or more in size and 300 feet in width. This proposed division meets these general standards.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission found that the proposed subdivision appears to be generally consistent with the City's Zoning and Subdivision Ordinances and the Comprehensive Plan. The Planning Commission recommended approval with the following conditions:

1. The subdivision shall be recorded with Anoka County within 90 days of approval in a manner acceptable to the City Attorney.
2. All recommendations by the City Engineer shall be addressed.
3. The wetland delineation and related easement is subject to review and approval of the City Engineer.
4. Park dedication shall be paid in the amount of \$2500.
5. Drainage and utility and right-of-way easements shall be recorded in a manner acceptable to the City Attorney.

Attached:

Engineer's Letter

Aerial Photo

Resolution 2016-36 with Minor Subdivision Survey



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303
Phone (763) 433-2851 • Fax (763) 427-0833
www.bolton-menk.com

July 11, 2016

Nate Sparks, Consultant Planner
NAC
4800 Olson Memorial Highway, Ste 202
Golden Valley, MN 55422-5169

RE: Stacy Lee Minor Subdivision
City of St. Francis, Minnesota
Project No.: R18.111380

Dear Nate,

I have reviewed the Minor Subdivision submitted for the above referenced project signed by Jason Bongard from Carlson McCain, dated June 14, 2016 and have the following comments:

1. Approval shall be subject to the review and approval of the submitted wetland delineation report by the Technical Evaluation Panel (TEP).
2. Wetlands and the required wetland buffers shall be contained within easements.
3. The applicant shall identify secondary septic sites for each of the parcels complete with soil boring information. Additional borings will be required at the time of building permit for the parcels.
4. Culverts will be required beneath the proposed driveway entrances. Additional topography based on elevations obtained on-site shall be provided with the building permit applications. MN DNR LIDAR will not be accepted.

I recommend approval contingent on the above-referenced comments.

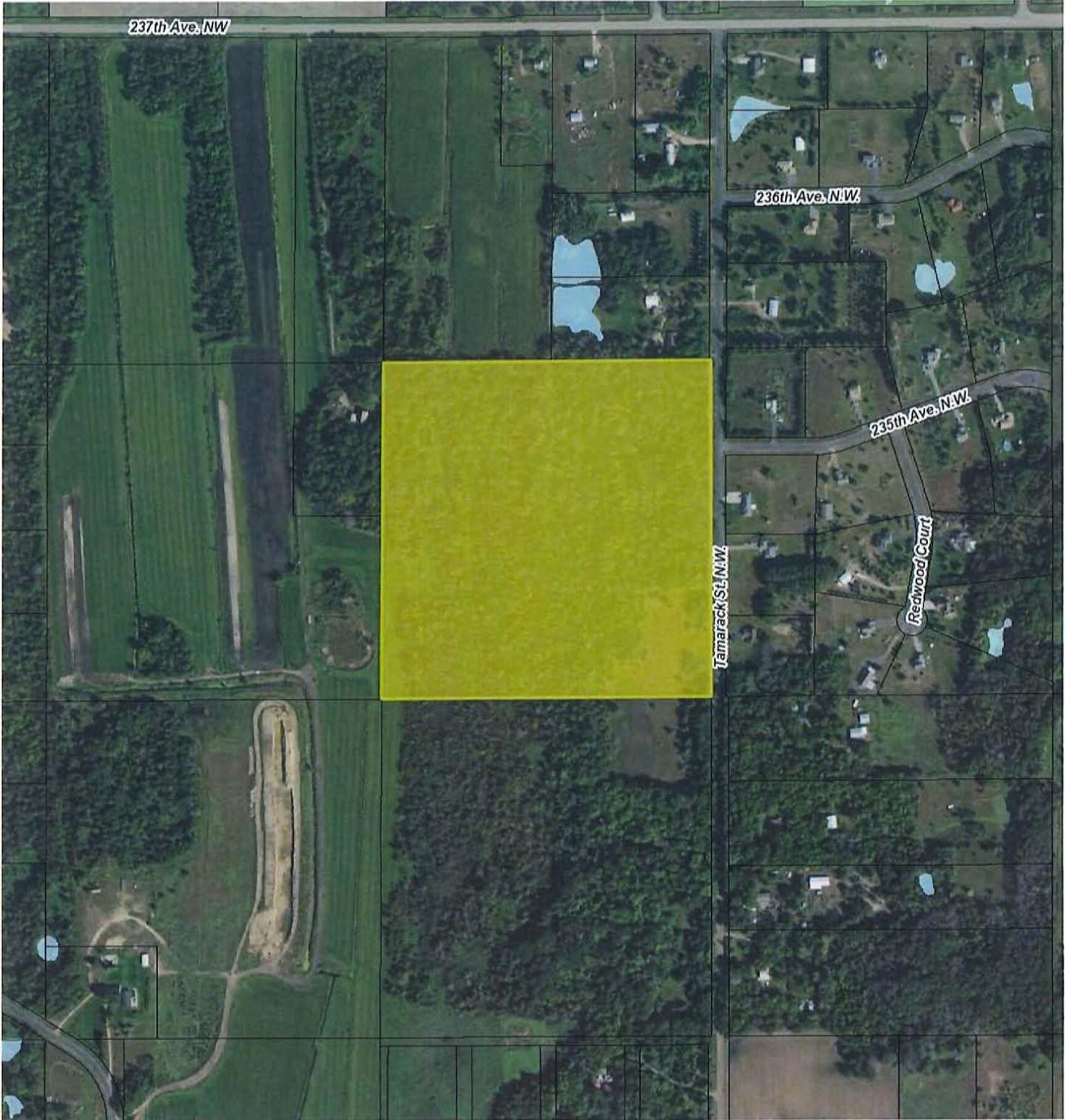
If you have any questions on the above, please call.

Sincerely,

BOLTON & MENK, INC.

Jared Voge, P.E.
City Engineer

JAV/kg



0 527 Feet



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of St. Francis is not responsible for any inaccuracies herein contained.



**Johnson - Lee Minor
Subdivision Parcel**

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

RESOLUTION 2016-36

**A RESOLUTION APPROVING A MINOR SUBDIVISION FOR STACY LEE TO
SUBDIVIDE A 39 ACRE PARCEL ON TAMARACK STREET**

WHEREAS, Stacy Lee (“the Applicant”) has made an application to subdivide a 39 acre parcel into two lots in the City of St. Francis (“the City”); and

WHEREAS, the site (“the Property”) is legally described as:

The Northwest Quarter of the Southeast Quarter of Section 35, Township 34, Range 24, Anoka County, Minnesota; and

WHEREAS, at the time of the application, the Property was owned by the Ann Johnson Family who consented to the application; and

WHEREAS, the Property is identified in Anoka County records with the number of 35-34-24-13-0001; and

WHEREAS, the Applicants are proposing to divide the approximately 39 acre parcel into two buildable lots; and

WHEREAS, the properties are zoned A-2, Rural Estate Agriculture; and

WHEREAS, the proposed parcels will be meeting the minimum standards of the Zoning Ordinance; and

WHEREAS, the proposed subdivision meets the City’s standards for a minor subdivision; and

WHEREAS, the St. Francis Planning Commission held a duly noticed public hearing and reviewed the minor subdivision on July 20, 2016 and recommended approval of the request; and

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

1. The subdivision shall be recorded with Anoka County within 90 days of approval in a manner acceptable to the City Attorney.
2. All recommendations by the City Engineer shall be addressed.
3. The wetland delineation and related easement is subject to review and approval of the City Engineer.

4. Park dedication shall be paid in the amount of \$2500.
5. Drainage and utility and right-of-way easements shall be recorded in a manner acceptable to the City Attorney.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 1ST DAY OF AUGUST, 2016.

APPROVED

Steve Kane
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk

Attachments:
Minor Subdivision Survey



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

PLANNING MEMO

TO: St. Francis City Council

FROM: Nate Sparks, Consulting Planner

DATE: July 26, 2016

RE: 2660 239th Ave NW – Ordinance Amendment / Conditional Use Permit
Private Solar Energy System

Background

Daniel & Catherine Lauseng have made an application for a conditional use permit to place a private ground-mounted solar energy system on rural residential property located at 2660 239th Ave NW. The requested conditional use requires an ordinance amendment to be permitted.

The applicant is seeking to install approximately 888 square feet of ground mounted solar panels on their property. This is intended as a 15.8 kilowatt solar array. The panels are proposed to be nine feet in height. The property in question is zoned RR, Rural Residential.

Current Zoning Regulations

The zoning ordinance does not make mention of solar energy systems. Uses not expressly permitted by the ordinance are not permitted. Building mounted or building integrated solar panels could be considered to be mechanical equipment and permitted in that fashion. However, there is no allowance in the ordinance for ground mounted solar panels. The applicant's contractor has stated that building mounted solar panels will not work for this property.

Accessory Structure Limitation

Properties located in the Rural Service Area are permitted a certain number and square footage of accessory structures based on the size of the lot. This parcel is slightly over six acres in size, which allows for two detached accessory structures up to 4,000 square feet in size. The applicant currently has more than one detached building with about 5,300 square feet. Therefore, if the City were to consider ground mounted solar panels to be an accessory structure, this property is already beyond the limitations.

Ordinance Amendment

The only manner in which this proposal could be accommodated is with an ordinance amendment that permits ground mounted solar panels in excess of the structural size limitations.

Similar Uses

The City permits ground mounted wind energy conversion systems with a conditional use permit. Such systems are permitted with a conditional use permit on property greater than 5 acres in size.

System height can be up to 100 feet provided setback 1.5 times the height of the structure can be met. There is also a requirement that the system be located no closer than 300 feet from a dwelling unit on a neighboring property.

The City currently allows accessory uses such as swimming pools and tennis courts without counting the square footage towards the accessory building limitations.

Potential Amendments

The Planning Commission discussed solar energy systems and how this use fits within the zoning ordinance. The Commission felt it would be appropriate to adopt regulations related to accessory solar energy systems into the Zoning Ordinance. The proposed language that was reviewed by the Commission is attached in ordinance form.

The Planning Commission discussed the following topics:

Building Mounted Solar

The Planning Commission found that building mounted solar panels should be permitted accessory uses with certain minor restrictions.

Ground Mounted Solar

The Planning Commission found that ground mounted solar may be permitted as an accessory not restricted by the accessory building limitations in the ordinance. Small systems could be a permitted use like building mounted systems. The Commission found that more substantial systems should require a conditional use permit (like the City requires for wind energy conversion systems). The Commission found that the area limitation permitted should be based on the size of the lot, in a similar manner as accessory building limitations.

Rural and Urban

The Commission found that there should be more allowances for ground mounted solar energy systems on rural parcels, due to their larger size and lower density.

Issues & Concerns

In area communities that discuss this topic, many times there are concerns raised about glare, noise, and safety. Generally, these issues are not problems with modern and properly installed solar energy systems. Another concern often raised is the visual impact to neighboring properties. Some feel that this type of use is out of character in certain residential areas, especially on a larger scale.

Other Ordinances

Many area cities have been considering amendments to their zoning ordinances related to solar energy systems. Not all communities have chosen to do so, though. Cities that have adopted new ordinances have done so in different manners. Some ordinances were more related to the community solar gardens being placed in Xcel Energy's utility service areas. There are also cities that have found certain levels of permission in other code text that does not directly address solar energy systems. The Planning Commission reviewed numerous ordinances adopted by several area cities as part of their review and discussion. Some highlights of ordinances include:

- Blackduck restricts ground mounted solar to 120 square feet on urban residential properties.

- Orono only permits roof mounted solar energy systems. Ground mounted panels are not permitted.
- Isanti County has been amending their ordinances. Currently, they permit ground mounted less than 15 feet in height when not exceeding 10% of the lot area in certain districts.
- West Lakeland Township in Washington County permits ground mounted solar systems with a CUP and limited to 10% of the lot area.
- Martin County allows ground mounted system provided they do not exceed 50% of the footprint of the principal structure.
- Rosemount permits roof mounted to cover up to 80% of the roof. Ground mounted is limited to structural lot coverage limitations of the zoning district.
- St. Michael allows roof mounted systems to cover up to 80% of the roof. Ground mounted systems are permitted up to 10 feet in height and in an amount related to the lot size between 200 and 800 square feet.
- Wright County requires solar systems greater than 10 kw in capacity to have a CUP. Less than 10 kw are permitted as an accessory use.
- Scandia permits ground mounted solar systems up to 15 feet in height that meet the structural size lot coverage limitations.
- Monticello allows ground mounted solar energy systems that are limited to 20% of the rear yard and requires a CUP in non-residential districts.

Request Review

The uses permitted within areas used for residential purposes are the typical uses found in residential areas. The City only allows uses such as home based business, kennels, or wind energy systems when in receipt of a conditional or interim use permit.

On residential lots, the City allows accessory buildings up to the size limits that are related to the size of the lot. These limitations set how much of the lot can be covered by structures. Certain accessory uses such as swimming pools and tennis courts are not generally counted in the square footage for accessory buildings. Swimming pools are typically 500 to 1000 square feet in area and tennis courts are about 2,800 square feet. If the Commission were to find that solar panels should be allowed as ground mounted structures exempt from the accessory building size requirements, a separate limitation would need to be considered.

The applicant, in this case, has over 5,000 square feet of accessory buildings on a lot that permits 4,000. They would like to add 888 square feet of solar panels to the lot. The 888 square feet is about 22% of the 4,000 permitted.

Draft ordinance language recommended for approval by the Planning Commission is attached. The Commissioners felt that this ordinance was a good first step into this use for the City. The premise of the draft is to generally meet the desires of the applicant and to apply certain general standards to allow for consistency throughout the code. In this case, a limited size (200 square feet) is identified that may be permitted in all districts in all cases. To exceed this amount is only permitted on rural residential and agricultural property or commercial/industrial. In these cases, a CUP is required. Limits are proposed at 25% of the allowed accessory structure limits in rural areas and 1000 square feet or 10% of the lot, whichever is less, in commercial/industrial settings.

Planning Commission Recommendation/Requested Action

The Planning Commission recommended the Council adopt the attached ordinance and approve the requested conditional use permit.

The Council should consider the attached ordinance. If the ordinance is approved, the Council may approve the resolution related to the conditional use permit.

Attached:

- Applicant's Submission
- Ordinance 223, Second Series
- Resolution 2016-37

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

ORDINANCE 223, SECOND SERIES

**AN ORDINANCE AMENDING THE ST. FRANCIS ZONING ORDINANCE REGARDING
ACCESSORY SOLAR ENERGY SYSTEMS**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 10-2-2 of the Zoning Ordinance shall hereby be amended to include the following definitions:

Solar Energy System: A device or set of devices of which the primary purpose is to collect solar energy and convert and store it for useful purposes including heating and cooling buildings or other energy-using processes, or to produce generated power by means of any combination of collecting, transferring, or converting solar-generated energy.

Solar Energy System, Building-Integrated: A solar energy system that is an integral part of a building substituting for an architectural or structural component of the building such as roofing materials, windows, skylights, and similar.

Solar Energy System, Ground Mounted: A free standing solar energy system mounted directly to the ground.

Solar Energy System, Roof Mounted: A solar energy system affixed to the roof of a structure.

Section 2. Code Added. That Section 10-18-11 of the Zoning Ordinance shall hereby be added to read as follows:

10-18-11: SOLAR ENERGY SYSTEMS:

- A. Accessory Use. Solar Energy Systems are permitted as an accessory use in all districts.
- B. Roof mounted and building integrated solar system. Roof mounted and building integrated solar energy systems are permitted on all structures provided:
 - 1. Roof mounted solar panels shall meet the height requirements of the zoning district.
 - 2. No more than 80% of the roof shall be covered in solar panels.
 - 3. Solar panels and associated structures shall not project beyond the edge of the roof.
 - 4. Building integrated systems shall not be placed on the street facing front of any structure.
 - 5. For commercial and industrial uses, roof mounted systems shall meet the requirements established for rooftop mechanical equipment.
- C. Ground mounted solar energy systems. Ground mounted solar energy systems are permitted as follows:
 - 1. Ground mounted systems shall comply with all regulations related to accessory buildings and structures, except as follows:

- a. The system is exempt from accessory structure number and area limitations except as provided herein.
 - b. Ground mounted systems shall not exceed ten feet in height.
2. Ground mounted systems 200 square feet in area or less are a permitted accessory use in all districts.
3. Ground mounted systems greater than 200 square feet in area may be permitted in RR, ML-PUD, A-1, A-2, and A-3 Districts when in receipt of a conditional use permit and meeting the following standards:
 - a. The system shall be screened from neighboring properties.
 - b. The system shall not exceed 25% of the structure size limits for accessory buildings for the lot.
4. Ground mounted systems greater than 200 square feet but less than 1000 square feet may be permitted on all commercial, industrial, institutional, and multi-family parcels when in receipt of a conditional use permit and meeting the following standards:
 - a. The system shall not exceed 10% of the area of the lot.
 - b. The system shall be screened from neighboring residential properties.

Section 3. Effective Date. This Ordinance shall take effect 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS _____
DAY OF ____, 2016.

APPROVED:

Steve Kane
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

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

RESOLUTION 2016-37

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR AN
ACCESSORY SOLAR ENERGY SYSTEM AT 2660 239TH AVENUE**

WHEREAS, Daniel & Catherine Lauseng (“the Applicants”) have made a request for a conditional use permit for an accessory solar energy system to be located within the City of St. Francis (“the City”); and

WHEREAS, the subject site (“the Property”) is located at 2660 239th Ave and is legally described as:

Lot 4, Block 2, Highland Meadows, Anoka County, Minnesota; and

WHEREAS, the site is zoned A-2, Rural Estate Agriculture; and

WHEREAS, the St. Francis Planning Commission held a duly noticed public hearing during on July 20, 2016 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 conditional use permit with the following conditions:

- 1. Construction shall generally adhere to the site plan dated May 11, 2016 and the plans submitted to the City with the application.
- 2. All requirements of Ordinance Section 10-18-11 shall be met.
- 3. Ordinance No. __ shall go into effect or this approval is voided.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 1ST DAY OF
AUGUST, 2016.

APPROVED

Steve Kane
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk

Attachments:
Exhibit A – Site Plan



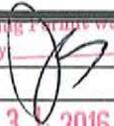
● Well

● Septic System

● Property Line

239th Ave NW

 <p>TruNorth Solar 5239 Edina Industrial Blvd Edina, MN 55439 (612) 888-9599</p>	<p>Lauseng Project 2660 239th Ave NW St Francis, MN 55070</p> <p>System Size: 15.84 kW DC Building Service: 120/240AC, 200 Amp, Single-Phase Account: 793593-237484 Meter: 88854638</p>	<p>Legend:</p> <p> Solar Panels</p> <p> Underground Conduit</p>	<p>Doc Title: Septic and Well Location Author: Dillon Hylton Date: 5/11/2016</p>
--	---	--	--

DESCRIPTION OF REQUEST: (attach additional information if needed)		This Building Permit was received by: 	
Project Name: <u>Lauseng 15.84 KW DC Ground Mount Solar Array</u>		MAY 3 2016	
Nature of Proposed Use: <u>Production of Electricity</u>		City of St. Francis 23340 Cree Street NW St. Francis, MN 55070	
Reason(s) to Approve Request: <u>City Code does not address solar arrays or their installation.</u>			
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE: (attach additional information if needed)			
Project Name: <u>Lauseng 15.84 KW DC solar Array</u>		Date of Application: <u>5/31/16</u>	
Nature of Request: <u>Building Permit</u>			
PROPERTY INFORMATION:			
Street Address: <u>2660 239th Ave. NW</u>		Property Identification Number (PIN#): <u>28-34-24-43-0005</u>	
Legal Description (Attach if necessary):	Lot(s): <u>4</u>	Block: <u>2</u>	Subdivision: <u>Highland Meadows</u>
OWNER INFORMATION:			
Name: <u>Cathy Lauseng</u>		Business Name:	
Address: <u>2660 239th Ave. NW</u>			
City: <u>St. Francis, MN 55070</u>	State: <u>MN</u>	Zip Code: <u>55070</u>	
Telephone: <u>660-624-1584</u>	Fax:	E-mail: <u>Catlauseng@gmail.com</u>	
Contact: <u>Cathy Lauseng</u>	Title: <u>Owner</u>		
APPLICANT INFORMATION: (if different from owner)			
Name: <u>Donna Pickard</u>		Business Name: <u>TruNorth Solar, LLC</u>	
Address: <u>5239 Edina Industrial Blvd.</u>			
City: <u>Edina</u>	State: <u>MN</u>	Zip Code: <u>55439</u>	
Telephone: <u>952-500-0789</u>	Fax:	E-mail: <u>dpickard@trunorthsolar.com</u>	
Contact: <u>Donna Pickard</u>	Title: <u>Permissions Manager</u>		

NOTE: Applications must be signed by all property owners. Applications only accepted with ALL required support documents and fees. Please request and follow appropriate Development Checklist(s) for desired application.



23340 Cree Street
 St. Francis, MN 55070
 Phone: 763-235-2317 or 763-753-2630
 Email: aschreder@stfrancismn.org

This Building Permit was received by: JA

MAY 11 2016

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

Permit Application

Building _____ HVAC _____
 Plumbing _____ Septic _____
 Permit No.: _____

Site Address: 2660 239th Ave NW, St. Francis, MN

Property Identification Number: 28-34-24-43-0005 Year Built: _____

Owner Name: Catherine Lauseng Contractor: TruNorth Solar

Address: 2660 239th Ave. NW Address: 5239 Edina Industrial Ave

City/State: St. Francis, MN City/State: Edina, MN 55439

Homeowner email: dlauseng@gmail.com State License No.: BC639643

Contractor email: dpickard@trunorthsolar.com Lead Certified Firm No.: NAT-106925-1

Contact: Donna Pickard Phone: 952-500-0789 Fax: _____

Description of Work:
48 panel, ground-mounted solar array. See diagrams and engineering documents for details.

Valuation (labor & materials): 8205.12 Repetitive Plan Id No. (SS1300.0160): _____

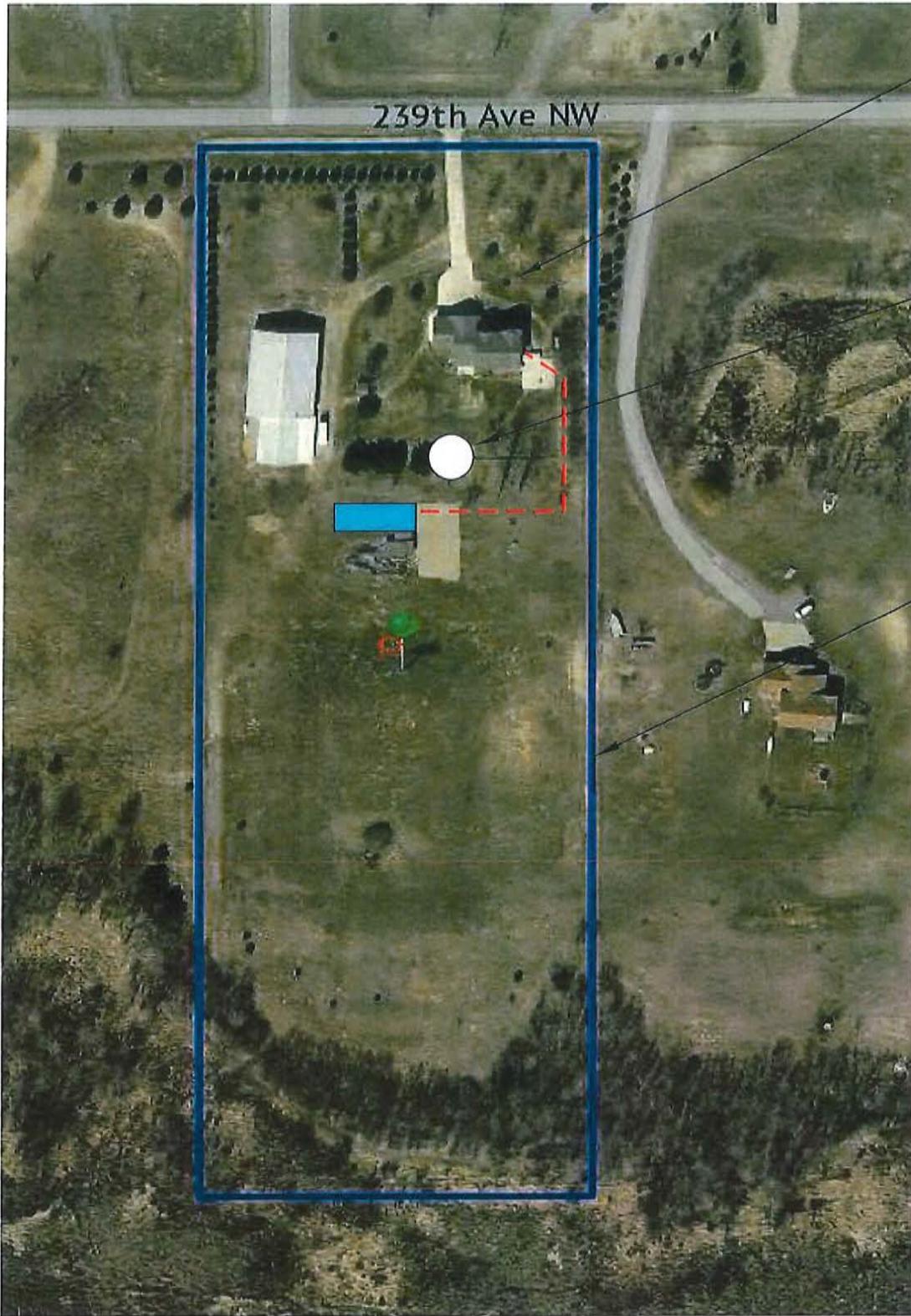
The undersigned acknowledges that he/she has read this application and the above information is correct and accurate. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the City of St. Francis.

Donna Pickard Donna Pickard
 Print Name Signature of Applicant or Authorized Agent
 Owner Contractor
 Date 5/11/16

Notice: This is an **application** only. Permit will be issued after City approval and payment of fees.
 Work is not authorized to begin prior to issuance.

***** FOR OFFICE USE ONLY *****

Signatures Required:	Signature/Date	Fee Schedule:	
<input type="checkbox"/> Engineering:	_____	Permit: _____	Water: _____
<input type="checkbox"/> Planning:	_____	Plan Review: _____	Sewer: _____
<input type="checkbox"/> Building:	_____	Surcharge: _____	Meter: _____
Type of Construction:	_____	Zoning: _____	HVAC: _____
Occupancy Classification:	_____	Plumbing: _____	Misc.: _____
*Please provide a minimum 24 hour notice for inspections		Total Fees: _____	



● Well

● Septic System

● Property Line

239th Ave NW



5239 Edina Industrial Blvd
Edina, MN 55439
(612) 888-9599

Lauseng Project
2660 239th Ave NW
St Francis, MN 55070

System Size: 15.84 kW DC
Building Service: 120/240AC, 200 Amp, Single-Phase
Account: 793593-237484
Meter: 88854638

Legend:

 Solar Panels

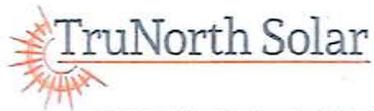
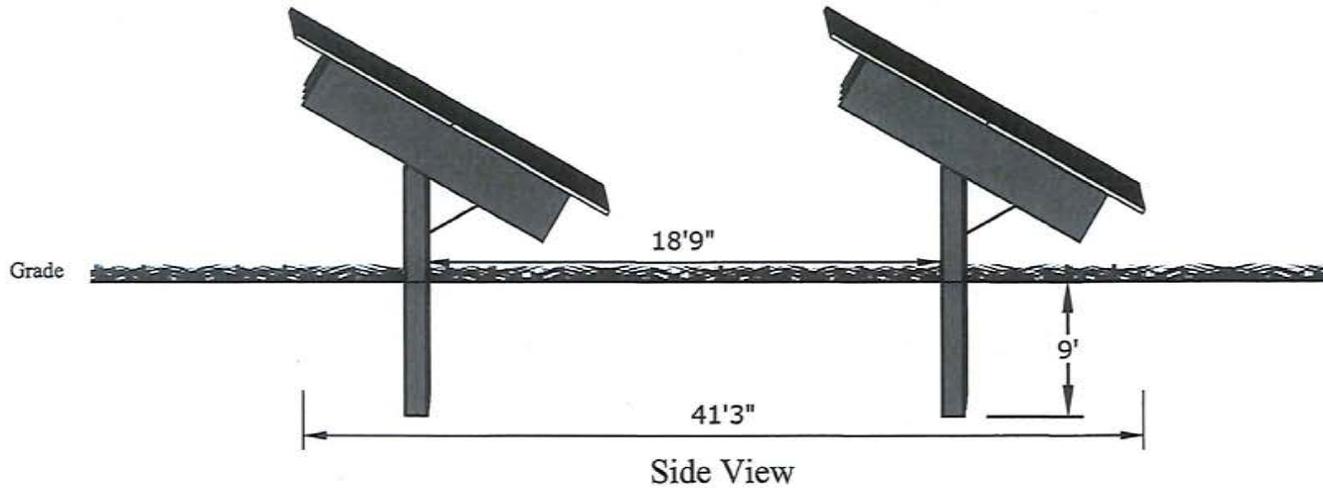
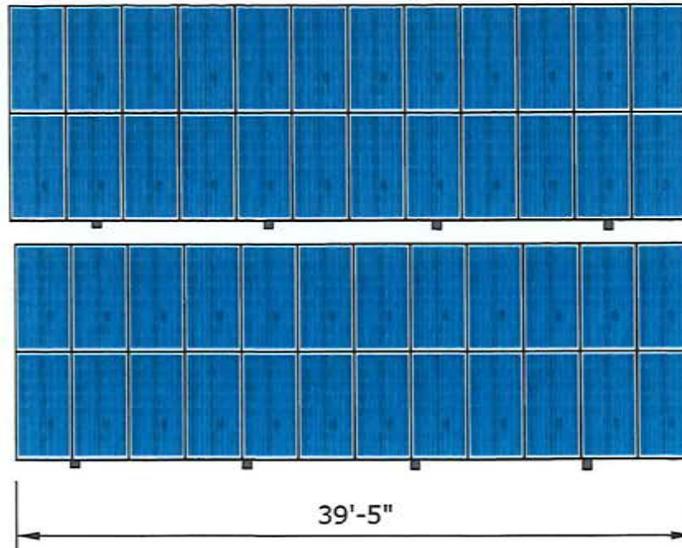
 Underground Conduit

Doc Title: Septic and Well Location

Author: Dillon Hylton

Date: 5/11/2016

Top View



5239 Edina Industrial Blvd
Edina, MN 55439
(612) 888-9599

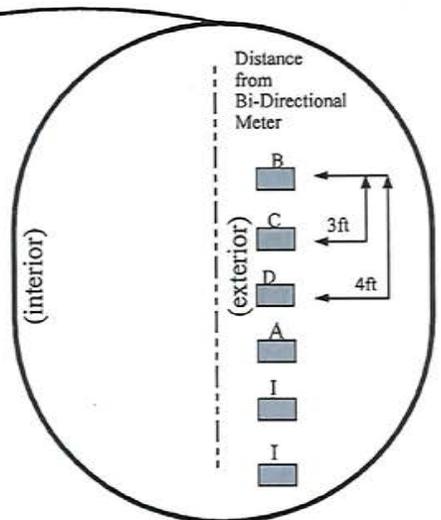
Lauseng Project
2660 239th Ave NW
St Francis, MN 55070

System Size: 15.84 kW DC
Building Service: 120/240AC, 200 Amp, Single-Phase
Account: 793593-237484
Meter: 88854638

Equipment

Inverter/ DC Power Optimizers:
48 - SolarEdge P400 DC Power Optimizers
2 - SolarEdge SE7600A-US Single Phase Inverter
Panels:
48 - Suniva OPT330-72-4-100 PV Modules

DOC TITLE: PERSPECTIVE VIEW
AUTHOR: DILLON HYLTON
DATE: 5/11/2016
REVISION: 00

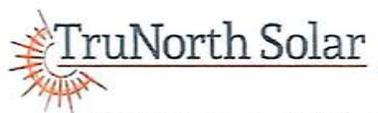


LEGEND:



- A - PV AC Combiner
- B - Bi-directional Meter
- C - Production Meter
- D - AC Disconnect
- E - DC Power Optimizer (one behind each module)
- I - Inverter

--- Underground Power Lines



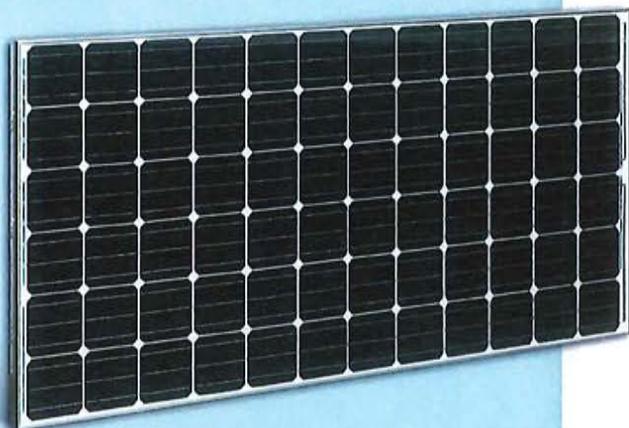
5239 Edina Industrial Blvd
Edina, MN 55439
(612) 888-9599

Lauseng Project
2660 239th Ave NW
St Francis, MN 55070

System Size: 15.84 kW DC
Building Service: 120/240AC, 200 Amp, Single-Phase
Account: 793593-237484
Meter: 88854638

Equipment
Inverter/ DC Power Optimizers:
48 - SolarEdge P400 DC Power Optimizers
2 - SolarEdge SE7600A-US Single Phase Inverter
Panels:
48 - Suniva OPT330-72-4-100 PV Modules

DOC TITLE: SITE DIAGRAM
AUTHOR: DILLON HYLTON
DATE: 5/2/2016
REVISION: 01



SUNIVA OPTIMUS® SERIES MONOCRYSTALLINE SOLAR MODULES

OPT SERIES: OPT 72 CELL MODULES (SILVER FRAME)

ENGINEERING EXCELLENCE

- Built exclusively with Suniva's premium ARTisun Select cells, providing one of the highest power outputs per square meter at an affordable price
- The leading US-born, US-operated crystalline silicon cell and module manufacturer, spun out of Georgia Tech's University Center of Excellence in Photovoltaics; one of only two such research centers in the U.S.
- Suniva's state-of-the-art manufacturing and module lab facilities feature the most advanced equipment and technology

QUALITY & RELIABILITY

- Suniva Optimus modules are manufactured and warranted to our specifications assuring consistent high performance and high quality.
- Rigorous in-house quality management tests beyond standard UL and IEC standards
- Performance longevity with advanced polymer backsheets
- UL1703 listed Type 2 PV module
- Passed the most stringent salt spray tests based on IEC 61701
- Passed enhanced stress tests¹ based on IEC 61215 conducted at Fraunhofer ISE²
- PAN files are independently validated

MANUFACTURED IN
Georgia & Michigan



Optimus® modules are known for their superior quality and long-term reliability. These high-powered modules consist of Suniva's premium ARTisun® Select cell technology and are designed and manufactured in the U.S.A. and North America using our pioneering ion implantation technology. Suniva's high power-density Optimus modules provide excellent performance and value.

FEATURES

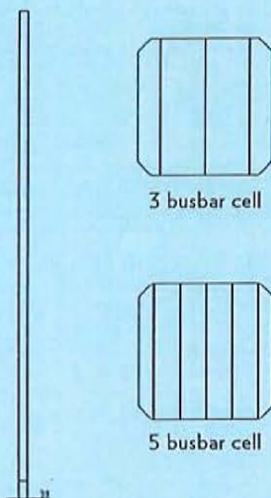
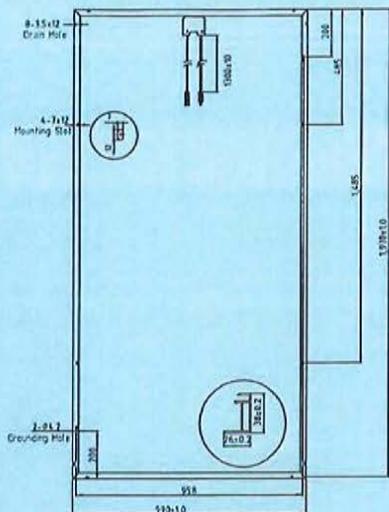
- Utilizes our premier American-made cell technology, ARTisun Select®
- Superior performance and reliability; enhanced stress tests conducted at Fraunhofer ISE
- Module families ranging from 325-340W
- Positive only power tolerance
- Marine grade aluminum frame with hard anodized coating
- Certified PID-free by PV Evolution Labs (PVEL)
- Made in North America
- Qualifies for Ex-Im Financing
- 1000V UL
- 25 year linear power warranty;
10 year product warranty



CERTIFICATIONS

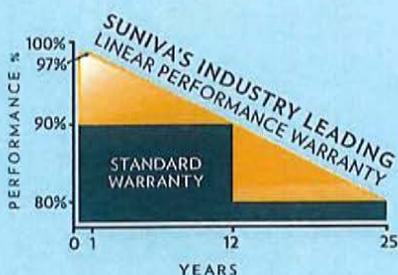
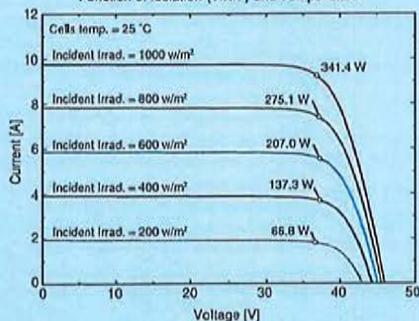


www.suniva.com



PV module: Suniva, OPT340-72-4-100

Current-Voltage (IV) as a Function of Isolation (W/m²) and Temperature



PLEASE RECYCLE
AUGUST 19, 2015 (REV. 6) [SAMD_0051]

OPTIMUS SERIES: OPT 72 CELL MODULES

ELECTRICAL DATA (NOMINAL)

The rated power may only vary by -0/+10W and all other electrical parameters by ± 5%

Module Type	OPT325-72-4-100	OPT330-72-4-100	OPT335-72-4-100	OPT340-72-4-100
Power Classification (Pmax)	325 W	330 W	335 W	340 W
Module Efficiency (%)	16.66%	16.92%	17.18%	17.43%
Voltage at Max. Power Point (Vmp)	37.5 V	37.6 V	37.7 V	37.8 V
Current at Max. Power Point (Imp)	8.67 A	8.78 A	8.89 A	8.99 A
Open Circuit Voltage (Voc)	45.8 V	45.9 V	45.9 V	46.0 V
Short Circuit Current (Isc)	9.42 A	9.54 A	9.66 A	9.78 A

The electrical data apply to standard test conditions (STC): Irradiance of 1000 W/m² with AM 1.5 spectra at 25°C.

CHARACTERISTIC DATA

Type of Solar Cell	High-efficiency ARTisun Select cells, 3 and 5 busbar options available
Frame	Silver anodized aluminum alloy
Glass	Tempered (low-iron), anti-reflective coating
Junction Box	NEMA IP67 rated; 6 internal diodes
Cable & Connectors	12 AWG (4 mm ²) PV Wire with multiple connector options available; cable length 1300 mm

MECHANICALS

Cells / Module	72 (6 x 12)
Module Dimensions	1970 x 990 mm (77.6 x 39 in.)
Module Thickness (Depth)	38 mm (1.5 in.)
Approximate Weight	23 kg (50.7 lbs.)

TEMPERATURE COEFFICIENTS

Voltage	β, Voc (%/°C)	-0.335
Current	α, Isc (%/°C)	+0.047
Power	γ, Pmax (%/°C)	-0.420
NOCT Avg	(+/- 2 °C)	46.0

LIMITS

Max. System Voltage	1000 VDC for IEC, 1000 VDC for UL
Max Series Fuse Rating	15 Amps
Operating Module Temperature	-40°C to +85°C (-40°F to +185°F)
Storm Resistance/Static Load	Tested to IEC 61215 for loads of 2400 Pa (50 psf); hail and wind resistant

Suniva® reserves the right to change the data at any time. View manual at suniva.com.
*UV 90 kWh, TC 400, DH 2000. *Tests were conducted on module type OPT 60 silver frame.

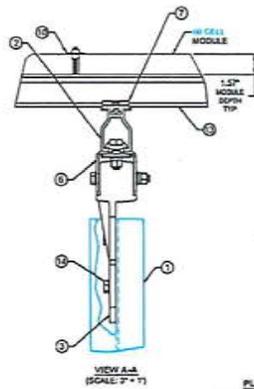
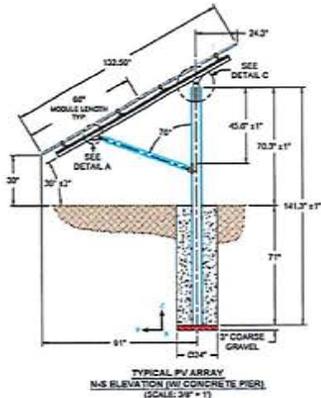
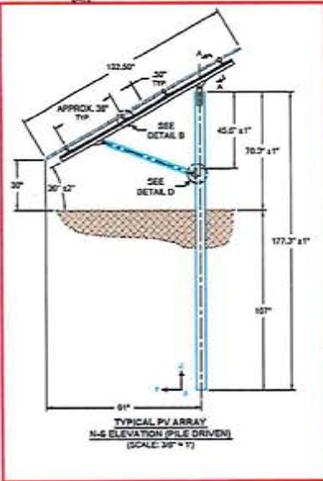
Please read installation manual before installing or working with module.

Product	Modules per pallet:	Modules per full 53 ft. truck load, double stacked
OPT - 72 cell	22	660

HEADQUARTERS
5765 Peachtree Industrial Blvd.,
Norcross, Georgia 30092 USA
Tel: +1 404 477 2700
www.suniva.com


The Brilliance of Solar Made Sensible®

PRELIMINARY
APPROVED FOR IMMEDIATE PRODUCTION
DATE:



PLEASE NOTE:
VIEW A-A SHOWN @ 3° FOR
RACKING CLARITY AND
DETAILS A-D ARE SHOWN @ 30°

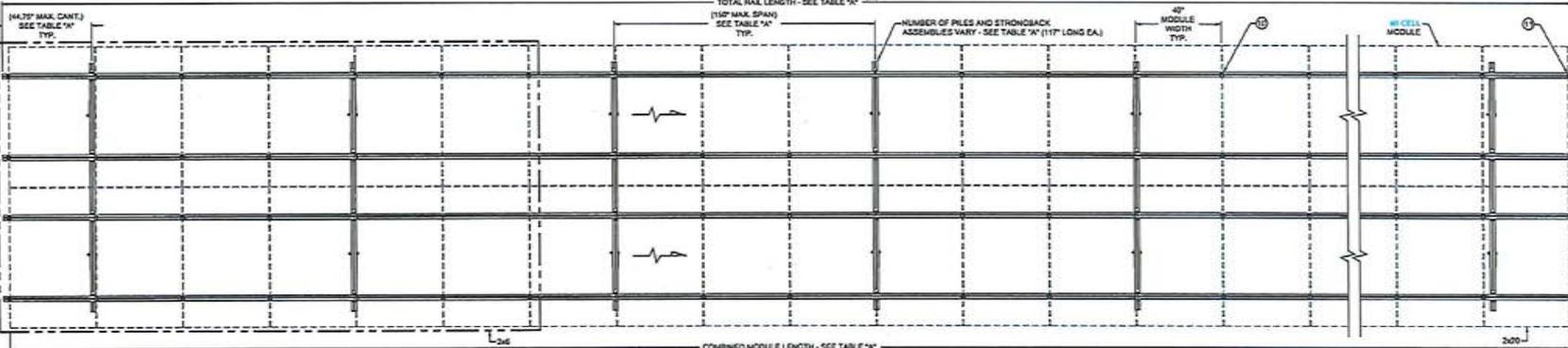
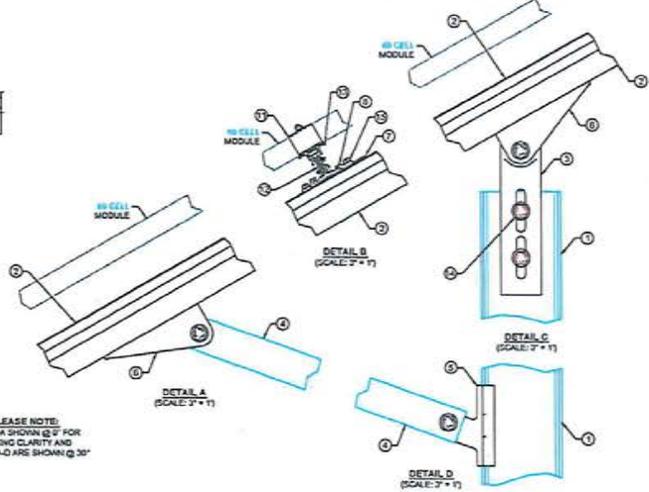


TABLE A - RAIL LENGTHS, MAXIMUM SPAN AND CANTILEVER				DRIVEN PILE			824" CONCRETE PIER			
TABLE	COMBINED MODULE LENGTH	TOTAL RAIL LENGTH	QTY. OF 180" RAIL	QTY. OF 240" RAIL	SPAN	CANTILEVER	QTY. OF PILES	SPAN	CANTILEVER	QTY. OF PILES
2x6	242.5"	240"	-	4	100"	15"	3	100"	15"	3
2x7	325"	280"	8	-	114"	24.5"	3	120"	24.5"	3
2x8	323.5"	320.5"	8	-	120"	44.75"	3	120"	38.75"	3
2x9	394"	270"	4	4	100"	22"	4	144"	41"	3
2x10	454.5"	412.5"	4	4	114"	34.38"	4	100"	43.25"	4
2x11	445"	451"	-	8	120"	42.5"	4	120"	36.5"	4
2x12	485.5"	491.5"	-	8	100"	28.75"	5	144"	28.75"	4
2x13	528"	532"	8	4	114"	38"	5	100"	41"	4

TABLE A - RAIL LENGTHS, MAXIMUM SPAN AND CANTILEVER				DRIVEN PILE			824" CONCRETE PIER			
TABLE	COMBINED MODULE LENGTH	TOTAL RAIL LENGTH	QTY. OF 180" RAIL	QTY. OF 240" RAIL	SPAN	CANTILEVER	QTY. OF PILES	SPAN	CANTILEVER	QTY. OF PILES
2x14	568.5"	572.5"	8	4	122"	42.25"	5	120"	34.25"	5
2x15	607"	612"	4	8	100"	26.5"	6	120"	42.5"	5
2x16	647.5"	652.5"	4	8	114"	41.75"	6	144"	36.75"	5
2x17	688"	694"	0	12	122"	42"	8	132"	42"	3
2x18	728.5"	734.5"	12	4	114"	25.25"	7	132"	37.25"	6
2x19	768"	772"	8	8	120"	27.5"	7	144"	37.5"	6
2x20	808.5"	813.5"	8	8	122"	41.75"	7	150"	32.75"	6

BILL OF MATERIALS			
QTY	DESCRIPTION	MATERIAL	FINISH
1	I-BEAM	50# STEEL	HOG
2	STRONGBACK	ALUMINUM	N/A
3	STRONGBACK ATTACHMENT	A36 STEEL	HOG
4	STRUT	ALUMINUM	N/A
5	STRUT ARM ATTACHMENT	A36 STEEL	HOG
6	SLIDE ATTACHMENT	ALUMINUM	N/A
7	RAIL BRACKET	ALUMINUM	N/A
8	RAIL CLAMP	ALUMINUM	N/A
10	MODULE MID-CLAMP ASSY.	STAINLESS	N/A
11	MODULE END-CLAMP ASSY.	STAINLESS	N/A
12	SPLICE PLATE	ALUMINUM	N/A
13	180 RAIL	ALUMINUM	N/A
14	1/2" - 13x1-1/2"	GRD 5	HOG
15	5/16" HARDWARE	GRD 5	HOG

This table configuration X two.

PE STAMP

GENERAL INFORMATION AND SYSTEM DETAILS

GENERAL INFORMATION:
SITE ADDRESS:
NA
AZIMUTH: TRUE SOUTH ASSIGNED
SYSTEM TYPE:
PPM 60 CELL-G-KIT
(POWER PACT MOUNT)
TOTAL SYSTEM SIZE: VARIES
TOTAL # OF MODULES: VARIES
MODULE TILT: 30°
N-S SPACING: NA
S-W GAP BETWEEN MOD.: 3"
S-W GAP BETWEEN ARRAYS:
MIN. 11"

BUILDING CODES:
STRUCTURAL: 2005 ASCE 7-05
EMBEDMENT: PER IRC 2012 1804.2
80#L CLASS: 3

LOADS:
DESIGN WIND SPEED:
50 MPH (ASCE 7-05)
2 SEC DUST EFFECT: 0.20
OCCUPANCY CATEGORY: I
EXPOSURE: C
MINRES WIND LOAD (SOUTH WIND):
28.81 PSF
MINRES WIND LOAD (NORTH WIND):
-27.70 PSF
DESIGN SNOW LOAD: 50 PSF
MODULE DEAD LOAD: 2.20 PSF

MANUFACTURER'S TOLERANCES:
LATERAL POST PLACEMENT
(X-Z PLANE):
±1.2" FOR TILT ANGLES < 20°
±1.5" FOR TILT ANGLES ≥ 20°
LATERAL POST PLACEMENT
(Y-Z PLANE): ±1.0" WITH ARRAY
POST HEIGHT VARIATION
(Z-F PLANE): ±0.5"
POST VERTICALITY TOLERANCE:
< 2.0° ALL DIRECTIONS
POST ROTATIONAL TOLERANCE:
±5.0°
ARRAY TILT AND ANGULAR TOLERANCE:
±2.0°

MODULE INFORMATION
MODULE GENERIC:
MODULE MODEL: 60 CELL
MODULE SIZE: 60"X145.5"
MODULE WEIGHT: 46.7 LBS.
MODULE OUTPUT: VARIES

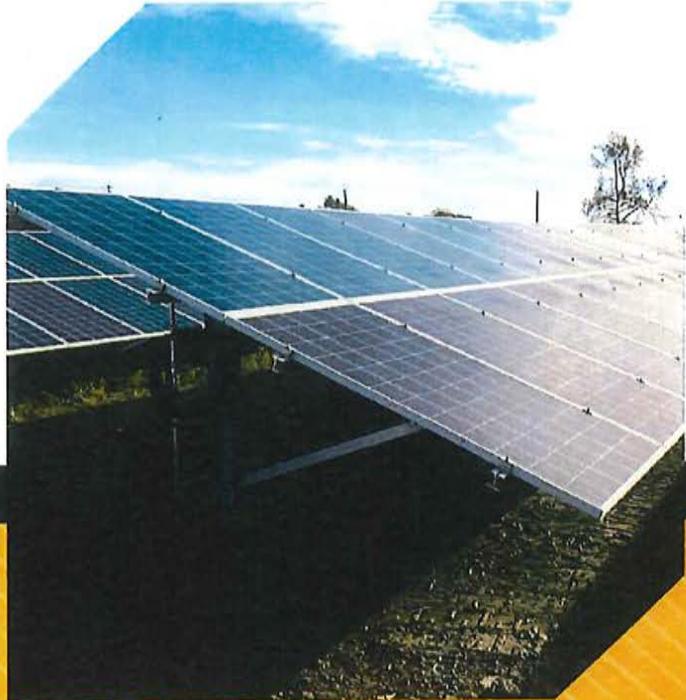
REVISION TABLE

WERNER ELECTRIC
STOCK 60 CELL KITS
50 PSF SNOW
PPM-60 CELL-G-50PSF-KIT
REV: 3-25-15 ACWG
D-SIZE: DL
VARIES 1 1



Power Peak™ AL

Large Scale Ground Mount System



● COMMUNICATIONS ● ENERGY ● SPECIAL INDUSTRIES ● SOLAR



The Power Peak™ AL – PV Solar Mounting System

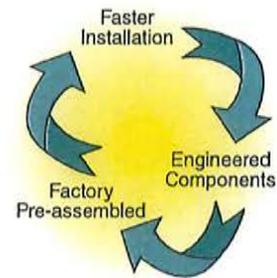
The Power Peak™ AL PV mounting system is designed for larger scale ground mount installations that require faster build rates. Combining high strength steel attachment components, lightweight module rails and the Lock-in-Place RAD™ clamp, the Power Peak provides a fast and secure mounting structure for most PV modules.

Power Peak mounting structures are optimized to site-specific conditions and assemble over pile driven galvanized "I" beams. Component attachments feature built-in field adjustments for post misalignment and include captive bolts. The single row, vertical post design greatly reduces the number of ground penetrations while providing increased ground clearance options.

The Power Peak mounting system assembles without any lifting equipment or machinery and pre-assembled components significantly reduce installation time and labor. Structures are specified and manufactured to match module string counts to reduce wiring time and materials. The unique module rails feature built in wire channels for a professional appearance.

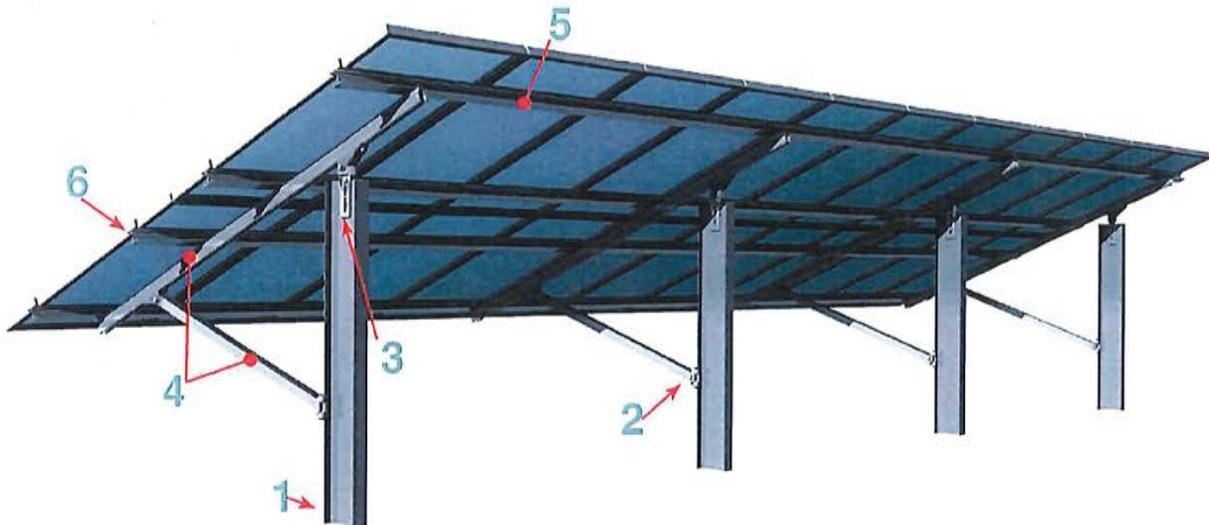
Technical Services Offered

- Permit ready drawings
- Quick turnaround on proposals
- Foundation designs
- Pile driving proposals
- Rack assembly proposals



Key Benefits

- Site Optimized Designs
Reduces overall material costs
- Factory Pre-assembled Components
Eliminates field measurements and handling of small hardware
- String Size Matched Sub-arrays
Faster repetitive layouts, easier wiring
- Local Pre-drilled I-Beam Vertical Posts
Eliminates on-site fabrication and reduces freight costs
- Racking Adjustments
Easier to square the structure when posts twist or misalign
- Lightweight Components
Eliminates heavy-duty lifting equipment and promotes "assembly-line" installation
- Integral Wire Management
Reduces labor, meets code and provides a clean and professional appearance
- Module Clamp Assemblies
Faster installation with a ¼" turn and no loose parts



Performance and Simplicity Connect

1 Standard I Beams

- Pile Driven with standard equipment
- Sized per site conditions to reduce overall system costs
- Sourced locally to reduce freight costs and delivery times
- Predrilled and galvanized - **Ready to install**



2 Strut Attachment

- Field adjustable
- Captive bolts – **No loose parts**
- Hot dip galvanized corrosion protection
- Lateral adjustments resolve twisted posts



3 Strongback Attachments

- Vertical field adjustments (2.5 inches)
- Hot dip galvanized **corrosion protection**
- Built-in articulation for twisted posts (± 5 degrees)
- High strength steel



4 Strongback Assembly

- Unfold and hang for easy assembly to posts
- Factory pre-assembled – strong back / strut / rail brackets
- **Field adjustable for easy alignment**
- Lightweight, High Strength Aluminum



5 Module Rails

- Lightweight, High Strength Aluminum
- **Built-in Wire channels**
- Lift into place
- Long lengths minimize splices



6 Module Clamps

- Pre-install clamps in rail then slide module in place.
- Heavy-duty stainless steel
- Factory pre-assembled – Lock-in-Place **RAD™ clamp**
- Built-in electrical grounding option
- Secure module clamping



Pre-Assembled Components of Power Peak™ AL

Each Power Peak system ships with factory pre-assembled components, resulting in reduced installation time and costs. Preset components not only avoid loose parts on site but also eliminate measuring and simplify the installation.



End Clamp Assembly



Mid Clamp Assembly



Strongback Assembly



Strut Attachment Assembly

The Power Peak AL is the newest member of DPW Solar's field-proven ground mount solutions including:

Multi-Pole Mounts (MPM-G2)

Large Ground Mounts (LGM)

DPW Solar's engineering staff is available to assist with your next project. Please visit www.DPWSolar.com and complete an RFQ Form or contact our product support team at (800) 260-3792.



2716 Vassar Place NE
Albuquerque, New Mexico 87107
USA

Telephone: 800.260.3792
Fax: 505.881.0933
Web Site: www.DPWSolar.com
E-mail: info@DPWSolar.com

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Preformed Line Products
(Canada) Limited
1711 Bishop St. E
Cambridge, ON N1T 1N5

Telephone: 519-740-6666
Fax: 519-740-7917
Web site: www.preformed.on.ca
Email: sales@preformed.on.ca

Kate,

After some calculations, we have determined that there is one large accessory building on the property that covers 5390 sq. ft. of space.

The solar array we propose takes up 888 sq. ft. of footprint space (two separate arrays located within 15 ft of each other.)

Under your ordinances, that would mean we are not allowed to put in a personal use solar array for our customer at 2660 239th Ave NW St Francis, MN 55070. (Dan and Catherine Lauseng)

I would like to point out a few things that I hope will change your mind about the solar array being labeled as an accessory structure.

- The total array height will be under 9 ft. tall
- The ground under the array will remain natural. Grass will grow there and the surface will remain entirely porous.
- There is a bank of trees to the north of the array that blocks the entire system from the street.
- Systems this size are being accepted for install by jurisdictions around the entire state of Minnesota. I will attach a few photos of systems we have installed for your reference.

While it is possible to put solar arrays on roof surfaces (TruNorth has done hundreds of roof-top solar arrays), this particular accessory building has its sloped roof surfaces facing east/west, which is not conducive to the best solar resource.

Please consider letting us install this ground-mount array for Catherine and Dan. They are very excited about the project and we have been given permission from Connexus (electric utility) to proceed.

Thank you,

Donna Pickard

Solar Permissions Manager

TruNorth Solar LLC

Mobile: 952-500-0789







NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

PLANNING MEMO

TO: St. Francis City Council
FROM: Nate Sparks, Consulting Planner
DATE: July 26, 2016
RE: Rum River Bluffs Development Contract Assignment & Release

Background

Semler Development LLC has made a request to the City of St. Francis to assign the development agreement and all related obligations to BL Holdings LLC. The current development agreement for Rum River Bluffs requires the City's consent to any transfer of obligations or assignment.

Rum River Bluffs

In 2007, the City entered into a development agreement with Semler Development LLC to guarantee the proper construction and management of the Rum River Bluffs development. This agreement was amended twice in 2009. Once was to extend the deadline for completing the roads. The second amendment was related to the placement of utilities in the outlot that was recently proposed for platting as Rum River Bluffs 2nd Addition. This amendment included an assessment agreement. In 2013, the City entered into an assessment agreement with Semler Development to finish the infrastructure for the remainder of the first addition of the development. Semler Development is seeking to transfer all remaining obligations to BL Holdings.

Remaining Obligations

The outstanding obligations for this development include construction of the turn lanes on Rum River Blvd, the assessments remaining on the unsold lots in the first addition, and the assessments on the 2nd Addition.

The turn lanes were included in the development agreement for the 2nd Addition with BL Holdings LLC. They are required to post a security guaranteeing their completion.

The assessment for the utilities in the 2nd Addition would be addressed by the recording of the final plat and the City resetting the assessments on the new properties, pursuant to the terms outlined in the 2nd Addition development agreement.

The third obligation is the outstanding assessments related to the improvements in the first phase of the development. BL Holdings LLC states that they will pay the outstanding assessments at the time of transfer.

Assignment Agreement

The City Attorney has provided a draft assignment agreement for the two parties that outline the terms for handling the remaining obligations. Both parties and the City would need to sign the agreement.

Recommended Action

If the two parties enter into the assignment agreement and meet all the obligations outlined, it would appear to be reasonable to allow for the assignment of the development agreement. Furthermore, if the terms are met, as outlined in the attached resolution, the Council may authorize City Staff to release Semler Development of any future obligations related to Rum River Bluffs.

If the Council wishes to allow for this assignment and release, approval of the attached resolution and assignment agreement would be appropriate.

Attached:

Res. No. 2016-38: Approving Assignment of Development Agreement
Assignment Agreement

ASSIGNMENT OF DEVELOPMENT CONTRACT

This ASSIGNMENT OF DEVELOPMENT CONTRACT (the "Assignment") is made and entered into this ____ day of _____, 2016, by and between SEMLER DEVELOPMENT, LLC, a Minnesota limited liability company ("Developer" or "Owner") and BL HOLDINGS, LLC, a Minnesota limited liability company ("Purchaser").

RECITALS:

WHEREAS, Developer holds fee title to certain real property located within the boundaries of the City of St. Francis, legally described as Lot 2, 4-8, 14-19, 21, 22 and 24, Block 5, Rum River Bluffs, Anoka County, Minnesota (the "Property"); and

WHEREAS, Developer and the City of St. Francis, a Minnesota municipal corporation (the "City") (City and Developer are collectively referred to as the "Original Parties"), entered into that certain Development Agreement for the purpose of outlining and setting forth certain obligations and commitments of the Original Parties relative to the contemplated development of the Property, which Agreement was dated September 4, 2007, which Agreement was amended by an Amendment to Development Agreement Rum River Bluffs dated September 8, 2009 (collectively the "Contract"); and

WHEREAS, the Agreement provides that subject to the terms and conditions therein, the Developer may convey title to individual lots within the Rum River Bluffs subdivision, provided the recipient of such conveyance agrees to pay all real estate taxes and special assessments due and owing on the property conveyed and to execute this Assignment; and

WHEREAS, Developer desires to convey title to the Property to Purchaser, subject to the terms and conditions contained herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **RECITALS**. The foregoing recitals are hereby incorporated in the body of this Assignment as if fully rewritten and restated herein.
2. **ASSIGNMENT**. Developer hereby grants, assigns and transfers to Purchaser, any and all right, title, and interest of any nature whatsoever, of Developer under the Contract with respect to the following provisions of the Contract as the same affects the Property as follows:
 - a. All obligations of Developer contained in the Development Contract;
 - b. Purchaser, after payment of all delinquent real estate taxes and delinquent special assessments, assumes all assessments for the Municipal Improvements described in the Agreement;

3. **ASSUMPTION.** Purchaser hereby accepts and assumes all obligations of the covenants, conditions, and agreements of the Developer under the Contract assigned to it hereunder.

4. **GOVERNING LAW.** This Assignment shall be governed by and construed in accordance with the laws of the State of Minnesota.

5. **PARTIAL INVALIDITY.** The provisions hereof shall be deemed independent and severable, and the invalidity or enforceability to any one provision shall not affect the validity or enforceability of any other provision hereof.

6. **SEVERABILITY.** The unenforceability or invalidity of any provision hereof shall not render any other provisions herein contained unenforceable or invalid.

IN WITNESS WHEREOF, the parties have executed this Assignment as of the date first set forth above.

ASSIGNOR:

SEMLER DEVELOPMENT, LLC,
a Minnesota limited liability company

By: _____
Its: _____

ASSIGNEE:

BL HOLDINGS, LLC,
a Minnesota limited liability company

By: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument has been acknowledged before me this _____ day of _____, 2016, by _____, the _____ of Semler Development, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument has been acknowledged before me this _____ day of _____, 2016, by _____, the _____ of BL Holdings, LLC, a Minnesota Limited Liability Company, on behalf of the company.

Notary Public

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

RESOLUTION 2016-38

**A RESOLUTION APPROVING THE ASSIGNMENT OF THE RUM RIVER BLUFFS
DEVELOPMENT AGREEMENT & ALL RELATED RESPONSIBILITIES TO BL
HOLDINGS LLC**

WHEREAS, the City of St. Francis (“the City”) entered into a development agreement for Rum River Bluffs with Semler Development, LLC (“the Developer”) dated September 4, 2007; and

WHEREAS, the development agreement was amended on April 6, 2009 and September 8, 2009; and

WHEREAS, the amendment on September 8, 2009 was related to infrastructure installed by the City repayable by the Developer subject to terms of an assessment agreement; and

WHEREAS, the Developer entered into a Public Improvement and Assessment Agreement with the City on July 15, 2013 related to additional infrastructure improvements being placed within the development repayable by the Developer subject to the terms of an additional assessment agreement; and

WHEREAS, the Developer seeks to assign the development agreement, amendments, and agreements with all related responsibilities to BL Holdings, LLC (“the Purchaser”); and

WHEREAS, the development agreement requires the Developer to request permission from the City Council prior to assignment; and

WHEREAS, the Purchaser also wishes to assume any responsibilities related to Rum River Bluffs 2nd Addition; and

NOW, THEREFORE, BE IT RESOLVED that the City of St. Francis hereby approves the assignment of the development agreement, all amendments thereto, and all assessment agreements pursuant to the following conditions:

1. The Purchaser shall assume all responsibilities remaining in the Development Agreement for Rum River Bluffs.
2. The Purchaser shall assume responsibility for any remaining assessments related to the Public Improvement and Assessment Agreement from July 15, 2013.
3. The Purchaser shall assume responsibility for all assessments related to the development agreement amendment dated September 8, 2009.
4. The Purchaser shall record the final plat for Rum River Bluffs 2nd Addition as approved by the City Council on July 18, 2019.

5. The Purchaser shall enter into a development agreement with the City of St. Francis related to the final plat of Rum River Bluffs 2nd Addition and supply all required financial securities.
6. The Developer and Purchaser shall enter into the Assignment of Development Contract agreement as prepared by the City Attorney.
7. The Purchaser shall provide proof of recording of all deeds of properties in Rum River Bluffs conveyed by the Developer to the Purchaser.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City of St. Francis may release Semler Development, LLC from any or all obligations related to the Rum River Bluffs Final Plat and development agreement subject to the terms herein.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 1ST DAY OF AUGUST, 2016.

APPROVED

Steve Kane
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk

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

ORDINANCE 221, Second Series

**BY ACT OF THE CITY COUNCIL, THIS ORDINANCE ENACTS
CITY ORDINANCE 221, SECOND SERIES,
ESTABLISHING A MORATORIUM REGULATING THE RESIDENCY LOCATION OF
PREDATORY OFFENDERS WITHIN THE CITY**

WHEREAS, predatory offenders present a significant threat to the public safety of the community as a whole, especially children, females, and vulnerable populations. Predatory offenders are likely to use physical violence and to repeat their offenses. The cost of predatory offender victimization to society at large, while not precisely calculable, is significant; and

WHEREAS, the City Council finds that it is in the best interest of the public to study and consider options for addressing and minimizing the public safety impacts of such placements; and

WHEREAS, the City may amend and enact ordinances and regulations under its police powers as it sees fit, including through the adoption of moratoria and temporary regulations enacted to allow the City sufficient time to prepare and adopt permanent regulations; and

WHEREAS, the City does not currently have an ordinance regulating the location of predatory offenders within its boundaries; and

WHEREAS, the City has a compelling interest in promoting, protecting and improving health, safety and general welfare of the City's citizens; and

WHEREAS, the City needs to study and evaluate the need to limit/prohibit certain predatory offenders from establishing temporary or permanent residence in certain locations where children are known to regularly congregate in a concentrated number; and

WHEREAS, the Council has under consideration a temporary ordinance limiting the residency location of predatory offenders in order to study and consider a permanent ordinance limiting the residency location of predatory offenders within the City.

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

Section 1. Code Enacted. Chapter 8 Section 12 of the St. Francis City Code Entitled Offenses Related to Drug Paraphernalia shall be enacted as follows:

Section 12

8-12-1. Definitions

The following words, terms, and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- A. "Child" means any person under the age of eighteen (18).
- B. "Designated predatory offender" means any person who has been categorized as a Level III predatory offender under Minnesota Statutes, Sec. 244.052, any successor statute, or a similar statute from another state in which that person's risk assessment indicates a high risk of reoffense.
- C. "Permanent residence" means a place where a person abides, lodges, or resides for 14 or more consecutive days,
- D. "Temporary residence" means a place where a person abides, lodges, or resides for a period of 14 or more days in the aggregate during any calendar year and which is not the person's permanent address, or a place where the person routinely abides, lodges, or resides for a period of four or more consecutive or non-consecutive days in any month and which is not the person's permanent residence.
- E. "School" means a public or non-public elementary or secondary school.
- F. "Licensed child care center" means a group child care center currently licensed by the applicable County or the State of Minnesota.
- G. "Public playground" means a publicly-owned, improved park or other outdoor area designed, equipped, and set aside primarily for children's play.

8-12-2 Temporary Regulations on Predatory Offenders

- A. It shall be unlawful for any designated predatory offender to establish a permanent or temporary residence within 2,000 feet of any school, licensed child care facility, public playground, or any other place where children are commonly known to regularly congregate.
- B. For purposes of determining the minimum distance separation required by this Section, the requirement shall be measured by following a straight line from the outer property line of the permanent or temporary residence of the designated predatory offender to the nearest outer property line of the protected property.
- C. A designated predatory offender residing within a prohibited area as described in this Section does not commit a violation of this Ordinance if any of the following apply:
 - 1. The person established the permanent or temporary residence and reported and registered the residence pursuant to Minnesota Statutes, Sec. 243.166 and 243.167 or any successor statute, prior to the effective date of this ordinance;

2. The school, licensed child care center, or public playground within 2,000 feet of the person's permanent or temporary residence was opened after the person established such residence and reported and registered the residence pursuant to Minnesota Statutes, Sec. 243.166 and 243.167, or any successor statute;

3. The residence is also, as of the effective date of this ordinance, the primary residence of the person's parents, grandparents, siblings, or spouse; or

4. The residence is a property purchased, leased, or contracted with and licensed by the Minnesota Department of Corrections prior to the effective date of this ordinance.

8-12-3 Duration.

A. The regulations imposed by this Section shall be in effect for a period of one year from the date of its adoption, until the final adoption of an amendment to the City Code regarding the residency location of predatory offenders, or upon its express repeal by the City Council, whichever occurs first.

8-12-4. Enforcement

A. A violation of this Ordinance shall be a misdemeanor. In addition, the City may enforce this Ordinance by mandamus, injunction, or other appropriate civil remedy in any court of competent jurisdiction, or through any administrative penalties program of the City Code.

Section 2. Study of Issues

City staff is directed to study the impacts of the residency of predatory offenders within the City and determine if further or different limits to residency restrictions for such offenders will further protect the needs of the public. Staff is further directed to draft amendments to the current City Code as may be necessary to further the goals expressed above for consideration by the City Council.

Section 3. Effective Date

This Ordinance shall be effective upon 30 days from publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS ___ DAY OF AUGUST, 2016.

Steve Kane
Mayor

ATTEST:

Barbara I. Held
City Clerk
688076-v1



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

PLANNING MEMO

TO: St. Francis City Council
FROM: Nate Sparks
RE: Temporary Family Health Care Facilities
DATE: July 26, 2016

Background

This spring, the Legislature passed, and the Governor signed, a law requiring municipalities to allow "Temporary Family Health Care Dwellings" under MN Stat Section 462.3593. The new law defines these dwellings, requires their accommodation, but includes an "opt-out" provision that permits the municipality to exempt themselves from the provisions.

New Statute

The statute itself was developed and put forward by a New Brighton firm that builds these units, called "Next Door Housing". The statute includes an exemption for any municipality that already has an ordinance that allows temporary health care dwellings as a permitted use, the statute applies. The statute is also specific about applying in cases where a municipality has ordinances that would otherwise prohibit the use through a reference to its accessory use provisions or recreational vehicle regulations.

The new law includes the following aspects:

- Definitions of caregiver, person needing care, and "relative" providing care;
- Specifies that the subject of the statute is a "mobile" residential dwelling;
- Specifies that the unit must be built off-site;
- Specifies that the unit is no more than 300 square feet, and has no permanent foundation;
- That the unit is "universally" designed and meets accessibility standards;
- That the unit access plumbing and electrical through the principal home, or "other comparable means".
- That the unit uses exterior materials compatible to "standard residential construction" and has an energy rating of R-15;
- Is sized to be movable with a one-ton pickup truck;
- Provides that such units will be permitted uses;
- Provides for an application and permitting process, including notice to "adjacent" property owners;
- Provides that the unit must meet setbacks and floor area ratio requirements;
- Provides that the unit is occupied by only one person;

- Provides for one six-month permit term, and one additional six month term;
- Provides for municipal inspection and a revocation process;
- Provides for a maximum \$100 fee for the initial permit, and \$50 fee for the additional term extension;
- Incorporates MN Stat Section 15.99 for permit review.
- Provides for the opt-out ordinance as noted below.

Opt-out provision

The new statute, as a part of MN Stat 462 is incorporated into the municipal planning and zoning regulations, and will become effective on September 1, 2016. The municipality will have to opt out of the regulation prior to that date to avoid its effect. Because this appears to be a zoning regulation, any opt-out will need to be processed as an amendment to the zoning ordinance, requiring the typical hearing and ordinance adoption. The only opt-out is an explicit opt-out. The League of Minnesota Cities has drafted a model opt-out ordinance, which is attached to this report.

Accessory dwelling units generally

The issue of accessory dwelling units for the purpose of providing living space for family members needing care has been widely discussed. The context for most of these discussions has been for attached units that constitute some form of second dwelling on single family parcels. There are various arguments, pro and con, for these units.

Issues under the new law

Apart from the issues raised by accessory dwellings, the Temporary Family Health Care Dwelling addresses a separate aspect of this issue – mobile, detached “trailer” units that are hauled to the subject residential property, installed with connections to the electrical and plumbing services from the main house, and then detached and removed, theoretically, when their use is no longer needed.

The statute provides for a single six-month period of installation, and the option for one additional six-month period. The statute also provides for an extensive process of permitting and locational regulations that would supersede a community’s normal review process. It is not clear how the statute might apply to somebody who wishes to apply for a third six-month period – it would appear that the statute prohibits that extension.

Potential Actions

1. The City may choose to do nothing, and allow the statute to go into effect. In this case, all of the details of the law, including size, location, construction, delivery, timing, and process would be regulated by the statute.
2. The City may decide that it wishes to allow Temporary Family Health Care Dwellings, but prefer ordinance details more tuned to the City’s specific requirements and zoning objectives. Examples of alternatives preferred by the municipality might be providing for site-built facilities, differences in size or materials, differences in location or screening requirements, the use of interim use permits or conditional use permits, or alternative notice requirements, just to name a few. In such a case, the City should take action to adopt an ordinance opting-out of the statute, and proceed to adopt its own regulations. It will be important that the municipality opt-out of the state law, or the statute may have the effect of pre-empting the preferred alternative.

3. The City may decide that only attached accessory units are suitable in their community or wish to revisit this topic at a future date and choose to pass the opt-out ordinance with no further discussion on the matter, at this time.

Planning Commission Recommendation

The Planning Commission recommended approval of the attached ordinance.

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

ORDINANCE 222, SECOND SERIES

**AN ORDINANCE AMENDING THE ST. FRANCIS ZONING ORDINANCE TO
OPT-OUT OF THE TEMPORARY FAMILY HEALTH CARE DWELLING STATUTES**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. That Code Section 10-18-12 shall hereby be added to read as follows:

10-18-12: TEMPORARY FAMILY HEALTH CARE DWELLINGS. Pursuant to authority granted by Minnesota Statutes, Section 462.3593, subdivision 9, the City of St. Francis opts-out of the requirements of Minn. Stat. §462.3593, which defines and regulates Temporary Family Health Care Dwellings.

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 _____, 2016.

APPROVED:

Steve Kane
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

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

RESOLUTION 2016-39

**A RESOLUTION DECLARING SURPLUS
PROPERTY AND AUTHORIZING THE DISPOSAL
OF SAID PROPERTY
32-34-24-22-0002**

WHEREAS, Section 8-7-3 of the St. Francis City Code entitled "Disposal of Excess Property" outlines the procedure for disposal of City owned property; and

WHEREAS, pursuant to Section 8-7-3, the City has identified property legally described as follows as surplus property and is no longer needed for municipal service;

UNPLATTED VILLAGE OF ST FRANCIS THAT PART OF THE NORTHWEST 1/4 OF SECTION 32-34-24 ANOKA COUNTY, MINNESOTA DESCRIBED AS FOLLOWS; COMMENCING AT A POINT ON THE WEST LINE OF SAID SECTION 32 WHICH POINT IS 891 FEET SOUTH OF THE NORTHWEST CORRIDOR OF SAID SECTION-THENCE PROCEEDING EASTERLY A DISTANCE OF 300 FEET ON A LINE PARALLEL WITH THE NORTH LINE OF SAID NORTHWEST 1/4-THENCE SOUTH & PARALLEL WITH THE WEST LINE OF SAID NORTHWEST 1/4 A DISTANCE OF 150 FT TO THE ACTUAL POINT OF BEGINNING -THENCE CONTINUING S ON SAID PARALLEL LINE A DISTANCE OF 38.4 FEET-THENCE WESTERLY & PARALLEL WITH THE NORTH LINE OF SAID NORTHWEST 1/4 A DISTANCE OF 300 FEET TO THE WEST LINE OF SAID NORTHWEST 1/4-THEN NORTH ON THE WEST LINE OF SAID NORTHWEST 1/4 A DISTANCE OF 38.4 FEET-THENCE EASTERLY & PARALLEL WITH THE NORTH LINE OF SAID NORTHWEST 1/4 A DISTANCE OF 300 FT TO THE POINT OF BEGINNING (SUBJ TO EASE OF RECORD)

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby declares the above described real property as surplus, with the value of property determined to be \$700.00.

BE IT FURTHER RESOLVED that the City Administrator is authorized to dispose of said real property pursuant to City Code requirements.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 1ST DAY OF AUGUST, 2016.

APPROVED:

ATTEST:

Steve Kane, Mayor of St. Francis

Barbara I. Held, City Clerk

Legend

-  City Limits
-  Railroads
-  Parcels (1-1-2016)
-  Parcels Isanti
-  Ponds
-  Lakes
-  Rivers
-  State Land
-  City Parks
-  County Parks



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of St. Francis is not responsible for any inaccuracies herein contained.

0 263 Feet





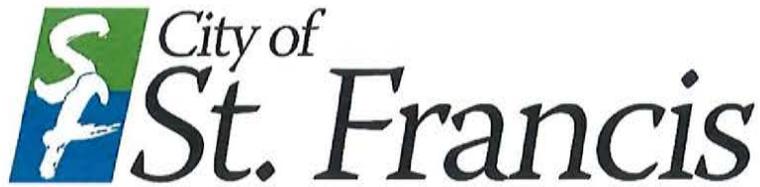
Streets and Parks Monthly Report - June 2016

Public Works
4058 St. Francis Blvd. NW
St. Francis, MN 55070

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
Parks	Park Inspections	Inspect equipment, buildings, and trees	58	Inspections
Parks	Drag Ball Fields	Drag infield of baseball fields - 2 ball fields	36	Times infields dragged
Parks	Cleaned water fountain	Water fountain at Woodbury Park	4	Fountain cleaned
Parks	Mowing	16 City Parks were mowed 6 times each and weed whipped 2 times each	273	Acres mowed
Parks	Fertilizing	Fertilizing	22.54	Acres Fertilized
Parks	Trail mowing	Mowing alongside trails	6.5	Miles
Parks	Events	Preparation and inspection	42	32 baseball/soft ball 1 wedding 4 private parties 5 misc.
Storm	Catch basins	Cleaned catch basins	36	Catch basins
Storm	Jetting	Jetting storm sewers	770	Feet of storm sewer
Streets/Parks	Training	Chainsaw training	1	Training Session
Streets	Ditch mowing	Mowing ditches	134.8	Miles of road
Streets	Sign replacement	Replacing various signs	5	Signs replaced
Streets	Grading	Grade gravel roads	2.6	Miles of road graded
Streets/Parks	Callouts	Response for service requests outside normal working hours	5	2 Pioneer 2 Events 1 Raise Flags



Water and Sewer Monthly Report - June 2016

Public Works
 4058 St. Francis Blvd. NW
 St. Francis, MN 55070

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect facility daily	Facility inspection	18	Inspections
Water	Calculate influent and effluent	Calculate gallons pumped for both influent and effluent		
Water	Calculate chemicals	Calculate treatment chemicals used daily		
Water	Chemical adjustment	Adjust chemicals based on lab testing results		
Water	Daily labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese	18	Labs
Water	Well house	Inspect daily, take readings, drawdowns, pump runtimes	18	Inspections
Water	Bacteria samples	Take set of monthly bacteria samples	5	Samples per set
Water	Water Treatment Report			
		Total Finished Water	19.095	Million Gallons
		Total Raw Water	19.884	Million Gallons
		Average Daily Flow	.635	Million Gallons
		Average Chlorine	.57	Mg / l
		Average Raw Iron	1.12	Mg / l
		Average Manganese	.083	Mg / l
		Average Fluoride	.71	Mg / l
		Iron Removal	97%	
		Manganese Removal	72%	
Wastewater	Inspect ponds	Daily inspection of WWTF ponds	18	Inspections
Wastewater	Inspect blower building	Daily inspection of blowers	18	Inspections
Wastewater	Inspect control building	Daily inspection of control building	18	Inspections

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Monthly sampling	Perform required monthly sampling - 2 influent (6 constituents); 1 effluent (7 constituents);	19	Constituents
Wastewater	Ph readings	Take required ph readings	3	Ph readings
Wastewater	Inspections	Inspect 10 lift stations daily and calculate pump runtimes	180	Lift station inspections
Wastewater	Wastewater Treatment Report			
		Discharge Point	RIB	
		Total Influent	10.63	Million Gallons
		Total Effluent	9.32	Million Gallons
		Influent TSS	522	Mg / l
		Effluent TSS	52	Mg / l
		TSS Removal	90%	
Water/Sewer	Locates	Process Locate Requests	128	Utility locate requests
Water/Sewer	Meter Readings	Monthly meter readings (city owned and large user meters)	53	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect new water and sewer connections		
Water/Sewer	Water misc.	Work orders; re-reads; high water usage; no read list; meter installs		
Water/Sewer	Monthly Projects			
Water	Reclaim Tanks	Clean reclaim tanks at water treatment facility	3	Reclaim tanks
Sewer	Jetting	Jetting of sewer main	15,000	Feet of sewer main
Water/Sewer	Pioneer Days	Assist with Pioneer Days		
Water/Sewer	RPZs	Inspect RPZs	8	8 Inspected 2 rebuilt
Water/Sewer	District 2 Inventory	Asset inventory, inspect gate valves and manholes		
Water	Perform yearly PM at Water Treatment Facility	Change oil in sludge pumps	3	Sludge pumps
Sewer	Lift Station Maintenance	Wash, clean floats, check alarms, pull pumps and inspect	6	Lift Stations
Water	Water main shutdowns	Assist with water main shutdowns	2	Water main shutdowns
Sewer	180 Acres	Assist with irrigation startup		

**CITY COUNCIL
AGENDA REPORT**
Agenda Item #: 8c. City Admin

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Canvas Election Results
DATE: August 1, 2016

ITEM FOR CONSIDERATION:

Set a time and location to hold a Special Meeting on August 12, 2016 to Canvas Election Results.

BACKGROUND:

Cities with a Primary must canvass the local primary results. Per MN State Statute this must be conducted on the third day after the primary. Unless the county auditor of each county agrees to a canvass on the 2nd day. I did contact Anoka County and they cannot guarantee the results abstracts will be prepared on the 2nd day, therefore it must be held on the third day, Friday August 12, 2016. A time will need to be determined for the meeting. The meeting will consist of adopting a resolution and can be held at city hall.

ACTION BE TO CONSIDERED:

Call a special meeting for August 12, 2016 to canvass the local election results, setting a time and location.

BUDGET IMPLICATION:

None.

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Attachments: