

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
MARCH 19, 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 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 – March 5, 2018
  - B. City Council/EDA Work Session Notes
  - C. Declaring Surplus Property (Bicycles) – Resolution 2018-12
  - D. Accepting the Resignation of Part time Liquor Store Clerk Mandy Komorous
  - E. Payment of Claims
5. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person\***
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
  - A. Ordinance 238, Second Series Amending Charter Sec. 4.05 and Sec. 7.06 (Second Reading)
9. NEW BUSINESS
  - A. Winning with Cops Program – Received Donation
  - B. Snowmobile Discussion
  - C. Fire Department SCBA – Received payment
  - D. Schedule a Work Session
10. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person\***
11. REPORTS
  - A. Public Works – Monthly Report
  - B. Councilmember Reports -
  - C. Upcoming Events –
    - Mar 21 Planning Commission Meeting @ ISD #15 Central Services Center 7 pm
    - Mar 24 St. Francis Lioness/Lions Easter Egg Hunt @ Community Park 10 am
    - Apr 2 City Council Meeting @ ISD #15 Central Services Center 6:00 pm
12. ADJOURNMENT

CITY OF ST. FRANCIS  
ST. FRANCIS MN  
ANOKA COUNTY

CITY COUNCIL MINUTES  
MARCH 5, 2018

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

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman.

2. **ROLL CALL**

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

Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Planner Ben Gozola (Sambatek), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Paul Teicher, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

MOTION BY TVEIT SECOND BAUER APPROVING THE REGULAR CITY COUNCIL AGENDA. Motion carried 5-0.

4. **CONSENT AGENDA**

MOTION BY MUEHLBAUER SECOND SKORDAHL TO APPROVE THE CONSENT AGENDA ITEMS A- E AS FOLLOWS.

- A. City Council Minutes – February 20, 2018
  - B. Hire Albert Garza as St. Francis Fire Fighters contingent upon successful completion of all pre-employment testing
  - C. Ordinance 237 - Second Series – Summary Publication Resolution 2018-10
  - D. St. Francis Lions – Temporary Liquor License for Pioneer Days June 8-10 @ Community Park
  - E. Payment of Claims \$107,776.14 (Check #'s 73844-73887)
- Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

None

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

- A. Charter Amendments – Sections 4.05 and Section 7.06  
Mayor Feldman open a public hearing 6:02 pm.

City Administrator Joe Kohlmann gave a brief update on the proposed section amendments before the council this evening.

Section 4.05 text amendment provides the City with more latitude on who can sign official documents. As it currently reads in the Charter, the Mayor would need to sign almost every document with the City Clerk attesting. With the number of documents the City signs, this is not practical and a wider latitude should be extended.

Proposed language amendment:

**Section 4.05. Filing and Execution of Documents.** Unless otherwise specifically provided, filing of all documents provided for in this Charter or the Ordinances of the City shall be at the administrative offices the City. All contracts with the City, Ordinances and Resolutions of the Council, and other documents, shall be executed in the name of the City and signed by the appropriate city officer such as the Mayor, Mayor Pro Tem, City Administrator or their designee and attested by the City Clerk or their designee.

Section 7.06 text amendment allows the City Council to hear the budget as a primary item of business on the first regular meeting in September. MN Statutes have changed to allow cities to certify their preliminary levy by September 30<sup>th</sup> versus the previous requirement of September 15<sup>th</sup>. This does allow the Council one additional meeting to hear the budget and set the preliminary levy.

Proposed language amendment:

**Section 7.06. Adoption of the Budget.** The budget shall be the principal item of the business at the first regular monthly meeting first or second regular monthly meeting of the Council in September and the Council shall hold continued meetings from time to time until all the estimates have been considered.

With no public comment, Mayor Feldman closed the public hearing at 6:03 pm.

1. Ordinance 238, Second Series Amending Charter Sec. 4.05 and Sec. 7.06 (First Reading)

MOTION BY MUEHLBAUER SECOND TVEIT APPROVING THE FIRST READING OF ORDINANCE 238, SECOND SERIES AMENDING CHARTER SECTIONS 4. 05 AND SECTION 7.06.

Roll Call: Ayes: Tveit, Muehlbauer, Feldman, Bauer and Skordahl.  
Nays: None

Motion carried 5-0

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Woodhaven – Variance and Conditional Use Permit – Resolution 2018-11  
City Planner Ben Gozola gave a detailed overview of his report on A.L.S.

Properties Woodhaven, LLC in their request to allow an expansion of approximately 55 new pads to the existing Woodhaven Manufactured Home Community on currently undeveloped land to the north of 234<sup>th</sup> Avenue NW – PID's 31-34-24-14-002 and 31-34-24-14-0001. Variances were also requested to allow two building pads closer than 75 feet to public right of way (Hwy 47) for lots 1 and 17.

Planning Commission approved all requests on a 4-2 vote the descending votes were concerned with the traffic on Cree Street because of the new revision due to MnDOT's denial of access on to Hwy 47.

Feldman stated mobile homes have come a long way with their architectural design. Feldman asked about the setback for side yard on the lots needing a variance. Gozola explained the side yard variance request. Any berms along Hwy 47, Feldman asked? Will the planting be enough to buffer them from Hwy 47. Gozola stated they were not considered because it is not in our current code. There also was discussion for emergency only access off Hwy 47.

Fire Chief Schmidt stated his vehicles are significantly heavier than a squad car. Discussion with Gozola to make it sure it can handle the weight and size. Hopefully Schmidt stated we will never have to use it.

Bauer asked about the current access off Hwy 47. MnDOT said with redevelopment they would not allow an access. Bauer asked if the trail would still be connecting this area to the west. It was noted it would still connect the east portion to the west.

Skordahl said at the Planning Commission, discussion was mostly on the traffic it is going to create on Cree Street. Don't think all the people are going to leave at the same time. My concern is we are adding more vehicles coming and going at an uncontrolled intersection at 233<sup>rd</sup> and Hwy 47. I would like the whole corridor along Hwy 47 reviewed. Emergency access/trail would need to be maintained in the winter. Good development, good make use of the land with no access granted off Hwy 47. No issue with the variance request either.

Tveit said I like the plan. Would be nice to have an access to the north at some point in time. In favor of the project and no problem with variance request.

Muehlbauer's concern is also with the traffic funneling to an uncontrolled intersection as Rich (Skordahl) said. Safety is a concern, wish MnDOT would be on board. I don't mind the plan.

Feldman said having a good Comp Plan is critical. Best usage for a land lock piece of land. All and all this is a good thing, not against it at all.

City Engineer Craig Jochum said our updated memo made the packet.

Tveit said the comp plan wants a variety of valued homes.

Mike Schrader, Crystal MN here with my father tonight, from A.L.S. Properties stated we have been here in the city for a long time. These homes will be in the \$80,000-\$100,000 price range. We did have a lot of discussions with MnDOT and the road access. We appreciate your support. Feldman thanked them for their work on this project.

MOTION BY BAUER SECOND TVEIT TO ADOPT RESOLUTION 2018-11 A RESOLUTION APPROVING A CONDITIONAL USE PERMIT AND VARIANCES TO ALLOW EXPANSION OF THE EXISTING WOODHAVEN MANUFACTURED HOME COMMUNITY.  
Motion carried 5-0.

Feldman thanked Kate, Ben and Craig for working together with Woodhaven.

B. Auto Aid Agreement with Bethel Fire Department

Fire Chief Schmidt presented a proposed Auto Aid Agreement between St. Francis and the City of Bethel. This would be a mutual agreement between the fire departments to provide additional 24/7 coverage and support for both cities in the event of a structure fire or grass fire. Currently during the hours of 0500-1700 (5 am to 5 pm) we have an Automatic Aid Agreement in place with Oak Grove, Ramsey, East Bethel, Bethel and Isanti Fire District. We also currently have a 24/7 Automatic Aid Agreement in place with Isanti Fire District. This Auto Aid Agreement was approved by Bethel's city council last Thursday. Eventually we would like to develop this type of agreement with all the current 5 am to 5 pm cities.

Council agreed this is a good idea.

MOTION BY MUEHLBAUER SECOND TVEIT AUTHORIZING THE FIRE DEPARTMENT TO ENTER IN TO A 27/7 AUTOMATIC AID AGREEMENT WITH THE CITY OF BETHEL FOR STRUCTURE FIRE AND GRASS FIRE RESPONSE.

Motion carried 5-0.

10. MEETING OPEN TO THE PUBLIC

None

11. REPORTS

A. Councilmember Reports-

Tveit said he would like to say kudos to Anoka County Sheriff's Department with their when I totaled my care, drive safe.

Muehlbauer spent time with the police department to see how the department works a little more this past week. Also stopped at the fire department, I like what I see. Always room for improvements but like what I see.

Bauer visited the public works department to see the new wastewater treatment facility and also water treatment plant. Looking a different cost saving measures.

Skordahl said winter is not done yet. Roads here are quite nasty tonight. Thanked Feldman mentioning and stressing safety and signaling in our roundabouts. Saw one of our squad cars signaling going through the round about today.

Feldman stated the Spring Newsletter is out. Before you go out on Facebook, come to city council meeting or call staff if you have questions. We are here to serve you. Be safe and take the time to drive a little slower.

Kohlmann stated he has received a request for the snowmobiles to be able to park by the river, so this topic will be on the next agenda.

Meeting next Monday, March 12 at 6:00 pm, a work session is scheduled in the Community Center.

B. Upcoming Events -

- Mar 5 City Council Meeting @ ISD #15 Central Services Center 6:00 pm
- Mar 17 St. Francis Lions Easter Bingo @ SF American Legion 6:30 pm
- Mar 19 City Council Meeting @ ISD #15 Central Services Center 6:00 pm
- Mar 21 Planning Commission Meeting @ ISD #15 Central Services Center 7 pm
- Mar 24 St. Francis Lions/Lions Easter Egg Hunt @ Community Park 10 am

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 6:43 pm.

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Barbara I. Held, City Clerk

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

CITY COUNCIL WORK SESSION NOTES

MARCH 12, 2018

Mayor Steve Feldman called the Work Session to order at 6:00 pm

Members present were; Mayor Steve Feldman, Council members Jerry Tveit, Rich Skordahl, Joe Muehlbauer, and Robert Bauer. Also present were Assistant City Attorney Dave Schaps, City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Assistant Community Development Director Mike Creelman, City Clerk Barb Held, EDA members Mike Rodger and Sarah Udvig.

1) Discussion on Tax Increment Financing (TIF)

City Administrator Joe Kohlmann reported at the last work session discussion was held on the proposed assisted living and their request for Tax Increment Financing. The business subsidy was originally applied for in November 2016. At that time, the application was completed by Mr. Shawn Meschke and included language regarding Walker Methodist in a majority of the narrative requirements. With all of the changes, Council and the EDA requested updated and additional information prior to reviewing or releasing TIF funding.

Staff sent a letter to GD1, LLC (Chau Le) asking the applicant for updated and additional information prior to reviewing or releasing TIF funding. The information requested for review was:

1. Updated business plan
2. Financial pre-approval and commitment of funding
3. List of companies involved and key stakeholders within those companies
4. Identify the operator or service provider that is replacing Walker Methodist
5. Updated Proforma

Staff had asked GD1, LLC to provide the information to staff no later than March 7, 2018. Sometime throughout this process, Walker Methodist now has a new developer.

Feldman stated in the five questions asked, none of them were fully answered. They have had so many different name changes throughout this process since 2015. Feldman stated he stopped off at the City of Cambridge and discussed with their economic development director the companies they have dealt with in regards to assisted living and how they were to work with. They had a similar situation as us. One company came in and did not have all their documents together. Walker Methodist came in and with a professional working relationship built an assisted living facility. Cambridge said they had a positive experience working with Walker Methodist.

Feldman asked EDA president Mike Rodger for his comments. Rodger asked what company did the EDA approve the Tax Increment Financing for. Can we ask for GD1, LLC to come back with a new application?

City Attorney Dave Schaps said the EDA has the power to ask them to come back.

Rodger said by reading through the paperwork, I do not think they have a solid business plan. We need to do our due diligence to the residents to be thorough.

Feldman handed out a sheet showing some comparisons of LeGen Companies dba GD1, LLC and Walker Methodist. My concern is GD1, LLC was late on getting the information to us that we requested and do not feel it is complete. If they were not asking for public money, it would be one thing but they are. Would have preferred they gave us a better business plan.

EDA member Sarah Udvig agrees with Rodger asking them to come back to the EDA with a solid plan. Also, need to know who the caregiver is going to be. You can have a large beautiful building but if you don't have a good caregiver it won't last.

Skordahl stated I do believe this is different because they are asking for public money so that means we are going to be a stakeholder in this project. I believe the application is not complete and would like to know who the caregiver is going to be. I still believe there is a need for this type of facility but at this time, I could not support the project on the information that was provided to us.

Feldman stated Walker Methodist is interested in St. Francis. Currently they are looking at three to four cities with St. Francis being one of them.

Bauer said he agreed with what Skordahl stated. However, we only have one application in front of us. I don't want to lose this project.

Feldman said when Walker Methodist was the caregiver I wasn't so concerned. Walker Methodist does not think the city can support two facilities that is why they do not have an application in front of us.

Muehlbauer stated his biggest concern is our questions were not really answered. We have to remember we are investing our constituent's money. They had thirty days to answer the five questions and didn't answer really any of them. I also have a concern with the LLC status of their company.

Discussion was held on the length of the TIF.

Tveit said I agree with what Skordahl and Bauer said but I do not think it is our job or concern of who runs the facility. Walker Methodist application is not in front of us. If they are interested, they should have submitted an application.

Feldman said they won't because LeGen, GD1, LLC has the application before us.



Tveit stated Walker Methodist shouldn't even be part of the discussion tonight. Wish LeGen would have thought this out better. The bank will look at their financial risk. Tveit asked how come LeGen is not here tonight. Kohlmann said it was a mutual agreement they would not be here.

Discussion went back and forth on the concern of using public money, why the questions were not answered completely, why the names kept changing, and liability of the business being a LLC, and if they don't received TIF money from the city would they still proceed. The question was does the city still move forward on offering TIF.

Feldman said if they come back with a contingent financing and care provider I would be okay with moving forward. It is a benefit to the city. I am just flat out disappointed with the paperwork provided to us after 31 days. We don't want to miss the window of getting an assisted living facility in St. Francis.

Rodger asked is it normal a company comes in asking for tax increment financing and not all the information is provided in the first place.

Thunstrom stated this one fell short in their answers.

Rodger said I am not saying LeGen and the contractor cannot do the job but they did not give us a solid plan. I can't see giving them public money on what they provided.

City Attorney Schaps explained the legal requirements of being a LLC.

Council asked what the next step is. Do we commit to TIF or not? Tell them what the deficiencies are and let them decide if they want to re-apply.

The message back to LeGen – GD1, LLC will be; the city council will not enter into a TIF agreement at this this time based on the reasons we discussed this evening. If they want to re-apply, they can come back to the EDA with a new application with the missing components answered. The city council will make the final decision.

Feldman asked what if in the meantime Walker Methodist wants to come forward. Thunstrom said they fill out the business subsidy application just like any other applicant. They would need to identify land use, location and start the process.

With no further discussion, Feldman adjourned the work session at 7:11 pm.

Submitted by,

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Barbara I. Held, City Clerk

**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**4 C**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Surplus Property  
**DATE:** March 19<sup>th</sup>, 2018

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**OVERVIEW:** On April 20<sup>th</sup>, 2017 two bicycles were recovered inside of a stolen trailer that was being investigated by the police department. The bicycles were taken to the police department and held as found property. The bicycles are described as 2 Schwinn Circuit mountain bikes with 1 being red and black in color and the other green in color. The department investigator was unable to locate the rightful owners of the bicycles and they were held for a minimum of 60 days as required by policy. Both of the Schwinn bicycles will be donated to an organization called "Bikes for Kids" who provide less fortunate kids with bicycles.

On September 26<sup>th</sup>, 2017 a red Huffy Lightning McQueen bicycle was found on elementary school property by school staff. The owner of the bicycle hasn't been located and it's been held for a minimum of 60 days as required by policy. The Huffy bicycle will be also be donated to Bikes for Kids.

**ACTION TO BE CONSIDERED:** To declare the mentioned bicycles as surplus property which will then be donated to Bikes for Kids.

**BUDGET IMPLICATION:** No budget implication.

Attachments: Resolution 2018-12

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

RESOLUTION 2018-12

A RESOLUTION DECLARING SURPLUS  
PROPERTY AND AUTHORIZING THE DISPOSAL  
OF SAID PROPERTY

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

WHEREAS, pursuant to Section 8-7-3, the City has identified property owned by the City that is no longer needed for municipal service; and

WHEREAS, the bicycles will be donated to "Bikes for Kids" after being declared surplus property; and

WHEREAS, by the City Council of the City of St. Francis that the following property is hereby classified as surplus property, with the approximate value said property assigned as follows:

<b>Surplus Property</b>	<b>Estimated Value</b>
2 Schwinn Circuit Mountain Bicycles	Less than \$25 each
1 Huffly Lightning McQueen Bicycle	Less than \$25

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19<sup>th</sup> DAY OF MARCH, 2018.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steven D. Feldman, Mayor

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

**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**4 E**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** **Bill List to be considered by Council**  
**DATE:** 03/15/2018

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**OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$155,941.18 plus any additional bills that are handed out on Monday night. Also to be approved are the February transfers of \$135,137.45.

**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:**

- 03-19-2018 Packet List
- 03-19-2018 Other Checks



PAYMENT BATCH AP 03/19/18

**ACE SOLID WASTE, INC.**

03/01/2018	3614330	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	83.18
03/01/2018	3614330	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	41.65
03/01/2018	3614330	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	20.80
03/01/2018	3614330	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	52.97
03/01/2018	3614330	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	50.84
03/01/2018	3614330	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	20.79
03/01/2018	3614330	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	52.97
03/01/2018	3614330	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	64.05
03/01/2018	3614330	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	20.79
03/01/2018	3614330	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	20.79
03/01/2018	3614330	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	64.04
03/01/2018	3614330	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	164.07
					\$656.94

**AIRGAS NORTH CENTRAL**

02/28/2018	9951451284	E 101-43100-217	Other Operating Supplies	CYLINDER RENTAL	11.00
02/28/2018	9951451284	E 101-43210-217	Other Operating Supplies	CYLINDER RENTAL	11.00
02/28/2018	9951451284	E 101-45200-217	Other Operating Supplies	CYLINDER RENTAL	11.00
02/28/2018	9951451284	E 601-49440-217	Other Operating Supplies	CYLINDER RENTAL	11.00
02/28/2018	9951451284	E 602-49490-217	Other Operating Supplies	CYLINDER RENTAL	11.00
					\$55.00

**ALLINA HEALTH**

03/31/2018	311870591	E 101-42210-305	Medical & Testing Fees	MEDICAL & TESTING FEES	1,634.00
					\$1,634.00

**ANOKA COUNTY TREASURY DEPT.**

03/02/2018	B180305P	E 101-42110-321	Telephone	BROADBAND	37.50
03/02/2018	B180305P	E 101-42210-321	Telephone	BROADBAND	37.50
03/02/2018	B180305P	E 101-43100-321	Telephone	BROADBAND	37.50
03/02/2018	B180305P	E 101-45200-321	Telephone	BROADBAND	37.50
03/02/2018	B180305P	E 601-49440-321	Telephone	BROADBAND	37.50
03/02/2018	B180305P	E 602-49490-321	Telephone	BROADBAND	37.50
					\$225.00

**ANOKA COUNTY-GIS**

03/13/2018	5841	E 101-42110-237	Small Equipment	MAPS	36.50
					\$36.50

**BARNUM GATE SERVICES, INC**

02/28/2018	21295	E 101-42110-401	Repairs/Maint Buildings	GATE REPAIR	40.00
02/28/2018	21295	E 101-43100-401	Repairs/Maint Buildings	GATE REPAIR	40.00
02/28/2018	21295	E 101-45200-401	Repairs/Maint Buildings	GATE REPAIR	40.00
02/28/2018	21295	E 601-49440-401	Repairs/Maint Buildings	GATE REPAIR	40.00
02/28/2018	21295	E 602-49490-401	Repairs/Maint Buildings	GATE REPAIR	40.00
					\$200.00

**BELLBOY CORPORATION**

02/27/2018	63068900	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.60
02/27/2018	63068900	E 609-49751-251	Liquor For Resale	LIQUOR	1,709.50
02/27/2018	97246200	E 609-49750-210	Operating Supplies	OP SUPPLIES	148.10
02/27/2018	97246200	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.70
					\$1,880.90

**BERNICK COMPANIES, THE**

03/02/2018	412246	E 609-49751-252	Beer For Resale	BEER	238.40
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\$238.40

**BETTINGER, JASON**

01/20/2018	5217	G 601-22200	Deferred Revenues	REF ACCT #5217	267.93
					<u>\$267.93</u>

**BGS (BARNA GUZY)**

02/28/2018	184809	G 803-22102	Esc-Meridian Beh Health	MERIDIAN BEHAVIORIAL HEALTH	423.00
02/28/2018	184864	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,900.00
02/28/2018	184865	E 101-41600-304	Civil Legal Fees	CHAPTER COMMISSION	187.00
02/28/2018	184866	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	1,694.00
02/28/2018	184867	E 101-41600-304	Civil Legal Fees	ANTENNA SITE LEASE	323.00
02/28/2018	184871	E 101-41600-304	Civil Legal Fees	MISCELLANEOUS/NON-RETAIN	2,380.00
02/28/2018	184880	E 101-41600-312	Criminal Legal Fees	PROSECUTION/RETAINER FILE	5,000.00
02/28/2018	184925	E 101-41600-304	Civil Legal Fees	MEADOWS OF ST FRANCIS	1,668.00
02/28/2018	184927	E 101-41600-304	Civil Legal Fees	3731 BRIDGE ST-NUISANCE	364.00
02/28/2018	184957	E 101-41600-304	Civil Legal Fees	MISC FORFEITURES	78.00
02/28/2018	184958	E 101-41600-304	Civil Legal Fees	CONANT FORFEITURE	62.00
02/28/2018	42004-289	G 803-22137	Esc-TCO-Assited Living Facility	SENIOR HOUSING	1,778.00
03/12/2018	184868	E 101-41600-304	Civil Legal Fees	SMITH-ADMIN HEARING	1,008.00
03/12/2018	184869	E 101-41600-304	Civil Legal Fees	23611 AMBASSADOR-NUISANCE	602.00
					<u>\$17,467.00</u>

**BREAKTHRU BEVERAGE**

03/01/2018	1080766584	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.81
03/01/2018	1080766584	E 609-49751-251	Liquor For Resale	LIQUOR	169.50
03/01/2018	1080766584	E 609-49751-253	Wine For Resale	WINE	193.43
03/01/2018	1080766584	E 609-49751-254	Miscellaneous Merchandise	MISC	37.50
03/08/2018	1080769695	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.75
03/08/2018	1080769695	E 609-49751-251	Liquor For Resale	LIQUOR	402.47
03/08/2018	1080769695	E 609-49751-253	Wine For Resale	WINE	440.00
03/08/2018	1080769695	E 609-49751-254	Miscellaneous Merchandise	MISC	55.95
					<u>\$1,330.41</u>

**BROTHERS FIRE PROTECTION CO**

03/13/2018	03132018	E 101-42110-441	Miscellaneous	FIRE EXTINGUISHER SERVICE F	10.00
					<u>\$10.00</u>

**CARLSON MCCAIN, INC**

03/01/2018	0034354	E 101-41910-318	Economic Development	3757 BRIDGE ST	1,853.28
					<u>\$1,853.28</u>

**CITROWSKI, SHAUN**

01/20/2018	2400	G 601-22200	Deferred Revenues	REF ACCT #2400	363.09
					<u>\$363.09</u>

**COUNTY MARKET - CITY ACCOUNT**

03/12/2018	031218	E 101-42210-212	Motor Fuels	FUEL	538.26
					<u>\$538.26</u>

**CRYSTAL SPRINGS ICE**

02/27/2018	002.B002581	E 609-49751-254	Miscellaneous Merchandise	MISC	36.48
03/12/2018	002.B002648	E 609-49751-254	Miscellaneous Merchandise	MISC	48.64
					<u>\$85.12</u>

**DAHLHEIMER DIST. CO. INC.**

01/24/2018	168478	E 609-49751-252	Beer For Resale	BEER	(38.15)
02/27/2018	170747	E 609-49751-252	Beer For Resale	BEER	(76.80)
02/28/2018	170485	E 609-49751-252	Beer For Resale	BEER	9,403.85
03/06/2018	171287	E 609-49751-252	Beer For Resale	BEER	(36.40)
03/06/2018	171321	E 609-49751-252	Beer For Resale	BEER	(16.00)
03/07/2018	1330757	E 609-49751-252	Beer For Resale	BEER	12,121.20
					<u>\$21,357.70</u>

**DALEIDEN, JENNA**

01/20/2018	2857	G 601-22200	Deferred Revenues	REF ACCT #2857	151.26
					<u>\$151.26</u>

**DELL MARKETING L.P.**

02/27/2018	10228193477	E 402-43100-570	C-O-L Office Equip & Misc.	MONITOR & SPEAKER SYSTEM	361.32
					<u>\$361.32</u>

**EASY LIVING HOMES, INC**

01/20/2018	5227	G 601-22200	Deferred Revenues	REF ACCT #5227	115.51
					<u>\$115.51</u>

**ELITE SANITATION**

03/03/2018	24664	E 101-45200-402	Janitorial Service	TOILET RENTAL	305.00
					<u>\$305.00</u>

**EMERGENCY AUTOMOTIVE TECH. INC**

02/28/2018	AW012918-9	E 101-42110-237	Small Equipment	INSTALLATION OF ARBITRATOR	1,780.00
					<u>\$1,780.00</u>

**EMERGENCY MEDICAL PRODUCTS**

02/28/2018	1970558	E 101-42210-217	Other Operating Supplies	NITRILE EXAM GLOVES	205.64
					<u>\$205.64</u>

**EMERGENCY REPOSE SOLUTIONS**

02/16/2018	10431	E 601-49440-229	Project Repair & Maintenance	ADAPTER, QUICK CONNECT	71.41
02/16/2018	10431	E 602-49490-229	Project Repair & Maintenance	ADAPTER, QUICK CONNECT	71.40
02/23/2018	10484	E 402-42210-582	Turnout Gear	TURNOUT GEAR	1,929.91
					<u>\$2,072.72</u>

**FAUSONE, CHRISTIE**

01/20/2018	1968	G 601-22200	Deferred Revenues	REF ACCT #1968	178.17
					<u>\$178.17</u>

**FREEDOM SERVICES, INC.-FD**

02/28/2018	28939	G 101-21706	Flex Account	LTD HEALTH FSA	415.00
					<u>\$415.00</u>

**FREEDOM SERVICES, INC-MA**

02/28/2018	28940	E 101-41540-301	Auditing and Acct g Services	Admin Fee	47.60
					<u>\$47.60</u>

**G&K SERVICES, INC**

02/20/2018	6043199840	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
02/27/2018	6043205628	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.65
02/27/2018	6043205628	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.66
03/06/2018	6043211419	E 101-41940-219	Rug Maintenance	RUG MAINTENANCE	11.23
					<u>\$29.85</u>

**GRANITE CITY JOBBING CO.**

03/06/2018	82260	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
03/06/2018	82260	E 609-49751-254	Miscellaneous Merchandise	MISC	104.69
03/06/2018	82260	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,613.26
					<u>\$1,722.20</u>

**GRATHWOHL, LEANN**

03/14/2018	2026	G 601-22200	Deferred Revenues	REF ACCT #2026	143.70
					<u>\$143.70</u>

**HAWKINS, INC.**

02/23/2018	4235416	E 601-49440-216	Chemicals and Chem Products	CYLINDERS	30.00
					<u>\$30.00</u>

**HOISINGTON KOEGLER GROUP, INC**

03/10/2018	017-001-14	E 101-41910-307	Comp Plan/Wetland Fees	COMP PLAN	10,032.03
					<u>\$10,032.03</u>

**ISD #15**

02/27/2018	3627	E 101-42110-221	Vehicle Repair & Maintenance	2017 DODGE CHARGER	43.74
02/27/2018	3628	E 101-43100-221	Vehicle Repair & Maintenance	2014 RAM	208.46
					<u>\$252.20</u>

**JJ TAYLOR DISTRIBUTING**

02/28/2018	2807590	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
02/28/2018	2807590	E 609-49751-252	Beer For Resale	BEER	365.80
02/28/2018	2807590	E 609-49751-255	N/A Products	N/A	27.65
03/07/2018	2815843	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
03/07/2018	2815843	E 609-49751-252	Beer For Resale	BEER	558.70
					\$958.15

**JOHNSON BROS WHLSE LIQUOR**

02/28/2018	5951004	E 609-49751-206	Freight and Fuel Charges	FREIGHT	129.26
02/28/2018	5951004	E 609-49751-251	Liquor For Resale	LIQUOR	9,525.91
02/28/2018	5951005	E 609-49751-206	Freight and Fuel Charges	FREIGHT	96.54
02/28/2018	5951005	E 609-49751-253	Wine For Resale	WINE	4,089.80
03/07/2018	5955964	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.70
03/07/2018	5955964	E 609-49751-251	Liquor For Resale	LIQUOR	1,000.25
03/07/2018	5955965	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
03/07/2018	5955965	E 609-49751-253	Wine For Resale	WINE	268.65
03/07/2018	5955966	E 609-49751-252	Beer For Resale	BEER	43.98
03/07/2018	5955967	E 609-49751-206	Freight and Fuel Charges	FREIGHT	25.12
03/07/2018	5955967	E 609-49751-254	Miscellaneous Merchandise	MISC	565.85
					\$15,768.91

**KUSNIER, JANESEA**

02/24/2018	03142018	G 101-22000	Deposits	REFUND DEPOSIT	100.00
					\$100.00

**LEAGUE OF MN CITIES**

03/07/2018	269586	E 603-49490-418	Storm Water Management	STORMWATER COALITION CON	620.00
03/12/2018	03122018	E 101-41400-433	Dues and Subscriptions	TRAINING-TEICHER	15.00
					\$635.00

**LMC INSURANCE TRUST**

03/09/2018	03142018	E 101-41400-160	Work Comp Insurance		322.50
03/09/2018	03142018	E 101-41410-160	Work Comp Insurance		4.75
03/09/2018	03142018	E 101-41500-160	Work Comp Insurance		116.00
03/09/2018	03142018	E 101-41910-160	Work Comp Insurance		81.00
03/09/2018	03142018	E 101-42110-160	Work Comp Insurance		5,852.00
03/09/2018	03142018	E 101-42210-160	Work Comp Insurance		2,417.25
03/09/2018	03142018	E 101-42400-160	Work Comp Insurance		62.50
03/09/2018	03142018	E 101-43100-160	Work Comp Insurance		2,825.00
03/09/2018	03142018	E 101-43210-160	Work Comp Insurance		195.25
03/09/2018	03142018	E 101-45200-160	Work Comp Insurance		916.25
03/09/2018	03142018	E 601-49440-160	Work Comp Insurance		1,132.50
03/09/2018	03142018	E 602-49490-160	Work Comp Insurance		1,252.50
03/09/2018	03142018	E 609-49750-160	Work Comp Insurance		1,407.50
					\$16,585.00

**MARTIN-MCALLISTER**

02/28/2018	11538	E 101-42210-305	Medical & Testing Fees	ASSESSMENTS	3,500.00
					\$3,500.00

**MCDONALD DIST CO.**

03/01/2018	110-0157	E 609-49751-252	Beer For Resale	BEER	(5.53)
03/01/2018	437238	E 609-49751-252	Beer For Resale	BEER	8,886.70
03/08/2018	438066	E 609-49751-252	Beer For Resale	BEER	6,882.91
03/09/2018	438473	E 609-49751-255	N/A Products	N/A	80.50
					\$15,844.58

**MED-COMPASS, INC.**

02/26/2018	33096	E 601-49440-311	Contract	MEDICAL EXAM-HARRIS	108.00
					\$108.00

**MIDCONTINENT COMMUNICATIONS**

03/02/2018	1333016019286	E 101-41940-321	Telephone	TELEPHONE	33.83
03/02/2018	1333016019286	E 101-42110-321	Telephone	TELEPHONE	18.56
03/02/2018	1333016019286	E 101-43100-321	Telephone	TELEPHONE	18.56
03/02/2018	1333016019286	E 601-49440-321	Telephone	TELEPHONE	150.00
03/02/2018	1333016019286	E 601-49440-321	Telephone	TELEPHONE	150.00
03/02/2018	1333016019286	E 609-49750-321	Telephone	TELEPHONE	150.00



					\$520.95
<b>MN DEPT OF HEALTH</b>					
03/14/2018	033118	E 601-49440-313	Sample Testing	1ST QTR WATER TEST FEE	2,626.00
					\$2,626.00
<b>MN MUNICIPAL BEVERAGE ASSN.</b>					
03/15/2018	03152018	E 609-49750-208	Training and Instruction	MMBA ANNUAL CONFERENCE-S	290.00
					\$290.00
<b>MUNICIPAL CODE CORPORATION</b>					
02/28/2018	00304833	E 101-41400-441	Miscellaneous	SUPPLEMENT PAGES	562.65
02/28/2018	00304833	E 601-49440-441	Miscellaneous	SUPPLEMENT PAGES	562.65
02/28/2018	00304833	E 602-49490-441	Miscellaneous	SUPPLEMENT PAGES	562.65
02/28/2018	00304833	E 609-49750-441	Miscellaneous	SUPPLEMENT PAGES	562.65
					\$2,250.60
<b>NORTHERN SAFETY CO., INC.</b>					
02/26/2018	902827332	E 601-49440-233	Water Treatment Plant Maint	WINDSOCK	55.98
					\$55.98
<b>OREILLY AUTO PARTS</b>					
03/05/2018	1539-193367	E 101-42210-221	Vehicle Repair & Maintenance	HEADLIGHT FOR ENGINE 1	8.94
					\$8.94
<b>PAGE ANALYTICAL SERVICES</b>					
02/14/2018	181290914	E 602-49490-313	Sample Testing	SAMPLE TESTING	136.00
02/14/2018	181290945	E 602-49490-313	Sample Testing	SAMPLE TESTING	136.00
02/20/2018	181291044	E 602-49490-313	Sample Testing	SAMPLE TESTING	123.00
02/21/2018	181291087	E 602-49490-313	Sample Testing	SAMPLE TESTING	93.00
02/28/2018	181291272	E 602-49490-313	Sample Testing	SAMPLE TESTING	108.00
					\$596.00
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>					
02/28/2018	2317141	E 609-49751-206	Freight and Fuel Charges	FREIGHT	78.49
02/28/2018	2317141	E 609-49751-251	Liquor For Resale	LIQUOR	4,610.00
02/28/2018	2317142	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.14
02/28/2018	2317142	E 609-49751-253	Wine For Resale	WINE	105.50
03/07/2018	2320789	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.26
03/07/2018	2320789	E 609-49751-251	Liquor For Resale	LIQUOR	2,340.47
03/07/2018	2320790	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.28
03/07/2018	2320790	E 609-49751-253	Wine For Resale	WINE	168.00
03/07/2018	2320791	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
03/07/2018	2320791	E 609-49751-254	Miscellaneous Merchandise	MISC	45.00
					\$7,386.71
<b>PINE TECHNICAL &amp; COMM. COLLEGE</b>					
03/01/2018	00042048	E 101-42210-208	Training and Instruction	TRAINING	1,225.00
					\$1,225.00
<b>PLEAA</b>					
03/14/2018	03142018	E 101-42110-433	Dues and Subscriptions	ROBERTS-DUES	35.00
03/14/2018	3142018	E 101-42110-433	Dues and Subscriptions	ANDERSON-DUES	35.00
					\$70.00
<b>POSTMASTER - ST. FRANCIS</b>					
03/12/2018	031218	E 101-43210-439	Recycling Days	RECYCLING NEWSLETTER	614.12
					\$614.12
<b>RJM DISTRIBUTING INC.</b>					
08/22/2017	IND014393	E 609-49751-254	Miscellaneous Merchandise	MISC	346.75
					\$346.75
<b>ROYAL SUPPLY</b>					
02/26/2018	22901	E 101-41940-210	Operating Supplies	SUPPLIES	3.38
02/26/2018	22901	E 101-42110-217	Other Operating Supplies	SUPPLIES	13.53
02/26/2018	22901	E 101-43100-217	Other Operating Supplies	SUPPLIES	6.76
02/26/2018	22901	E 101-45200-217	Other Operating Supplies	SUPPLIES	6.76
02/26/2018	22901	E 601-49440-217	Other Operating Supplies	SUPPLIES	6.76

02/26/2018	22901	E 602-49490-217	Other Operating Supplies	SUPPLIES	6.81
03/14/2018	23011	E 101-41940-210	Operating Supplies	SUPPLIES	15.61
03/14/2018	23011	E 101-42110-217	Other Operating Supplies	SUPPLIES	62.46
03/14/2018	23011	E 101-43100-217	Other Operating Supplies	SUPPLIES	31.23
03/14/2018	23011	E 101-45200-217	Other Operating Supplies	SUPPLIES	31.23
03/14/2018	23011	E 601-49440-217	Other Operating Supplies	SUPPLIES	31.23
03/14/2018	23011	E 602-49490-217	Other Operating Supplies	SUPPLIES	31.24
					\$247.00

**SOUTHERN GLAZERS OF MN**

02/28/2018	1654638	E 609-49751-206	Freight and Fuel Charges	FREIGHT	49.92
02/28/2018	1654638	E 609-49751-251	Liquor For Resale	LIQUOR	5,597.00
03/02/2018	1655287	E 609-49751-206	Freight and Fuel Charges	FREIGHT	35.20
03/02/2018	1655287	E 609-49751-251	Liquor For Resale	LIQUOR	2,850.00
03/08/2018	1657172	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.12
03/08/2018	1657173	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.12
03/08/2018	1657173	E 609-49751-251	Liquor For Resale	LIQUOR	632.59
03/08/2018	1657174	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.36
03/08/2018	1657174	E 609-49751-253	Wine For Resale	WINE	1,010.00
					\$10,200.31

**ST. FRANCIS TRUE VALUE HARDWAR**

02/28/2018	41381	E 101-42210-200	Office Supplies	ELECTRICAL TAPE	14.22
					\$14.22

**STREICHER S**

02/27/2018	11303300	E 101-42110-437	Uniform Allowance	BADGE	117.90
					\$117.90

**THE AMERICAN BOTTLING COMPANY**

03/01/2018	3562801342	E 609-49751-254	Miscellaneous Merchandise	MISC	373.90
					\$373.90

**TJ ASSOCIATES**

02/13/2018	226159	E 101-42110-308	Community Education	SIGNS	159.70
02/13/2018	226160	E 101-42110-308	Community Education	SIGNS	119.80
02/13/2018	226168	E 101-42210-200	Office Supplies	BUSINESS CARDS-STURZL	39.00
02/16/2018	226233	E 603-49490-418	Storm Water Management	STORMWATER INVOICES	472.32
02/16/2018	226242	E 603-49490-418	Storm Water Management	ENVELOPES	253.50
03/01/2018	226393	E 101-42110-441	Miscellaneous	BUSINESS CARDS-STEMME	36.25
					\$1,080.57

**TOM LYNCH ELECTRIC**

02/26/2018	030718	E 101-43100-408	Ice& Snow Removal	PUB WORKS ELECTRICAL MAIN	610.00
02/26/2018	030718	E 609-49750-401	Repairs/Maint Buildings	CITY HALL & LIQ STORE ELECTF	535.00
02/26/2018	03072018	E 601-49440-233	Water Treatment Plant Maint	WATER PLANT ELECTRICAL MA	750.00
02/26/2018	03072018	E 601-49440-234	Water Tower Maintenance	WATER TOWER ELECTRICAL M	495.00
					\$2,390.00

**U S BANK EQUIPMENT FINANCE**

03/29/2018	352418925	E 101-41400-240	Office Equip	COPIER LEASE	42.50
03/29/2018	352418925	E 101-43100-240	Office Equip	COPIER LEASE	42.50
03/29/2018	352418925	E 101-43210-240	Office Equip	COPIER LEASE	42.50
03/29/2018	352418925	E 101-45200-240	Office Equip	COPIER LEASE	42.50
03/29/2018	352418925	E 601-49440-240	Office Equip	COPIER LEASE	42.50
03/29/2018	352418925	E 602-49490-240	Office Equip	COPIER LEASE	42.50
					\$255.00

**UPPER RUM RIVER WATERSHED MGT**

03/08/2018	03082018	E 101-49200-471	Watershed	2018 1ST HALF	3,187.52
					\$3,187.52

**VERIZON WIRELESS**

02/26/2018	9802454218	E 101-42110-321	Telephone	PHONE	315.09
02/26/2018	9802454218	E 601-49440-321	Telephone	PHONE	35.01
02/26/2018	9802454218	E 602-49490-321	Telephone	PHONE	22.24
					\$372.34

**VINCO, INC**

03/13/2018 32879

E 609-49750-401 Repairs/Maint Buildings

BOOM TRUCK 40T

2,170.00

\$2,170.00

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FUND SUMMARY

\$155,941.18

101 GENERAL FUND	\$56,912.54
402 CAPITAL EQUIPMENT	\$2,291.23
601 WATER FUND	\$7,644.69
602 SEWER FUND	\$2,772.64
603 STORM WATER	\$1,345.82
609 MUNICIPAL LIQUOR FUND	\$82,773.26
803 ESCROW	\$2,201.00
Total	<u><u>155,941.18</u></u>



**CITY OF ST. FRANCIS  
3/19/2018**

**Checks cut since last Council Meeting**

Check Number	Check Date	Payee	Description	Amount
TOTAL				<u>0.00</u>
<b>Disbursements via Debits to 4M Account</b>				
		Payee	Description	Amount

TOTAL				<u>0.00</u>
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**Disbursements via Debits to Checking Account**

	Payee	Description	Amount
02/02/18	Cayan	Liquor CC Fee	2,437.49
02/08/18	Federal Tax	Payroll	19,445.91
	PERA	Payroll	16,486.92
	VOYA	Payroll	1,465.00
	ICMA	Payroll	360.00
	State Tax	Payroll	4,118.33
	MSRS	Payroll	661.45
	Healthcare Savings	Payroll	669.50
02/12/18	Visa	Visa	13,246.28
02/20/18	MN Department of Revenue	Sales Tax	15,056.00
02/21/18	Federal Tax	Payroll	1,298.48
	PERA	Payroll	854.28
	State Tax	Payroll	58.03
	Child support	Payroll	214.02
02/22/18	Federal Tax	Payroll	19,280.68
	PERA	Payroll	16,450.82
	VOYA	Payroll	1,565.00
	ICMA	Payroll	465.00
	State Tax	Payroll	4,076.61
	MSRS	Payroll	623.25
	Healthcare Savings	Payroll	669.50
02/23/18	Cayan	Liquor CC Fee	39.90
02/27/18	Cayan	Liquor Gift Card Fee	5.85
02/01/18	PSN	CC Fee	301.20
	Health Partners	Health insurance	15,183.35
	Village Bank	Bank Fees	104.60
	TOTAL		<u>135,137.45</u>

**Charter Commission**  
**AGENDA REPORT**

Agenda Item #:

**8A**

**TO:** Honorable Mayor & City Council  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** **Ordinance 238, Second Series - City Charter Amendments – Sections 4.05 and Section 7.06**  
**DATE:** March 5, 2018 & March 19, 2018

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**OVERVIEW:**

The Charter Commission held their annual meeting on February 1<sup>st</sup>, 2018. There were two main items of business discussed. Staff had identified two housekeeping items to revise in the City Charter. They were both unanimously approved by the Charter Commission. They are described below:

- 1) Section 4.05 – text amendment to provide the City with more latitude to sign official documents. As stated in the Charter, the Mayor would need to sign almost every document with the City Clerk attesting to it. In recent years with the number of documents the City signs, this is not practical and wider latitude should be extended to ensure the appropriate City Official signs the appropriate document (a good example is the Police Chief's signature on law enforcement documents).
- 2) Section 7.06 – text amendment to allow the City Council to hear the budget as a primary item of business on the 1<sup>st</sup> or 2<sup>nd</sup> Meeting in September. MN Statutes have changed to allow cities to certify their preliminary levy by September 30<sup>th</sup> vs. the previous requirement of September 15<sup>th</sup>. This change allows the Council one additional meeting to hear the budget and set the preliminary levy.

**Action to be considered:**

Adopt Ordinance 238, Second Series. An ordinance amending the City Charter Sections 4.05 and 7.06.

*Attachments: Staff Reports to the Charter about the proposed changes, Public Notice and Ordinance.*



**Charter Commission  
AGENDA REPORT**  
Agenda Item #:

**TO:** Charter Commission  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** Charter Amendment Section 4.05  
**DATE:** February 1<sup>st</sup>, 2018

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**OVERVIEW:**

The first housekeeping item Staff has identified in the City Charter is Section 4.05. This particular Section references that the Mayor shall sign all contracts and it will be attested by the City Clerk. As a practical matter, there are intergovernmental contracts and vendor contracts that require signatures from various Staff members. In addition, the Mayor Pro Tem addition will allow for flexibility if the Mayor is unavailable. The Mayor Pro Tem edit also allows for signatures on minutes, resolutions or ordinances when the Mayor is absent.

As a matter of practice, City Staff seeks approval of contracts through the City Council. The suggested edits are just to allow flexibility for the proper signatures as they may be applicable to contracts.

Below is the Section with suggested edits:

**Section 4.05. Filing and Execution of Documents.** Unless otherwise specifically provided, filing of all documents provided for in this Charter or the Ordinances of the City shall be at the administrative offices the City. All contracts with the City, Ordinances and Resolutions of the Council, and other documents, shall be executed in the name of the City and signed by the appropriate city officer such as the Mayor, Mayor Pro Tem, City Administrator or their designee and attested by the City Clerk.

**Action to be considered:**

Consider and discuss the proposed amendments to Section 4.05.



**Charter Commission  
AGENDA REPORT**  
Agenda Item #:

**TO:** Charter Commission  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** Charter Amendment Section 7.06  
**DATE:** February 1<sup>st</sup>, 2018

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**OVERVIEW:**

The second housekeeping item Staff has identified is regarding the date the budget will be presented. Per state law change as reflected below, the date to adopt the preliminary tax levy has been changed from September 15<sup>th</sup> to September 30<sup>th</sup>:

**(From League of MN Cities)**

IV. Taxation notification procedure

The table below outlines the annual taxation notification procedure and deadlines (sometimes called "truth in taxation" or "TNT"). The deadline for cities to adopt the preliminary tax levy and certify it to the county auditor is Sept. 30. New this year, the deadline for "special taxing districts," such as economic development authorities (EDAs), housing and redevelopment authorities (HRAs), port authorities, and others, is Sept. 30. Previously, the deadline for special taxing districts deadline was Sept. 15.

In order to be consistent with the flexibility provided by State Law, Staff is proposing the following edits to Section 7.06:

**Section 7.06. Adoption of the Budget.** The budget shall be the principal item of the business at the first regular monthly meeting ~~first or second regular monthly meeting of the Council~~ in September and the Council shall hold continued meetings from time to time until all the estimates have been considered. The budget estimates may be read in full, or copies thereof distributed, and the officer preparing the same shall explain the various items thereof as carefully as may be deemed necessary by the Council. The meetings shall be conducted so as to give interested citizens a reasonable opportunity to be heard. The annual budget finally agreed upon shall set forth in detail the complete financial plan of the City for the ensuing fiscal year for the funds budgeted. It shall indicate the funds to be raised and from what sources and the sums to be spent and for what purposes. The total sum appropriated shall not exceed the total estimated revenue. The Council shall adopt the budget, at the time required by law, by a resolution which shall set forth the total for each budgeted fund and each department with such segregation as to





objects and purposes of expenditures as the Council deems necessary for the purposes of the budget control. The Council shall also adopt a resolution levying whatever taxes it considers necessary within statutory limits for the ensuing year for each fund. The tax levy resolution shall be certified to the County Auditor in accordance with law. At the beginning of the fiscal year the sums fixed in the budget resolution shall be and become appropriated for the several purposes named in the budget resolution and no other.

**Action to be considered:**

Consider and discuss the proposed amendments to Section 7.06.

# AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA ) ss  
COUNTY OF ANOKA

Darlene MacPherson being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

Anoka County Union Herald

with the known office of issue being located in the county of:

ANOKA

with additional circulation in the counties of:  
ANOKA

and has full knowledge of the facts stated below:

- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 02/23/2018 and the last insertion being on 02/23/2018.

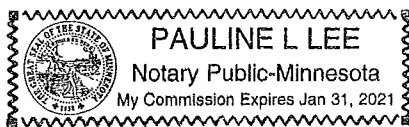
## MORTGAGE FORECLOSURE NOTICES

Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: D. MacPherson  
Designated Agent

Subscribed and sworn to or affirmed before me on 02/23/2018 by Darlene MacPherson.

Pauline L Lee  
Notary Public



### Rate Information:

(1) Lowest classified rate paid by commercial users for comparable space:  
\$20.00 per column inch

Ad ID 786845

## CITY OF ST. FRANCIS ST. FRANCIS, MN ANOKA COUNTY PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that the St. Francis City Council will be conducting a Public Hearing on March 5 2018, at 6:00 pm or shortly thereafter. The Public Hearing will be conducted at the Independent School District #15 Offices located at 4115 Ambassador Blvd. St. Francis, MN 55070.

The purpose of the Public Hearing is to consider the proposed amendments to the current City Charter as follows:

### CHAPTER 4:

Section 4.05. Filing and Execution of Documents. Unless otherwise specifically provided, filing of all documents provided for in this Charter or the Ordinances of the City shall be at the administrative offices the City. All contracts with the City, Ordinances and Resolutions of the Council, and other documents, shall be executed in the name of the City and signed by the appropriate city officer such as the Mayor, Mayor Pro Tem, City Administrator or their designee and attested by the City Clerk or their designee.

### CHAPTER 7:

Section 7.06. Adoption of the Budget. The budget shall be the principal item of the business at the first regular monthly meeting first or second regular monthly meeting of the Council in September and the Council shall hold continued meetings from time to time until all the estimates have been considered. The budget estimates may be read in full, or copies thereof distributed, and the officer preparing the same shall explain the various items thereof as carefully as may be deemed necessary by the Council. The meetings shall be conducted so as to give interested citizens a reasonable opportunity to be heard. The annual budget finally agreed upon shall set forth in detail the complete financial plan of the City for the ensuing fiscal year for the funds budgeted. It shall indicate the funds to be raised and from what sources and the sums to be spent and for what purposes. The total sum appropriated shall not exceed the total estimated revenue. The Council shall adopt the budget, at the time required by law, by a resolution which shall set forth the total for each budgeted fund and each department with such segregation as to objects and purposes of expenditures as the Council deems necessary for the purposes of the budget control. The Council shall also adopt a resolution levying whatever taxes it considers necessary within statutory limits for the ensuing year for each fund. The tax levy resolution shall be certified to the County Auditor in accordance with law. At the beginning of the fiscal year the sums fixed in the budget resolution shall be and become appropriated for the several purposes named in the budget resolution and no other.

All interested parties are encouraged to attend the Public Hearing. Verbal and written testimony regarding the request will be accepted during the Hearing. A copy of

the proposed amendments to the City Charter may be obtained by contacting the City of St. Francis, 23340 Cree St. NW 55070 or by calling 763-753-2630.  
Barbara I. Held  
City Clerk

Published in the  
Anoka County Union Herald  
February 23, 2018  
786845

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

ORDINANCE 238, SECOND SERIES

AN ORDINANCE AMENDING THE CITY CHARTER  
RELATING TO SECTION 4.05 "FILING AND EXECUTION OF DOCUMENTS"  
AND SECTION 7.06 "ADOPTION OF THE BUDGET"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Charter Revised. That Chapter 4, Section 4.05, of the St. Francis City Charter be amended as follows:

**Section 4.05. Filing and Execution of Documents.** Unless otherwise specifically provided, filing of all documents provided for in this Charter or the Ordinances of the City shall be at the administrative offices the City. All contracts with the City, Ordinances and Resolutions of the Council, and other documents, shall be executed in the name of the City and signed by the appropriate city officer such as the Mayor, Mayor Pro Tem, City Administrator or their designee and attested by the City Clerk- or their designee.

Section 2. Charter Revised. That Chapter 7, Section 7.06. of the St. Francis City Charter be amended as follows:

**Section 7.06. Adoption of the Budget.** The budget shall be the principal item of the business at the ~~first regular monthly meeting~~ first or second regular monthly meeting of the Council in September and the Council shall hold continued meetings from time to time until all the estimates have been considered. The budget estimates may be read in full, or copies thereof distributed, and the officer preparing the same shall explain the various items thereof as carefully as may be deemed necessary by the Council. The meetings shall be conducted so as to give interested citizens a reasonable opportunity to be heard. The annual budget finally agreed upon shall set forth in detail the complete financial plan of the City for the ensuing fiscal year for the funds budgeted. It shall indicate the funds to be raised and from what sources and the sums to be spent and for what purposes. The total sum appropriated shall not exceed the total estimated revenue. The Council shall adopt the budget, at the time required by law, by a resolution which shall set forth the total for each budgeted fund and each department with such segregation as to objects and purposes of expenditures as the Council deems necessary for the purposes of the budget control. The Council shall also adopt a resolution levying whatever taxes it considers necessary within statutory limits for the ensuing year for each fund. The tax levy resolution shall be certified to the County Auditor in accordance with law. At the beginning of the fiscal year the sums fixed in the budget resolution shall be and become appropriated for the several purposes named in the budget resolution and no other.

Section 3. Effective Date. This Ordinance shall take effect 90 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018.

APPROVED:

\_\_\_\_\_  
Steven D. Feldman, Mayor

ATTEST:

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

**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**9 A**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** **Winning With Cops**  
**DATE:** March 19<sup>th</sup>, 2018

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**OVERVIEW:** Officer Lyle Hearn has been approved to implement a new outreach program at the police department. The primary mission of the new program "Winning with Cops" will be for the police department to work in partnership with St Francis Schools to aid developmentally disabled children and adults. This program will help law enforcement interact with developmentally disabled individuals and foster a positive interaction between the two groups. Interaction will come through social events, team sports and exercise. Officer Hearn has also been seeking donations from local businesses to aid in funding the program. Monetary donations will be used for things such as T-shirts for participants and to help cover costs of events (i.e. dances, bowling), food, entertainment etc. Recently, Officer Hearn on behalf of the police department received a generous donation of \$1,000 from local business Northland Screw. This program will be a great addition to the police department's community outreach efforts and this donation will greatly aid in the program funding needs.

**ACTION TO BE CONSIDERED:** To approve the donation of \$1,000 from Northland Screw to aid in the funding of the community outreach program Winning with Cops.

**BUDGET IMPLICATION:** \$1500.00 - \$3,000 annually which will be funded by donations and the community education line item of the police department budget.

Attachments:

**TO:** Mayor & City Council  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** **Snowmobile Request**  
**DATE:** March 19<sup>th</sup>, 2018

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**OVERVIEW:**

There has been a request to allow snowmobile parking on the SE corner of Bridge Street and Rum River Drive. Anoka County owns the property. Since snowmobiling is prohibited along Bridge Street, it is assumed that snowmobilers would travel up or down along the Rum River to get to the destination.

Currently, snowmobiles are allowed to travel along Highway 47. There has been a long variation of snowmobile restrictions that can be found in the historical documents *attached*.

If the City Council desires to allow snowmobile parking at this location, the City Council should direct staff to contact Anoka County and begin working on a plan to approve this particular use for the property.

**Attachments:**

- 1) Request to allow parking
- 2) Map of location for parking as described in request
- 3) Facebook Screenshot
- 4) Facebook Screenshot
- 5) Applicable Ordinances from current to past to show history
  - a. Ordinance 135, Second Series regarding Recreational Vehicles
  - b. Ordinance 83, Second Series regarding Recreational Vehicles
  - c. Ordinance (2004)
  - d. Ordinance 77 (2003)
- 6) Minutes regarding snowmobiles in from 2002-2003

**ACTION TO BE CONSIDERED:**

Review and discuss. Provide direction to staff.

## Joe Kohlmann

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**From:** Jerry Tveit <jerrytveit@gmail.com>  
**Sent:** Monday, February 05, 2018 11:31 AM  
**To:** Joe Kohlmann  
**Subject:** Fwd: Winter Snowmobile parking

----- Forwarded message -----

From: "Jeff Weaver" <[angler55303@yahoo.com](mailto:angler55303@yahoo.com)>

Date: Jan 31, 2018 10:09 AM

Subject: Winter Snowmobile parking

To: "Steve Feldman" <[sfeldman@stfrancismn.org](mailto:sfeldman@stfrancismn.org)>, "Jerry Tveit" <[jerrytveit@gmail.com](mailto:jerrytveit@gmail.com)>, "Steve Feldman" <[felcopro@isd.net](mailto:felcopro@isd.net)>

Cc:

Honorable Mayor Feldman, Council member Tveit, just curious if your Council would consider allowing snowmobiles to park on the SE corner of Bridge Street and Rum River Drive so folks could go up and dine at the Historic Rum River Inn in St. Francis. This property is owned by Anoka County and they would have to give permission, but I believe this would be a great asset to the City of St. Francis. I have included a map of ownership of the parcel and also a photo from the City of Anoka's FaceBook page promoting how much traffic and the economic impact allowing snowmobiles brings to the City of Anoka. Gentlemen, I would be willing to work with Anoka County to get them to give permission if this is something the St. Francis City Council would be interested in. Please advise. Hope all is well. Jeff Weaver





Verizon

12:39 PM



City of Anoka, Minnes...



HOME

ABOUT

EVENTS

POSTS



**City of Anoka, Minnesota** added 2 new photos.

January 8 at 1:59 PM · 🌐

It was a busy weekend in historic downtown Anoka! Lots of people took advantage of the snowmobile corral while making a quick stop for a bite to eat.

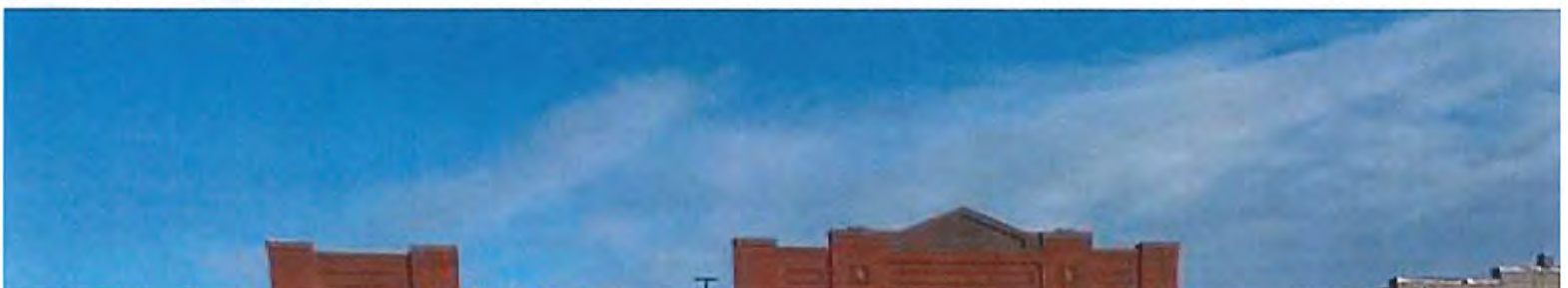




**City of Anoka, Minnesota** added ...  
2 new photos.

January 8 at 1:59 PM · 🌐

It was a busy weekend in historic downtown Anoka! Lots of people took advantage of the snowmobile corral while making a quick stop for a bite to eat.



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

**ORDINANCE 135, SECOND SERIES**

**AN ORDINANCE REGULATING THE USE OF  
RECREATIONAL MOTOR VEHICLES, INCLUDING SNOWMOBILES,  
IN CERTAIN AREAS OF THE CITY**

THE CITY OF ST. FRANCIS, MINNESOTA, ORDAINS:

Section 1. Code Amended. That Section 7.25, entitled "Recreational Motor Vehicles (Including Snowmobiles)," is hereby amended as follows:

Subd. 1 is unchanged.

Subd. 2. is unchanged.

Subd. 3 is unchanged.

Subd. 4. Additional Snowmobile Operating Regulations.

A. It is unlawful for any person to operate a snowmobile upon the roadway, shoulder or inside bank or slope of any street or highway except as permitted in this Subdivision. Operation in the ditch or on the outside bank within the right-of-way of any street or highway except interstate highways or freeways and excluding the restricted area as noted in Exhibit A, is permitted in conformance with State law and the City Code, unless the roadway directly abuts a public sidewalk or walkway or property used for private purposes. Between the hours of one-half hour after sunset to one-half hour before sunrise, any operation may only be on the right-hand side of such street or highway and in the same direction as the highway traffic on the nearest lane of the roadway adjacent thereto. For local access to trails located outside the City of St. Francis, snowmobiles displaying a City-issued local access sticker may travel on the right hand side of local streets on the paved surface within the curb line for urban streets and between the shoulder points for roads that are not paved or do not have curb, or in ditches on a County or State road if available, from the operator's primary place of residence to the nearest trail access outside of St. Francis via the most direct route exclusively within the designated zone including the place of residence. Travel for local access shall be at a rate not to exceed twenty (20) miles per hour. Any return trip must occur in the same manner. Snowmobiles must travel single file in this instance. Snowmobiles may not park in any restricted area except at the owner's premises. Individuals with a local access sticker may not operate their snowmobiles in any restricted area outside their designated zone or in a location

that is not the most direct route between the residence and trail exclusively within their designated zone. Individuals may not operate on the private property of another without permission within the restricted zone. Individuals may operate on their own private property within the restricted zone subject to all other restrictions in City Code or State law. Notwithstanding any language in this Subdivision 4 to the contrary, two-way snowmobile operation shall be permitted in the western ditch or on the outside bank within the western right-of-way of State Highway 47 at any time and without a City-issued local access sticker, subject to all other provisions of the City Code or State law, and all conditions imposed by the commissioner of transportation or the local road authority. Travel upon any city pathway or sidewalk is strictly prohibited.

B. through F. are unchanged.

Subd. 5 is unchanged.

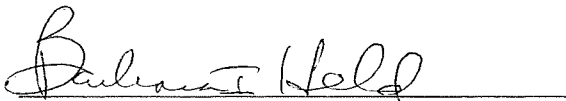
Subd. 2. Effective Date. This Ordinance shall take effect thirty (30) days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 2<sup>nd</sup> DAY OF NOVEMBER, 2009.

APPROVED:

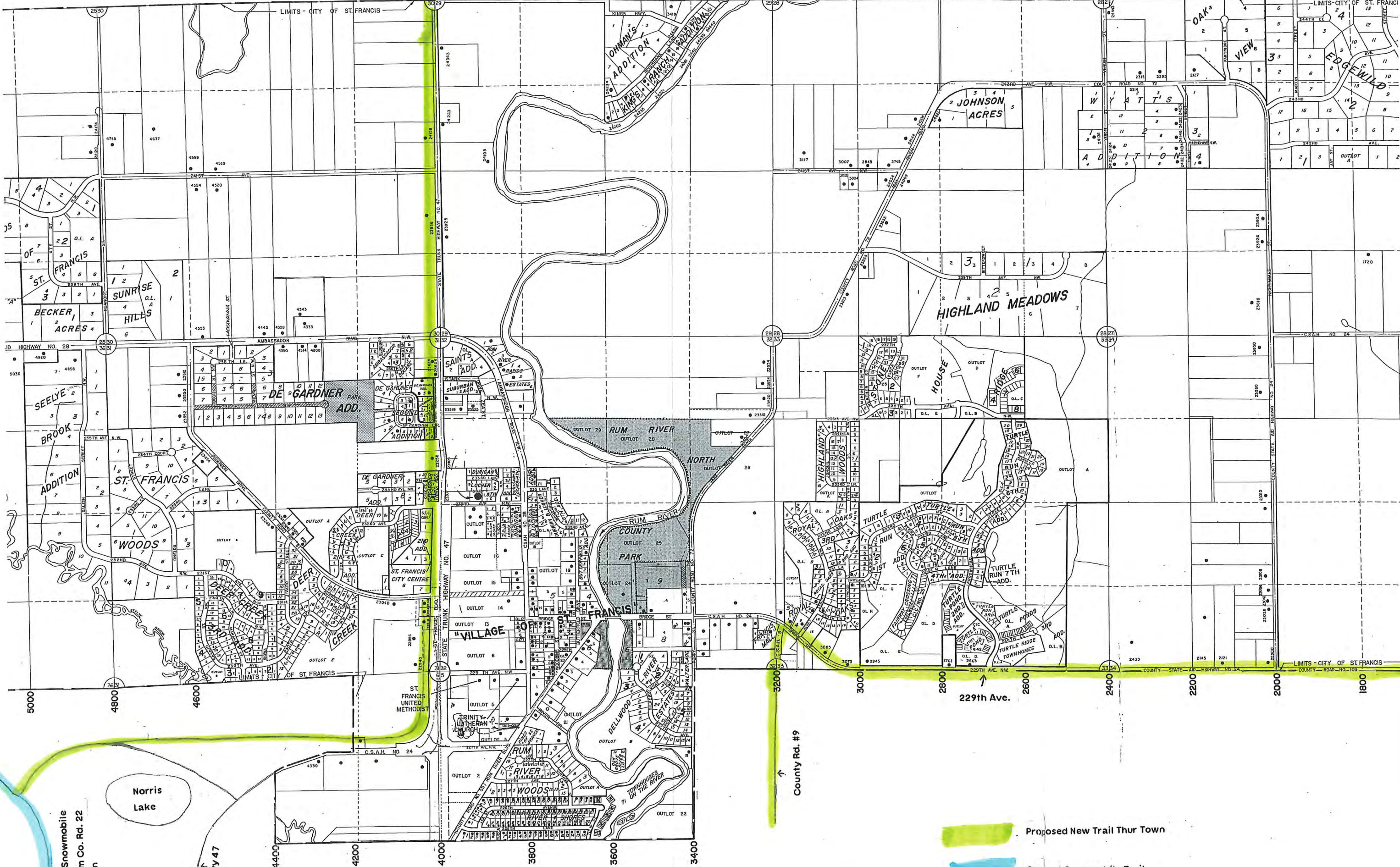
  
\_\_\_\_\_  
Jerry Tveit  
Mayor of St. Francis

ATTEST:

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

446471\_1





Current Snowmobile Trail from Co. Rd. 22 to Crown

Norris Lake

Hwy 47

ST. FRANCIS UNITED METHODIST

VILLAGE

ST. FRANCIS

COUNTY PARK

RUM RIVER

NORTH

RUM RIVER

DE GARDNER ADD.

SAINTS ADD.

DE GARDNER ADD.

DE GARDNER ADD.

DE GARDNER ADD.

DE GARDNER ADD.

DE GARDNER ADD.

DE GARDNER ADD.

DE GARDNER ADD.

County Rd. #9

229th Ave.

Proposed New Trail Thur Town  
Current Snowmobile Trail

CITY OF ST. FRANCIS  
COUNTY OF ANOKA  
STATE OF MINNESOTA

ORDINANCE 83, SECOND SERIES

AN ORDINANCE REGULATING THE USE OF  
RECREATIONAL MOTOR VEHICLES INCLUDING SNOWMOBILES  
IN CERTAIN AREAS OF THE CITY

THE CITY OF ST. FRANCIS, MINNESOTA ORDAINS:

Section 1. Code Amended. That Ordinance 77, Second Series is hereby repealed in its entirety.

Section 2. Section 7.25, entitled "Recreational Motor Vehicles (Including Snowmobiles)" shall hereby be amended as follows:

Subd. 2. It is unlawful for any person to operate a recreational motor vehicle as follows:

(A) through (K) are unchanged.

(L): Except as permitted in Subdivision 4, in the area marked as a restricted area legally described as shown in Exhibit A.

Subd. 3 is unchanged.

Subd. 4. Additional Snowmobile Operating Regulations.

A. It is unlawful for any person to operate a snowmobile upon the roadway, shoulder or inside bank or slope of any street or highway except as permitted in this Subdivision. Operation in the ditch or on the outside bank within the right – of – way of any street or highway except interstate highways or freeways and excluding the restricted area as noted in Exhibit A, is permitted in conformance with State law and the City Code, unless the roadway directly abuts a public sidewalk or walkway or property used for private purposes. Between the hours on one-half hour after sunset to one-half hour before sunrise, any operation may only be on the right-hand side of such street or highway and in the same direction as the highway traffic on the nearest lane of the roadway adjacent thereto.

For local access to trails located outside the City of St. Francis, snowmobiles displaying a City-issued local access sticker may travel on the right hand side of local streets on the paved surface within the curb line for urban streets and between the shoulder points for roads that are not paved or do not have curb, or in ditches on a County or State road if available, from the operator's primary place of residence to the nearest trail access outside of St. Francis via the most direct route exclusively within the designated zone including the place of residence.

Travel for local access shall be at a rate not to exceed twenty (20) miles per hours. Any return trip must occur in the same manner. Snowmobiles must travel single file in this instance. Snowmobiles may not park in any restricted area except at the owner's premises. Individuals with a local access sticker may not operate their snowmobiles in any restricted area outside their designated zone or in a location that is not the most direct route between residence and trail exclusively within their designated zone. Individuals may not operate on the private property of another without permission within the restricted zone. Individuals may operate on their own private property within the restricted zone subject to all other restrictions in City Code or State law.

(B) through (E) are unchanged.

(F) City issued local access sticker. St. Francis residents living within the designated zones included in Exhibit A who choose to have local access to trails outside the City of St. Francis shall obtain and display a local access sticker in a highly visible location on both sides of the hood of the snowmobile. Local access stickers shall be obtained from the City on an annual basis and for the fee set by City Council resolution. The City may require each applicant to submit information stating their designated residence for purposes of this Ordinance and the most direct route exclusively within the designated zone including the applicant's place of residence.

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

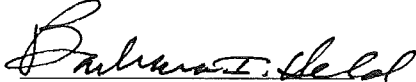
PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY OF April, 2004.

APPROVED:

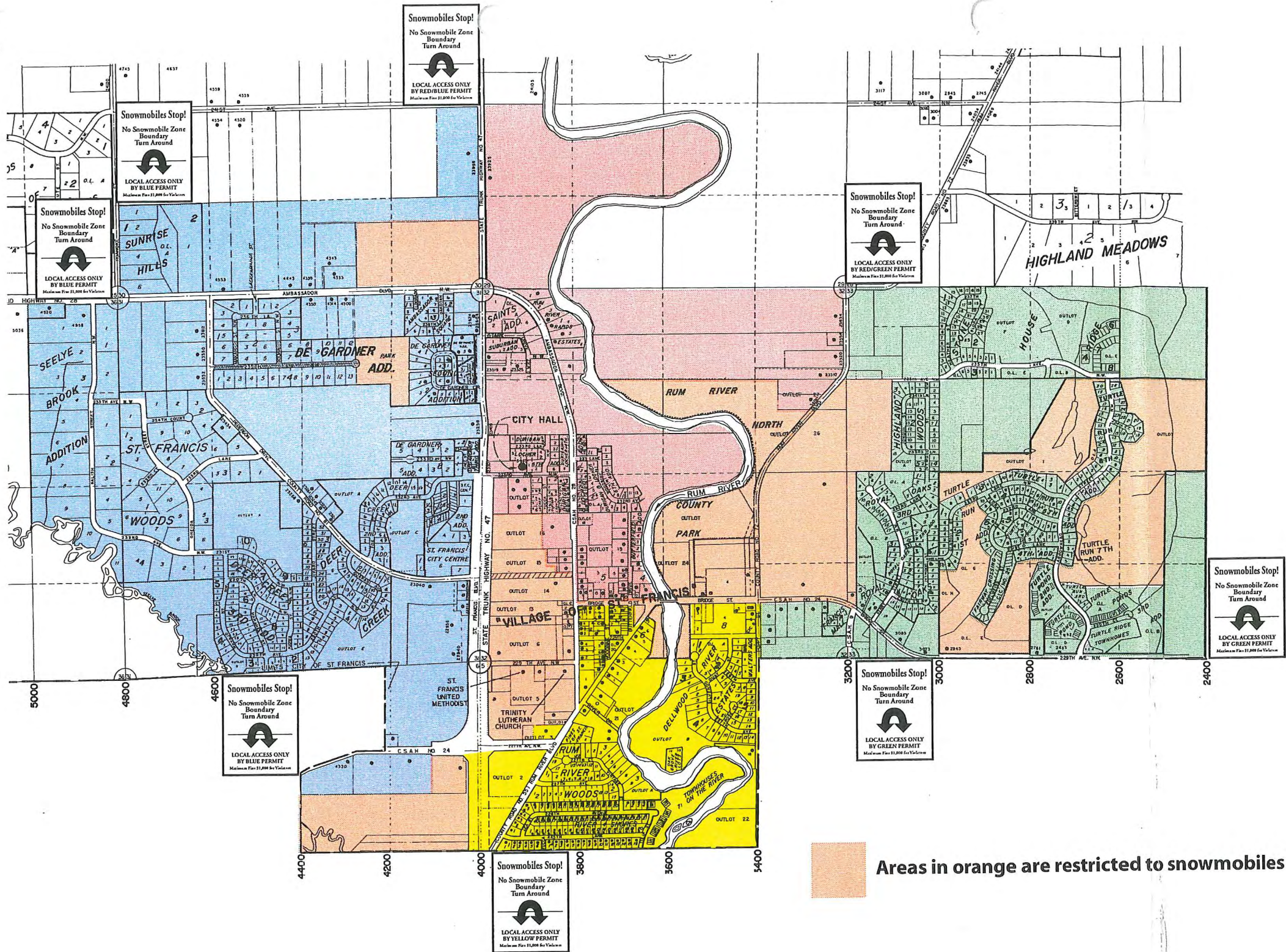


Raymond Steinke  
Mayor of St. Francis

ATTEST:



Barbara I. Held  
City Clerk/Treasurer



Areas in orange are restricted to snowmobiles



exemption shall not, however, protect the driver of any such vehicle from the consequences of a reckless disregard of the safety of others.

SECTION 7.25. RECREATIONAL MOTOR VEHICLES (INCLUDING SNOWMOBILES).

Subd. 1. Definitions. For the purposes of this Section, the terms defined shall have the meanings given them.

1. "Motorized Bicycle" – A bicycle with fully operable pedals which may be propelled by human power or a motor, or by both, with a motor of a capacity of less than 50 cubic centimeters piston displacement, and a maximum of two break horsepower, which is capable of a maximum speed of not more than 30 miles per hour on a flat surface with not more than one percent grade in any direction when the motor is engaged.

2. "All-Terrain Vehicle" or "ATV" – Trail bikes, amphibious vehicles and similar devices, other than snowmobiles, used at least partially for travel on natural terrain, but not "special mobile equipment" as defined in M.S.A. 168.011, Subd. 22, which is hereby incorporated herein by reference.

3. "Snowmobile" – A self-propelled vehicle designed for travel on snow or ice or natural terrain steered by wheels, skis or runners.

4. "Recreational Motor Vehicle" – Any self-propelled vehicle and any vehicle propelled or drawn by a self-propelled vehicle used for recreational purposes, including but not limited to a motorized bicycle, all-terrain vehicle, snowmobile, hovercraft, or motor vehicle licensed for highway operation which is being used for off-road recreational purposes.

5. "Owner" – A person, other than a lien holder, having a property interest in, or title to, a recreational motor vehicle, who is entitled to the use or possession thereof.

6. "Operate" – To ride in or on and have control of a recreational motor vehicle.

7. "Operator" – The person who operates or is in actual physical control of a recreational motor vehicle.

Subd. 2. Recreational Motor Vehicle Operating Restrictions. It is unlawful for any person to operate a recreational motor vehicle as follows:

A. On a public sidewalk or walkway provided or used for pedestrian travel.

B. On private property of another without lawful authority or written permission of the owner or occupant.

C. On any lands owned or occupied by a public body or on frozen waters, including, but not limited to, school grounds, park property, playgrounds, recreational areas, private roads, platted but unimproved roads, utility easements, public trails and golf courses. Provided, however, that the Council may, by resolution, specifically permit use on City property, in which event the shortest route to and from areas so permitted shall be used.

- D. While the operator is under the influence of liquor or narcotics, or habit-forming drugs.
- E. At a rate of speed greater than reasonable or proper under all of the surrounding circumstances.
- F. In a careless, reckless or negligent manner so as to endanger the person or property of another or cause injury or damage thereto.
- G. Towing any person or thing on a public street or highway except through the use of a rigid tow bar attached to the rear of an automobile.
- H. At a speed greater than 10 miles per hour when within 100 feet of any lakeshore, except in channels, or of a fisherman, ice house, skating rink, or sliding area, nor where the operation would conflict with the lawful use of property or would endanger other persons or property.
- I. In a manner so as to create a loud, unnecessary or unusual noise which disturbs, annoys or interferes with the peace and quiet of other persons.
- J. Chasing, running over, or killing any animal, wild or domestic.
- K. During the hours between 11:00 PM of one day and 7:00 AM of the next following on Sundays through Thursdays, and during the hours of 1:00 AM and 7:00 AM on Fridays and Saturdays, except that during such hours a recreational motor vehicle, if otherwise lawfully operated, may be operated on a public street.
- L. Except as permitted in Subdivision 4, in the area marked as a restricted area legally described as shown in Exhibit A.

Source: Ordinance 83, SS  
Effective Date: 04-19-2004

Subd. 3. Owner Responsibility.

- A. It is unlawful for the owner of any recreational motor vehicle to permit its operation on private property without the written permission of the owner or occupant, on City property without the written permission of the Council, or on other public property without the written permission of the body in charge thereof.
- B. Every person leaving a recreational motor vehicle in a public place shall lock the ignition, remove the key and take the same with him.

Subd. 4. Additional Snowmobile Operating Regulations.

- A. It is unlawful for any person to operate a snowmobile upon the roadway, shoulder or inside bank or slope of any street or highway except as permitted in this Subdivision. Operation in the ditch or on the outside bank within the right-of-way of any street or highway except interstate highways or freeways and excluding the restricted area as noted in Exhibit A, is permitted in conformance with State law and the City Code, unless the roadway directly abuts a public sidewalk or walkway or property used for private purposes. Between the

hours of one-half hour after sunset to one-half hour before sunrise, any operation may only be on the right-hand side of such street or highway and in the same direction as the highway traffic on the nearest lane of the roadway adjacent thereto. For local access to trails located outside the City of St. Francis, snowmobiles displaying a City-issued local access sticker may travel on the right hand side of local streets on the paved surface within the curb line for urban streets and between the shoulder points for roads that are not paved or do not have curb, or in ditches on a County or State road if available, from the operator's primary place of residence to the nearest trail access outside of St. Francis via the most direct route exclusively within the designated zone including the place of residence. Travel for local access shall be at a rate not to exceed twenty (20) miles per hour. Any return trip must occur in the same manner. Snowmobiles must travel single file in this instance. Snowmobiles may not park in any restricted area except at the owner's premises. Individuals with a local access sticker may not operate their snowmobiles in any restricted area outside their designated zone or in a location that is not the most direct route between residence and trail exclusively within their designated zone. Individuals may not operate on the private property of another without permission within the restricted zone. Individuals may operate on their own private property within the restricted zone subject to all other restrictions in City Code or State law.

Source: Ordinance 83, SS  
Effective Date: 04-19-2004

B. A snowmobile may make a direct crossing of a street or highway except an interstate highway or freeway, provided:

1. The crossing is made at an angle of approximately 90 degrees to the direction of the street or highway and at a place where no obstruction prevents a quick and safe crossing.
2. The snowmobile is brought to a complete stop before crossing the shoulder or main traveled way of the highway.
3. The driver yields the right-of-way to all oncoming traffic which constitutes an immediate hazard.
4. In crossing a divided street or highway, the crossing is made only at an intersection of such street or highway with another public street or highway.
5. If the crossing is made between the hours of one-half hour after sunset to one-half hour before sunrise or in conditions of reduced visibility, only if both front and rear lights are on.

C. No snowmobile shall enter any uncontrolled intersection without making a complete stop. The operator shall then yield the right-of-way to any vehicles or pedestrians which constitute an immediate hazard.

D. Notwithstanding any prohibition in this Section, a snowmobile may be operated on a public thoroughfare in an emergency during the period of time when, and at locations where, snow upon the roadway renders travel by automobile impractical.

E. No person under fourteen (14) years of age shall operate on streets or highways or make a direct crossing of a street or highway as the operator of a snowmobile. A person

fourteen (14) years of age or older, but less than eighteen (18) years of age, may operate a snowmobile on streets or highways as permitted under this Section and make a direct crossing thereof only if he has in his immediate possession a valid snowmobile safety certificate issued by the Commissioner of Conservations as provided by Minnesota Statutes 1969, Section 84.86. It is unlawful for the owner of a snowmobile to permit the snowmobile to be operated contrary to the provisions of this Subparagraph.

F. City Issued Local Access Stickers. St. Francis residents living within the designated zones included in Exhibit A who choose to have local access to trails outside the City of St. Francis shall obtain and display a local access sticker in a highly visible location on both sides of the hood of the snowmobile. Local access stickers shall be obtained from the City on an annual basis and for the fee set by City Council resolution. The City may require each applicant to submit information stating their designated residence for purposes of this Ordinance and the most direct route exclusively within the designated zone including the applicant's place of residence.

Source: Ordinance 83, SS  
Effective Date: 04-19-2004

Source: City Code  
Effective Date: 06-01-1990

\_\_\_\_\_ Subd. 5. Golf Carts. Notwithstanding anything herein to the contrary, a person may operate a Golf Cart on certain designated City streets, subject to the following:

A. For purposes of this subdivision, the term "Golf Cart" shall mean an electric-powered recreational motor vehicle that has four wheels, a speed attainable in one mile of at least 20 miles per hour but not more than 25 miles per hour on a paved level surface, is designed for use on golf courses as a means of transporting golfers and golf equipment and is permitted on the Ponds Golf Course.

B. Golf Carts shall be limited to City streets in an area immediately surrounding the Ponds Golf Course using 237<sup>th</sup> Avenue as the northern boundary, 230<sup>th</sup> Avenue as the southern boundary, the 2400 block as the eastern boundary, and the 3000 block as the western boundary.

C. St. Francis residents who live within the designated zone must apply for and obtain a permit from the City of St. Francis prior to the operation of a Golf Cart on City streets. The permit application shall include the name and street address of the owner, the vehicle identification number of the Golf Cart, and evidence of liability insurance in amounts required by state law. Permits shall be obtained from the City on an annual basis and for the fee set by City Council resolution. Individuals must comply with all permit requirements and the requirements of this subdivision. The City may revoke any permit for failure to comply with all permit requirements and the requirements of this subdivision.

ORDINANCE 77, SECOND SERIES

AN ORDINANCE REGULATING THE USE OF  
RECREATIONAL MOTOR VEHICLES INCLUDING SNOWMOBILES  
IN CERTAIN AREAS OF THE CITY

THE CITY OF ST. FRANCIS, MINNESOTA ORDAINS:

Section 1. Code Amended. That Section 7.25, entitled "Recreational Motor Vehicles (Including Snowmobiles)" shall hereby be amended as follows:

Subd. 2. It is unlawful for any person to operate a recreational motor vehicle as follows:

(A) through (K) are unchanged.

(L): In the area marked as a prohibited area legally described as shown in Exhibit A except as specifically allowed by Anoka County upon the roadway, shoulder, or inside bank or slope of any county highway or county state-aid highway.

Subd. 3 is unchanged.

Subd. 4. Additional Snowmobile Operating Regulations.


A. It is unlawful for any person to operate a snowmobile upon the roadway, shoulder or inside bank or slope of any street or highway. Operation in the ditch or on the outside bank within the right - of - way of any street or highway except interstate highways or freeways and excluding the prohibited area as noted in Subdivision 2(L), is permitted in conformance with State law and the City Code, unless the roadway directly abuts a public sidewalk or walkway or property used for private purposes. Between the hours on one-half hour after sunset to one-half hour before sunrise, any operation may only be on the right-hand side of such street or highway and in the same direction as the highway traffic on the nearest lane of the roadway adjacent thereto.

(B) through (E) are unchanged.


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

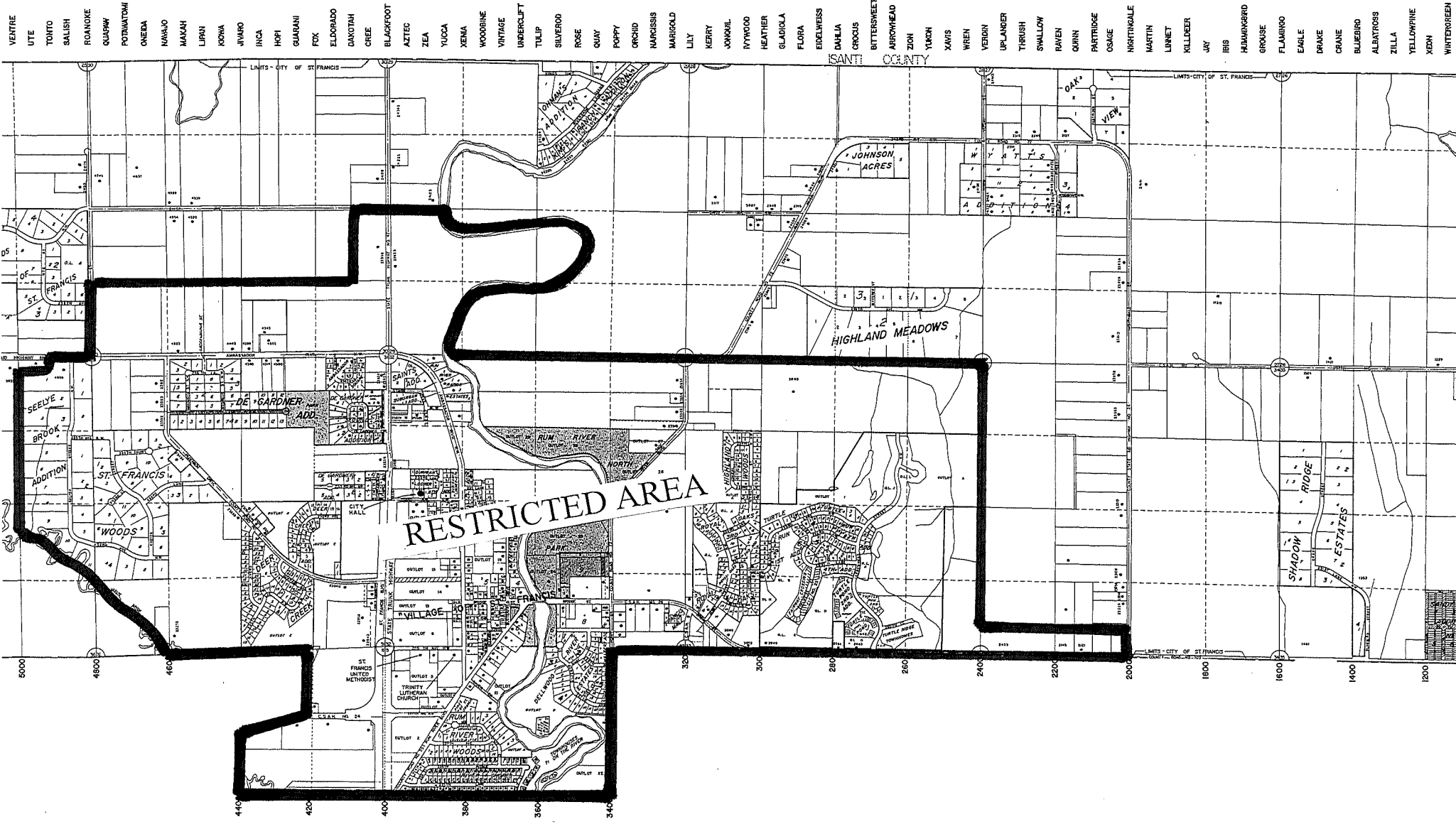
PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6th  
DAY OF OCTOBER, 2003.

APPROVED:

  
Raymond Steinke  
Mayor of St. Francis

ATTEST:

  
Barbara I. Held  
City Clerk/Treasurer



- VENTRE
- UTE
- TOMTO
- SALISH
- ROANOKE
- QUAWW
- POTWATOMI
- ONEIDA
- HAWAHO
- MAKAH
- LIPAH
- KOHA
- WIMARO
- INCA
- HOP
- GUARANI
- FOX
- ELDORADO
- DAKOTAH
- CHIE
- BLACKFOOT
- AZTEC
- ZEA
- YUCCA
- XENA
- WOODBINE
- VINTAGE
- UNDERCLIFF
- TULIP
- SILVEROD
- ROSE
- QUAY
- POPPY
- ORCHID
- MARCESS
- MARGOLD
- LILY
- KERRY
- JONGRIL
- RYWOOD
- HEATHER
- GLADOLA
- FLORA
- EDLWEISS
- MAHLA
- CROCUS
- BITTERSWEET
- ARROWHEAD
- ZION
- YUKON
- XAVIS
- WREN
- VENDU
- UPLANDER
- THRUSH
- SWALLOW
- RAVEN
- QUINN
- PARTRIDGE
- OSAGE
- NORTHWALLE
- MARTIN
- LINNET
- KILLDEER
- JAY
- IBIS
- HAMMINGBIRD
- GROUSE
- FLAMINGO
- EAGLE
- DUKE
- CRANE
- BLUEBIRD
- ALBATROSS
- ZILLA
- YELLOWPINE
- XEN
- WINTERGREEN

**RESTRICTED AREA**

JOHNSON ACRES

HIGHLAND MEADOWS

SHADOW RIDGE ESTATES

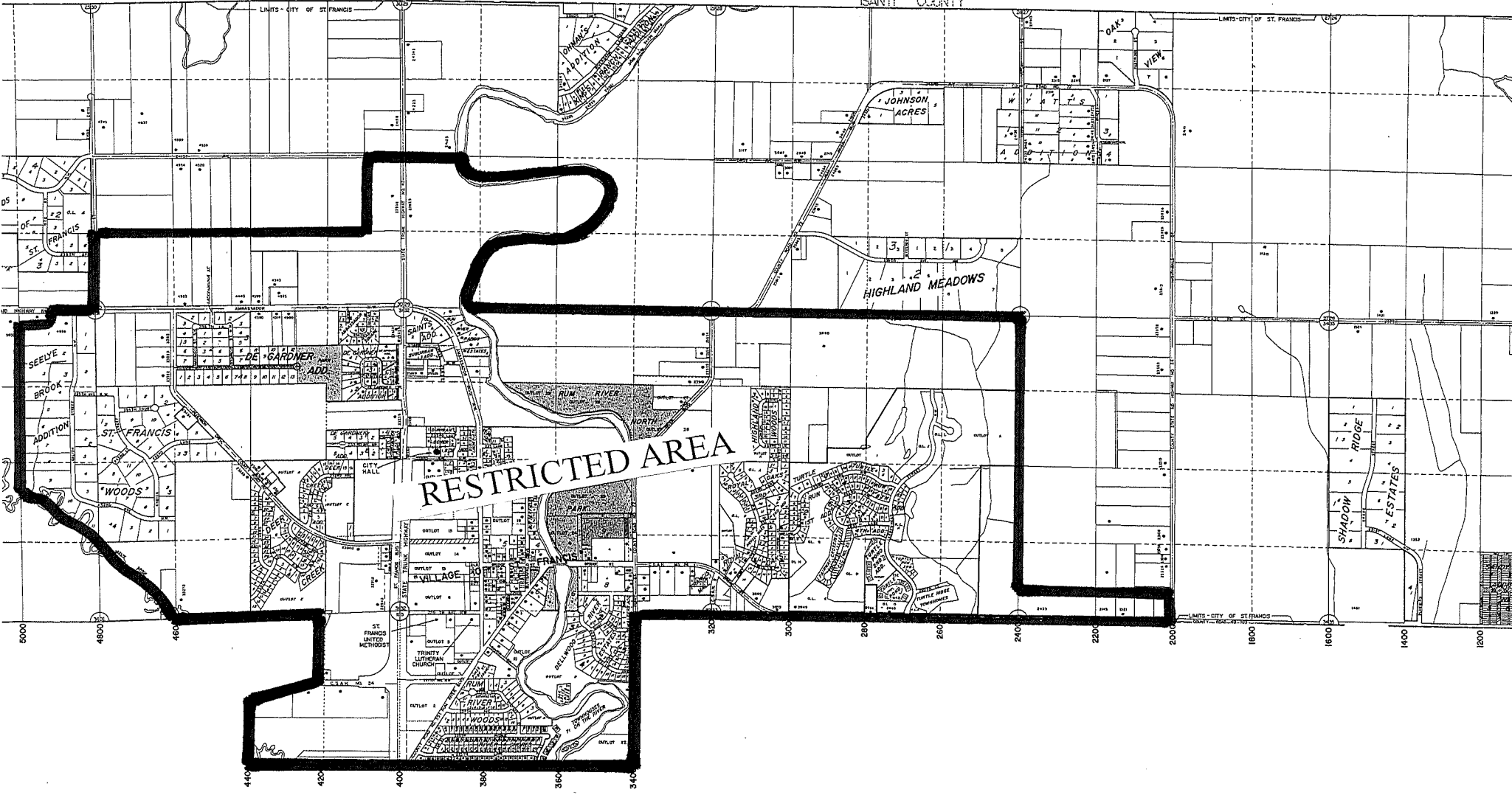


EXHIBIT A

All of Section 31, Township 34, Range 24

All of Section 06, Township 33, Range 24, located in the City of St. Francis

All of Section 05, Township 33, Range 24, located in the City of St. Francis

All of Section 33, Township 34, Range 24

All of Section 32, Township 34, Range 24

The South 75 feet of the SW  $\frac{1}{4}$ , Section 34, Township 34, Range 24

That part of the South  $\frac{1}{2}$  of Section 29, Township 34, Range 24, lying west of the Rum River.

The South  $\frac{1}{2}$  of the South  $\frac{1}{2}$  of Section 30, Township 34, Range 24

The East 75 feet of the NE  $\frac{1}{4}$  of the SE  $\frac{1}{4}$ , Section 30, Township 34, Range 24

Within the plat of Seelye Brook Addition

- h. Ordinance 80, Second Series - Amending Chapter 4 "Construction Licensing, Permits & Regulations" (Second Reading):** MOTION BY CM DRESSEN SECOND CM JONES TO ADOPT ORDINANCE 80, SECOND SERIES - AN ORDINANCE AMENDING CHAPTER 4 "CONSTRUCTION LICENSING, PERMITS & REGULATIONS (SECOND READING). MOTION CARRIED 5-0.
- i. Ordinance 81, Second Series - Adopting a Fee Schedule for Building Permits within the City of St. Francis (Second Reading):** MOTION BY CM DRESSEN SECOND CM JONES TO ADOPT ORDINANCE 81, SECOND SERIES AN ORDINANCE ADOPTING A FEE SCHEDULE FOR BUILDING PERMITS WITHIN THE CITY OF ST. FRANCIS (SECOND READING). MOTION CARRIED 5-0.

**7. Meeting Opened to the Public:** Mayor Steinke asked if there had been any public signed up before the meeting. City Clerk Barb Held stated that 5 individuals had signed up to address the snowmobile restrictions and also Don Kveton of the Village Bank wanted to address the City Council regarding the City Hall. Mayor Steinke stated first we will take a five minute recess at 7:46 pm for the snowmobile group to pick a speaker to bring forward their concerns to the City Council. City Council was back in session at 7:54 pm. Don Anderson 3025 253<sup>rd</sup> Avenue, Isanti, asked for a clarification if there will be a corridor allowed at a later date for them to go through the City. Mayor Steinke stated that currently it is not allowed to even run along Hwy 47 if the snowmobile group that is present tonight would like changes in the current ordinance they would need to follow a petition which could be brought forward to the City Council. Mr. Anderson stated why punish the businesses in town. Mayor Steinke stated we have had numerous calls and a few have probably created the problem the City had. Mr. Anderson stated why not do more patrol and leave us an access through town. Mr. Anderson stated that now that Mau's is closed he does not think it is fair and reasonable that the City would not allow snowmobiles to come into town to get fuel. Mr. Anderson suggested that maybe we just have an access to a couple of the businesses. Tim Rockstad, 21950 Juniper Street, Oak Grove, asked where did this ban come from. Lepak stated that this Ordinance was adopted on October 6, 2003 which was the second reading of the Ordinance and it was addressed at three different meetings also published in the official newspaper which is the Anoka Union. Mr. Rockstad stated he felt that it was just trying to be slid by the people. Mr. Rockstad stated people move out into this area so they are able to snowmobile. Mr. Rockstad also stated that this has always been a rural community and surrounding areas are trying to keep it rural as possible. Mr. Rockstad stated now there is no way of gasing up snowmobiles in St. Francis.



Mr. Rockstad stated also again that as a Realtor that it the reason people are moving out into this area. Mr. Rockstad asked where was this notification and why wasn't anybody aware of it. Mayor Steinke stated you live in Oak Grove how are we suppose to know to notify people in Oak Grove. CM Schoer stated he believes at the first reading in September a representative from the snowmobile club was here and had some questions. Mr. Rockstad stated a lot of people here tonight do not belong to the snowmobile club. Joe Misencik, 23191 Arrowhead St., stated that he heard about the ban from his kid at school. Mr. Misencik stated that was one of the reasons he moved up here so he could take his snowmobile out of his garage and go onto the trail. Mayor Steinke again stated if you feel you would like the ordinance amended you can file a petition to bring forward to the City Council. CM Brown stated he understands their concerns he does not have a snowmobile but does have an ATV and this ordinance also is in affect for the ATV. CM Brown stated we had problems with snowmobiles on the sidewalks where the kids are suppose to walk. Jennifer Bomstad, 3838 227<sup>th</sup> Court, stated if you have problems with snowmobiles why not ban cars. Ms. Bomstad then referenced an accident that happened at Hwy 47 & Pederson Drive. Ms. Bomstad stated they have lived here for eight years and now she can't ride their snowmobile unless they trailer it out of town. Ms. Bomstad then asked about the petition and what they need to do. Mayor Steinke stated they would need a percentage of the votes from the last general election and the petition would need to be started by five residents who are registered voters and the petition also must state what the petition is for. CM Jones stated he has lived in the City for 49 years and he owns a farm west of town. He also farms property next to the DNR property and the snowmobile trail, and right now there are tracks on his property that do not follow the trail. CM Jones stated that if snowmobiles run on his alfalfa field at the wrong time it will be two years before he will be able to put alfalfa back in that field at a cost. CM Jones realizes that a few ruin it for the whole group. CM Jones stated that snowmobiles in town ran on the concrete sidewalk went through yards and do not follow the regulations. CM Jones stated the City has had a lot of complaints about snowmobilers in town. CM Jones stated if you want to petition bring it forward. CM Schoer stated he too lives in the zone where snowmobiling is banned and does have three snowmobiles. But with the new housing developments around his area on 235<sup>th</sup> he has received many complaints from people who are complaining about their neighbors but don't want their neighbors to know. Brian Mulgrew, 4133 DeGardner Circle, stated up north on snowmobile trails there are designated parking lots and asked the Council if it is possible for them to go down Hwy 47. City Attorney Scott Lepak stated not now. Mr. Mulgrew asked if that was a possibility to have that changed. Erik Rockstad, 1430 211<sup>th</sup> Avenue, Oak Grove, stated that by closing down this area you are closing down the passage leaving only the river to get from south to north. Mayor Steinke stated the river is also banned.

The audience made numerous comments that you can not ban the water ways. City Attorney Scott Lepak stated the map also bans the river but has been sent on the request of Anoka County to the DNR to make them aware of it. Elizabeth Connoy, 23021 Ambassador Blvd., stated there are rule breakers deal with the problems. Ms. Connoy stated she will get a petition together to bring back the snowmobiling. Ms. Connoy stated that snowmobiles can annoy some people but so do the kids on the street they also bother me. Jim Syrdal, 23037 Ivywood Street, stated that to be very honest he spent thousands of dollars but now can't get in and out of town. Mr. Syrdal stated that was the reason they moved up here 16 years ago and have been able to snowmobile until now. Mr. Syrdal stated that if you want to put up 5 mph through town that's fine but let us get in and out. Mr. Syrdal stated if a snowmobile needs gas he can see having numerous trips just to bring containers back to fill his snowmobile. Patty Anderson, 3025 253<sup>rd</sup> Avenue, Isanti County, stated that business owners were not aware of the ban until the signs went up in their establishments. Snowmobilers spend a lot of money in town such as for gas, meals and felt the law abiding people are being punished. Mark Braastad, 932 229<sup>th</sup> Avenue, St. Francis stated he knows what problems trails can be because he closed all the trails by one of their properties along Co. Rd. 24 years ago. The question he has is if he rides on the south side of Co. Rd. 24 during the day would he be ticketed. Mayor Steinke stated as long as he rides on the south side which is in the City of Oak Grove during the day that he should be fine, but at night he would not be allowed. Mr. Braastad stated he just wants to make sure during the day that he would not be ticketed because he was told by a Police Officer he would be. Mayor Steinke stated he will talk to the Police Department about that. Mayor Steinke stated in reference to the resident that talked about the kid that got hit on Hwy 47 & Pederson Drive, the City has tried along with the School District to make the State aware of the traffic hazards and has asked for some type of controlled intersection so we have tried. Charmaine McKay, 23694 Dakotah Street would like to thank the Council for this ordinance. Ms. McKay stated they have lived here for seven years and realizes that snowmobiles are recreational vehicles. Ms. McKay stated it has been a real joy and a lot safer day and night by their place along Ambassador Blvd. and Dakotah when snowmobilers are not jumping the ditch banks and the approaches. Ms. McKay stated they home school their kids so they are there during the day and appreciate and want to thank the Council for this ordinance again. CM Brown stated St. Francis is not the same town it was 30 years ago, if you want to get a reasonable petition together we will see what we can do and to the people that have made reference in conversation it was not slipped under the rug there were regular City Council meetings that this was addressed at. Again it was stated if they want to bring forward a petition the petition needs to have a statement of what the petition is for also it must have signatures of St. Francis residents and also they must be registered voters.

CM Jones asked Bjork if we have approached the property owner along King's Ranch road. Bjork stated his priority right now is to finish the budget and we have approached them but we still have not gotten an appraisal. Once the appraisal is received we will contact them to see if they will accept it.

CM Dressen stated some signage has gone up on the boarder roads stating Snowmobile Ordinance in Affect. CM Dressen stated if that should be the proper language on the signs. Lepak stated probably it would be better if it would have stated Snowmobiling Prohibited Beyond this Point but they will deal with the signage as it is stated now.

Gene Aydt, 23553 Salish Street, stated there are no signs on some of the main entrances coming into the City. Mr. Aydt stated along with other streets. CM Dressen stated he has been in contact with Streets/Park Dept. and they are still in the process of putting up more signs.

**Fire Department:** Mayor Steinke stated the Fire District meeting scheduled for December 2, 2003 has been cancelled and they are still waiting to receive an appraisal on each department.

**Water/Wastewater:** Public Works Supt. Bryan Backes stated he has not had a lot of time but in regards to the last Council meeting it has to do with BDM's invoicing and I had the opportunity to just take a look at some developments that were missing off the map that we were invoiced for, I also notified Steve on it, there are six developments that are not on there some of these started as early as 2001. We had some invoicing in 2002 and while Brian is here I guess he can clarify the invoicing if you want to take a look at it. I had asked about it in April of 2002 as far as updating it. Some of the items that are missing on there are actually listed in there for billing and just some clarification on it. City Engineer Brian Miller stated to the Mayor and City Council that given an opportunity to review this I will respond to it, I don't feel being handed this at a meeting is a reasonable way for me to be able to respond to this in a reasonable manner. I will take this back and respond to you at your next Council meeting. Backes stated I can provide you copies, those are all I have, I just pulled those out. Backes stated he will get those faxed tomorrow.

**Streets/Parks:**

**Request to Purchase Broom Attachments for Bobcat from State Bid:** Lacey provided a memo to the City Council saying that he has received a quote to purchase a 68" angle broom and 60" pickup sweeper with gutter broom from the State Bid Contract.

- b. **Attorney:** Lepak stated he does have one item that was carried over from the last City Council meeting regarding the current band on snowmobiles and ATV's in the downtown area. The question was raised whether or not the snowmobiles can run along the Co. Roads, Hwy 47 and on the water. After doing research Lepak stated he found out the map that out lines the restricted area in accordance with the ordinance the City can restrict snowmobiling on all areas roads, waterways in the restricted area.

**Wastewater Treatment Facility Update:** Lepak stated Gridor Construction who was the contractor for the Wastewater Treatment Facility Upgrade is suing the subcontractor Friedges and basically everyone else including us. Lepak stated now is the time to move forward.

Mayor Steinke asked in regards back to the snowmobile ordinance who would be responsible for putting up the signs. Lepak stated it would be up to the City to post the restricted area. Lepak stated he does recommend the signs are put up. Bjork stated he believes the Streets/Parks Department can order the signs and put them up.

- c. **Staff:**

**Fire Department:** No report.

**Water/Wastewater:**

**Equipment Purchase:** The Public Works Department is requesting authorization to purchase an ISCO Pump Station Monitor Model 4501 to assist with the accuracy of the City's Sanitary Collection System Analysis. The monitor is mobile and will be used at each Lift Station to calculate the flow into and out of the Pump Stations and the pumping rate of each pump. The department will also use the monitor to calculate Woodhaven's Four Lift Station Pumps in order to establish new Sanitary rate for Billing for them. Along with aiding in the preventive maintenance for the City's 26 existing Sanitary Pumps. Two quotes were received one from Tech Sales for the amount of \$4,500 and Mulcahy/Shaw Water Inc., with the quote of \$4,512.00. MOTION BY CM JONES SECOND CM DRESSEN TO ACCEPT THE TWO QUOTES ONE BEING FROM TECH SALES CO. AND MULCAHY/SHAW WATER INC. MOTION CARRIED 5-0. MOTION BY CM DRESSEN SECOND CM JONES TO PURCHASE THE ISCO MODEL 4501 PUMP STATION MONITOR FROM TECH SALES CO. IN THE AMOUNT OF \$4,500.00. MOTION CARRIED 5-0.

**Snowmobile Ordinance Signage:** Police Chief Bryon Froh stated the ordinance has been passed regarding no snowmobiling in certain areas of St. Francis and questioned when and where the signage will be. Mayor Steinke stated he was under the impression that the snowmobile trail association would be putting up the signs. Council stated they did not believe it was up to snowmobile association to put them up indicating no snowmobiles in our City. CM Dressen and CM Schoer both agreed they need to be on the main road such as County Road 9, 72 stating there is no snowmobiling in the core of St. Francis. Chief Froh stated maybe the first year they will be more lenient but stated if there is no signage enforcement could be a nightmare. Anoka County still needs to resind their resolution prior the authorization of the signage going up. Lepak stated also it would be easier to prosecute in the enforced areas but they need to be signed. Bjork stated Anoka County has been contacted but a word has not been received back on when that resolution will be resinded. Mayor Steinke stated that would only take care of Co. Rd's along Bridge Street and Ambassador Blvd. Chief Froh stated it should be all County Roads in the restricted areas. Lepak stated he will take a look at the resolution that the County adopted. CM Jones thought to it would have been all County Roads in the restricted area in which CM Schoer and CM Dressen agreed. Discussion was held on the verbage of the signs. Lepak stated he will contact Andover to see what verbage they have. Resident Gene Aydtt stated he has done a lot of studying on this and his interpretation is that the only area they cannot restrict is State Hwy 47. Mr. Aydtt stated that you also have snowmobiles in the City that need to know where they can't go. Steinke asked who would be responsible for putting up the signs and where are the funds coming from. The general consensus would be from the General Fund. Mayor Steinke asked Lepak to check in to see when Anoka County resinds their resolution if it covers all County Roads and report back. Lepak recommended putting up the signs. CM Jones stated he does not want it to cost us a fortune for signage. Council directed staff to check with prices. Bjork said he'll contact Lacey and relay the direction of the City Council regarding putting up the signs.

CM Jones asked Jim Johnson of Hakanson Anderson how the project of Hwy 47 and 233<sup>rd</sup> Avenue is coming along financially. Mr. Johnson stated he is not sure at the current time. CM Jones asked Johnson if their Engineering costs are going to be built right into the construction cost. CM Jones stated he has asked for the last three months of bills for Hakanson Anderson so he can review them. Johnson stated that yes their Engineering costs were built into the construction cost. Discussion was then held on the trails along Hwy 47 and the width of them. CM Jones asked Johnson if we still could go from 10 foot to 8 foot and only go on the west side of Hwy 47. Johnson stated the plans of a 10 foot trails have been bid on and would need to contact MnDOT for the change.

Mayor Steinke stated that at the Mayor's Conference there was discussion that when developers come in you set amount of time they have to discuss with the Planner, an example would be about 1 ½ hours would be set, and anything over would be charged to the developer. Mr. Bourke stated they can continue with the salvage yard they currently have but their piece of land is a little bit more unique than an average raw piece of land due to the wastewater plant behind them. With the development across Hwy 47 to them, Mr. Bourke stated that is the salvage yards best use of that property? CM Brown stated he is open to various developments and the plan that was presented for mini storage looks good but you need to come up with a plan that you feel will work. CM Jones questioned the water and sewer extensions along with the driveway access. Bjork stated this site can be developed into a PUD but in regards to the grant, the State is looking to give grants out for property that will improve its tax base and also that can generate jobs. Bjork stated the likelihood for grants for storage units may not be likely. Bjork stated the State will do everything they can do to help in obtaining grants. In regards to the driveway access Bjork stated that issue would need to be worked out with MnDOT. CM Dressen stated right now as far as what we can do is ask Mr. Bourke to work with the Planner to see what they can come up with.

**6. Ordinances & Resolutions:**

**a. Ordinance 77 - 2003 Second Series: An Ordinance Regulating the use of Recreational Motor Vehicles including Snowmobiles in certain areas of the City (Second Reading):**

Section 1. Code Amended. That Section 7.25, entitled "Recreational Vehicles (Including Snowmobiles)" shall hereby be amended as follows:

Subd. 2. It is unlawfull for any person to operate a recreational vehicle as follows:

(A) through (K) are unchanged.

(L): In the area marked as a prohibited area legally described as shown in Exhibit A except as specifically allowed by Anoka County upon the roadway, shoulder, or inside bank or slope of any county highway or county state-aid highway.

Subd. 3 is unchanged.

Subd. 4. Additional Snowmobile Operating Regulations.

A. It is unlawful for any person to operate a snowmobile upon the roadway, shoulder or inside bank or slope of any street or highway. Operation in the ditch or on the outside bank within the right-of-way of any street or highway except interstate highways or freeways and excluding prohibited area as noted in Subdivision 2(L), is permitted in conformance with State law and the City Code, unless the roadway directly abuts a public sidewalk or walkway or property used for private purposes. Between the hours on one-half hour after sunset to one-half hour before sunrise, any operation may only be on the right-hand side of such street or highway and in the same direction as the highway traffic on the nearest lane of the roadway adjacent thereto.

(B) through (E) are unchanged.

Lepak stated this Ordinance will take affect 30 days after its publication. CM Dressen stated as he has noted before that he is in favor of this Ordinance change since the preliminary discussion. Jeff Skoglund who resides in Oak Grove but belongs SnoGhosts Snomobile Club was there on behalf of the Snowmobile Club understands this well but questioned being able to ride around Hwy 47. City Attorney Lepak stated they would be able to ride along 47 but would not be able to go off of it such as County Roads if the County approves to resind their Resolution that they had initially adopted. Mr. Skoglund stated this change does not bother him but feels they are going to be harassed when they start pounding in signs and fences that there is no snowmobile trails or snowmobiles allowed. Mr. Skoglund stated their trail work will begin in a couple of weeks and does understand the City along with them will receive complaints but they will do whatever they can. Mr. Skoglund stated he just became aware of this about a month ago but the snowmobile club could have known about it earlier. Mr. Skoglund would just ask that along with them if the City post signs that no snowmobiling is allowed in certain areas. MOTION BY CM DRESSEN SECOND CM JONES TO ADOPT ORDINANCE 77 SECOND SERIES REGULATING THE USE OF RECREATIONAL MOTOR VEHICLES INCLUDING SNOWMOBILES IN CERTAIN AREAS OF THE CITY. MOTION CARRIED 5-0.

- b. **Resolution 2003 - 38: Authorizing the Execution of Agreement for the Project Entitled "Safe & Sober Communities":** MOTION BY CM DRESSEN SECOND CM BROWN TO ADOPT RESOLUTION 2003 - 38 A RESOLUTION AUTHORIZING THE EXECUTION OF AGREEMENT FOR THE PROJECT ENTITLED "SAFE & SOBER COMMUNITIES". MOTION CARRIED 5-0.

MOTION BY CM DRESSEN SECOND CM BROWN ON THE ENGINEER'S RECOMMENDATION TO REDUCE THE LETTER OF CREDIT FOR THE ST. FRANCIS CITY CENTRE VILLAS BY \$23,727.16. MOTION CARRIED 5-0.

- b. **St. Francis Lions 3.2 Permit - October 5, 2003 (Oktoberfest):** MOTION BY CM DRESSEN SECOND CM BROWN TO APPROVE THE 3.2 PERMIT FOR THE ST. FRANCIS LIONS ON OCTOBER 5, 2003 FOR OKTOBERFEST IN WOODBURY PARK AND TO WAIVE THE FEE. MOTION CARRIED 5-0.

6. **Ordinances & Resolutions:**

- a. **Ordinance - 2003 Second Series - An Ordinance regulating the use of Recreational Motor Vehicles including Snowmobiles in certain areas in the City (First Reading):** City Attorney Scott Lepak stated this item was before the City Council a couple of months ago but also at the last council meeting had asked me to look into the City's ability to prohibit snowmobiles and recreational vehicles from the downtown area. Lepak stated the City may regulate the operation of snowmobiles on public lands, water, and property under its jurisdiction and on streets and highways within its boundaries by resolution or ordinance. This prohibition could not apply to any effort to limit operation of snowmobiles upon the roadway, shoulder, or inside bank or slope of any county highway or state aid highway if the Anoka County Board of Commissioners has adopted a resolution permitting such use if safe operation in the ditch or outside bank or slope thereof is impossible. Anoka County has indicated that it would rescind its prior action if requested by the City. The same is true for prohibiting the operation of all-terrain vehicles on City streets in its jurisdiction. A map was provided for the City Council showing the area where the snowmobiling would be prohibited. Lepak stated in order to proceed to the second reading it would require a 4/5's vote. Mayor Steinke then opened the Public Hearing regarding the first reading at 7:38 pm. Mayor Steinke asked if any public notice was given. A Public Hearing notice is not required. CM Dressen stated that we as a City Council have had a lot of discussion previously regarding the snowmobile route and this map follows the area that was talked about. None of the other Councilmembers had any comment nor did the public. MOTION BY CM DRESSEN SECOND CM BROWN TO CLOSE THE PUBLIC HEARING AT 7:40 PM. MOTION CARRIED 5-0. MOTION BY CM DRESSEN SECOND CM SCHOER TO APPROVE THE FIRST READING OF ORDINANCE - SECOND SERIES, AN ORDINANCE REGULATING THE USE OF RECREATIONAL MOTOR VEHICLES INCLUDING SNOWMOBILES IN CERTAIN AREAS OF THE CITY. MOTION CARRIED 5-0.



**Planner:**

**CDBG Funding:** The City submitted a request for CDBG for the improvement of Rum River Blvd. in the amount of \$200,000. The request was originally denied by Anoka County. However, Commissioner Berg advanced the pedestrian improvements associated with the project. The application was reconsidered, with the pedestrian elements of the project and has been approved by Anoka County in the amount of \$59,985.47. This CDBG funding is to assist in the cost of establishing a pedestrian corridor along Rum River Blvd. between Bridge Street and Ambassador Blvd. The improvements will be coordinated with the upgrade of Rum River Blvd. Questions were raised regarding the upgrade of Rum River Blvd. Streets/Parks Supt. Jim Lacey stated that the Rum River Blvd. has been moved up on the Municipal State Aid Funding list to utilize the Community Block Grant money.

**Snowmobile Trail:** At the request of the City Council, the Anoka County Highway Department was contacted regarding the operation of snowmobiles within County Road ROW. Back in 1999, at the request of the City of St. Francis, Anoka County adopted Resolution 99 – 7 allowing the use of snowmobiles on the shoulder of County State-Aid Highway 24 (Bridge Street) from County Highway 72 (Rum River Blvd) to Butterfield Drive, within the City of St. Francis. In essence, Resolution 99 – 7 designates the existing trail location across the bridge. If the City Council intends to pursue a restriction on the operation of snowmobiles within the core area of the City, this Resolution will need to be rescinded/modified. Anoka County has indicated that they will cooperate with the City in this matter. The County has requested that the City send a formal request regarding this matter. If the City Council wishes to restrict the operation of snowmobiles within the core area of the City, a motion to request the rescinding or modification of Resolution 99 – 7 (Anoka County Resolution) would be in order. MOTION BY CM DRESSEN SECOND CM BROWN ASKING ANOKA COUNTY TO RESCIND THEIR RESOLUTION 99 – 7 EXECUTED BY ANOKA COUNTY AUTHORIZING THE SNOWMOBILE USE ON THE SHOULDER OF COUNTY STATE AID HIGHWAY 24 (BRIDGE STREET) FROM COUNTY HIGHWAY 72 (RUM RIVER BLVD.NW) TO BUTTERFIELD DRIVE IN THE CITY OF ST. FRANCIS. MOTION CARRIED 5-0.

**Turtle Run Park Dedication Refund:** Pursuant to the individual Development Contracts within the Turtle Run Development, the City is obligated to refund 50% of the Park Dedication fees paid for each of the individual phases within the development once the Clubhouse was built and opened.

Fire Chief Pace stated right now we do have more applicants that are willing to be nighttime firefighters but we just don't have the need for them right now.  
MOTION CARRIED 5-0.

**6. Ordinances & Resolutions:**

**a. Resolution 2003 – 15: Requesting Advance Encumbrance of Municipal State Aid Construction Funds:** Streets/Parks Supt. Jim Lacey stated the City had the option to borrow in advance for three years amount of \$180,000.00 with a repayment schedule as indicated on the resolution for \$60,000 each year starting in the year 2004. This advance would help with the cost of Highway 47 & 233<sup>rd</sup> projects. CM Jones questioned that the cost of this project keeps going up. Lacey stated they ran into more storm sewer problems than they had anticipated. Jim Johnson, Engineer for Hakanson Anderson stated that the amounts that were given were all just estimates until they get the final bids in. In regards to borrowing this money it is on a first come first serve basis. CM Jones questioned what the interest rate was. Mr. Johnson said it is at 0%. By passing this resolution it is obligating nothing it is just setting the money aside in advance for you to use. Municipal State Aid, Mr. Johnson stated is funded by gas tax. Once the project goes out for bids we will bring back the hard numbers. CM Schoer questioned the ponding area North of the property the City owns in the proximity of Bumper to Bumper and asked if that could be eliminated. Mr. Johnson said that is also with the State project for their storm sewer drainage. CM Jones stated he still cannot see putting the trail on the east side of Hwy 47. CM Jones stated he has talked to people and they too cannot see why we would be a trail on the east side of Hwy 47 when we have one on the west side and asked if an addendum could be put in so the City has the option of removing the trail. Mr. Johnson stated that yes that could be worked into it. MOTION BY CM JONES SECOND CM DRESSEN TO ADOPT RESOLUTION 2003 – 15 A RESOLUTION REQUESTING ADVANCE ENCUMBRANCE OF MUNICIPAL STATE AID CONSTRUCTION FUNDS. MOTION CARRIED 4-1 CM SCHOER VOTING NAY. CM Schoer stated he feels we should stay within our budget and not go out for extra money for this project.

**b. Ordinance to Prohibit Snowmobiles from Downtown:** City Attorney Scott Lepak stated this is more for discussion and not for adoption. A draft ordinance was provided to the City Council that includes not only prohibiting snowmobiles but also all terrain vehicles in a certain area: Two things Lepak stated he would like is feed back on the draft ordinance and the area they would like to see included. Lepak stated currently Anoka County can allow the snowmobiles to ride on the back side of a ditch.

Lepak stated he was wondering if the Council would be interested in contacting Anoka County to see if they would be cooperative in also banning the snowmobile on the County roads that in our projected area of not allowing snowmobiles or ATV's in the core area. CM Dressen stated he would like to stay within the marked area that had been previously presented by Police Chief Byron Froh which is mainly the core area of the town. Hwy 47 would also fall into Anoka County's jurisdiction and they would have authority over that. CM Jones stated he does have somewhat of a concern on being able to let the snowmobiles run through town if they need to get gas. CM Dressen stated if you contact the Police Department that was the area in town that was the problem. Times of operation was also discussed. CM Schoer stated unfortunately if you let them go to Casey's they are going to do as they are doing now and not follow the trail. Mayor Steinke stated some of the businesses might complain if we restrict snowmobile riding. CM Dressen feels the trail can go north into Isanti County or south along County Road 22. CM Brown stated it is a shame we have to go this far but feels we have to. Lepak stated he will go to Anoka County Board of Commissioners to see if they are in support of banning snowmobiles and ATV's in the ditch bank of Co. Rds within the prohibited areas and if so proceed with the ordinance and come back with the first reading.

7. **Meeting Opened to the Public:** Bill Gardner, 5304 238<sup>th</sup> Avenue, signed up before the Council meeting to discuss the subject of Barium Street. Mr. Gardner handed out memo's to all the Councilmembers and the City Attorney and stated he is serving on the City a memo of their illegal March 3, 2003 City Council meeting and the City did not follow the law. Mr. Gardner then walked out. Lepak stated he will report back after reviewing the memo.

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

- a. **Engineer:** City Engineer Brian Miller apologized for the lateness of his memo's regarding Turtle Ponds 3<sup>rd</sup> and Turtle Run 7<sup>th</sup>.

**Turtle Ponds 3<sup>rd</sup>:** Miller stated the original developer of Turtle Ponds 3<sup>rd</sup>, Turtle Moon Inc., has essentially sold out the entire development to S.W. Wold Construction. Turtle Moon Inc., has asked the City to release their Letter of Credit with S.W. Wold replacing it with a cash escrow or other acceptable financial security. Miller stated he had contacted City Planner Steve Bjork regarding this. Bjork was agreeable to the cash escrow replacement for the unacceptable work. Miller stated primarily, the sidewalk was placed as a 5 inch thick sidewalk and without construction observation. In discussion with Mr. Wold, Miller stated Mr. Wold had indicated that it was just about as cost effective to replace the entire sidewalk as to perform the testings.

Council was back in session at 9:25 pm.

**Police Department:**

**Request to Address Snowmobiles:** Police Chief Byron Froh brought forward to the City Council a recommendation of the possibility of restricting the use of snowmobiles in a certain area of town. Chief Froh presented a map to the City Council showing the potential restrictions which would be for the south boundaries 225<sup>th</sup> to the northern boundary of 238<sup>th</sup> with the eastern boundary the Golf Course west to Hidden Ponds. The one area that would need to be researched by the City Attorney would be the use of the Rum River and along Hwy 47 for restrictions. Right now the snowmobile patrol is on an overtime basis. Chief Froh also had pictures of where snowmobiles had violated the signs that had been put up by the snowmobile association. Chief Froh stated the Snowmobile Club did a great job with signage but people are just not paying attention to them. Chief Froh is asking for Council consideration to take a look at this for a possibility for next year. CM Dressen stated he is definitely in favor of the restrictions of the snowmobile in the core area of the town. With the two snow falls we did have this year we had numerous problems. Streets/Parks Supt. Lacey also stated it is well warranted in the Urban area. The question that was then raised was about recreational vehicles such as 4-wheelers and dirt bikes. It was stated that recreational vehicles are not registered like snowmobiles. The Council directed City Attorney Scott Lepak to look into the restricted area and also at the Ordinance regarding snowmobiles and recreational vehicles. Chief Froh also stated that one other area that he would like to look at is if they could tow the snowmobiles besides tag them if they are in an area they are not suppose to be. CM Schoer stated that he too has called the police regarding snowmobiles and stated that he also owns one but you have to look at what is overall best for the City. How we are growing, he realizes he gets a lot of calls and complaints along with the Police Department and would be in favor of this. CM Jones stated again he does have some concerns if we would be able to restrict them along Hwy 47. City Attorney Scott Lepak was then directed by the City Council to do research on riding along the Rum River and along Hwy 47 what the restrictions would be and also look at the ordinance that Andover has because the Council knows they do have one in affect in their core area.

**K-9 Handler Agreement:** Chief Froh stated the K-9 Handler Agreement has been reviewed by the City Attorney. Lepak stated he did review it and it is fine as drafted. MOTION BY CM DRESSEN SECOND CM JONES TO ADOPT THE AGREEMENT BETWEEN THE K-9 HANDLER AND THE CITY OF ST. FRANCIS. MOTION CARRIED 5-0.

CM Dressen stated he would offer his help if she needed any with reviewing the new systems.

**Free Standing Sign:** The sign in front of the Liquor Store from MC Builders needs to come down. Harris stated she will contact the Streets/Park Department tomorrow.

**Police:** Cm Jones stated he talked to Police Chief Byron Froh regarding the snowmobiles. CM Jones indicated that Chief Froh had stated they are having a lot of problems with them in town. Chief Froh stated they can not catch them all. Cm Jones said he would like to ban them altogether from the City. CM Jones had a call in to the City of Andover regarding where they can ride in Andover but they have not called back. Chief Froh stated he would like to at least ban them in the four square miles in town. But CM Jones said lets ban them altogether. Bjork stated that Chief Froh could also contact Andover regarding their regulations. CM Dressen stated the snowmobiles are abusing the sidewalks and trails. CM Jones stated with the new trails coming in we are going to have problems. CM Brown stated he would like more research done in regarding what would need to be done to ban them. Mayor Steinke said we could possibly ban snowmobiles unless they are on trails. CM Brown said he would not disagree with banning them altogether. CM Jones stated let Staff check with the City of Andover and the surrounding communities and see what they have. The general consensus of the Council was to direct Staff to check with surrounding communities and make it an agenda item.

**Planner:**

**LGA Reduction Information:** Bjork stated in receiving off the Star Tribune website a recap of the Pawlenty cuts, the City could see 1/3 of the cut this year with 2/3's next year but is still very vague in general on what areas would be cut. A reduction to MnDOT could potential impact the Hwy 47 project. Additional information will be provided regarding the impact on the Hwy 47 project once it is received. Governor Pawlenty also stated he will continue with levy limits and looking at cities not letting them levy for the difference they will lose in the LGA. CM Schoer stated he heard on the news tonight that the average cut would be 28.8%. Bjork stated there also have been talks on revamping the LGA formula but is not sure how or when they would do that. Once more information regarding the LGA cuts is provided the City Council will receive that information.

**23525 St. Francis Blvd. (Smith Property):** The City completed the purchase of the property located previously owned by Kim Smith located at 23525 St. Francis Blvd.

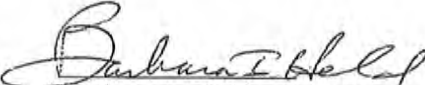
**Letter of Support for Meals on Wheels:** The City received a letter from North Anoka Meals on Wheels requesting a letter of support from the City. Meals on Wheels will be submitting a request for CDBG funding. The City of St. Francis has provided CDBG funding to Meals on Wheels in the past. It is up to the Council on whether or not they are supportive of this program if so a letter would be drafted on behalf of the City. MOTION BY DRESSEN SECOND JONES DRAFTING A LETTER ON BEHALF OF THE CITY WITH THE MAYOR EXECUTING THE LETTER IN SUPPORT OF THIS PROGRAM. MOTION CARRIED 5-0.

9. **Report of Councilmembers:**

Olson stated he has appreciated the opportunity of serving the City and thanked the Staff and Council. Jones, Dressen and Brown also thanked Olson for serving on the City Council.

A letter was received from Chester Graham regarding whether or not the Snowmobile Club had permission to have a trail on the south side of the St. Francis Mall.

10. **Report from Mayor:** Mayor Steinke stated he would like to call a special workshop where it would address the plans and goals of Department Heads for 2003. Steinke stated he is looking at the date of December 30, 2002 and wanted to know if the Council would be open to that date. The Council stated yes they would be open and Dressen suggested a 3:30 pm start time. The City Clerk Barb Held will check with Anoka County Parks Shelter to see if it would be available for the meeting.
11. **Old Business:** Brown asked if there would be any problem with Cell Phone usage with the new tower going up. It was stated that the Cell Phone tower will be higher than the water tower.
12. **New Business:** None.
13. **Adjournment:** MOTION BY OLSON SECOND DRESSEN TO ADJOURN THE REGULAR CITY COUNCIL MEETING AT 10:14 PM. MOTION CARRIED 5-0.

  
Barbara I. Held  
City Clerk/Treasurer

Jones stated he feels it was the City's fault that it never did go back to the Lots it was suppose to and errors do happen but feels the easiest way to give it back would be to Lots 1,2 and part of 3. Steinke stated he was on the Council at that time and he does remember that it was suppose to be given back where it came from which were Lots 1,2 and part of 3. MOTION BY JONES SECOND OLSON TO ABSORB THE PARK PROPERTY BY LOTS 1,2 AND PART OF 3 AS DIRECTED BY THE CITY COUNCIL BACK IN 1986. Lepak stated there is a Resolution if you so choose to adopt this. This Resolution includes what you are stating and conveys more detail. MOTION BY JONES SECOND OLSON TO ADOPT RESOLUTION 2002 – 49 A RESOLUTION CONVEYING PARK PROPERTY WITHIN THE PLAT OF WALTERS ADDITION BACK TO THE DEVELOPER. MOTION CARRIED 5-0. Walters stated back in 1986 the City Attorney at that time was going to prepare a deed at the City's expense and asked if that was still true. Lepak replied yes.

- d. **Rescue Truck Bids:** The City received a total of 8 bids for the 1975 Ford F250 4x4 previously used by the Fire Department. The following is the bid tabulation for the 8 bids that were received:

<u>BIDDER</u>	<u>BID AMOUNT</u>	<u>5% CASHIERS</u>
1. Eric Swanson	\$3,250.00	Yes
2. Duanne Remer	\$2,000.00	Yes
3. Randy Knutson	\$4,001.00	Yes
4. Paul Swanson	\$1,530.00	Yes
5. Wade Hollister	\$4,678.00	Yes
6. Alan Monegar	\$2,001.99	Yes
7. William Gardner	\$2,502.97	Yes
8. Matthew True	\$1,526.99	Cash (5%)

MOTION BY DRESSEN SECOND BROWN TO ACCEPT THE 8 BIDS THAT HAD BEEN PREVIOUSLY MENTIONED. MOTION CARRIED 5-0.  
MOTION BY DRESSEN SECOND BROWN TO AWARD THE SALE OF THE 1975 FORD F250 4X4 TO THE HIGHEST BIDDER WHICH WAS WADE HOLLISTER WITH A BID AMOUNT OF \$4,678.00. MOTION CARRIED 5-0.

- e. **Sno-Ghost Snowmobiling Club:** Chad Johnson of the Sno-Ghost Snowmobiling Club was before the City Council with a map of a revised snowmobile route. Due to the fact they can no longer go through the Golf Course area Mr. Johnson showed the new proposed route. The route would be coming north on Co. Rd. 9 and crossing over Co. Rd. 9 just south of the Welcome Store and St. Francis Foods.

The trail would then go north by the WHY USA property cross Bridge Street and go west to the stop lights on Co. Rd. 72. The trail would then go north on 72 to the north Anoka County Park entrance and go back through the park property and come out by the Library along Bridge Street. The trail would then cross the bridge and follow the trail that has been enforced for the past numerous years. Mr. Johnson stated this is a public service trail to all public snowmobiles and is open for any ideas and concerns. Olson asked how could we keep the snowmobiles off the sidewalk. Olson stated this is the only way we can get the pedestrians to cross safely over the Bridge. Mr. Johnson stated the sidewalk needs to be plowed as soon as possible so that way snowmobiles will not likely go on the sidewalks. Mr. Johnson stated they used to drive on the shoulder along Bridge Street but now with the lights that has changed. Olson stated I'm sure there will be a time that there will be no snowmobiling allowed in the core area and that is why we need to work together. Mr. Johnson stated they are aware that there may be a time such as in other cities to the south of us that no snowmobiling is allowed in the core area. Mr. Johnson stated the Snowmobile Club knows the bridge is a problem area. Streets/Park Supt. Jim Lacey stated the sidewalks are cleared after a 2 inch snow fall but only after the streets are cleared. Dressen suggested some type of signage in the bridge area. Jones stated after they get into the park where do they go from there. Mr. Johnson stated they would go around the Hiller property which is the Anoka County Park property come out by the Library and go across the bridge and then gave directions all the way out to the west of town where the trail goes and whose properties they cross. Jones stated they need to stay on the trail. Jones stated he farms the land west of town where they cross Ambassador Blvd. Mr. Jones stated he will not tolerate them on the property he farms. Police Sargeant Jeff Harapat made a suggestion that major signage is needed along the trail. MOTION BY OLSON SECOND STEINKE TO APPROVE THE PROPOSED SNOWMOBILE ROUTE THAT WAS PROVIDED BY THE SNO-GHOST SNOWMOBILING CLUB. Brown suggests that Mr. Johnson meets with the Police Department to see how they can work together and possibly come up with some different types of signage. Jones asked if they can get a sign that is out in the Crown area where it shows the trail. Jones stated if we can get one on each end of the City where the trail comes in and goes out that may help. Jones stated that snowmobiles used to come by their place but now there is a lot more and if he farms alphapha any year he has a concern of them going over the property he farms. MOTION CARRIED 4-1 DRESSEN VOTING NAY.

6. **Ordinance & Resolutions:** None.
7. **Meeting Opened to the Public:** None.



**TO:** Mayor & City Council  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** SCBA Payment  
**DATE:** March 19<sup>th</sup>, 2018

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**OVERVIEW:**

The Fire Department purchased new SCBA with a transfer from the Liquor fund. The City has since sold the old SCBAs for \$3,360. \$139,000 was transferred from the Liquor Fund to purchase the new SCBAs. Below is an excerpt from the minutes regarding this purchase:

- H. Declaring Surplus Property (Drager SCBA's) – Resolution 2018-06  
Schmidt reported in November 2017, the Fire Department placed the new MSA SCBA's in to service on all Fire Department Apparatus. Our inventory of Drager SCBA's no longer have functional service to the Fire Department and request the inventory be deemed surplus equipment. Any proceeds from the sale, Schmidt asked they be placed back in to the Fire Department Capital Fund.

Tveit said maybe you could donate the old ones to the Fire Academy.

Bauer asked if we receive funds from the sale of the SCBA's, I would like it to be put back in the fire department budget.

Skordahl said didn't the general fund pay for them.

Kohlmann stated we will have staff review what fund the SCBA's were purchase from.

MOTION BY TVEIT SECOND BAUER TO ADOPT RESOLUTION 2018-06 A RESOLUTION DECLARING SURPLUS PROPERTY (DRAGER SCBA'S). AND HAVE STAFF DETERMINE WHERE FUND ALLOCATION CAME FROM.

Motion carried 4-0.

**ACTION TO BE CONSIDERED:**

Review and discuss. Provide Staff with direction as to where to allocate the \$3,360. A potential place to allocate the funds would be the Capital Equipment Fund.

**TO:** Mayor & City Council  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** **Worksession Scheduling**  
**DATE:** March 19<sup>th</sup>, 2018

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**OVERVIEW:**

Staff would like to schedule a worksession to discuss the following topics:

- 1) Street Maintenance
- 2) Economic Development
- 3) City Buildings

Staff would prefer that this worksession be held at the beginning of April sometime as schedules permit.

**ACTION TO BE CONSIDERED:**

Provide Staff with some potential dates for a worksession.



**Water and Sewer Monthly Report – February 2018**

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	21	Inspections
Water	Operational Hours	Hours spent at the facility.	50	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	21	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	21	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
<b>Water</b>	<b>Water Treatment Report</b>			
		Total Finished Water	10.2	Million Gallons
		Total Raw Water	10.6	Million Gallons
		Average Daily Flow	.364	Million Gallons
		Average Chlorine	.50	Mg/l
		Average Raw Iron	1.08	Mg/l
		Average Raw Manganese	.085	Mg/l
		Average Fluoride	.79	Mg/l
		Iron Removal	99	%
		Manganese Removal	90	%
<b>Wastewater</b>	<b>Wastewater Treatment Report</b>			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent (23 Constituents); 8 Effluent (29 Constituents)	52	Constituents
Wastewater	Operational Hours	Hours spent at facility.	160	Hours

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Inspect Operations Building	Daily inspection of building.	20	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	20	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	20	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	28	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	20	pH Readings
Wastewater	Inspections	Inspect 10 lift stations daily and calculate pump runtimes.	180	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	<b>Wastewater Flows/Results</b>			
		Discharge Point	Seelye Brook	
		Total Influent	8.9	Million Gallons
		Total Effluent	8.9	Million Gallons
		Average Daily flow	.317	Million Gallons
		Influent TSS	345	Mg/l
	<i>Limit: (30 mg/l)</i>	Effluent TSS	.7	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	99	% Removal
		Influent CBOD	218	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	.3	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	99	% Removal
		Influent Phosphorus	3.8	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	24.4	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	.03	Mg/l
		Ammonia Nitrogen % Removal	99	% Removal
<b>Water/Sewer</b>	<b>Monthly Tasks</b>			
Water/Sewer	Locates	Process Locate Requests	23	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	3	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high water usage, no read list, and meter installs.	28	Work Orders
<b>Water/Sewer</b>	<b>Monthly Projects</b>			
WTP	Drain Detention Tank	Clean Iron Sediment Out	1	Tank

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
City Buildings	Order Scissor Lift	Complete Elevated Maintenance	1	Scissor Lift
Collection Systems	Washout Lift Stations	Washout Grease	2	Lift Stations
Collection Systems	Pull 2 Lift Pumps	Rags Plugged 2 Pumps	2	Lift Pumps
Collection System	Replace Impeller on Lift Pump	Old impeller had worn down	1	Impeller
WTP/WWTP	SCBA Face Fit and Exam	New Employee SCBA Face Fit/Exam for Chlorine Safety	2	Hours
WWTP	Continue Work on Chlorine Room Maintenance	New Carrier Pipe, Chlorine Lines	500 Feet of Chlorine Line /Drill Through Concrete	15 Hours
Re-reads	Re-read Water Remotes	Locked Gates/Non-working Remotes	27	6 Hours
City Buildings	Obtain Quotes for HVAC Service Contract	Service Plan/Maintenance for all city HVAC equipment.	57	Units
Water Tower	Obtain Quotes for Mixer	Mixer has failed that circulates water.	1	Mixer



**Streets and Parks Monthly Report – February 2018**

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	32	Hours
Streets	Snowplowing	Plowing City Streets	260.4	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	256	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	65.34	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	32	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	113.76	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	86	Inspections
Parks	Events	Preparation and Inspection	7	7 warming house
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	0	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	3	Streets
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	16	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	30	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	13	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	Times
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	10,000	Gallons
Recycling	Courier Ad	Holiday Lights & Cell Phones Ad	1	Ad
Recycling	Prepping for Spring Recycling Day	Scheduling Dates with Vendors, Ordering Supplies, etc.	8	Hours
Recycling	Recycling Meeting	Attended Recycling Meeting w/ Anoka County	1	Meeting (2 hours)