

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
FEBRUARY 5, 2018
ISD #15 CENTRAL SERVICE CENTER
4115 Ambassador Blvd NW
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA - *All matters listed within the Consent Agenda are considered to be routine items to be enacted upon by one motion by the City Council. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.*
 - A. City Council Minutes – January 16, 2018
 - B. St. Francis Lions – Application for MN Lawful Gambling Permit/Bingo April 28 @ Am. Legion
 - C. Appointments to the Planning Commission
 - D. Payment of Claims
5. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person ***
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
 - A. Meridian – Easement Vacation
 - 1) Vacating a Drainage and Utility Easement and Access Easement – Res 2018-08
8. OLD BUSINESS
 - A. St. Francis Transitional Care Facility-Assisted Living/Planned Unit Development/Res 2018-02
9. NEW BUSINESS
 - A. Ordinance 237, Second Series – Amend Regulations on Solar Energy Systems (1st Reading)
 - B. Building Official
10. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person ***
11. REPORTS
 - A. Liquor Store (Bottle Shop) – Annual Report
 - B. Councilmember Reports -
 - C. Upcoming Events –

Feb 6	Caucus Meetings: 7 pm http://caucusfinder.sos.state.mn.us/
Feb 19	City Offices Closed for Presidents Day Holiday
Feb 20 (Tues)	City Council Meeting @ ISD #15 Central Services Center 6:00 pm
12. ADJOURNMENT

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – February 5th, 2018 Council Meeting

Agenda Items:

4. CONSENT AGENDA:

- a. City Council Minutes – January 16, 2018
- b. Acknowledge Lions Club Bingo - Bingo permit for April 28th, 2018.
- c. Planning Commission Appointment – Appoint Greg Zutz, William Murray, and Liz Fairbanks to the Planning Commission.
- d. Payment of Claims –

6. Special Business:

- A. None –

7. PUBLIC HEARINGS

- A. Meridian – Easement Vacation. Meridian has pulled their application to update their building plans. This approval is contingent upon Meridian obtaining a CUP. **Public Hearing. Consider adopting Resolution 2018-08.**

8. OLD BUSINESS

- A. PUD St. Francis Transitional Care Facility – **Resolution 2018-02.** 89 unit senior housing facility with assisted and transitional care residential units. This revised application from 2015 addresses changes to stormwater management, and includes changes to the building layout including underground parking.

Template approval Motion: *“I move that we approve the requested planned unit development amendment based on the findings of fact in the staff report, and subject to the conditions listed on pages 10 and 11 as may have been amended here tonight.”*

Template Denial Motion: *“I move that we deny the requested planned unit development based on the following findings of fact: **(provide findings)**”*

9. NEW BUSINESS

- A. Ordinance 237 Second Series- Solar Garden Ordinance. Provide Staff with comments and consider moving to a Second Reading.

- B. Building Official – Staff has outlined a report concerning the Building Official position in the City of St. Francis.

11. Reports:

- A. Bottle Shop 2017 Annual Report
- B. Councilmember Reports

12. Adjournment

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
JANUARY 16, 2018

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:00 pm by Mayor Pro-Tem Joe Muehlbauer.

2. **ROLL CALL**

Members present: Mayor Pro-Tem Joe Muehlbauer, Councilmembers Jerry Tveit, Robert Bauer and Rich Skordahl. Mayor Steve Feldman excused.

Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Administrator Joe Kohlmann, Police Chief Todd Schwieger, Assistant Fire Chief Joe Lawrence, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

MOTION BY BAUER SECOND TVEIT APPROVING THE REGULAR CITY COUNCIL AGENDA. Motion carried 4-0.

4. **CONSENT AGENDA**

MOTION BY SKORDAHL SECOND BAUER TO APPROVE THE CONSENT AGENDA ITEMS A-E AS FOLLOWS:

- A. City Council Minutes – January 2, 2018
- B. St. Francis Lions – Application for MN Lawful Gambling Permit/Bingo March 17th @ Am. Legion
- C. Annual City Charter Report to Chief Judge Tenth Judicial District
- D. St. Francis Transitional Care Facility-Assisted Living/Planned Unit Development - Continuance
- E. Payment of Claims \$1,270,368.58 (ACH #217-219 \$1,099,165.27 and Check #'s 73637-73702 \$171203.31)

Motion carried 4-0.

5. **MEETING OPEN TO THE PUBLIC**

None

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

- A. Appointments of Fire Department Captains; Carl Johnson, Chad Schroeder and Evan Sturzl and Lieutenant; Sam Strassburg (Terms expiring 12/31/19)

Bauer said he has a little concerned why for a small department we need three captains. Assistant Fire Chief Lawrence stated there will be a Captain of Operations, Training, and Inspections/Public Education. The lieutenant is a backup to the captains along with helping out with the technology system. There will be some changes to the Relief Association. On-call departments is hard to work well with just one or two captains.

Tveit and Skordahl agreed.

Muehlbauer asked about budgeting. Lawrence said this was included under our current budget.

MOTION BY TVEIT SECOND SKORDAHL TO APPOINT CARL JOHNSON, CHAD SCHROEDER AND EVAN STURZL AS ST. FRANCIS FIRE DEPARTMENT CAPTAINS AND SAM STRASSBURG AS LIEUTENANT WITH TERMS EXPIRING 12/31/19.

Motion carried 4-0.

10. **MEETING OPEN TO THE PUBLIC**

None

11. **REPORTS**

- A. Public Works – Monthly and Annual Reports

Teicher gave an overview of the monthly and annual reports. Noted the Water - gallons per day and Wastewater- 99% removal rate for 2017. Teicher stated with the 99% removal, this shows us the performance of the new wastewater facility is doing really well and not affected by the recent cold weather. Unfortunately, we had 20-lift station plugging's because people are flushing non-disposable items down their toilets. Completed 23,000 feet of jetting the sanitary sewer for preventative maintenance. The Asset Inventory is completed.

Streets/Parks used 92,000 gallons of water for the year to flood the rinks. Also Snowplowed 423 miles of roadways in 2017.

Tveit liked the 99% removal rate for the wastewater even in the cold weather.

Bauer said maybe we should put a page on our website that list flushable/non-flushable items. Tveit said unfortunately some products say flushable and they are not.

Skordahl said I think Teicher should put up a video on the website showing a lift station when they are unplugging it and what they find.

Muehlbauer agrees just because it says “flushable” doesn’t mean it is good for the lift stations. Did have complaints about the ice conditions at the rinks. Spoke to staff about it and have not hear back from the residents so it must have been taken care of.

B. Police Department – Annual Report

Police Chief Todd Schwieger reported this year we expanded on the community outreach programs. Hoping to expand that even further in 2018. Also includes all the photos of the officers and office staff. Calls for service increase about 17%. Violent and property calls decreased so that was good. Busy year and thanked the council for their continued support.

Bauer asked about agency assist went up over 100%. Schwieger said we have mutual aid assisting other agencies. We help each other out especially in the evenings. Bauer stated when we take our officers out of our city, our residents may suffer.

Skordahl liked the report, good job.

Muehlbauer encourage the residents to check out the report on line. Also concerned about the percentage increase on assisting other agencies. Thank you for the community outreach. Need more positive interaction.

C. Councilmember Reports-

Tveit reported the last watershed meeting was January 2nd so I wasn’t able to attend. There have been some fraudulent emails that have been hitting some watershed districts websites so they are in the process of updating theirs.

Commend public works in the street clearing this winter and applying the chemicals/granites chips in the different temperatures.

Bauer stated it is a new year. Last year I was learning the position. My goal this year is to cut the budget by 5%.

Skordahl first item is Hwy 47, is there any merit to have a work session on that dangerous stretch of road, dangerous corridor. Maybe there is nothing we can do. Kohlmann stated staff is in the process of meeting with MnDOT regarding this topic. Skordahl asked how the Sunday sales(liquor store) are going, would like to have a small report on that topic. Schmidt said football does help with Sunday sales. I will come back with a report for the council at a future meeting. Planning and Zoning commission meeting for this month has been cancelled. Hoping to celebrate a Vikings win in the Superbowl.

Muehlbauer reported the date of the St. Francis Area of Commerce annual dinner, January 26th at the Refuge Golf Course starting at 6:00 pm.

D. Upcoming Events -

Jan 17 Planning Comm. Meeting @ ISD #15 Central Services Center 7:00 pm
CANCELLED

Jan 26 SFACOC Annual Dinner @ the Refuge Golf Course 6:00 pm

Feb 5 City Council Meeting @ ISD #15 Central Services Center 6:00 pm

12. **ADJOURNMENT**

MOTION BY TVEIT SECOND BAUER TO ADJOURN THE REGULAR CITY
COUNCIL MEETING AT 6:30 pm.

Motion carried 4-0.

Barbara I. Held, City Clerk

DRAFT



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 B

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Acknowledgement to Conduct Excluded Bingo
DATE: February 5, 2018

OVERVIEW:

The St. Francis Lions Club has applied for an exempt permit with the MN Gambling Control Board. The Lions Club would like to hold a bingo event at the St. Francis American Legion, Post 622 on April 28, 2018. In order for the nonprofit to conduct a lawful bingo activity they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge the Application to Conduct Excluded Bingo from the St. Francis Lions Club for a bingo event to be held on April 28, 2018 at the St. Francis American Legion.

BUDGET IMPLICATION:

None

Attachments:

- Application from Minnesota Lawful Gambling

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization name St. Francis Lion Club Previous gambling permit number X3021688-17-010

Minnesota tax ID number, if any 60273853 Federal employer ID number (FEIN), if any 41-622197

Type of nonprofit organization. Check one.
 Fraternal Religious Veterans Other nonprofit organization

Mailing address PO Box 173 City St. Francis State MN Zip code 55070 County Anoka

Name of chief executive officer [CEO] Kristin Ferguson Daytime phone number 763 753 1265 E-mail address doxiere2@hotmail.com

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803

IRS income tax exemption [501(c)] letter in your organization's name.
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]
 If your organization falls under a parent organization, attach copies of both of the following:
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

1. No Yes Has your organization held a bingo event in the current calendar year?
 If yes, list the dates when bingo was conducted. _____

2. The proposed bingo event will be:
 one of four or fewer bingo events held this year. ^{already approved} Dates 3-17-18 4-28-18

OR

conducted on up to 12 consecutive days in connection with a:
 county fair. Dates _____
 civic celebration. Dates _____
 Minnesota state fair. Dates _____

3. Person in charge of bingo event Kristin Ferguson Daytime phone 763 753 1265

4. Name of premises where bingo will be conducted St Francis Am. Legion #622

5. Premises street address PO Box 336 St. Francis MN 55070

6. City _____ If township, township name _____ County Anoka

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

Be sure to complete page 2



CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge.

Chief executive officer's signature *Kristin Ferguson* Date 1-5-18

Print name Kristin Ferguson

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP - If required by the approving county.
On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. [A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166, Subd 2.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

MAIL APPLICATION AND ATTACHMENT

Send the application and a copy of your proof of nonprofit status to:
Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

You will receive a document from the Gambling Control Board with your excluded permit number for the bingo activity. Your organization must keep its bingo records for 3-1/2 years.

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will be public. If the Board does not issue a permit, all information provided will be private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.





**City Council
AGENDA REPORT
Agenda Item #
4 C**

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, EDA Executive Director
SUBJECT: Planning Commission Appointment
DATE: 02/05/2018

OVERVIEW

City code 2-4-2 identifies the establishment and composition of the Planning and Zoning Commission. This group of individual's reviews land use and zoning applications. The responsibility of the Commission is to make recommendations to Council on those issues brought forward.

The Planning Commission consists of seven voting members who are appointed by the City Council. Appointed members serve three year terms. One third of the members are up at a time creating up to three open vacancies.

Three member terms were up as of December 31, 2017. One member has resigned at the end of the term creating an opening to be filled. Advertisement to fill the vacancy was placed in the Courier, the City Newsletter and on the city website. To date we have had one application.

ITEMS TO BE DICUSSED:

Council is requested to discuss and further appoint the following individuals to the Planning Commission for a term of February 5, 2018 to December 31, 2020.

1. Greg Zutz, returning member
2. William Murray, returning member
3. Liz Fairbanks, new member

POTENTIAL BUDGET:

None

ATTACHMENTS:

None



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 D

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 01/31/2018

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$284,668.93 plus any additional bills that are handed out on Monday night. Also to be approved are the January manual checks of \$1,147.35 and Debt service payments of \$156,862.39 which are due 2/20/2018.

ACTION TO BE 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

Attachments:

- 02-05-2018 Packet List
- 02-05-2018 Other Checks

**CITY OF ST. FRANCIS
2/5/2018**

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
73703	1/30/2018	MY ALARM CENTER	ALARM SYSTEM	\$39.15
73704	1/30/2018	SYNOVIA SOLUTIONS	LEASE	\$183.19
73705	1/30/2018	U S BANK EQUIPMENT FINA	RICOH COPIER	\$714.95
73706	1/30/2018	VERIZON WIRELESS	TELEPHONE	\$210.06
TOTAL				<u>1,147.35</u>

Disbursements via Debits to 4M Account

Payee	Description	Amount
MN PFA	Loan payments	156,862.39
TOTAL		<u>156,862.39</u>

Disbursements via Debits to Checking Account

Payee	Description	Amount
TOTAL		<u>0.00</u>



PAYMENT BATCH AP JE 03-18

ANOKA COUNTY FIRE PROTECTION C

12/01/2017	17-104	E 101-42210-208	Training and Instruction	GOERS, HUGHES, WENTWORTH	2,250.00
					<u>\$2,250.00</u>

ASPEN MILLS

01/11/2018	210078	E 101-42110-437	Uniform Allowance	UNIFORMS-DZURIS	44.00
01/11/2018	210079	E 101-42210-437	Uniform Allowance	NAME TAG/BADGE LAWRENCE	248.55
01/11/2018	210080	E 101-42110-437	Uniform Allowance	UNIFORMS-BARCK	135.54
01/24/2018	210750	E 101-42110-437	Uniform Allowance	LOGO WEAR-ROBERTS	29.70
01/24/2018	210751	E 101-42110-448	Reserve Officers	POLICE RESERVES BADGES	790.30
					<u>\$1,248.09</u>

BAUER BUILT INC.

01/19/2018	940048893	E 101-42210-221	Vehicle Repair & Maintenance	FIREHAWK PVS	243.58
					<u>\$243.58</u>

BELLBOY CORPORATION

01/16/2018	62487100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.70
01/16/2018	62487100	E 609-49751-251	Liquor For Resale	LIQUOR	1,904.49
01/16/2018	97058300	E 609-49750-210	Operating Supplies	OP SUPPLIES	35.39
01/16/2018	97058300	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.52
01/16/2018	97058300	E 609-49751-254	Miscellaneous Merchandise	MISC	74.60
					<u>\$2,040.70</u>

BERNICK COMPANIES, THE

01/12/2018	403110	E 609-49751-252	Beer For Resale	BEER	167.20
01/26/2018	405873	E 609-49751-254	Miscellaneous Merchandise	MISC	20.00
01/26/2018	405874	E 609-49751-252	Beer For Resale	BEER	517.20
					<u>\$704.40</u>

BREAKTHRU BEVERAGE

01/11/2018	1080745245	E 609-49751-206	Freight and Fuel Charges	FREIGHT	29.98
01/11/2018	1080745245	E 609-49751-251	Liquor For Resale	LIQUOR	248.82
01/11/2018	1080745245	E 609-49751-253	Wine For Resale	WINE	745.95
01/18/2018	1080748352	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.10
01/18/2018	1080748352	E 609-49751-251	Liquor For Resale	LIQUOR	868.91
01/18/2018	1080748352	E 609-49751-253	Wine For Resale	WINE	60.00
01/18/2018	1080748353	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.65
01/18/2018	1080748353	E 609-49751-251	Liquor For Resale	LIQUOR	76.92
01/24/2018	2080193859	E 609-49751-251	Liquor For Resale	LIQUOR	(1,436.22)
01/25/2018	1080751256	E 609-49751-206	Freight and Fuel Charges	FREIGHT	33.83
01/25/2018	1080751256	E 609-49751-251	Liquor For Resale	LIQUOR	1,935.15
					<u>\$2,588.09</u>

CAPITOL BEVERAGE SALES, L.P

01/22/2018	2055387	E 609-49751-252	Beer For Resale	BEER	422.50
					<u>\$422.50</u>

CEDAR CREEK BAKING COMPANY

01/17/2018	011718	E 101-42110-308	Community Education	POLICE DEPT CONGRATS CAKE	30.00
					<u>\$30.00</u>

CENTERPOINT ENERGY

01/17/2018	01172018	E 101-41940-383	Gas Utilities	CITY HALL #1	61.35
01/17/2018	01172018	E 101-41940-383	Gas Utilities	CITY HALL #2	83.54
01/17/2018	01172018	E 101-41940-383	Gas Utilities	CITY HALL #4	54.94
01/17/2018	01172018	E 101-41940-383	Gas Utilities	CITY HALL #3	67.41

01/17/2018	01172018	E 101-42110-383	Gas Utilities	POLICE/PW	1,713.67
01/17/2018	01172018	E 101-42210-383	Gas Utilities	FIRE	1,735.31
01/17/2018	01172018	E 101-42210-383	Gas Utilities	FIRE GENERATOR	29.00
01/17/2018	01172018	E 101-43100-383	Gas Utilities	POLICE/PW	428.42
01/17/2018	01172018	E 101-45200-383	Gas Utilities	WARMING HOUSE	351.20
01/17/2018	01172018	E 101-45200-383	Gas Utilities	POLICE/PW	428.42
01/17/2018	01172018	E 601-49440-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	198.71
01/17/2018	01172018	E 601-49440-383	Gas Utilities	WATER PLANT	1,242.28
01/17/2018	01172018	E 601-49440-383	Gas Utilities	POLICE/PW	428.42
01/17/2018	01172018	E 602-49490-383	Gas Utilities	WWTP	23.77
01/17/2018	01172018	E 602-49490-383	Gas Utilities	LIFT (23699 AMBASSADOR)	22.36
01/17/2018	01172018	E 602-49490-383	Gas Utilities	WWTP	2,697.56
01/17/2018	01172018	E 602-49490-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	198.71
01/17/2018	01172018	E 602-49490-383	Gas Utilities	POLICE/PW	428.41
01/17/2018	01172018	E 609-49750-383	Gas Utilities	LIQUOR	408.10
					<hr/>
					\$10,601.58

CITY EMPLOYEES UNION, LOCAL #3

01/17/2018	011818	G 101-21707	Union Dues	MAINTENANCE UNION DUES	216.20
					<hr/>
					\$216.20

COLONIAL INSURANCE

01/25/2018	7129661-0205839	G 101-21712	Colonial Insurance	INSURANCE PREMIUMS	328.72
					<hr/>
					\$328.72

CONNEXUS ENERGY

01/22/2018	0.0122	E 101-41940-381	Electric Utilities	CITY HALL	303.15
01/22/2018	0.0122	E 101-41940-381	Electric Utilities	SIGN	57.71
01/22/2018	0.0122	E 101-42110-381	Electric Utilities	POLICE/PW	896.00
01/22/2018	0.0122	E 101-42110-381	Electric Utilities	SIREN	5.00
01/22/2018	0.0122	E 101-42110-381	Electric Utilities	SIREN	5.00
01/22/2018	0.0122	E 101-42210-381	Electric Utilities	FIRE	508.14
01/22/2018	0.0122	E 101-43100-381	Electric Utilities	POLICE/PW	224.00
01/22/2018	0.0122	E 101-43100-386	Street Lighting	STREET LIGHTS	2,590.16
01/22/2018	0.0122	E 101-45200-381	Electric Utilities	POLICE/PW	224.00
01/22/2018	0.0122	E 101-45200-381	Electric Utilities	PARKS	367.89
01/22/2018	0.0122	E 601-49440-380	Electric-System	WATER	3,698.84
01/22/2018	0.0122	E 601-49440-381	Electric Utilities	POLICE/PW	224.00
01/22/2018	0.0122	E 602-49490-381	Electric Utilities	WWTP	6,899.98
01/22/2018	0.0122	E 602-49490-381	Electric Utilities	LIFT STATIONS	998.49
01/22/2018	0.0122	E 602-49490-381	Electric Utilities	POLICE/PW	224.00
01/22/2018	0.0122	E 609-49750-381	Electric Utilities	LIQUOR STORE	834.61
01/25/2018	012518	E 101-41910-441	Miscellaneous	ELECTRIC	14.46
					<hr/>
					\$18,075.43

COUNTY MARKET - CITY ACCOUNT

01/05/2018	224	E 101-42210-212	Motor Fuels	Fuel	432.38
					<hr/>
					\$432.38

CRYSTAL SPRINGS ICE

01/19/2018	002.B002356	E 609-49751-254	Miscellaneous Merchandise	MISC	88.64
					<hr/>
					\$88.64

DAHLHEIMER DIST. CO. INC.

01/09/2018	167162	E 609-49751-252	Beer For Resale	BEER	(40.00)
01/10/2018	1320788	E 609-49751-252	Beer For Resale	BEER	3,215.85
01/10/2018	1320788	E 609-49751-255	N/A Products	NA	26.05
01/10/2018	166999	E 609-49751-252	Beer For Resale	BEER	102.50
01/17/2018	167327	E 609-49751-252	Beer For Resale	BEER	2,601.50
01/17/2018	167327	E 609-49751-254	Miscellaneous Merchandise	MISC	300.00
01/19/2018	1325648	E 609-49751-252	Beer For Resale	BEER	84.00
01/24/2018	1325655	E 609-49751-252	Beer For Resale	BEER	17,881.40
01/24/2018	1325655	E 609-49751-254	Miscellaneous Merchandise	MISC	264.00
					<hr/>
					\$24,435.30

DELTA DENTAL

01/15/2018	7164836	G 101-21711	Dental Insurance	PREMIUM	1,062.90
					<hr/>
					\$1,062.90

ECM PUBLISHERS, INC.

01/19/2018	565824	E 101-41120-352	General Notices and Pub Info	CHARTER COMMUNICATIONS	26.88
					<u>\$26.88</u>

EMERGENCY APARATUS MAINTENENC

12/31/2017	97534	E 101-42210-221	Vehicle Repair & Maintenance	12 VOLT AIR PUMP	978.97
					<u>\$978.97</u>

ERICKSON-ODONNELL, LESLIE

12/20/2017	012918	G 601-22200	Deferred Revenues	ACCOUNT 4290	146.30
					<u>\$146.30</u>

FADDLER, TARA

12/20/2018	012918	G 601-22200	Deferred Revenues	ACCOUNT 1480	124.91
					<u>\$124.91</u>

FERRELLGAS

01/25/2018	7808248	E 101-43100-217	Other Operating Supplies	CYLINDER RENTAL	72.30
					<u>\$72.30</u>

FLAHERTYS HAPPY TYME CO

01/24/2018	34401	E 609-49751-254	Miscellaneous Merchandise	MISC	52.25
					<u>\$52.25</u>

FREIGHTLINER OF ST. CLOUD

01/15/2018	140142	E 101-42210-221	Vehicle Repair & Maintenance	TRUCK REPAIR	138.24
					<u>\$138.24</u>

G&K SERVICES, INC

01/02/2018	6043159403	E 602-49490-402	Janitorial Service	UNIFORMS	9.31
01/09/2018	6043165152	E 601-49440-402	Janitorial Service	RUGS	23.04
01/09/2018	6043165153	E 602-49490-402	Janitorial Service	UNIFORMS	9.31
01/16/2018	6043170899	E 101-42110-402	Janitorial Service	MAT/TOWELS	48.08
01/16/2018	6043170900	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
01/23/2018	6043176675	E 101-41940-219	Rug Maintenance	RUG MAINTENANCE	11.23
01/23/2018	6043176676	E 101-41940-219	Rug Maintenance	RUGS	16.16
01/23/2018	6043176677	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
					<u>\$135.75</u>

GERDIN AUTO SERVICE, INC.

01/15/2018	88841	E 101-42110-441	Miscellaneous	2005 CHEV MONTE CARLO	199.00
					<u>\$199.00</u>

GRANITE CITY JOBBING CO.

01/09/2018	75963	E 609-49750-210	Operating Supplies	OP SUPPLIES	28.39
01/09/2018	75963	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.27
01/09/2018	75963	E 609-49751-254	Miscellaneous Merchandise	MISC	24.60
01/09/2018	75963	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,448.83
01/23/2018	77465	E 609-49750-210	Operating Supplies	OPERATING SUPPLIES	70.73
01/23/2018	77465	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
01/23/2018	77465	E 609-49751-254	Miscellaneous Merchandise	MISC	50.92
01/23/2018	77465	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,163.74
01/23/2018	77465	G 101-20810	Sales Tax Payable	TAX	(4.55)
					<u>\$2,793.18</u>

GREAT LAKES COCA-COLA

01/12/2018	3643204917	E 609-49751-254	Miscellaneous Merchandise	MISC	663.21
01/12/2018	3643204918	E 609-49751-254	Miscellaneous Merchandise	MISC	(9.10)
					<u>\$654.11</u>

HAKANSON ANDERSON ASSOC., INC.

12/31/2017	39315	G 803-22142	ESC-BL Holdings-Rum River 2	RUM RIVER BLUFFS 2ND ADDN	1,372.69
12/31/2017	39316	G 803-22054	Esc-Smith Lake 1st	SMITH LK WILDLIFE ESTATES	1,425.65
12/31/2017	39320	E 101-43100-303	Engineering Fees	GEN ENGINEERING	154.50
12/31/2017	39321	E 101-41910-303	Engineering Fees	ROUTINE SERVICES	133.34
12/31/2017	39321	E 101-43100-303	Engineering Fees	ROUTINE SERVICES	133.34
12/31/2017	39321	E 101-45200-303	Engineering Fees	ROUTINE SERVICES	133.34
12/31/2017	39321	E 601-49440-303	Engineering Fees	ROUTINE SERVICES	133.34

12/31/2017	39321	E 602-49490-303	Engineering Fees	ROUTINE SERVICES	133.34
12/31/2017	39321	E 603-49490-303	Engineering Fees	ROUTINE SERVICES	133.30
12/31/2017	39323	E 101-43100-303	Engineering Fees	UTILITY PERMIT REVIEWS	103.00
12/31/2017	39324	E 601-49440-303	Engineering Fees	2040 COMP PLAN SVC	676.50
					\$4,532.34

HAWKINS, INC.

01/04/2018	4208499	E 602-49490-216	Chemicals and Chem Products	FERRIC CHLORIDE	4,210.04
01/11/2018	4211982	E 601-49440-216	Chemicals and Chem Products	FERRIC CHLORIDE	2,527.23
01/11/2018	4211992	E 602-49490-216	Chemicals and Chem Products	CHLORINE	2,267.46
					\$9,004.73

HENRYS WATERWORKS, INC.

01/11/2018	19438	E 601-49440-229	Project Repair & Maintenance	PAINT	730.42
					\$730.42

INNOVATIVE OFFICE SOLUTIONS, L

01/11/2018	IN1893978	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	52.43
01/24/2018	IN1908588	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	71.12
01/24/2018	IN1908588	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	54.36
					\$177.91

ISD #15

01/09/2018	3332	E 101-43100-221	Vehicle Repair & Maintenance	2009 DODGE	2,534.95
01/09/2018	3334	E 602-49490-221	Vehicle Repair & Maintenance	2007 DODGE	1,003.42
01/09/2018	3525	E 101-42110-221	Vehicle Repair & Maintenance	2016 DODGE CHARGER	43.74
01/09/2018	3526	E 101-42110-221	Vehicle Repair & Maintenance	2017 DODGE CHARGER	43.74
01/10/2018	3528	E 101-42110-221	Vehicle Repair & Maintenance	2016 DODGE CHARGER PURSU	37.50
01/19/2018	3531	E 101-42210-221	Vehicle Repair & Maintenance	2013 DODGE CHARGER	118.30
01/23/2018	3534	E 101-42110-221	Vehicle Repair & Maintenance	2015 DODGE CHARGER	201.94
01/25/2018	3538	E 101-42110-221	Vehicle Repair & Maintenance	2017 DODGE CHARGER	43.74
					\$4,027.33

JJ TAYLOR DISTRIBUTING

01/10/2018	2796446	E 609-49751-206	Freight and Fuel Charges	FUEL	3.00
01/10/2018	2796446	E 609-49751-252	Beer For Resale	BEER	650.40
01/10/2018	2796446	E 609-49751-255	N/A Products	NA	21.50
01/17/2018	2796492	E 609-49751-206	Freight and Fuel Charges	FUEL	3.00
01/17/2018	2796492	E 609-49751-252	Beer For Resale	BEER	163.95
01/17/2018	2796492	E 609-49751-255	N/A Products	MISC	17.60
01/24/2018	2796541	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
01/24/2018	2796541	E 609-49751-252	Beer For Resale	BEER	1,535.10
					\$2,397.55

JOHNSON BROS WHLSE LIQUOR

12/01/2017	655728	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
12/01/2017	655728	E 609-49751-253	Wine For Resale	WINE	(41.40)
01/10/2018	5915168	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.56
01/10/2018	5915168	E 609-49751-251	Liquor For Resale	LIQUOR	1,172.30
01/10/2018	5915169	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.70
01/10/2018	5915169	E 609-49751-253	Wine For Resale	WINE	467.50
01/15/2018	662660	E 609-49751-251	Liquor For Resale	LIQUOR	(25.25)
01/15/2018	662660	E 609-49751-253	Wine For Resale	WINE	(31.37)
01/15/2018	662660	E 609-49751-254	Miscellaneous Merchandise	MISC	(4.99)
01/17/2018	5919766	E 609-49751-206	Freight and Fuel Charges	FREIGHT	59.66
01/17/2018	5919766	E 609-49751-251	Liquor For Resale	LIQUOR	3,589.66
01/17/2018	5919767	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.13
01/17/2018	5919767	E 609-49751-253	Wine For Resale	WINE	347.35
01/19/2018	663742	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
01/19/2018	663742	E 609-49751-251	Liquor For Resale	LIQUOR	(92.00)
01/24/2018	5924642	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.14
01/24/2018	5924642	E 609-49751-251	Liquor For Resale	LIQUOR	217.00
01/24/2018	5924643	E 609-49751-206	Freight and Fuel Charges	FREIGHT	42.39
01/24/2018	5924643	E 609-49751-253	Wine For Resale	WINE	1,254.75
					\$6,997.99

KIMS KLEANING

01/29/2018	4908	E 101-41940-402	Janitorial Service	CLEANING-CITY HALL	150.00
01/29/2018	4909	E 101-45000-402	Janitorial Service	CLEANING-COMMUNITY CENTE	100.00

01/29/2018	4910	E 101-43100-402	Janitorial Service	CLEANING-PUBLIC WORKS	190.00
01/29/2018	4910	E 101-45200-402	Janitorial Service	CLEANING-PUBLIC WORKS	190.00
01/29/2018	4910	E 601-49440-402	Janitorial Service	CLEANING-PUBLIC WORKS	190.00
01/29/2018	4910	E 602-49490-402	Janitorial Service	CLEANING-PUBLIC WORKS	190.00
01/29/2018	4911	E 601-49440-402	Janitorial Service	CLEANING-WATER PLANT	200.00
01/29/2018	4912	E 101-42110-402	Janitorial Service	CLEANING-POLICE	900.00
01/29/2018	4913	E 602-49490-402	Janitorial Service	CLEANING-WWTP	220.00
					\$2,330.00

LAW ENFORCEMENT LABOR SVCS.

01/17/2018	021818	G 101-21707	Union Dues	POLICE UNION DUES	392.00
01/17/2018	021818	G 101-21707	Union Dues	POLICE UNION DUES	589.26
					\$981.26

LE, SHERRIE

12/29/2017	011918	E 101-41400-311	Contract	JOB RE-EVALUATIONS	225.00
					\$225.00

LEAGUE OF MN CITIES

01/17/2018	267700	E 101-42110-208	Training and Instruction	PATROL SUBSCRIPTION	990.00
					\$990.00

LUPULIN BREWING

01/22/2018	10507	E 609-49751-252	Beer For Resale	BEER	360.00
					\$360.00

MCDONALD DIST CO.

01/11/2018	431850	E 609-49751-252	Beer For Resale	BEER	1,688.40
01/18/2018	432514	E 609-49751-252	Beer For Resale	BEER	8,108.85
01/25/2018	433338	E 609-49751-252	Beer For Resale	BEER	5,047.00
					\$14,844.25

MCKAY, MARK

12/20/2017	012918	G 601-22200	Deferred Revenues	ACCOUNT 3192	203.48
					\$203.48

METRO SALES, INC.

01/09/2018	INV979131	E 101-42110-311	Contract	COPIES	300.53
					\$300.53

MIDWEST INVESTMENTS

12/20/2017	012918	G 601-22200	Deferred Revenues	ACCOUNT 5244	254.10
					\$254.10

MN NCPERS LIFE INSURANCE

01/23/2018	733400	G 101-21713	MN Life	FEBRUARY INSURANCE	32.00
					\$32.00

MN STATE FIRE DEPT ASSOCIATION

01/18/2018	2018	E 101-42210-433	Dues and Subscriptions	2018 MEMBERSHIP DUES	187.00
					\$187.00

PACE ANALYTICAL SERVICES

01/08/2018	181289941	E 602-49490-313	Sample Testing	POTABLE WATER	120.00
01/10/2018	181290035	E 601-49440-313	Sample Testing	WEEK 1-1ST EVENT	148.00
01/10/2018	181290060	E 602-49490-313	Sample Testing	WEEK 1 1/4/18	90.00
01/17/2018	181290186	E 602-49490-313	Sample Testing	TESTING	166.00
01/17/2018	181290190	E 602-49490-313	Sample Testing	TESTING	93.00
01/25/2018	181290447	E 602-49490-313	Sample Testing	AMMONIA	93.00
					\$710.00

PAUSTIS WINE COMPANY

01/08/2018	8616983-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.50
01/08/2018	8616983-IN	E 609-49751-253	Wine For Resale	WINE	555.00
01/29/2018	8619202-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.75
01/29/2018	8619202-IN	E 609-49751-253	Wine For Resale	WINE	559.00
					\$1,133.25

PHILLIPS WINE & SPIRITS CO.

01/10/2018	2293044	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.56
01/10/2018	2293044	E 609-49751-251	Liquor For Resale	LIQUOR	759.00
01/10/2018	2293045	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
01/10/2018	2293045	E 609-49751-255	N/A Products	NA	64.00
01/15/2018	284791	E 609-49751-251	Liquor For Resale	LIQUOR	(46.68)
01/15/2018	284791	E 609-49751-253	Wine For Resale	WINE	(34.11)
01/18/2018	2296981	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.42
01/18/2018	2296981	E 609-49751-251	Liquor For Resale	LIQUOR	883.56
01/18/2018	2296982	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.55
01/18/2018	2296982	E 609-49751-253	Wine For Resale	WINE	1,094.75
01/24/2018	2299609	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.26
01/24/2018	2299609	E 609-49751-251	Liquor For Resale	LIQUOR	1,996.30
01/24/2018	2299610	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
01/24/2018	2299610	E 609-49751-253	Wine For Resale	WINE	28.00
					\$4,821.75

PLAISTED, ROBERT

12/20/2017	012918	G 601-22200	Deferred Revenues	ACCOUNT 2828	43.83
					\$43.83

RJM DISTRIBUTING INC.

01/23/2018	IND015353	E 609-49751-252	Beer For Resale	BEER	219.80
01/23/2018	IND015353	E 609-49751-254	Miscellaneous Merchandise	MISC	36.00
					\$255.80

ROBACK, BRANDON

12/20/2017	012918	G 601-22200	Deferred Revenues	ACCOUNT 3934	175.84
					\$175.84

ROSEVILLE, CITY OF

01/19/2018	0224105	E 101-41110-310	Computer Consulting Fees	LASERFICHE LICENSE	36.98
01/19/2018	0224105	E 101-41400-310	Computer Consulting Fees	LASERFICHE LICENSE	120.20
01/19/2018	0224105	E 101-42110-310	Computer Consulting Fees	LASERFICHE LICENSE	425.32
01/19/2018	0224105	E 101-42210-310	Computer Consulting Fees	LASERFICHE LICENSE	68.42
01/19/2018	0224105	E 101-42400-310	Computer Consulting Fees	LASERFICHE LICENSE	34.25
01/19/2018	0224105	E 101-43100-310	Computer Consulting Fees	LASERFICHE LICENSE	36.98
01/19/2018	0224105	E 101-45200-310	Computer Consulting Fees	LASERFICHE LICENSE	36.98
01/19/2018	0224105	E 601-49440-310	Computer Consulting Fees	LASERFICHE LICENSE	36.98
01/19/2018	0224105	E 602-49490-310	Computer Consulting Fees	LASERFICHE LICENSE	36.98
01/19/2018	0224105	E 609-49750-310	Computer Consulting Fees	LASERFICHE LICENSE	18.49
					\$851.58

SAMBATEK

01/15/2018	11352	E 101-41910-311	Contract	CD PLANNING	2,401.13
01/15/2018	11352	G 803-22137	Esc-TCO-Assited Living Facility	ASSISTED LIVING	1,035.00
01/15/2018	11352	G 803-22149	BUELL CONSULTING/VERIZON	VERIZON	746.00
01/15/2018	11353	G 803-22137	Esc-TCO-Assited Living Facility	SENIOR LIVING	1,041.25
01/15/2018	11354	G 803-22153	BROOKSIDE CONST-VARIANCE	BROOKSIDE	981.75
01/15/2018	11355	G 803-22102	Esc-Meridian Beh Health	MERIDIAN BEHAVIORAL	1,725.50
01/15/2018	11356	G 803-22154	ALS-WOODHAVEN COND USE	WOODHAVEN	2,142.00
01/15/2018	11357	G 803-22043	Esc-River s Edge/Siwec	RIVERS EDGE	2,469.25
					\$12,541.88

SKILLPATH/NST SEMINARS

01/12/2018	11687427	E 101-42110-208	Training and Instruction	TRAINING-LARSON	139.00
01/12/2018	11687428	E 101-42110-208	Training and Instruction	TRAINING-ALLEN	139.00
01/12/2018	11687429	E 101-42110-208	Training and Instruction	TRAINING-ROBERTS	139.00
01/16/2018	11687426	E 101-42110-208	Training and Instruction	TRAINING-T.SCHWEIGER	139.00
					\$556.00

SOUTHERN GLAZERS OF MN

12/29/2017	5026736	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.88
12/29/2017	5026736	E 609-49751-253	Wine For Resale	WINE	1,360.00
12/30/2017	5027447	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.40
12/30/2017	5027447	E 609-49751-253	Wine For Resale	WINE	240.00
01/11/2018	1636861	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.80
01/11/2018	1636861	E 609-49751-253	Wine For Resale	WINE	420.00

01/11/2018	1636862	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.24
01/11/2018	1636862	E 609-49751-253	Wine For Resale	WINE	640.00
01/11/2018	1636863	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.24
01/11/2018	1636863	E 609-49751-251	Liquor For Resale	LIQUOR	1,723.69
01/18/2018	1639401	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.32
01/18/2018	1639402	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.12
01/18/2018	1639402	E 609-49751-251	Liquor For Resale	LIQUOR	389.34
01/18/2018	1639403	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.28
01/18/2018	1639403	E 609-49751-253	Wine For Resale	WINE	104.00
01/25/2018	1641913	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.48
01/25/2018	1641913	E 609-49751-251	Liquor For Resale	LIQUOR	1,322.24
					<hr/>
					\$6,298.03

ST. FRANCIS TRUE VALUE HARDWAR

12/31/2017	40351	E 101-42210-217	Other Operating Supplies	BROOM	8.54
					<hr/>
					\$8.54

SUN LIFE FINANCIAL

01/23/2018	99357	E 101-41400-130	Employer Paid Insurance	INSURANCE	113.79
01/23/2018	99357	E 101-41500-130	Employer Paid Insurance	INSURANCE	132.78
01/23/2018	99357	E 101-41910-130	Employer Paid Insurance	INSURANCE	77.25
01/23/2018	99357	E 101-42110-130	Employer Paid Insurance	INSURANCE	873.35
01/23/2018	99357	E 101-42400-130	Employer Paid Insurance	INSURANCE	64.37
01/23/2018	99357	E 101-43100-130	Employer Paid Insurance	INSURANCE	191.30
01/23/2018	99357	E 101-43210-130	Employer Paid Insurance	INSURANCE	42.52
01/23/2018	99357	E 101-45200-130	Employer Paid Insurance	INSURANCE	191.30
01/23/2018	99357	E 601-49440-130	Employer Paid Insurance	INSURANCE	353.26
01/23/2018	99357	E 602-49490-130	Employer Paid Insurance	INSURANCE	353.25
01/23/2018	99357	E 609-49750-130	Employer Paid Insurance	INSURANCE	129.85
					<hr/>
					\$2,523.02

THE AMERICAN BOTTLING COMPANY

01/11/2018	3562800254	E 609-49751-254	Miscellaneous Merchandise	MISC	132.56
					<hr/>
					\$132.56

THOMPSON, EARL

12/20/2017	012918	G 601-22200	Deferred Revenues	ACCOUNT 1152	89.17
					<hr/>
					\$89.17

TOM LYNCH ELECTRIC

09/15/2017	011818	E 101-43100-401	Repairs/Maint Buildings	PUBLIC WORKS	82.00
09/15/2017	011818	E 101-43210-415	Equipment Rentals	PUBLIC WORKS	82.00
09/15/2017	011818	E 101-45200-401	Repairs/Maint Buildings	PUBLIC WORKS	82.00
09/15/2017	011818	E 601-49440-401	Repairs/Maint Buildings	PUBLIC WORKS	82.00
09/15/2017	011818	E 602-49490-401	Repairs/Maint Buildings	PUBLIC WORKS	82.00
10/06/2017	011818	E 609-49750-401	Repairs/Maint Buildings	LIQUOR STORE	505.00
10/25/2017	011818	E 101-42110-401	Repairs/Maint Buildings	PUB WORKS CORD REELS	319.40
10/25/2017	011818	E 101-43100-401	Repairs/Maint Buildings	PUB WORKS CORD REELS	319.40
10/25/2017	011818	E 101-45200-401	Repairs/Maint Buildings	PUB WORKS CORD REELS	319.40
10/25/2017	011818	E 601-49440-401	Repairs/Maint Buildings	PUB WORKS CORD REELS	319.40
10/25/2017	011818	E 602-49490-401	Repairs/Maint Buildings	PUB WORKS CORD REELS	319.40
11/06/2017	011818	E 101-41940-401	Repairs/Maint Buildings	PUB WORKS & POLICE DEPT	85.00
11/06/2017	011818	E 101-43100-401	Repairs/Maint Buildings	PUB WORKS & POLICE DEPT	85.00
11/06/2017	011818	E 101-45200-401	Repairs/Maint Buildings	PUB WORKS & POLICE DEPT	85.00
11/06/2017	011818	E 601-49440-401	Repairs/Maint Buildings	PUB WORKS & POLICE DEPT	85.00
11/06/2017	011818	E 602-49490-401	Repairs/Maint Buildings	PUB WORKS & POLICE DEPT	85.00
11/29/2017	011818	E 101-43100-401	Repairs/Maint Buildings	PUB WORKS REPAIRS	378.80
11/29/2017	011818	E 101-43210-101	Full-Time Employees	PUB WORKS REPAIRS	378.80
11/29/2017	011818	E 101-45200-401	Repairs/Maint Buildings	PUB WORKS REPAIRS	378.80
11/29/2017	011818	E 601-49440-401	Repairs/Maint Buildings	PUB WORKS REPAIRS	378.80
11/29/2017	011818	E 602-49490-401	Repairs/Maint Buildings	PUB WORKS REPAIRS	378.80
12/18/2017	011818	E 601-49440-234	Water Tower Maintenance	WATER TOWER	420.00
					<hr/>
					\$5,251.00

TOTAL REGISTER SYSTEMS, INC

01/24/2018	55904	E 609-49750-311	Contract	TC KEYSTROKE	1,489.04
					<hr/>
					\$1,489.04

TOWMASTER

01/26/2018	400277	E 402-43100-551	Dump Truck	INSTL TRUCK	117,993.00
					<u>\$117,993.00</u>

<u>OHL</u>					
01/18/2018	1812	E 101-42110-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	66.74
01/18/2018	1812	E 101-43100-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	66.78
01/18/2018	1812	E 101-43210-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	66.78
01/18/2018	1812	E 101-45200-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	66.78
01/18/2018	1812	E 601-49440-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	66.78
01/18/2018	1812	E 602-49490-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	66.78
					<u>\$400.64</u>

<u>UTILITY SERVICE CO., INC.</u>					
02/01/2018	440732	E 601-49440-234	Water Tower Maintenance	HYDROPILLAR NEW TOWER-QT	8,496.32
					<u>\$8,496.32</u>

<u>VESSCO, INC.</u>					
01/15/2018	71797	E 602-49490-229	Project Repair & Maintenance	BAGGER MAGAZINE	824.82
					<u>\$824.82</u>

<u>VINOCOPIA, INC.</u>					
01/12/2018	0198524-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.00
01/12/2018	0198524-IN	E 609-49751-251	Liquor For Resale	LIQUOR	551.75
01/26/2018	0199415-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.00
01/26/2018	0199415-IN	E 609-49751-251	Liquor For Resale	LIQUOR	171.25
01/26/2018	0199415-IN	E 609-49751-253	Wine For Resale	WINE	440.00
					<u>\$1,189.00</u>

<u>WINE MERCHANTS</u>					
01/10/2018	7167045	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
01/10/2018	7167045	E 609-49751-253	Wine For Resale	WINE	216.00
					<u>\$217.57</u>

<u>FUND SUMMARY</u>					<u><u>\$284,668.93</u></u>
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101 GENERAL FUND	\$33,826.22
402 CAPITAL EQUIPMENT	\$117,993.00
601 WATER FUND	\$21,696.95
602 SEWER FUND	\$22,263.81
603 STORM WATER	\$133.30
609 MUNICIPAL LIQUOR FUND	\$75,816.56
803 ESCROW	\$12,939.09
Total	<u><u>284,668.93</u></u>

CITY OF ST. FRANCIS
23340 Cree Street NW
St. Francis, MN 55070
PHONE: 763-753-2630

PUBLIC HEARING NOTICE

Notice is hereby given that the St. Francis City Council will be holding a public hearing on the following vacation on **Monday, February 5, 2018, starting at 6:00 p.m. or shortly thereafter** at the ISD #15 District Office located at 4115 Ambassador Blvd.

1. **EASEMENT VACATION:** Council will consider the vacation of both a publicly owned drainage and utility easement and an access easement running through the property legally described as Lot 1, Block 1, Meadows of St. Francis 2nd Addition – PID 06-33-24-11-0084. The vacation would be contingent on approval of a concurrent request for a conditional use permit to construct a new in-patient chemical dependency treatment center on the property, and establishment of replacement easements as directed by the City.

All persons wishing to be heard on the above items should attend the meeting. Written comments may be submitted to the City no later than 5:00 p.m. on Friday, February 2nd, or emailed to Ben Gozola at (bgozola@sambatek.com) no later than noon on the day of the meeting. Materials regarding the above items are available upon request.

Ben Gozola
City Planner

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Easement Vacation
DATE: 2/5/2018

OVERVIEW:

The City prepared notices for a Public Hearing for an easement vacation in order to formally consider a CUP for a Meridian Behavioral Health Center. After the City noticed for the Public Hearing, Meridian has decided to update their building plans and start a new application for the project in order to accommodate an expanded footprint for their proposed building.

Since the easement vacation was already noticed for by certified mail, Staff is recommending approving Resolution 2018-08 which is effective contingent upon approval of obtaining a CUP for the Meridian project.

Action to be considered:

Motion to approve Resolution 2018-08 vacating a drainage and utility easement.

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

RESOLUTION 2018 - 08

**RESOLUTION VACATING A DRAINAGE AND UTILITY EASEMENT AND AN
ACCESS EASEMENT**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Minnesota was held on the 5th day of February, 2018. The following members were present: Mayor Steve Feldman; Council Members Robert Bauer, Joe Muehlbauer, Rich Skordahl, and Jerry Tveit.

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

WHEREAS, Meridian Behavioral Health, LLC (“Applicant”) is owner of property legally described as LOT 1, BLOCK 1, MEADOWS OF ST. FRANCIS 2ND ADDITION; and

WHEREAS, the Owner is currently seeking approval of a conditional use permit for an in-patient chemical dependency treatment center similar to a facility approved for the same site in 2013; and

WHEREAS, previous approvals resulted in the creation of an access easement and drainage and utility easements that were designed to work with previously anticipated uses; and

WHEREAS, the new site plan will require both the access easement and drainage and utility easements to be slightly relocated to properly accommodate the revised site design; and

WHEREAS, the Owner has requested the City Council vacate the existing access easement and drainage and utility easements as noted in exchange for the creation of new and very similar easements that will better accommodate the proposed site plan; and

WHEREAS, the access easement being vacated does not terminate at or abut upon public water; and

WHEREAS, the drainage and utility easements being vacated do not terminate at or abut upon public water, but instead terminate at a separate drainage and utility easement which is not being vacated; and

WHEREAS, the City Council, pursuant to Minnesota Statute §412.851, desires to consider the vacation of the existing access easement legally described as follows and as depicted in Exhibit A:

*All of the 24-foot-wide access easement in favor of the City of St. Francis,
dated July 24, 2015, filed August 5, 2015 as Document No. 532481.001
Torrens, Anoka County, Minnesota.*

and

WHEREAS, the City Council, pursuant to Minnesota Statute §412.851, desires to consider the vacation of the existing drainage and utility easements legally described as follows and as depicted in Exhibit A:

That part of the 30-foot-wide utility easement in favor of the City of St. Francis, dated July 22, 2015, filed August 8, 2015 as Document No. 532481.002 Torrens, Anoka County, Minnesota, and the public 30-foot-wide utility easement as dedicated on the plat of MEADOWS OF ST. FRANCIS SECOND ADDITION, filed as Document No. 532721.001 Torrens, Anoka County Minnesota, which lies westerly of a line 123.11 feet west of and parallel with the east line of Lot 1, Block 1 of said plat; Together with the public 20-foot-wide drainage and utility easement dedicated on said plat.

WHEREAS, the City Council provided notice of and conducted a public hearing regarding the proposed vacation on February 5, 2018; and

WHEREAS, the City Council hereby finds and determines the following:

1. Development of the lot will require relocation of the existing access and drainage and utility easements to accommodate the proposed new site plan;
2. The existing easements will not be needed in the future as they are being replaced with very similar easements in slightly different locations in order to accommodate the revised site plan; and
3. It is in the public's interest to vacate the easements provided equivalent easements are dedicated to serve the intended function of the existing easements;

NOW, THEREFORE BE IT RESOLVED, that the City Council hereby vacates the described easements effective only upon the following:

1. Dedication of new drainage and utility easements and an access easement—both acceptable to the City Engineer—which are conducive to the proposed improvements on the site prior to issuance of a building permit; and
2. Approval of a requested CUP for an in-patient chemical dependency treatment center to be located on the Property.

The motion for adoption of the foregoing resolution was duly seconded by Council Member _____ and, upon vote being taken thereon, the following voted in favor thereof: _____. The following voted against or abstained: _____.

Whereupon the resolution was declared duly passed and adopted the 5th day of February, 2018.

Mike Steve D. Feldman

ATTEST:

Barbara I. Held, City Clerk

Dated

City of St Francis City Council Agenda Item
Executive Summary

Title of Item: **PLANNED UNIT DEVELOPMENT:** A request from GD1, LLC, to revise a previously approved PUD for the St. Francis Transitional Care Facility; an 89- unit assisted living facility with transitional and memory care units; proposed to be located on Lot 1, Block 1, Ponds Golf Course; PID: 33-34-24-34-0076. This request is very similar to the facility that was previously approved in October 2015, but was never constructed.

Meeting Date: **2-5-18**

Staff Reporting: **Ben Gozola, City Planner**

Summary: The applicant is proposing to construct an 89-unit senior housing facility with assisted and transitional care residential units. The proposed site and senior living facility were the subject of a Planned Unit Development (PUD) amendment in 2015. At that time, the project underwent a public hearing review and was recommended for approval by the Planning Commission and was approved by the City Council by resolution 2015-61 on November 2, 2015. The project was never commenced, and the 2015 approval has since lapsed.

The revised application address changes to stormwater management, and includes changes to the building layout including underground parking.

Recommendations: **▪ Both staff and the planning Commission believe the PUD development plan can be approved with conditions.**

List of Attachments: A) *Staff Report*
B) *Engineering Memo*
C) *Applicant's submittals*

City of St. Francis Planning Department
PUD Report

To: **City Council**

From: Jim Robinson, Associate Planner

Meeting Date: **2-5-18**

Applicant: **Chau M. Le d.b.a. GD1 LLC**

Property Owner: **GD1 LLC**

Location: Unaddressed property near the corner of 229th Ave. NW and Zion Parkway NW
(see Loc. Map - page 2)

Zoning: **PUD; Planned Unit Development with Underlying B-2; General Commercial District Standards**

Introductory Information

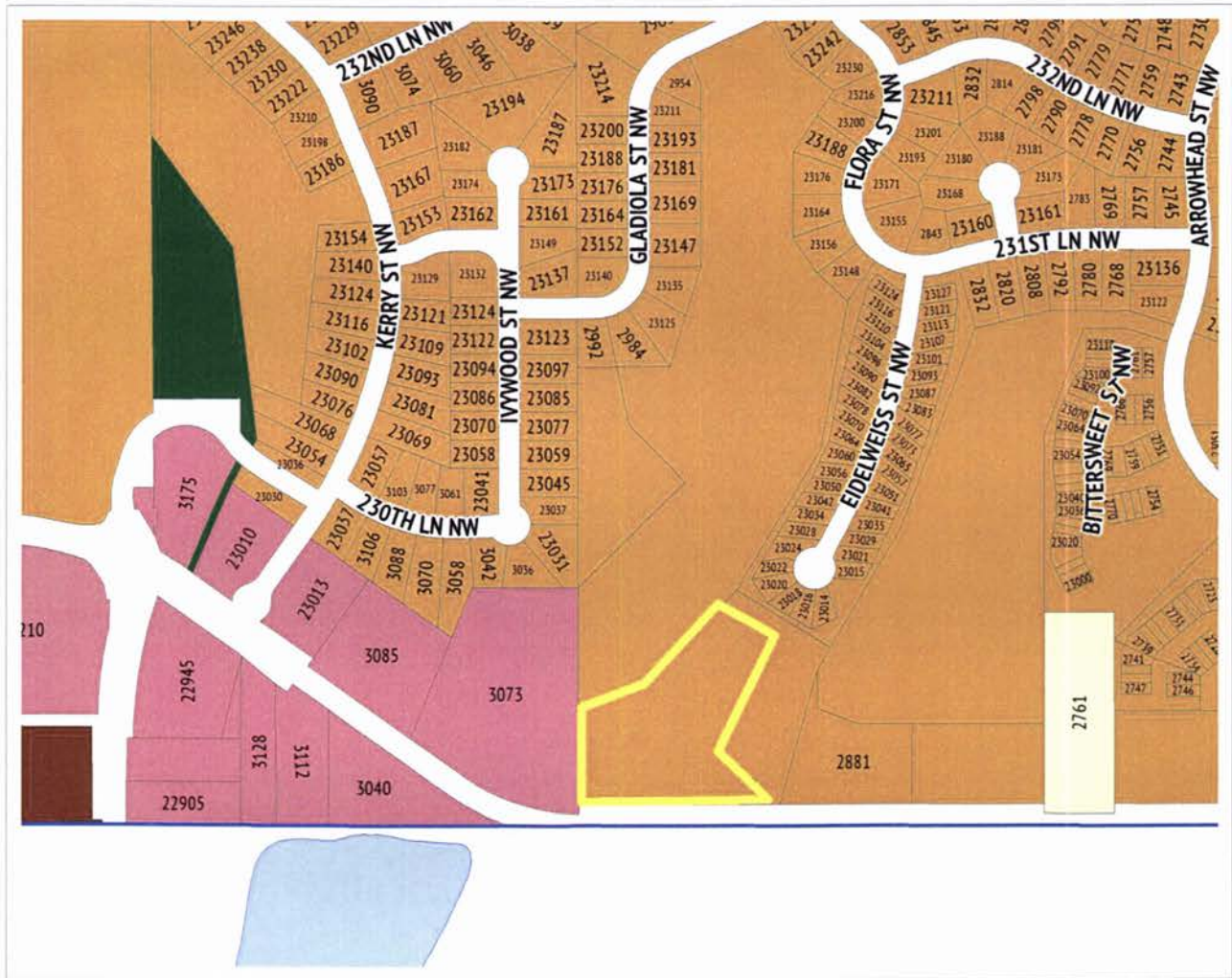
Project: The applicant is proposing to construct an 89-unit senior housing facility with assisted and transitional care residential units.

PUD Request(s): The proposed senior housing facility will require the following permit:
1. A planned unit development amendment.

Background

The proposed site and senior living facility were the subject of a planned unit development, (PUD) amendment in 2015. At that time, the project underwent a public hearing review and was recommended for approval by the Planning Commission and was approved by the City Council by resolution 2015-61 on November 2, 2015 (see attached). The project was never commenced and the 2015 approval has lapsed.

The planning report for the 2015 PUD amendment referenced the 2002 Turtle Run plat that was part of a planned unit development for a mixed-uses surrounding the golf course. The report states that the subject parcel was identified in the 2002 PUD as intended for commercial use that would defer to the B-2; General Business standards. The report further references the B-2 as allowing for hospitals and nursing homes as permitted uses and therefore concludes that the proposed senior assisted facility would fit within the parameters of the approved PUD and the zoning code. The new proposal is very similar to the 2015 plans, but has been updated to address current stormwater standards and now includes underground parking.



Lot 1, Block 1, Ponds Golf Course



Location within the City of St Francis



SITE IDENTIFICATION MAP



(cont.) The proposal continues to include the development of a three-story, 89-unit apartment complex with underground parking (see attached Project Narrative). Each of the three floors would have 24,662 GSF plus an underground level with 12,700 GSF. The project is designed with 52 studio units, 25 one-bedrooms, 2 one-bedroom plus den and 10 two-bedroom units. Units will average in size from 350 sq. ft. for studios and up to 1,000 sq. ft. for two-bedroom floor plans. The site development plan includes provision for: 35 surface parking stalls, 8 ADA compliant stalls, and an additional 24 underground stalls. The project also includes ample common area including a community room, kitchen, and outdoor patio space.

Findings

Site Data:	<ul style="list-style-type: none"> ▪ Lot Size ≈ 4.38 acres ▪ Existing Use – vacant land with native vegetation ▪ Existing Zoning – PUD; Planned Unit Development with underlying B-2; General Business District Zoning ▪ Property Identification Number (PID): 33-34-24-34-0076
Comp Plan Guidance:	<ul style="list-style-type: none"> ▪ The City’s 2030 Comprehensive Plan guides this lot for Commercial use. ▪ The corresponding zoning assigned to this property (PUD with underlying B-2) allows for nursing homes and hospitals as permitted uses. The PUD district standards allows for a wide variety of uses including high density housing.

Application Review:

Applicable Code Definitions:	<p>PLANNED UNIT DEVELOPMENT: A development procedure whereby a mixing of buildings and uses can occur which cannot be otherwise addressed under this Ordinance, and/or whereby internal site design standard deviations from this Ordinance may be allowed to improve site design and operation.</p>
Applicable City Codes:	<ul style="list-style-type: none"> ▪ <u>Chapter 10. Section 10: Planned Unit Development</u> Describes the purpose, standards, procedures, criteria, performance standards and general requirements for PUD’s in the city. ▪ <u>Chapter 10, Section 63: B-2; General Business District</u> Outlines the purpose, permitted and conditional uses, and lot and setback standards for General Business district developments in the city.

- (cont.)
- **Chapter 10, Section 75: PUD; Planned Unit Development District**
Outlines the purpose, application and procedures for planned unit development districts in the city.

Staff Comment:

- The three above referenced city code sections together provide the framework for the review and evaluation of planned unit developments and amendments with B-2 standards.
- Per the previous planner's report, the subject property's land use history dates back to a 2002 PUD and plat which included this property and subjected it to the B-2; General Business District standards. Sambatek has accepted the history of this development based on the past staff report and subsequent City approval, and did not conduct historical research to confirm the findings of the previous planner.
- The B-2 district continues to allow for nursing homes and hospitals as permitted uses. The proposed senior care facility is considered to be close enough in character to be considered a permitted B-2 use.
- The property's PUD zoning classification also provides for a wide variety of uses as specified in the zoning ordinance including commercial and multi-family housing uses.
- The City's PUD ordinance at Chapter 10 of the zoning code has as its stated purpose to provide for a wide variety of uses and flexibility of development practices through a carefully planned set of procedures and approval processes. PUD developments may progress through multiple stages from concept approval through more detailed development stage approval and finally to final plan and construction. The ordinance also allows for a proposal to be submitted at the development stage. The proposal before the Planning Commission at this time is in the development stage and as such is ready for a formal recommendation to the City Council for final approval. Consistent with the 2015 project, the current proposal is being processed as an amendment to the original 2002 planned unit development. Amendments to PUD's require the same procedural requirements as original proposals and therefore require a 4/5ths majority of the City Council to approve the amendment application. PUD standards are typically designed to require a super majority of the council for approval because of the additional flexibility afforded a PUD.

**Planned Unit
Development
Performance
Standards:**

10-10-2: General Requirements and Standards:

The key requirements and standards outlined in the PUD ordinance as they relate to this project and staff's comments are summarized below:

- Comprehensive Plan Consistency. The City's Comprehensive Plan designates this property for commercial land use. Given the nature of the proposal, staff finds (as was the case in 2015) that the use as an assisted living and transitional care facility is consistent with the proposed commercial land use designation. **Criteria Met.**
- Compatibility with Adjacent Land Uses. The proposed senior apartment style use is compatible with the other land uses in the area including the single-family subdivision to the north, the golf course, and American Legion building. **Criteria Met.**
- Common Open Space Provided. The PUD standards call for common open space at least sufficient to meet the standards in the comprehensive plan and as necessary to meet the needs of the residents of the PUD. Staff finds that the site development plan includes sufficient open space around the building including a generous back yard area with an ample patio area for the residents of the building. **Criteria Met.**
- Density Standards. The maximum allowable density shall be determined by standards negotiated and agreed upon between the applicant and the City. The proposed density of the project is 20.3 units per acre. In comparison, the City's R-4; High Density Residential District allows for 22 units per acre. Senior housing, and especially assisted care senior housing, has a lessor impact in terms of density due to the limited mobility of residents, most of whom are not anticipated to own or drive a car. Also, persons per dwelling unit are typically less than conventional apartment development. Lastly, the proposal at this time is for the same number of units as was approved in 2015. **Criteria Met.**
- Setbacks. Requirements for setbacks are as specified by the City as appropriate for the proposal. The 2015 proposal referenced the B-2 standards which include a 50 foot front and rear requirement and 10 side yards. The attached narrative provided by Wenk Associates details building and pavement setbacks, all of which meet or exceed the City's B-2 setback standards. **Criteria Met.**
- Utilities. Urban services including municipal sewer and water are required and are available and proposed for this property. In addition, electric, gas and cable lines are required to be provided underground. All proposed utility connections are proposed to be underground and will be the responsibility of the property owner. The City Engineer has reviewed the site utility plans and provided comment as (see attached memo dated 12-xx-2017). **Criteria Met.**

- (cont.)
- Landscaping. In any PUD a detailed landscape plan is required to be approved by the City. In assessing the plan the City will consider the natural features of the site, the architectural characteristics of the proposal and the PUD in general. The attached landscape plan provides a detailed description of the proposed landscape features. The plan calls for preservation of a limited number of existing trees outside of the grading area. The City's landscape ordinance requires that a specific number of caliper inches be provided based on the gross floor area of the building. The applicant will need to provide a more detailed analysis of the trees to be saved and included to meet the tree caliper requirement. Tree preservation techniques should also be implemented prior to grading. **Criteria Met.**
 - Minimum Lot Size. The minimum lot size for a PUD is one (1) acre. The subject property is over four (4) acres. **Criteria Met.**
 - Building Height. The City code in the B-2 District allows for building height up to 40 feet as measured to the mean of a gable roof. The proposed building measures 48'-8" at the peak of the highest gable which is 40 feet high as measured to the mean height. **Criteria Met.**
 - Parking Supply Required. The City's parking requirement for assisted senior housing is one-half stall per unit. Therefore, 45 stalls are required as compared to the proposal which is for 67 stalls including both surface and underground stalls. **Criteria Met.**

***PUD Process
and Approval
Requirements:***

10-10-6 Amendment of a PUD:

Amendment requirements for a PUD are outlined in the Zoning Code at Section 10-10-6. The code states that, "*any alteration in a project for which a PUD has been approved shall require an amendment of the original development stage plan. The same application and hearing procedure for an amendment of a PUD shall be followed as was followed with respect to the applicant's initial request, as outlined in Section 10-10-4 of this Ordinance.*"

Staff Comment: The procedures being followed for this amendment are consistent with the above referenced code Section. As previously stated, the 2015 approval also involved an amendment to the original PUD which lapsed due to the project not commencing. The new application is also being processed as a PUD amendment. As such, **an affirmative vote of four-fifths (4/5) of the full Council shall be required for approval of the amendment.**

(cont.) **10-10-7 General Requirements:**

Included in the City's general requirements for approval is a requirement for a "Financial Security to Assure Compliance." The code states: "In order to insure that all improvements contained in the PUD are completed in accordance with said plans and to insure that an applicant fully complies with all conditions of a PUD permit, the applicant may be required to post a letter of credit guaranteeing the faithful performance of such work and compliance with such conditions. Such security shall be in a form satisfactory to the City, shall be in an amount established by the City Council, and shall cover each segment or each phase of a PUD project."

Staff Comment: The 2015 project approval resulted in the drafting of a development agreement which provided a detailed list of the improvements and associated costs which were to be covered by financial security to be provided by the developer. The attached conditions of approval include requirements for a development agreement and financial security. **Criteria addressed.**

PUD Approval Standards Review:

Issuance of a PUD requires an analysis of the proposed use against the specific review criteria established in code. Staff has reviewed the City's criteria as they pertain to the proposed senior housing facility, and we offer the following analysis for consideration:

General review Criteria (10-6-3):

1. The plan is not in conflict with the Comprehensive Plan of the City.

Staff Comment: The proposed senior care facility is consistent with the land use classification in the City's Proposed Land Use Plan of "commercial".
Criteria met.

2. The plan is designed to form a desirable and unified development within its own boundaries.

Staff Comment: The plan provides for a stand-alone facility with independent facilities. The use of a shared driveway with the adjacent golf course is provided for by recorded easement. **Criteria met.**

3. The proposed uses will not be detrimental to present and future land uses in the surrounding area.

Staff Comment: The proposed apartment style complex is compatible with surrounding uses and is not anticipated to present conflicts with adjacent uses.
Criteria met.

- (cont.)
4. ***Any exceptions to the standard requirements of this chapter and the Subdivision Regulations Chapter are justified by the design of the development.***

Staff Comment: The proposal meets or exceeds all performance standards as specified in the zoning code and as such requires no unique exceptions.

Criteria met.

5. ***The plan will not create an excessive burden parks, schools, streets and other public facilities or utilities that are proposed to serve the Planned Unit Development.***

Staff Comment: The proposed facility can be accommodated by existing public services and will pose no unique burden on the City's service capacities. Traffic generation by the proposed use is within capabilities of streets serving the property. **Criteria met.**

6. ***The PUD will not have an undue and adverse impact on the reasonable enjoyment of the adjoining property.***

Staff Comment: The proposed senior living facility should be a low-impact use and will not create adverse impacts on adjoining property. **Criteria Met.**

Additional Information:

- Project plan sets and submitted information follow this report.

Engineering Report:

- City Engineer review of the plans and technical requirements are provided in the attached memo to the city dated December 13, 2017.

Public Comment:

- At this time we know of no public comment on the current PUD application.
- There were no speakers at the 12-20-17 public hearing before the Planning Commission.

Planning Commission Rec:

- The Planning Commission reviewed the application at their meeting on 12-20-17, and found sufficient reason to **recommend approval** of the request based on the findings of fact listed in the staff report and subject to the recommended conditions.

- 1-2-18 CC Meeting:**
- At the first meeting of the City Council in 2018, this item was reviewed and tabled as Council was seeking answers to a number of questions and wanted time to research the proposed new operator of the facility (Ebenezer). The item is now back before Council for your consideration.

Conclusion:

The following is a summary of the requested planned unit development amendment along with recommendations.

Request for a planned unit development amendment to allow the development of an 89-unit senior transitional care and assisted living facility on the unaddressed property near the corner of 229th Ave. NW and Zion Parkway NW.

- **PC & Staff Recommendation:** **APPROVAL of the PUD amendment with conditions**, based on the fact that the provided plans subject to conditions are in conformity to City standards required for planned unit development and senior living facilities.

Council Options: The City Council has the following options:

- A) APPROVE THE REQUEST based on the applicant's submittals and findings of fact. **NOTE: by code, an affirmative vote of four-fifths (4/5) of the full Council shall be required for approval of a PUD amendment.**
- B) DENY THE REQUEST based on the applicant's submittals and findings of fact.
- C) TABLE THE ITEM and request additional information.
 - Based on an application date of 10/19/2017, the 60-day review period for the PUD application would have expired on 12/17/2017. Due to review and meeting scheduling constraints, this deadline was extended an additional 60 days bringing the final deadline for a decision to 02/16/2018. As this is the last City Council meeting prior to the deadline, a decision must be made at this meeting.

- Template Denial Motion:**
(not recommended)
- "I move that we deny the requested planned unit development based on the following findings of fact:"
 - (provide findings to support your conclusion)*

**Template Approval
Motion:**

RECOMMENDED

- "I move to approve Resolution 2018-02 authorizing the requested planned unit development amendment for the St. Francis Transitional Care Facility."

**Findings of Fact in
Resolution 2018-02:**

1. The proposal is consistent with the Commercial designation in the City's Comprehensive Plan as senior living facilities with transitional and assisted care components are considered a permitted use in the City's B-2; General Commercial zoning district.
2. The City acknowledges the need for assisted living and transitional care senior living facilities in the community to provide housing with needed services to the City's growing senior population.
3. A senior care living housing proposal was previously approved as a PUD amendment for this property in 2015 and the revised proposal before the City at this time is substantially the same project but with certain stormwater enhancements and the addition of underground parking facilities.
4. The proposed project as delineated includes significant architectural and site design features which will make this facility an asset to the communities housing stock.
5. The proposed project will strengthen the City's housing diversity by adding a needed assisted senior component to its life-cycle housing program.
6. The project has the potential to add to the City's affordable housing stock and will be beneficial in the City meeting its goals under the Livable Communities Act.
7. With the recommended conditions attached to the approval of the planned unit development amendment, the site will maintain safe and healthful conditions.

**Conditions in
Resolution 2018-02:**

1. The Final Plan stage application shall include plans and materials consistent with development stage approval except as required to be updated per conditions of development stage approval.
2. All changes requested by the City Engineer in their review memo dated 12/13/17 shall be implemented on the final plans prior to permits being issued.

- (cont.)
3. Minor updates to the approved plans as may be needed to avoid encroachment(s) into final drainage and utility easements, meet required setbacks, or to improve the site design shall be worked out with City Staff (i.e. final sign placements) during the permitting process.
 4. The proposed landscape plan shall be revised to comply with the City's tree caliper requirements.
 5. Trees to be preserved shall be identified, and tree preservation techniques (including protective fencing) shall be installed prior to grading.
 6. The applicant shall satisfy the city engineer's requirements for an acceptable grading and storm water pollution prevention plan.
 7. Adequate erosion control shall be in place throughout the duration of the project.
 8. Ground cover shall be established with final landscaping as quickly as possible following final grades and completion of construction activities.
 9. Any damage to adjacent roadways caused by construction activities or deliveries related to this project shall be repaired at the applicant's expense.
 10. The applicant shall enter into a development agreement with the city specifying the responsibilities, securities, and timeline for project completion.
 11. A financial security (or securities), shall be provided to the city to ensure the installation of proposed site improvements including but not limited to; landscaping, lighting, grading, and stormwater management.
 12. The property owner shall adhere to all applicable governmental regulations, secure all necessary licenses, and shall obtain all necessary permits to authorize construction, establishment, and continued operation of the proposed use.
 13. The site plan shall include an access driveway to the rear of the building for fire-safety purposes as directed by the City Fire Marshall.
 14. A trail easement shall be supplied along 229th Ave. as previously proposed in the draft 2015 development agreement.

cc: Chau M. Le; Applicant
Kevin Pfeiffer, RLA, Wenck Associates

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

RESOLUTION 2018 - 02

**A RESOLUTION APPROVING A PLANNED UNIT DEVELOPMENT
AMENDMENT AND SITE & BUILDING PLAN REVIEW FOR THE ST.
FRANCIS TRANSITIONAL CARE FACILITY**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Minnesota was held on the 5th day of February, 2018. The following members were present: Mayor Steve Feldman; Council Members Robert Bauer, Joe Muehlbauer, Rich Skordahl, and Jerry Tveit.

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

WHEREAS, the City of St. Francis is a municipal corporation, organized and existing under the laws of the State of Minnesota; and,

WHEREAS, the City Council of the City of St. Francis has adopted a comprehensive plan and corresponding zoning regulations to promote orderly development and utilization of land within the city; and,

WHEREAS, GD1 LLC (“Applicant”) is owner of unaddressed property near the corner of 229th Ave. NW and Zion Parkway NW (“Property”) which is legally described as follows:

All that part of Lot 1, Block 1, Clubhouse at Ponds Golf Course, Anoka County, Minnesota, lying Easterly, Northeasterly and Southeasterly of the following described line:

Commencing at the Southeast corner of said Lot 1; thence South 89 degrees 36 minutes 47 seconds West, assumed bearing, along the South line of said Lot 1, a distance of 63.68 feet to the point of beginning of the line to be described; thence North 03 degrees 58 minutes 30 seconds West, 67.57 feet; thence North 57 degrees 51 minutes 11 seconds West, 138.18 feet; thence North 25 degrees 59 minutes 38 seconds East, 368.75 feet; thence North 58 degrees 51 minutes 46 seconds West, 167.67 feet to then Northwesterly line of said Lot 1 and said line there terminating.

WHEREAS, the Property was formerly approved for a similar PUD amendment by resolution 2015-61 on November 2, 2015; and

WHEREAS, the project was never commenced by the previous applicant and the 2015 approval has since lapsed; and

WHEREAS, the Applicant is now seeking a new Planned Unit Development amendment for a senior living facility similar to the one approved in 2015; and

WHEREAS, the City determined in 2015 that the proposed use is consistent with both the Comprehensive Plan and the underlying zoning (B-2) within the existing Turtle Run PUD; and

WHEREAS, staff fully reviewed the request and prepared a report complete with findings and recommendations for Planning Commission and City Council consideration; and

WHEREAS, the Planning Commission on December 20, 2017, opened and closed a duly noticed public hearing and considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by Council; and

WHEREAS, the City Council subsequently considered on January 2, 2018, the recommendations of Staff and the Planning Commission, the Applicant's submissions, the contents of the staff report, public testimony, and other evidence available to the Council; and tabled the item to consider the applicant's answers to questions and to research the proposed new operator of the facility; and

WHEREAS, the City Council considered all materials again on February 5, 2018, prior to coming to a final decision.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves a Planned Unit Development Amendment and site plan based on the following findings of fact:

- (1) The proposal is consistent with the Commercial designation in the City's Comprehensive Plan as senior living facilities with transitional and assisted care components are considered a permitted use in the City's B-2; General Commercial zoning district.
- (2) The City acknowledges the need for assisted living and transitional care senior living facilities in the community to provide housing with needed services to the City's growing senior population.
- (3) A senior care living housing proposal was previously approved as a PUD amendment for this property in 2015 and the revised proposal before the City at this time is substantially the same project but with certain stormwater enhancements and the addition of underground parking facilities.

- (4) The proposed project as delineated includes significant architectural and site design features which will make this facility an asset to the communities housing stock.
- (5) The proposed project will strengthen the City's housing diversity by adding a needed assisted senior component to its life-cycle housing program.
- (6) The project has the potential to add to the City's affordable housing stock and will be beneficial in the City meeting its goals under the Livable Communities Act.
- (7) With the recommended conditions attached to the approval of the planned unit development amendment, the site will maintain safe and healthful conditions.

BE IT FURTHER RESOLVED that approval of the Conditional Use Permit for the Planned Unit Development amendment shall be subject to the following conditions:

- (1) The Final Plan stage application shall include plans and materials consistent with development stage approval except as required to be updated per conditions of development stage approval.
- (2) All changes requested by the City Engineer in their review memo dated 12/13/17 shall be implemented on the final plans prior to permits being issued.
- (3) Minor updates to the approved plans as may be needed to avoid encroachment(s) into final drainage and utility easements, meet required setbacks, or to improve the site design shall be worked out with City Staff (i.e. final sign placements) during the permitting process.
- (4) The proposed landscape plan shall be revised to comply with the City's tree caliper requirements.
- (5) Trees to be preserved shall be identified, and tree preservation techniques (including protective fencing) shall be installed prior to grading.
- (6) The applicant shall satisfy the city engineer's requirements for an acceptable grading and storm water pollution prevention plan.
- (7) Adequate erosion control shall be in place throughout the duration of the project.
- (8) Ground cover shall be established with final landscaping as quickly as possible following final grades and completion of construction activities.
- (9) Any damage to adjacent roadways caused by construction activities or deliveries related to this project shall be repaired at the applicant's expense.
- (10) The applicant shall enter into a development agreement with the city specifying the responsibilities, securities, and timeline for project completion.

- (11) A financial security (or securities), shall be provided to the city to ensure the installation of proposed site improvements including but not limited to; landscaping, lighting, grading, and stormwater management.
- (12) The property owner shall adhere to all applicable governmental regulations, secure all necessary licenses, and shall obtain all necessary permits to authorize construction, establishment, and continued operation of the proposed use.
- (13) The site plan shall include an access driveway to the rear of the building for fire-safety purposes as directed by the City Fire Marshall.
- (14) A trail easement shall be supplied along 229th Ave. as previously proposed in the draft 2015 development agreement.

The motion for adoption of the foregoing resolution was duly seconded by Council Member _____ and, upon vote being taken thereon, the following voted in favor thereof: _____ . The following voted against or abstained: _____ .

Whereupon the resolution was declared duly passed and adopted the 5th day of February, 2018.

Steven D. Feldman

ATTEST:

Barbara I. Held, City Clerk

Dated

The undersigned Applicants have read, understand and hereby agree to the terms of this resolution and on behalf of himself/herself, his/her heirs, successors and assigns, hereby agree to the conditions set forth above, and to the recording of this resolution and attachments in the chain of title of the property.

Dated _____
GD1 LLC

Subscribed and sworn to before me this _____ day of _____, 2018.


Notary Public


DESCRIPTION OF REQUEST: (attach additional information if needed)			
Project Name: St. Francis Senior Living			
Nature of Proposed Use:			
89 unit assisted living facility with transitional and memory care units.			
Reason(s) to Approve Request:			
Proposed development is consistent with approved PUD and underlying B-2 commercial zoning intent.			
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE: (attach additional information if needed)			
Project Name: St. Francis Transitional Care		Date of Application: 9-29-15	
Nature of Request: CUP / PUD			
PROPERTY INFORMATION:			
Street Address:		Property Identification Number (PIN#):	
NW Corner of 229th Ave NW & Zion PKWY.NW		33-34-24-34-0076	
Legal Description (Attach if necessary):	Lot(s): 1	Block: 1	Subdivision: Ponds Golf Course
OWNER INFORMATION:			
Name: Chau M. Le		Business Name: GD1, LLC	
Address: 2122 St Anthony Ave			
City: St Paul	State: MN	Zip Code: 55104	
Telephone: 651-755-9747	Fax: N/A	E-mail: in contact section	
Contact: Chau M. Le - Email: chau.le@legenccompanies.com		Title: Principal	
APPLICANT INFORMATION: (if different from owner)			
Name: Same As Owner		Business Name:	
Address:			
City:	State:	Zip Code:	
Telephone:	Fax:	E-mail:	
Contact:		Title:	

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.

APPLICATION FEES AND EXPENSES: By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes 429.081 as amended. All fees and expenses are due whether the application is approved or denied or withdrawn. Escrow fees may not cover actual expenses; any additional fees will be billed.

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge. I further understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant(s):  _____ Date: 10/18/2017

Owner(s):  _____ Date: 10/18/2017

Required Copies

Minor Subdivisions	Please provide (3) Certificates of Survey at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.
Concept Plans	Please provide (3) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.*
Preliminary Plat	Please provide (3) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.
Final Plats	Please provide (3) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). **See below for other required information.
***	<ol style="list-style-type: none"> 1. If applicable, an additional large scale copy at 22" by 34" shall be provided for each of the following: <ol style="list-style-type: none"> a. (1) If project lies within a DNR Shoreland District or Floodplain b. (1) If project is adjacent to a neighboring City or Township 2. If applicable, an additional small scale copy at 11" by 17" shall be provided for each of the following: <ol style="list-style-type: none"> a. (1) If project increases the number of dwelling units for the Met Council b. (1) If project is adjacent to a County Road or County State Aid Highway c. (1) If project is adjacent to a MN/Dot state highway



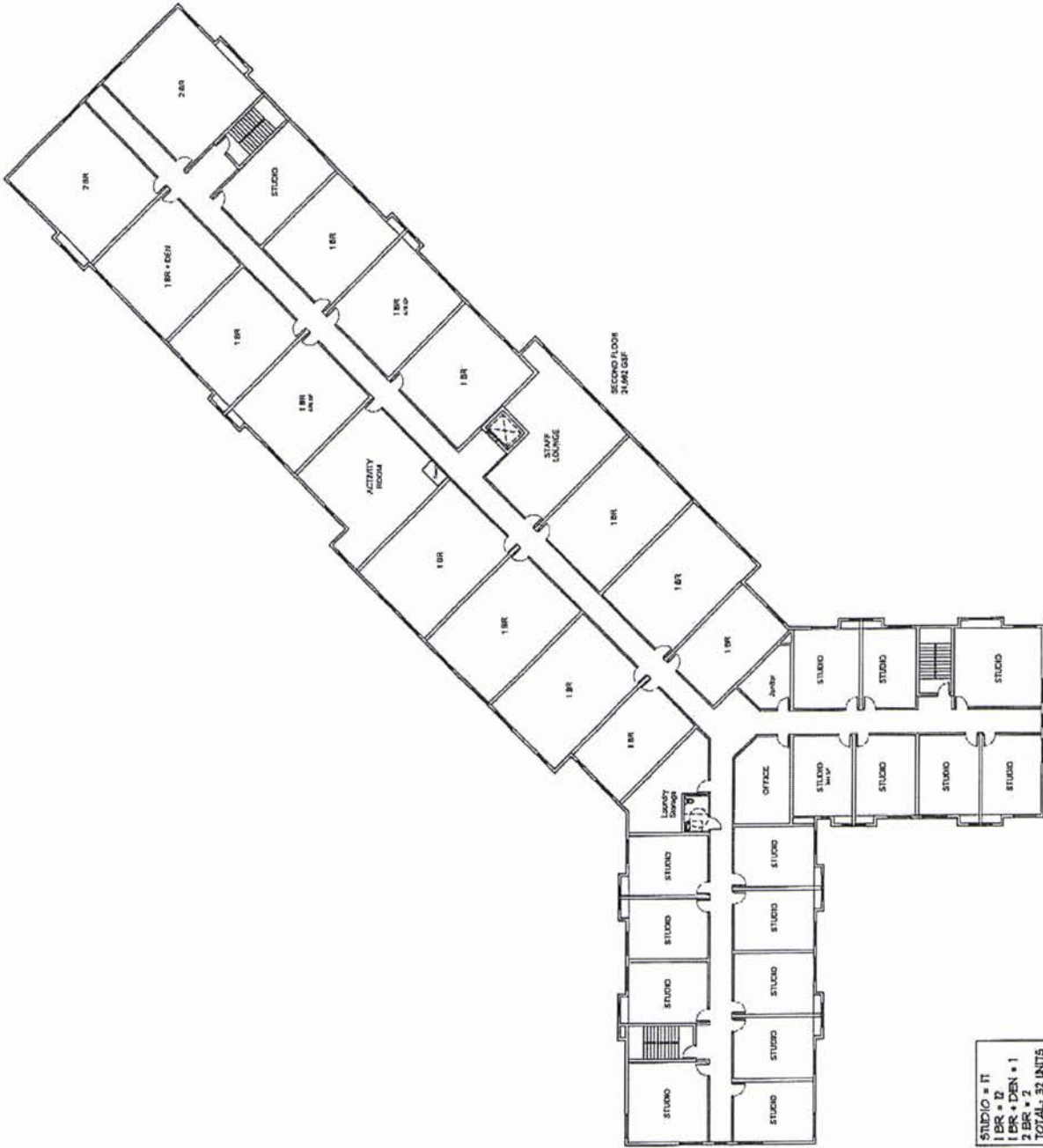
111 E. 20th Street
 Suite 300
 Minneapolis, MN 55401
 Phone: 612.339.4133
 Fax: 612.339.4133
 www.tanek.com

Sanbor Living
 Lot 1, Block 1
 111 E. 20th Street
 Minneapolis, MN 55401

Scale: 3/32" = 1'-0"
 Date: 11/20/17

Project Name: Sanbor Living
 Drawing No: 111.01.17
 Drawing Title: Second Floor

a112



SECOND FLOOR OVERALL PLAN



118 E. 20th Street
 Suite 200
 Philadelphia, PA 19103
 P: 215-478-4222
 F: 215-478-4113
 www.tanek.com

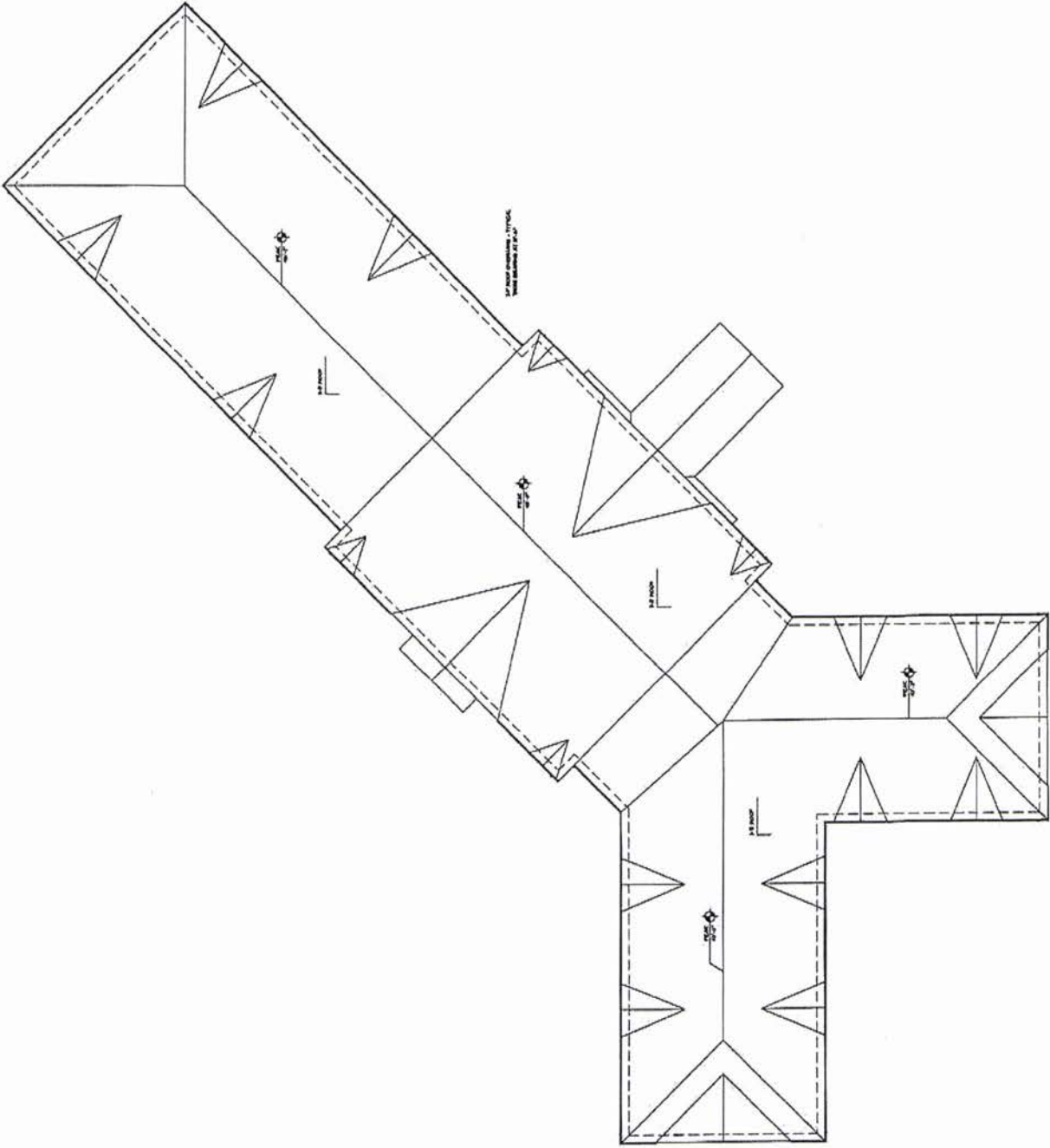
Senior Living
 1st & Block I
 Philadelphia, PA
 PA, Philadelphia, PA

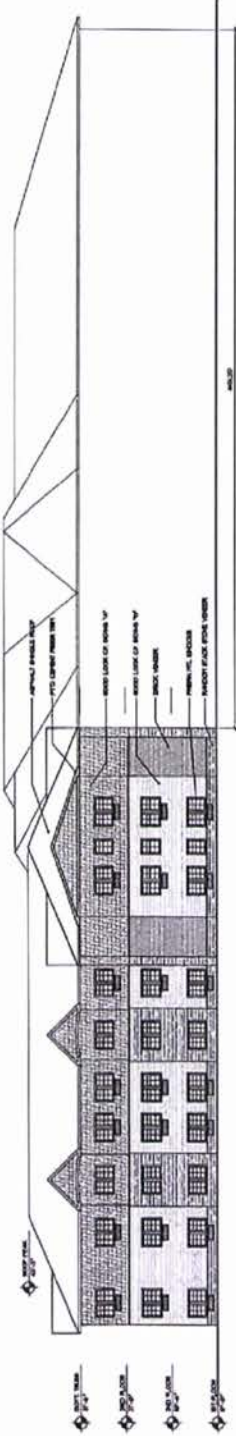
Sheet No. 2007-100
 Date 11/20/07
 Issue Date 12/13/17
 Roof Plan

a114

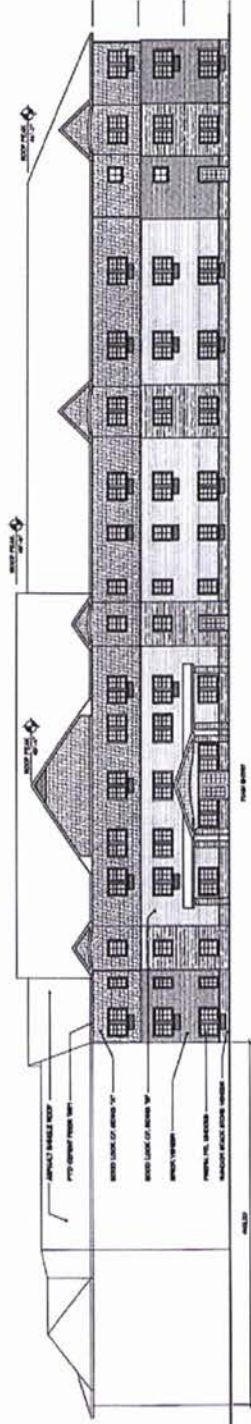


ROOF PLAN

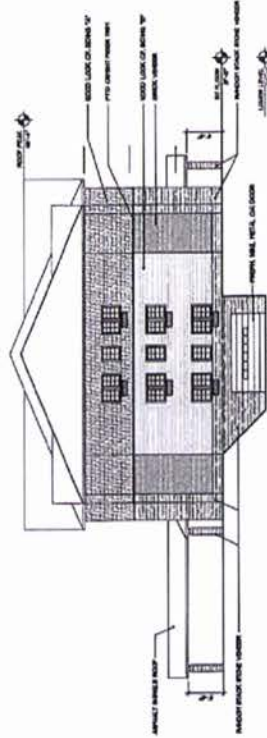




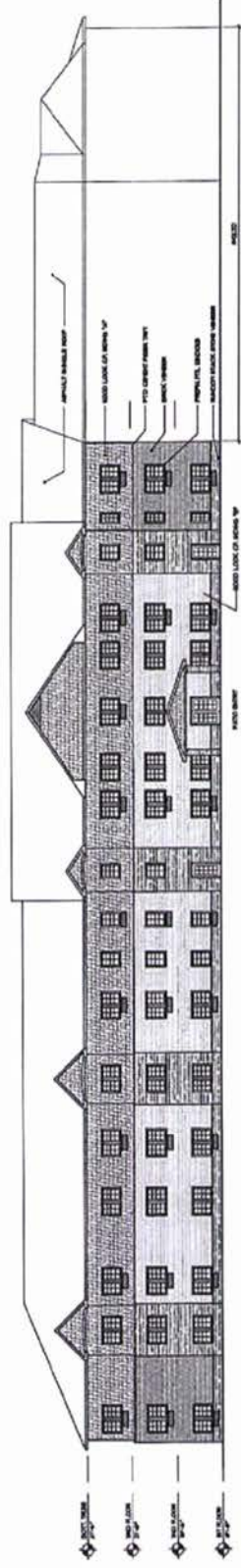
SOUTH ELEVATION



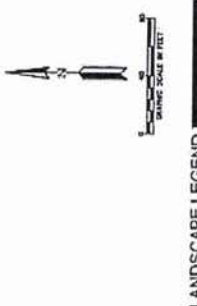
SOUTHEAST (MAIN ENTRY) ELEVATION



NORTHEAST ELEVATION



NORTHWEST ELEVATION



PLANTING SCHEDULE

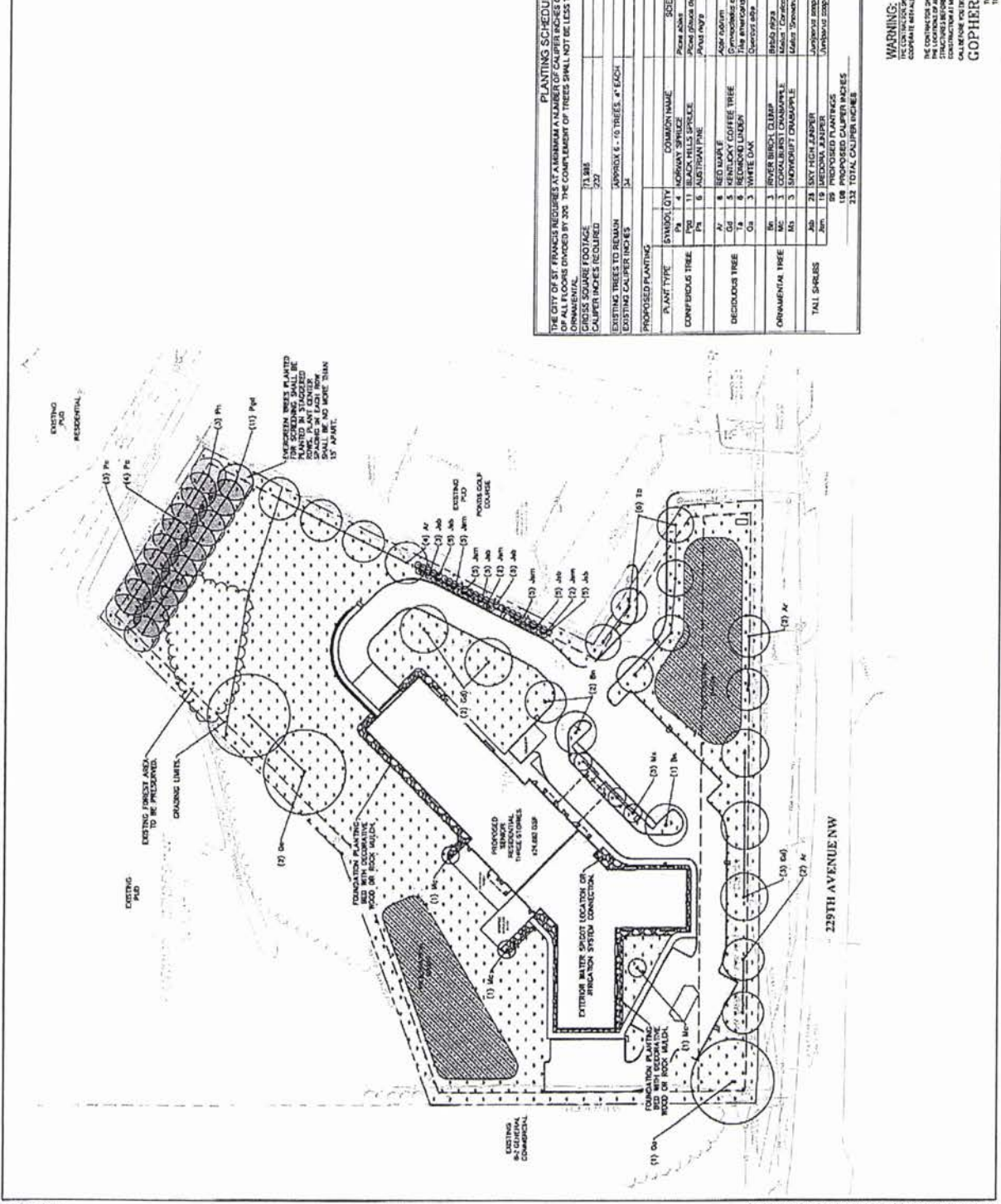
THE CITY OF ST. FRANCIS REQUIRES AN ADEQUATE NUMBER OF CALIPER INCHES OF TREES EQUAL TO THE TOTAL GROSS SQUARE FOOTAGE OF ALL FLOORS DIVIDED BY 300. THE COMPLEMENT OF TREES SHALL NOT BE LESS THAN 25% DECIDUOUS, 25% EVERGREEN AND 50% CALIPER INCHES REQUIRED.

GROSS SQUARE FOOTAGE: 71,888
CALIPER INCHES REQUIRED: 237

EXISTING TREES TO REMAIN: APPROX 6 - 10 TREES, # EACH
EXISTING CALIPER INCHES: 34

PLANT TYPE	STANDARD	CITY	COMMON NAME	SCIENTIFIC NAME	MINIMUM % COMPLEMENT OF TREES	SIZE	PROPOSED	REQUIRED
CONIFEROUS TREE	Pa	1	BLACK HILLS SPRUCE	<i>Picea canadensis</i>	25.0%	4" DBH	21.7%	25.0%
CONIFEROUS TREE	Pa	6	AUSTRIAN PINE	<i>Pinus nigra</i>	25.0%	4" DBH		
DECIDUOUS TREE	Az	8	RED BARK	<i>Quercus rubra</i>	25.0%	7" DBH	22.2%	25.0%
DECIDUOUS TREE	Gd	5	KENILWORTH COFFEE TREE	<i>Fraxinus pennsylvanica</i>	25.0%	7" DBH		
DECIDUOUS TREE	Os	3	WHITE OAK	<i>Quercus alba</i>	25.0%	7" DBH		
ORNAMENTAL TREE	Mt	3	COCKLEBURST CHAMPAGNE	<i>Malus coronaria</i>	10.0%	7" DBH	9.1%	10.0%
ORNAMENTAL TREE	Mt	3	SNYDERHUFF CHAMPAGNE	<i>Malus 'Snyderhuff'</i>	10.0%	7" DBH		
TALL SHRUBS	Jan	19	REDWING BLACKBERRY	<i>Rubus occidentalis</i>	5% of total	5" to 6" tall		
TALL SHRUBS	Jan	19	REDWING BLACKBERRY	<i>Rubus occidentalis</i>	5% of total	5" to 6" tall		
TOTAL							108	108

108 PROPOSED CALIPER INCHES
237 TOTAL CALIPER INCHES



WARNING:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR ALL SETBACKS, ETC. THE TOTAL COMPLEMENT OF TREES SHALL BE DIVIDED BY 300 TO DETERMINE THE NUMBER OF TREES REQUIRED AT EACH LOCATION. THE CONTRACTOR SHALL CONTACT THE CITY OF ST. FRANCIS AT 651-442-2222 FOR MORE INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR ALL SETBACKS, ETC. THE TOTAL COMPLEMENT OF TREES SHALL BE DIVIDED BY 300 TO DETERMINE THE NUMBER OF TREES REQUIRED AT EACH LOCATION. THE CONTRACTOR SHALL CONTACT THE CITY OF ST. FRANCIS AT 651-442-2222 FOR MORE INFORMATION.

GOPHER STATE ONE CALL
800.451.4242
WWW.GOPHERSTATEONECALL.COM

SITE ANALYSIS TABLE
 PART OF LOT 1, BLOCK 1 CLUBHOUSE AT POND'S GOLF COURSE

EXISTING ZONING	PLANNED BUSINESS DISTRICT
PROPOSED USE	SENIOR HOUSING - RESIDENTIAL
LOT AREA	*****
TOTAL BUILDING AREA	*****
SETBACK SUMMARY	BUILDING
FRONT / STREET ROW	50 FEET PVD
WESTERN SIDE	10 FEET PVD
EASTERN SIDE	10 FEET PVD
REAR	50 FEET PVD
IMPROVEMENTS AREA SUMMARY	REQUIRED
BUILDING	N/A
PAVED DRIVE / PARKING	N/A
SIDEWALK	N/A
TOTAL IMPERVIOUS AREA	N/A
PARKING SUMMARY	REQUIRED
STANDARD SURFACE PARKING	43 STALLS
UNDERGROUND PARKING	N/A
ADA PARKING	2 STALLS
TOTAL PARKING	45 STALLS
ST. FRANCIS CITY CODE PARKING REQUIRED:	47 STALLS
	* 10.5 STALL PER UNIT

KEYNOTE LEGEND

1	CONCRETE SIDEWALK, SEE DETAIL
2	GENERAL LOCATION OF MONUMENT SIGN, REFERENCE ARCH PLAN FOR DETAIL AND EXACT PLACEMENT
3	DIRECTIONAL PAVEMENT MARKING
4	"DO NOT ENTER" SIGN
5	"ONE WAY ONLY" SIGN
6	"STOP" SIGN
7	ACCESSIBLE CURB RAMP, SEE DETAIL
8	ACCESSIBLE WALKWAY STRIPING - AREA STRIPED WITH "A"
9	ACCESSIBLE VAN PARKING SIGN
10	PROCESSIONAL CROSSWALK MARKING
11	"YIELD TO PEDESTRIAN" STRIPING - DESIGNED ON SOLID PER PLAN
12	SITE LIGHTING - REF PHOTOGRAPHIC PLAN - REF ARCHIT PLAN
13	CONCRETE FLOOR WITH TYPICAL REINFORCEMENT FOR SLAB
14	DOOR LOCATION STRUCTURAL STOP, REFERENCE ARCHIT STRUCTURAL PLANS
15	PAVEMENT TYPE, SEE LEGEND
16	BUILDING SETBACK
17	SETBACK SETBACK
18	ARCHIT STRUCTURAL PLANS
19	RETAINING WALL BY OTHERS - REFERENCE GRADING PLAN FOR ELEVATIONS

SITE LEGEND

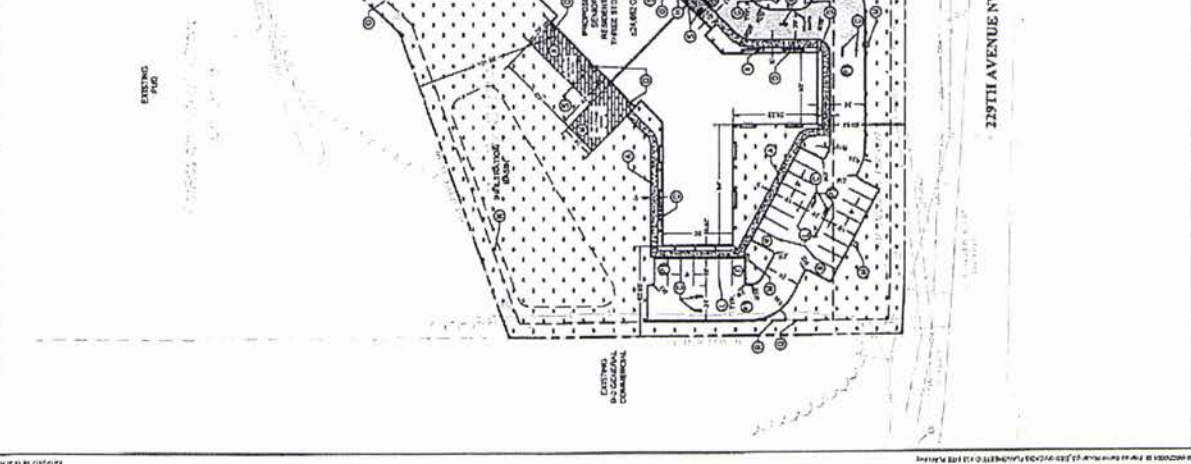
1	PROPERTY LINE
2	SETBACK LINE
3	SEASONAL LAKE
4	PROPOSED 16' CURB HIGHLIGHTER
5	STANDARD DUTY BITUMINOUS PAVEMENT
6	HEAVY DUTY BITUMINOUS PAVEMENT
7	HEAVY DUTY CONCRETE PAVEMENT
8	STANDARD DUTY CONCRETE SIDEWALK
9	PAVED DRIVE AREA, REFERENCE LANDSCAPE PLANS
10	PAVED AREA, REFERENCE ARCHIT PLAN FOR DETAIL
11	PROPOSED PARKING COUNT

SITE NOTES

- ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY, COUNTY REGULATIONS AND CODES, AND O.S.A. STANDARDS.
- CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS OF AND DIMENSIONS OF RESTRICTIONS, SLOPE, SIDEWALKS, EXIT PORCHES, BUILDING UTILITY ENTRANCE LOCATIONS, AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
- ALL RESTORED AREAS ARE TO BE RESEED WITHIN 14 DAYS OF TOPSOIL BEED, WHICH AND WATER UNTIL A HEALTHY STAND OF GRASS IS ESTABLISHED.
- ALL DIMENSIONS AND DIMENSIONS TO FACE OF CURB UNLESS OTHERWISE NOTED.
- SITE SURVEY BY TOPCON SURVEY, UTILITY AND SURVEY INFORMATION TAKEN FROM A TOPCON SURVEY BY WENCK ASSOCIATES, INC. DATED 8/29/2015.
- CONTRACTOR SHALL REFERENCE ARCHITECTURAL PLANS FOR SITE LIGHTING AND ELECTRICAL PLANS.
- TRASH WILL BE INTERNAL TO BUILDING, REFERENCE ARCHITECTURAL PLANS.

WARNING:
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING PERMITS FOR ALL UTILITIES. THE CONTRACTOR SHALL CONTACT THE UTILITIES TO OBTAIN THE LOCATION OF ALL UTILITIES. THE CONTRACTOR SHALL CONTACT THE UTILITIES TO OBTAIN THE LOCATION OF ALL UTILITIES. THE CONTRACTOR SHALL CONTACT THE UTILITIES TO OBTAIN THE LOCATION OF ALL UTILITIES. THE CONTRACTOR SHALL CONTACT THE UTILITIES TO OBTAIN THE LOCATION OF ALL UTILITIES.

GOPHER STATE ONE CALL
 1-800-485-4343
 1000 W. WASHINGTON AVE.
 ST. PAUL, MN 55102



St. Francis City Council Agenda Item
Executive Summary

Title of Item: **Solar Garden Ordinance**

Meeting Date: **2-5-18**

Staff Reporting: **Kate Thunstrom, Economic Development Director**
Ben Gozola, City Planner

Summary: In 2016, the City adopted a solar ordinance to address a request for a ground mounted solar system. It was recognized at the time that further work would be needed to address the solar community as a whole, but that such work could be delayed until necessitated by future events.

In March of 2017, Council entered into an option to lease with Connexus for a proposed solar project at the Wastewater Treatment facility, and staff was directed to begin work on an ordinance update. Various items in 2017 took precedent to this work, but a draft was eventually reviewed and recommended for approval by the Planning Commission in October of last year. Council agendas since that time were full, and since this matter was not pressing, staff elected to delay its review until this meeting. This language, if approved, would update the City's regulations relating to solar energy systems, and would expand their potential use beyond minor residential installations to larger utility installations. The ordinance also takes into account recent changes in the solar industry.

Recommendations:

- **The City Council is asked to review the proposed ordinance and provide feedback to staff on needed changes or amendment.**
- **If the language is acceptable or can be approved with conditions, staff is recommending Council move the language forward for a second reading.**

List of Attachments: A) *DRAFT Solar Garden Ordinance*

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

ORDINANCE 237, SECOND SERIES

AN ORDINANCE TO AMEND REGULATIONS
ON SOLAR ENERGY SYSTEMS

SUMMARY OF SECTIONS AMENDED, RENUMBERED, OR ADDED:

- 10-18-11 Solar Energy Systems
- 10-18-12 Temporary Family Health Care Dwellings (renumbered)
- Section 29 Solar Energy Systems Added
- Section 30 marked as “Reserved”

THE CITY OF SAINT FRANCIS ORDAINS:

Section 1. The City Council of the City of St. Francis hereby amends City Code Chapter 10 (Zoning), Section 18 (Accessory Buildings, Structures and Uses), as follows:

Existing sections 10-18-1 through 10-18-10 are restated and incorporated herein unchanged.

Existing section 10-18-11 is hereby deleted in its entirety.

Existing section 10-18-12 is hereby renumbered to 10-18-11.

Section 2. The City Council of the City of St. Francis hereby amends City Code Chapter 10 (Zoning) by adding a new Section 29 as follows:

SECTION 29

SOLAR ENERGY SYSTEMS

- A. Purpose and Intent:** The City of St. Francis finds that it is in the public interest to encourage the use and development of renewable energy systems that enhance energy conservation efforts, but result in limited adverse impact on nearby properties. As such, the City supports the use of solar energy collection systems and the development of solar energy farms. The City resolves that the following standards shall be adopted to ensure that solar energy system and solar energy farms can be constructed within the City of St. Francis while also protecting public safety and natural resources.

30 **B. Applicability:** These requirements shall apply to all solar energy system and solar energy
31 farms on properties and structures under the jurisdiction of the City of St. Francis Zoning.
32 The City of St. Francis shall refer any application for a large electric power generating
33 plant (LEPGP) to the Minnesota Public Utilities Commission (MN PUC) for approval. An
34 LEPGP shall be defined as an energy system capable of producing more than 50 megawatts
35 of power.

36 **C. Definitions:** The following words, terms and phrases , when used in this Section shall have
37 the meaning provided herein, except where the context clearly indicates otherwise:

- 38 **1. Building or Other Architecturally-Integrated Solar Energy System:** An active
39 solar energy system that is an integral part of a principal or accessory building, rather
40 than a separate mechanical device, replacing or substituting for an architectural or
41 structural component of the building. Building-integrated systems include, but are not
42 limited to, photovoltaic or thermal solar systems that are contained within roofing
43 materials, windows, skylights and awnings.
- 44 **2. CSES:** Community Solar Energy System
- 45 **3. CUP:** Conditional Use Permit
- 46 **4. Community Solar Energy System (also called a “solar garden”):** A solar-electric
47 (photovoltaic array that provides retail electric power (or a financial proxy for retail
48 power) to multiple community members or businesses residing or located off-site
49 from the location of a solar energy system.
- 50 **5. Ground Mounted Panels:** Freestanding solar panels mounted to the ground by use
51 of racks or poles or similar apparatus
- 52 **6. Ground Mounted Solar Energy System:** Systems which are accessory to and are
53 designed to supply energy for a principal use.
- 54 **7. Large Energy Power Generating Plant (LEPGP):** Any Solar Energy System
55 capable of producing 50 megawatts or more of power
- 56 **8. Large Energy Power Generating Plan (LEPGP):** Any Solar Energy System
57 capable of producing 50 megawatts or more of power.
- 58 **9. MN PUC:** The Minnesota Public Utilities Commission
- 59 **10. Photovoltaic Systems:** An active solar energy system that converts solar energy
60 directly into electricity.

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- 11. **Roof or Building Mounted Solar Energy Systems:** A solar energy system that is mounted to the roof or building using brackets, stands or other apparatus.
 - 12. **SES:** Solar Energy System
 - 13. **Solar Collector:** A device, structure or a part of a device or structure that the principal purpose is to transform solar radiant energy into thermal, mechanical, chemical or electrical energy
 - 14. **Solar Energy:** Radiant energy received from the sun that can be collected in the form of heat or light by a solar collector
 - 15. **Solar Energy System:** An active solar energy system that collects or stores solar energy and transforms solar energy into another form of energy or transfers heat from a collector to another medium using mechanical, electrical, thermal or chemical means.
 - 16. **Solar Farm:** A commercial facility that converts sunlight into electricity, whether by photovoltaics (PV), concentrating solar thermal devices (CST) or other conversion technology, for the principal purpose of wholesale sales of generated electricity.
 - 17. **Solar Garden:** A Community Solar Energy System
 - 18. **Solar Hot Water System:** A system that includes a solar collector and a heat exchanger that heats or preheats water for building heating systems or other hot water needs.
 - 19. **Solar Permit Supplement:** In addition to a Building permit, required for permit submission.

82 **D. Types of Energy Systems**

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- 1. **Roof mounted or Architecturally-Integrated solar system:** Systems which are accessory to the principal land use, designed to supply energy for the principal use. Roof mounted or other architecturally-integrated systems shall be regulated as follows:
 - a) Rooftop or other architecturally-integrated systems are permitted accessory uses in all zoning districts in which buildings and structures are permitted.
 - b) The property owner or contractor shall complete a building permit and supplemental application and obtain approval prior to installation.

- 91 c) Solar energy systems shall be harmonious with the architectural features of the
92 structure in as much as possible.
- 93 d) Commercial and industrial roof or other integrated systems: Shall be placed on the
94 roof to limit visibility from the public right-of-way or to blend into the roof design
95 in as much as possible while still allowing the owner to reasonably capture solar
96 energy.
- 97 e) Height: roof mounted Solar systems must not exceed the height maximum in the
98 applicable zoning district for the structure on which it is mounted.
- 99 f) Setbacks: roof mounted solar systems must comply with all structure setback
100 requirements in the applicable zoning district, and must not extend behind the
101 exterior perimeter of the structure on which the system is mounted.
- 102 g) Roof mounted systems placed on the street facing front of any structure shall be
103 flush-mounted systems.

104 **2. Ground mounted solar energy systems:** Ground Mounted systems shall be
105 regulated as follows:

- 106 a) Ground mounted systems are permitted accessory uses in all districts in which
107 building and structures are permitted.
- 108 b) The property owner or contractor shall complete a building permit and
109 supplemental application and obtain approval prior to installation.
- 110 c) Ground mounted systems are exempt from accessory structure number and area
111 limitations except as provided herein.
- 112 d) Heights: ground mounted solar energy systems must not exceed the height
113 maximum in the applicable zoning district for an accessory structure for all
114 possible orientations.
- 115 e) Setbacks: ground mounted solar energy system must meet the setbacks required
116 for an accessory structure in the applicable zoning district for all possible
117 orientations.
- 118 f) No ground mounted solar system shall cover or encompass more than ten percent
119 (10%) of the gross lot size.

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- 3. **Community Solar Energy Systems (Solar Gardens/CSES):** Roof or ground mounted CSES's designed to supply energy for off-site users on the distribution grid (but not for export to the wholesale market or connection to the electric transmission grid) shall be considered a conditional use in all districts unless otherwise regulated or prohibited in this section:
 - a) CSES's shall require a CUP.
 - b) CSES's shall be located on a contiguous or aggregate site area footprint of at least 5 acres in size (whether commonly owner/controlled or not-so owned or operated). The site area footprint size shall be computed by a determination of the Zoning Administrator.
 - c) Prohibited Districts: The City prohibits CSES's within the following districts:
 - 1. Residential and Commercial Zoning Districts
 - 2. Floodplain Districts
 - d) All CSES components must meet the setback, height and impervious surface limitations for the district in which the systems is located.
 - e) CSES's shall require a building permit and are subject to the accessory use standards for the district in which they are located.
- 4. **Solar Farms:** Ground-mounted solar energy arrays which are the principal use on the property, that are designed for providing energy to off-site users or export to the wholesale market, shall be a permitted use in Agricultural districts; except as otherwise regulated or prohibited in this section. Solar farms shall be subject to the following:
 - a) Solar farms which have a generating capacity of 50 megawatts or more of power shall fall under the jurisdiction of the Minnesota Public Utilities Commission.
 - b) Solar Farm Energy Systems generating less than 50 megawatts shall require a Conditional Use Permit.
 - c) Solar farms shall be located on a contiguous or aggregate site area footprint of at least 5 acres in size (whether commonly owner/controlled or not-so owned or operated). The site area footprint size shall be computed by a determination of the Zoning Administrator.
 - d) Prohibitions: the City prohibits community solar farms within:
 - 1. Floodplain Districts

- 152 e) All Solar Farm components must meet the setback, height and impervious surface
153 limitations for the district in which the system is located.
- 154 **5. Additional Standards:** In addition to the specific standards required for individual
155 system types, the following standards shall apply to all Solar Energy Systems.
- 156 **6. Compliance with Building Code:** All SES's shall require a building permit, shall be
157 subject to approval of the City Zoning Administrator and Building Official, and shall
158 be consistent with the State of Minnesota Building Code
- 159 **7. Compliance with State Electric Code:** All photovoltaic systems shall comply with
160 the Minnesota State Electrical Code
- 161 **8. Compliance with State Plumbing Code:** Solar thermal systems shall comply with
162 applicable Minnesota State Plumbing Code requirements.
- 163 **9. Compliance with MN Energy Code:** All SES's shall comply with HVAC-related
164 requirements of the Energy Code.
- 165 **10. Utility Notification:** No grid-intertied photovoltaic system shall be installed until the
166 owner has submitted notification to the utility company of the customer's intent to
167 install an interconnected customer-owned generator. Off-grid systems are exempt
168 from this requirement.
- 169 **11. Permitting Deadlines:** Solar Energy Systems must complete work outlined within
170 the Building Permit within six (6) months of the date the Building Permit was issued.
171 All requests for an extension to this deadline must be made prior to the deadline, and
172 must be made in writing to the City Building Official. The City Building Official
173 shall issue an extension within seven (7) days of receiving the request if the party
174 making the request provides good cause, which shall be broadly interpreted, for the
175 request.
- 176 **12. Installation:** Installation of a solar systems shall not constitute a right to sunlight
177 from any adjoining property, nor does the city assure access to sunlight.
- 178 **13. Security and Equipment buildings:** Security and equipment building(s) on the site
179 of solar farms shall be permitted uses accessory to the solar farm.
- 180 **14. Landscaping:** Buffer screening from routine view of the public right-of-way and
181 immediate adjacent residences shall be required in an attempt to minimize the visual
182 impact of above grade site improvements and any extensive or imposing perimeter
183 securing fencing that is proposed. Low lying screening, shrubbery or other native
184 vegetation shall be required around site perimeter security fencing.

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- 15. **Controlled Access:** The owner or operator shall contain all unenclosed electrical conducts located above ground within a structure (or structures) with controlled access.

- 16. **All CSES's and Solar Farm's – Power and communication lines:** All on-site power and communication lines running between banks of solar panels and buildings shall be buried underground on premise. The Zoning Administrator may grant exemptions to this requirement in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines.

- 17. **All CSES and Solar Farm - Decommissioning Plan:** A decommissioning plan with cost estimates shall be required to ensure that CSES's and Solar Farms are properly removed after their useful life. Decommissioning must occur within 180 days of abandonment, as defined in Section G. Five years after commencement of the use, the owner or operator shall post a bond, letter of credit, or establish an escrow account. This security shall be in an amount equal to the estimated decommissioning cost.

- 18. **Easements:** Solar energy systems shall not encroach on public drainage, utility, roadway, or trail easements.

- 19. **Glare:** No solar energy equipment or solar electric systems shall create or cause unreasonable glare on other property or public roadways. Unreasonable glare shall mean a public safety hazard as determined by the City Council or the appropriate roadway authority.

E. Conditional Use Permit (CUP) Requirements: In addition to the general requirements for a conditionally permitted use outlined in Zoning Code Chapter 6, the following requirements will also apply to solar energy system CUP applications.

- 1. **CUP's runs with the land:** A CUP may be terminated if the owner/operator violates the terms of the CUP; provided however that the Zoning Administrator send a written notice of violation to the owner/operator giving thirty (30) days to remedy the violation. In the event the event the owner/operator fails to remedy the violation, the Zoning Administrator may send written notice of CUP termination to the owner/operator.

- 2. **Conditional Use Permit Submittal Requirements:** A CUP application for Solar Energy System shall be accompanied by horizontal and vertical elevation drawings, drawn to scale. The drawings shall show the location of the system components on the property as well as other elements including but not limited to the following:
 - a) Existing features
 - b) Proposed features

- 220 c) Property boundaries
- 221 d) Property zoning designation(s) including district property line and roadway
- 222 setbacks
- 223 e) Solar arrays, connecting lines and all affiliated installations and structures
- 224 f) Access points, drive aisles, security features and fencing
- 225 g) Topography & surface water drainage patterns and treatment systems
- 226 h) Wetlands, woodlands, grasslands and prairielands
- 227 i) Existing and proposed/preserved/protected wildlife corridors
- 228 (wetland/woodland/topography connectivity)
- 229 j) Landscape plan, including required screening of site perimeter securing fencing
- 230 k) Floodplains
- 231 l) Soils
- 232 m) Historical features
- 233 n) Archeological features
- 234 o) Wildlife and ecological habitat
- 235 p) Environmental mitigation measures
- 236 q) Description of project staging (if applicable)

237 **F. Permit Modifications:** Conditional Use Permits must be maintained consistent with the

238 terms of their approval. Modification and amendments shall be processed and reviewed

239 consistent with the terms of City Code

240 **Section 3. The City Council of the City of St. Francis hereby amends City Code Chapter 10**

241 **(Zoning) by adding a new Section 30 as follows:**

242 **SECTION 30**

243 **(Reserved)**

244

245 **Section 4. Effective Date. This Ordinance shall take effect on the later of 30 days after its**
246 **publication or _____.**

247 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
248 THIS ____ DAY OF _____, 2018.

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APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

XXXXXX-VX

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: **Building Official**
DATE: 2/5/2018

OVERVIEW:

The City's Building Official has received a job offer with another City. Prior to accepting a resignation, the City can consider a counteroffer. Currently, the Building Official position is being paid at the bottom of the pay scale for that position.

The potential counteroffer would be to match the offer made by the other City. In addition, upon obtaining full Building Official licensure (currently has a Building Official Limited license), the position would be increased to the top of the pay scale.

A few considerations:

- 1) With building activities on the rise, Building Officials are in high demand.
- 2) It is highly unlikely if the City were to advertise for the position that we would pay less than the bottom of the pay scale.
- 3) Metro west is a viable option, however they face the same staffing pressures with increased building activity and in-house service provides a higher level of service to the builders.
- 4) The City was paying \$0.21 less an hour compared to the initial wage match for the previous Building Official.
- 5) Community Development has \$14,061.40 in unanticipated salary expenses for the 2018 Budget. This amount covers the initial salary match increase.
- 6) The City took in revenue of \$152,899 for Building Permits and \$89,141 for Plan Check Fees in 2017. These generally cover the cost of the Building Official.
- 7) After one year on the job, our current Building Official has proven to be highly effective in this position.

Attachment: Metro area Building Official salaries showing existing Building Official wage, the two adjustments, and two local city comparisons.

Action to be considered:

Motion to approve the proposed adjustment for the Building Official position.

Organization	Pop	Region	Job Title	Actual High
Eden Prairie	63,187	Metro	Building Inspections	\$131,518.40
Minneapolis	386,691	Metro	Building Official	\$121,844.00
Metropolitan Airp	1	Metro Wid	Building Official	\$119,938.00
Edina	49,596	Metro	Chief Building Offici	\$116,827.00
Bloomington	84,701	Metro	Building and Inspect	\$114,500.00
State of Minnesot	1	State Agen	Asst Dir Constr Code	\$110,518.00
Coon Rapids	63,162	Metro	Chief Building Offici	\$109,907.20
Eagan	67,509	Metro	Chief Building Offici	\$109,200.00
Inver Grove Heigh	34,461	Metro	Chief Building Offici	\$108,035.00
Lakeville	60,000	Metro	Building Official	\$107,342.60
Brooklyn Park	80,830	Metro	Building Official	\$107,182.40
Maple Grove	69,249	Metro	Building Director	\$105,452.00
Burnsville	61,908	Metro	Building Official	\$104,475.30
Blaine	62,066	Metro	Chief Building Offici	\$104,083.00
Richfield	33,859	Metro	Chief Building Offici	\$103,688.00
Savage	27,567	Metro	Building Services M	\$103,507.00
Minnetonka	51,669	Metro	Building Official	\$101,785.30
St. Louis Park	46,293	Metro	Chief Building Offici	\$101,338.00
Apple Valley	49,376	Metro	CHIEF BUILDING OF	\$98,833.00
Andover	31,298	Metro	Building Official	\$98,567.00
Cottage Grove	34,502	Metro	Chief Building Offici	\$96,054.00
Shakopee	41,123	Metro	Building Official	\$94,662.00
Shoreview	25,882	Metro	Building Official	\$93,600.00
Chanhassen	24,432	Metro	Building Official	\$93,038.40
Prior Lake	25,049	Metro	Building Official	\$91,781.00
West St. Paul	19,727	Metro	Building Official	\$91,540.80
Plymouth	74,592	Metro	Building Official	\$91,453.00
East Bethel	11,626	Metro	Building Official/Co	\$90,708.80
Hopkins	17,290	Metro	Building Official	\$90,043.20
North St. Paul	12,104	Metro	Building Official	\$89,710.40
St. Francis			Building Official	\$88,524.00
Rosemount	23,000	Metro	Building Official	\$89,436.00
Arden Hills	10,000	Metro	Building Official	\$88,440.41
Brooklyn Center	30,104	Metro	Building Official/Ho	\$88,379.20
White Bear Lake	24,734	Metro	Building Official	\$88,108.80
Ramsey	24,935	Metro	Building Official	\$87,942.40
Hastings	22,491	Metro	Building Official	\$87,755.20
Champlin	23,934	Metro	Building Official	\$86,860.80
Hugo	13,140	Metro	Building Official	\$86,390.00
Oak Park Heights	4,706	Metro	Building Official	\$85,051.22
Maplewood	37,755	Metro	Building Official	\$85,030.40
Roseville	35,244	Metro	Inspections	\$85,030.40
Lake Elmo	8,326	Metro	Building Official/Co	\$85,000.00
Vadnais Heights	13,266	Metro	Building Official	\$84,718.40

Mounds View	12,733	Metro	Building Official	\$84,427.20
Columbia Heights	18,361	Metro	Building Official	\$84,180.00
Little Canada	10,036	Metro	Building Official	\$84,061.00
South St. Paul	20,405	Metro	Building Official	\$83,720.00
New Hope	20,718	Metro	Building Official	\$83,054.40
Fridley	28,547	Metro	Chief Building Offici	\$82,638.40
New Prague	7,081	Metro	Building Inspector	\$82,160.00
St. Francis			Building Official	\$81,473.00
Lino Lakes	21,200	Metro	Building Official	\$81,348.80
Farmington	23,056	Metro	Building Official	\$81,221.00
New Brighton	22,321	Metro	Building Official	\$80,952.00
Spring Lake Park	6,768	Metro	Building Official	\$80,225.60
Victoria	9,220	Metro	Building Official	\$80,225.60
Anoka	17,966	Metro	Building Official	\$79,497.60
Robbinsdale	14,512	Metro	Building Official	\$78,728.00
Stillwater	18,800	Metro	Building Official	\$76,788.00
Wayzata	4,449	Metro	Building Official	\$76,435.00
White Bear Towns	11,830	Metro	Code Enforcement	\$74,734.40
Carver	4,293	Metro	Building Official	\$71,702.00
St. Francis	7,455	Metro	Building Official	\$68,764.80
Ham Lake	15,666	Metro	Building Official	\$68,598.40
Orono	7,980	Metro	Building Official	\$68,576.22
Crystal	22,151	Metro	Building Official	\$67,770.76
Columbus	3,914	Metro	Building Official	\$44,486.00

Salaries: Building Official

Average

Aged Results: Building Official

Municipality	Date	# of Month	Actual Average
Andover	#####	10	\$98,567.00
Anoka	#####	21	\$79,497.60
Apple Valley	#####	9	\$98,833.00
Arden Hills	#####	8	\$88,440.41
Blaine	#####	3	\$104,083.00
Bloomington	#####	9	\$114,500.00
Brooklyn Center	#####	9	\$84,223.36
Brooklyn Park	#####	9	\$107,182.40
Burnsville	4/6/2017	9	\$104,475.30
Carver	#####	10	\$71,702.00
Champlin	#####	9	\$86,860.80
Chanhassen	1/1/2017	12	\$93,038.40
Columbia Heights	#####	9	\$84,180.00
Columbus	5/4/2016	20	\$44,486.00
Coon Rapids	#####	10	\$109,907.20
Cottage Grove	3/7/2017	10	\$96,054.00



2017 Annual Report (unaudited)

Respectfully Submitted by:

John Schmidt

Liquor Store Manager

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2017 Customers by Month (2016 comparison)page 6

Sunday Sales Informationpage 7

Date: 2/5/18

Mayor and City Council:

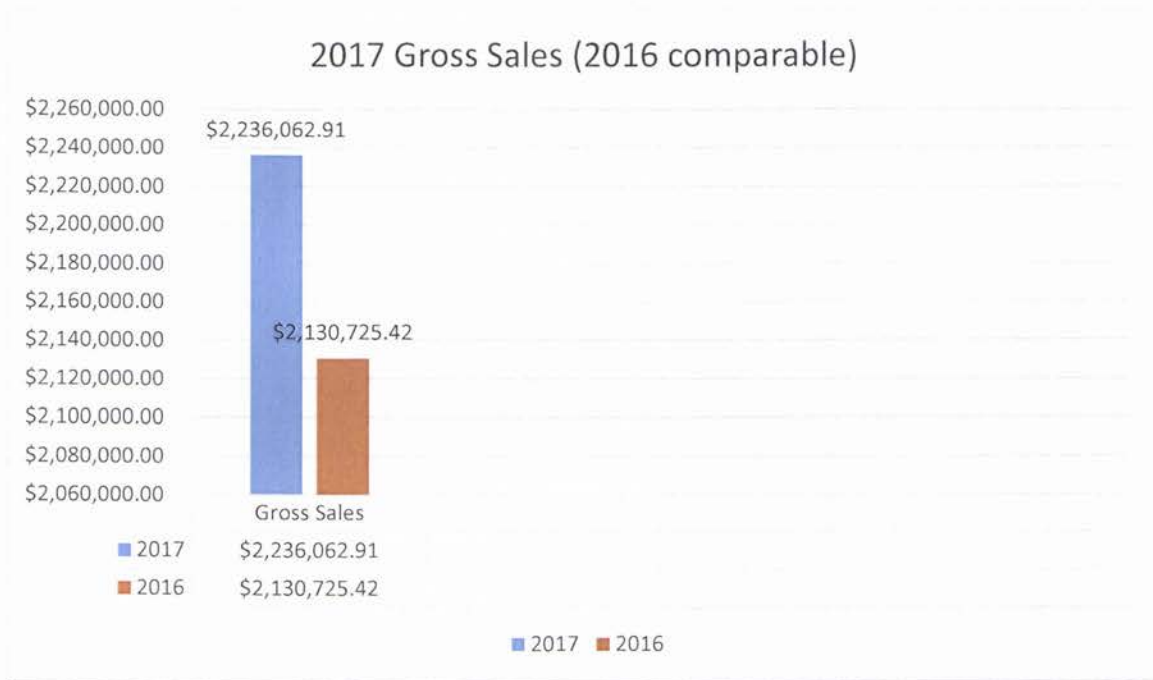
This is my formal submittal of the unaudited 2017 Bottle Shop Report. In 2017, we saw major changes in State Legislation that provided for the Sunday Sale of alcohol. This is a major change that comes after decades of restrictions of Sunday liquor sales. Under the new law, alcohol retailers statewide are allowed to remain open Sundays from 11:00 a.m. to 6:00 p.m. The City has allowed the Bottle shop to operate during these newly permitted hours. Bottle Shop Staff will continue to monitor the impact of the new operating hours and provide updates as the full scale of the impact is realized.

The Bottle Shop has seen an increase in almost all areas, with the largest being beer at just over \$52,000 increase. We predict continuing higher sales numbers in 2018, with increased selection, more local advertising, and continuing employee product knowledge. In the very short term, it appears that the Sunday operating hours are increasing sales however the sample months are somewhat skewed due to the holidays in these months.

Regards,

John Schmidt

2017 Gross Sales (2016)

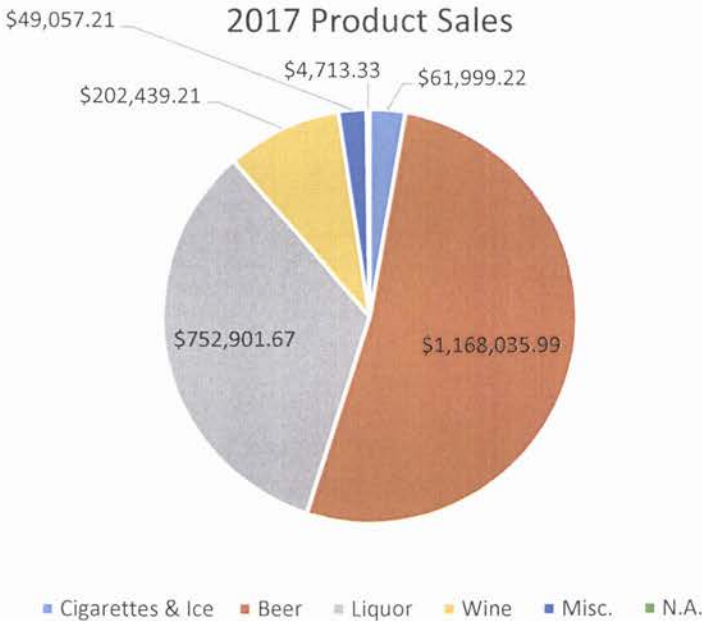
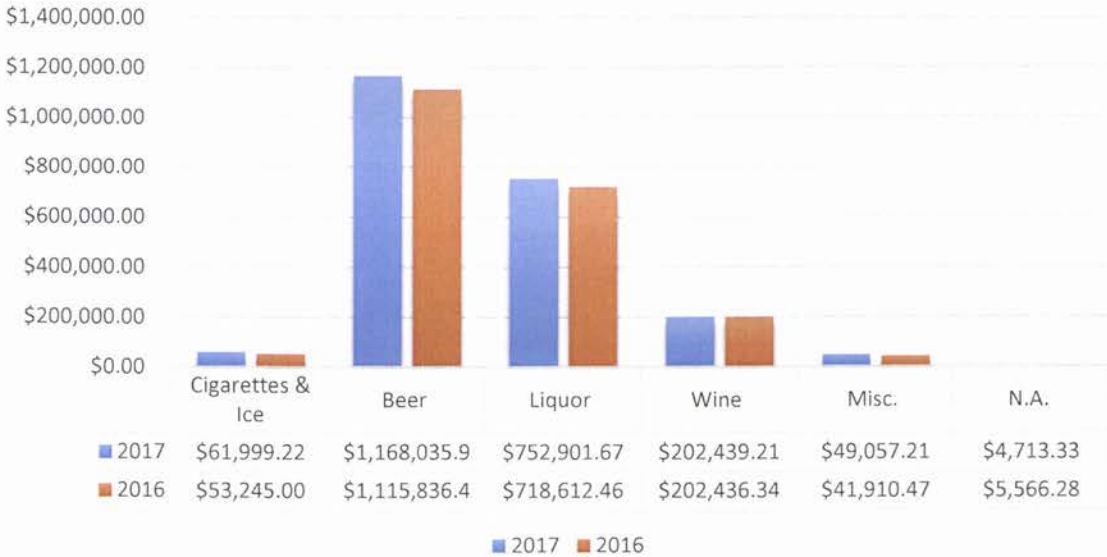


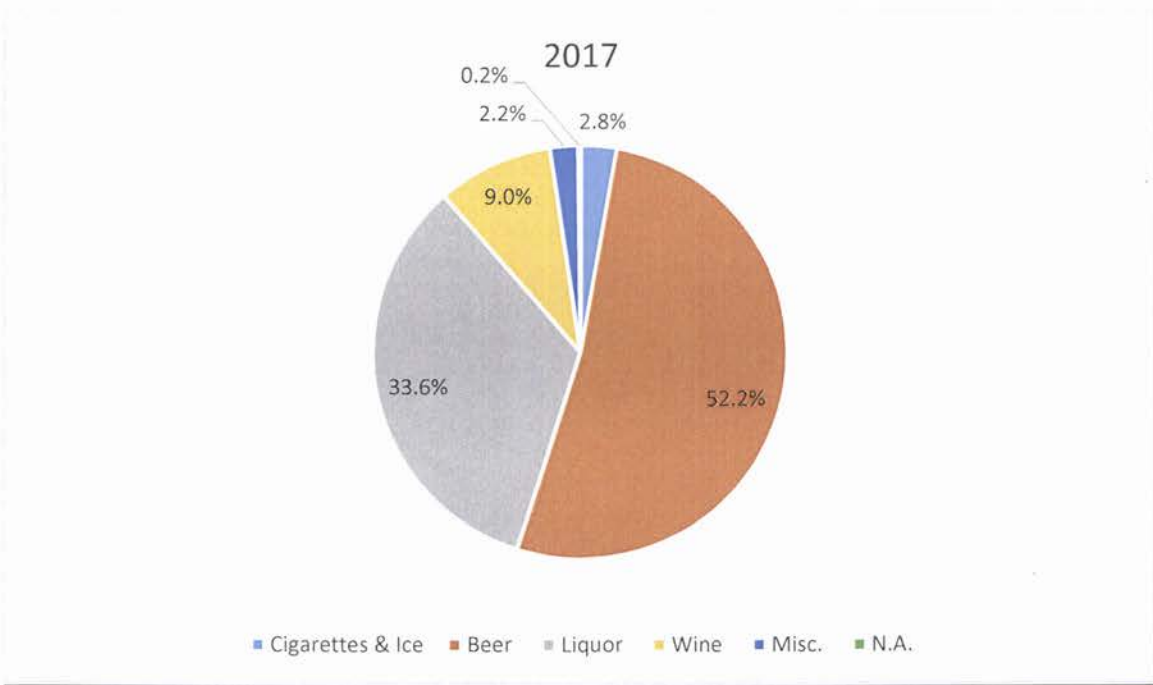
Manager Comments:

Overall, gross sales were up approximately \$105,337.49 over 2016. Some of the reasons staff believes sales have risen over 2016 is likely due to the Bridge Street project completion, enhanced marketing initiatives, and sales always rise with warmer weather. It is unclear if Sunday Sales have contributed to this increase. Generally, we will need more data points and the initial data indicates sales on Saturdays are slightly down with the increased sales on Sundays.

2017 General Sales by Product Type (2016 Comparable)

2017 Sales by Product Type (2016)

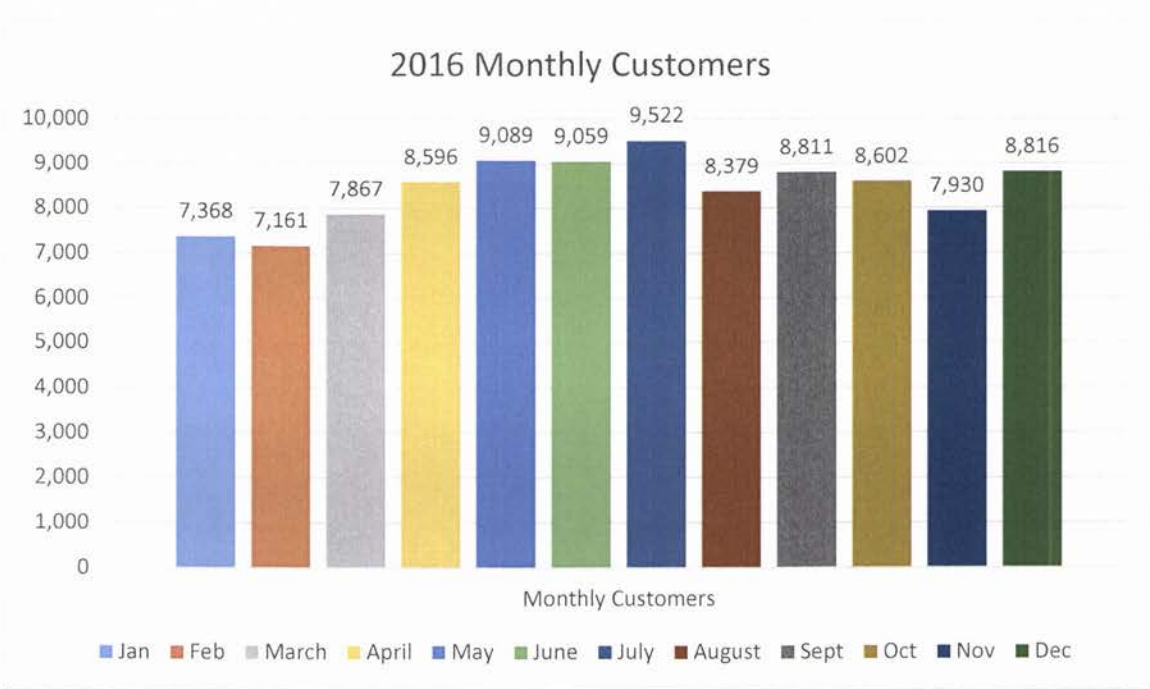




Manager Comments:

As you will see, Beer accounts for 52.2% of product sales. This is followed closely by Liquor products at 33.6%. Wine and other sales also contribute significantly at 14.02%.

Total Customers by Month 2017

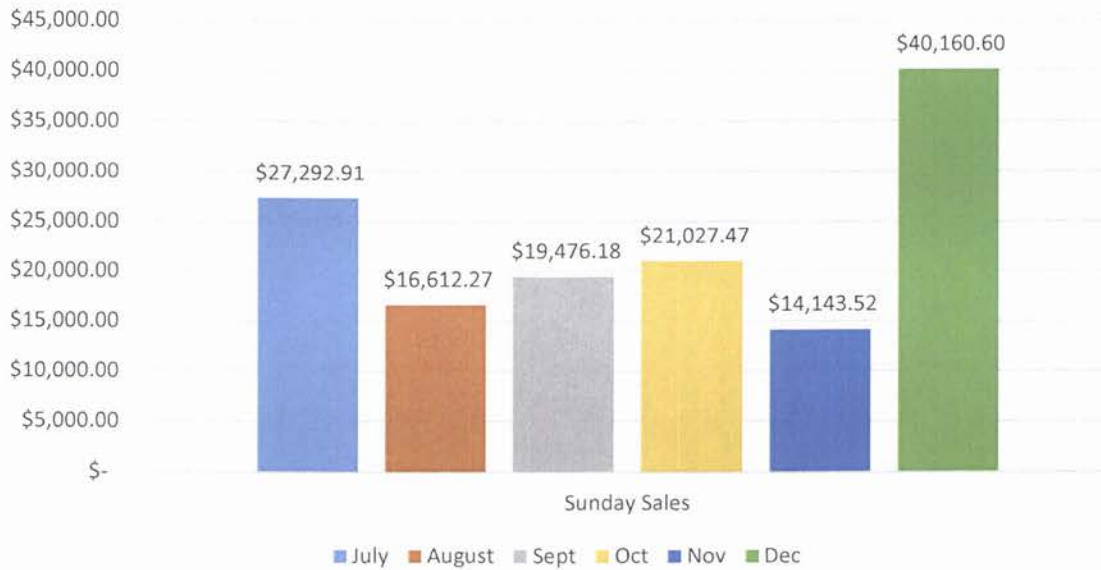


Manager Comments:

A total of 105,863 customers visited the Bottle Shop in 2017. This number is 4,663 over 2016 with 101,200.

Sunday Sale Information

2017 Sunday Sales



2016 Saturday Sales vs. 2017 Sat/Sun. Sales by Month



2016 Saturdays vs. 2017 Sat/Sun Difference

