

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
October 1, 2018  
ST FRANCIS AREA SCHOOLS DISTRICT OFFICE  
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 – September 17, 2018
  - B. City Council Work Session Notes – September 10, 2018
  - C. Approving Additional Election Judges – Resolution 2018-33
  - D. Approving Park Rules, Regulations and Facility Use Policy- Resolution 2018-34
  - E. Approving Surplus Property Resolution 2018-35
  - F. Rivers Edge – Letter of Credit Reduction
  - G. Payment of Claims
  - H. Accept the resignation of Police Officer John Heeren effective September 30, 2018
  
5. MEETING OPEN TO THE PUBLIC
  
6. SPECIAL BUSINESS
  
7. PUBLIC HEARINGS
  
8. OLD BUSINESS
  
9. NEW BUSINESS
  - A. Ordinance 242, Second Series – An Interim Ordinance Temporarily Establishing a Planning Moratorium on Mini-Storage Facilities (Second Reading)
  - B. Turtle Ponds 3<sup>rd</sup> Addition – Denali Investments (Outlot B, Turtle Ponds Subdivision)  
Detached Townhome Concept Plan Review
  - C. Setting Work Session - Animal Control & Sirens
  
10. MEETING OPEN TO THE PUBLIC
  
11. REPORTS
  - A. Department Reports – Community Development Director – Quarterly Report
  - B. Councilmember Reports -
  - C. Upcoming Events –
    - Oct 8 Columbus Day Holiday – City Offices Closed
    - Oct 13 French Toast Breakfast & Open House @ Fire Stn 8 am to noon
    - Oct 15 City Council Meeting @ 6 pm
    - Oct 17 Planning Commission Meeting @ 7 pm
  
12. ADJOURNMENT

# MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – October 1<sup>st</sup>, 2018 Council Meeting

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## Agenda Items:

### 4. **CONSENT AGENDA:**

- a. City Council Minutes – September 17<sup>th</sup>, 2018
- b. City Council Worksession Notes – September 10<sup>th</sup>, 2018
- c. Appointment of Election Judges – Appointing four election judges.
- d. Adopting Park Rules and Regulations- Staff is looking to formally adopt Park Rules and Regulations by Resolution as per the City Code. This formal record of adoption by resolution provides the Police Department with the necessary enforcement tools for these rules and regulations.
- e. Declaring Surplus Property – Declaring surplus property and authorizing disposal of such property. Property list includes seven vehicles that have been seized. Final value will be determined through the auction process.
- f. River's Edge – Letter of Credit reduction. The City Engineer is recommending a reduction in the letter of credit from \$687,827.88 to \$480,000 based on work completed to date.
- g. Payment of Claims -
- h. Accept Letter of Resignation – Letter of Resignation from Officer Johnathan Heeren effective September 30<sup>th</sup>, 2018.

### 6. **Special Business:**

- A. None -

### 7. **PUBLIC HEARINGS**

- A. None –

### 8. **OLD BUSINESS**

- A. None -

### 9. **NEW BUSINESS**

- A. Ordinance 242, Second Series – An Interim Ordinance Temporarily Establishing a Planning Moratorium on Mini-Storage Facilities (**Second Reading**)
- B. Turtle Ponds 3<sup>rd</sup> Addition – Concept Plan Review.

*C. Worksession Scheduling -*

**11. Reports:**

- A. Community Development – Quarterly Report
- B. Council Member Reports
- C. Attorney Report –

**12. Adjournment**



CITY OF ST. FRANCIS  
ST. FRANCIS MN  
ANOKA COUNTY

CITY COUNCIL MINUTES  
SEPTEMBER 17, 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, Rich Skordahl, and Robert Bauer

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and Asst. Finance Tech/Deputy Clerk Lori Streich

3. APPROVAL OF AGENDA

MOTION TO APPROVE TONIGHT'S AGENDY BY BAUER, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.

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 – September 4, 2018

B. Declare AED & Pagers Surplus Property – Resolution 2018-29

C. MMUA Safety Management Program Contract October 1, 2018-September 30, 2019

D. Authorization to Post an Opening for a Police Officer

E. Pay Request No. 28 to Gridor Construction for Waste Water Treatment Facility

F. Accepting Grant Award for Shared Services Study (Fire Department) Resolution 2018-30

G. Renewal of Statewide Health Improvement Partnership (SHIP) Grant

H. Authorization to enter into an agreement with St. Cloud Technical & Community College for student training experience/internship

I. Payment of Claims

MOTION TO APPROVE TONIGHT'S CONSENT AGENDA BY SKORDAHL, SECONDED BY TVEIT; ALL IN FAVOR, MOTION PASSES.

5. MEETING OPEN TO THE PUBLIC

Kevin Robinson, 23978 Redwood St NW, asked if council had considered a 7:00 pm start time for council meetings, rather than 6:00 pm to accommodate the general working public.

Robinson also asked if there was an early consensus reached on the decision to hire a compliance officer, if they could give an animal control update, and if there's any new developments on updating the equipment.

## 6. SPECIAL BUSINESS

### A. Erik Skogquist and Mary Wells – Local Assessors Update

Mayor Feldman informed everyone that Chris Larson is legal to come onto your site. He is hired and is endorsed by the city to assess your property. Every 5 years your property will be assessed, and they have been sectioning off the city to do this.

Mary Wells explained that they just took on the assessing in St Francis starting in January, and she has recently earned senior accredited Minnesota assessor license. She has the same license as the highest level of the state.

Wells continued by saying that in January-February time-frame they got together with the County and talked to the group that handled the St. Francis properties prior, got access to all of the software, and got all of the bugs worked out, and were up and running February into March.

Erik Skogquist said that spring time is a little bit slower so they had a good time to get everything ready. In March, tax notices and valuation notices usually go out. This year, what was decided in working with the county was that they would handle most of the phone calls, since their number is on the notices. The county received about 15 calls, and there was generally about a 10% increase on the houses depending on the neighborhood and type of property. 4-5% were for commercial or industrial. There was a date listed on the notice for an open appeal meeting where they can come to the county, or call and appeal their value. There wasn't anyone in St. Francis that attended that meeting.

Skogquist continued to explain that in the beginning of spring they started to go through the green acres and rural preserve acres applications. These need to be reviewed every year to make sure people are still using the land.

Wells said that they did an article for the summer newsletter and included a map of where they would be out knocking on doors and what to expect when they showed up at the door. They are hoping to get a couple paragraphs in the winter newsletter as well.

Chris Larson, who works with Skogquist and Wells, said that to date 600 homes have been visited so far. August thru December they will be working through permits and new construction, as well as any tags that call back.

Feldman asked how the city was divided up and how many sections they have.

Larson said that they try to hit about 20% of the properties per year. It's basically divided up into two half sections.

Skordahl asked what they are showing for an ID? How does a resident know that they are representing the City of St. Francis?

Skogquist said that they don't wear anything specific to St. Francis, but their tags have their state license, and the paperwork that they leave does have the St Francis logo on it. It is also posted on the website.

## 7. PUBLIC HEARINGS

NONE

8. OLD BUSINESS

NONE

9. NEW BUSINESS

- A. Adjusting the Tax Levy for Bond Indebtedness - Resolution 2018-31
- B. Providing Preliminary Approval of a Proposed 2018 Tax Levy, Collectible in 2019 and Setting Budget Hearing Date - Resolution 2018-32
- C. Riverbank Lane/Kings Hwy Street Improvement – Authorizing Plans and Specs – Res 2018-33
- D. Abatement of Nuisance Property
- E. Ordinance 242, Second Series – An Interim Ordinance Temporarily Establishing a Planning Moratorium on Mini-Storage Facilities (First Reading)

Adjusting the Tax Levy for Bond Indebtedness-Resolution 2018-31

Finance Director Mulvihill explained the debt service levy as described in their packets.

MOTION TO ADOPT RESOLUTION 2018-31 – ADJUSTING THE TAX LEVY FOR BOND INDEBTEDNESS BY MUEHLBAUER, SECONDED BY SKORDAHL; ALL IN FAVOR, MOTION PASSES.

Providing Preliminary Approval of a Proposed 2018 Tax Levy, Collectible in 2019 and Setting Budget Hearing Date – Resolution 2018-32

Mulvihill explained that this is what was discussed at the work session last Monday night. This sets the overall levy that we will be placing in 2019. This levy cannot go up, when you set the final levy, it can only go down from here. There's different components. The general fund is broken down into capital equipment, streets and buildings and then the debt service levies that they just approved.

Feldman wanted to make it clear to the public that since 2013-present the levy rate has gone down each year.

Mulvihill said we are trying to keep the tax rate the same. This is an increase in the dollar amount but the tax rate is essentially staying the same or dropping a little bit.

Skordahl stated that this does not include a co-compliance officer. They decided that there are other options to educate the public and hiring a co-compliance officer was not something they wanted to do at this time.

Mulvihill said that Monday, December 3<sup>rd</sup> at 6:00 pm is the date set for the public hearing.

MOTION TO ADOPT RESOLUTION 2018-32 – PROVIDING PRELIMINARY APPROVAL OF A PROPOSED 2018 TAX LEVY, COLLECTIBLE IN 2019 AND SETTING BUDGET HEARING DATE BY BAUER, SECONDED BY TVEIT; ALL IN FAVOR, MOTION PASSES.

Riverbank Lane/Kings Hwy Street Improvement-Authorizing Plans and Specs-Resolution 2018-33

Jochum explained that at the last meeting they discussed the Riverbank Lane/Kings Highway street improvement and the council held a public hearing. As discussed, the next step would be to prepare plans and specifications. If the council agrees to move forward and those plans are prepared, they will come back one more time asking for final approval. Then they would move forward asking for solicitation for bids.



Feldman asked what time frame they were planning on getting bids and when construction would start.

Jochum said bids would come in around January or February with construction beginning in May, and a completion date of July 2019.

Muehlbauer said that this is the next step unless the bids come back outrageous.

Tveit said that at the public hearing he didn't get a real sense that the residents were for this. Most seemed against it. He doesn't know if it makes sense to push this forward and spend more money doing it if the majority of the people on this street are not in favor of it. That's a decision that the council needs to make before we spend too much money on it.

Feldman wanted to add that he got two emails from residents in the area that were for this idea. One said that she didn't have a drainage problem but was tired of the dust, gravel and wear and tear on her vehicles. Another resident agreed with Councilmember Skordahl that we were elected to do a job here and it was up to us to make a responsible decision. Those are the only e-mails that he has received.

Bauer said he agrees that the council has done their due diligence and come almost to a 50/50 cost analysis based on the storm water problems that this road has. We've done everything we can and the project needs to move forward.

Skordahl said they talked about the e-mails, letters have been sent out three times, announcing work sessions or the public hearing that was held 2 weeks ago. Although Tveit said that he gets the impression that the majority don't want it, we haven't gotten full participation. And, as Bauer said, we've done everything that we can do and we need to make a decision. Tonight doesn't mean that this is going to go through. They have one more chance to come out. He thinks we should authorize the specs.

Jochum said it will cost almost \$28,000 for the plans and specs.

Feldman explained that residents came to city council with a problem, and council has worked on it to give them a viable and long term solution. We also asked for people to call and email, and all they got were two e-mails. This is a problem that has been going on since 1992, and had it been resolved back then, we wouldn't be dealing with this. Its time to make a vote and be done with it. And of course, as Councilmember Muehlbauer said, if the costs go up more than a 10% increase, we will need to re-evaluate this.

Bauer said he wants residents and council to understand that while we worked on this project there are many different things that this project fixes. This road will no longer need grading, so that will save the city money grading. Dust control and all those things that the city has done for the last 20 years will go away. The dollar amount looks large. The city is paying it's portion. He knows there are 7,000 other resident out there wondering why we are spending this money on 29 residents. It's good for the whole. It saves money on the back end of dust control and grading and that's why he supports it. He would do the same for other residents outside, in smaller numbers, that make a great impact for the cities budget.

Feldman added that the city is looking into implementing a franchise fee. Once this area is paved, they would be part of that franchise fee. He feels there are benefits to both sides. City savings and their neighborhood changing. They've given it 18 months of discussion, and many work sessions.

Tveit said he is in favor of paving all the roads in St. Francis. Paved roads are cheaper to maintain over the long run than gravel roads. But the thing he's struggling with is that this is over \$30,000 for authorizing the plans and specs. We already have \$8,500 into the study of the project. What he would hate to do is spend another \$30,000 only to have it shot down in the future. If it's going forward he will vote yes, if it's not, he will vote no. What he heard earlier is that citizens have another chance to rally and come forward and this could get shot down. It's hard to gauge. He's trying to be frugal. If it's not going forward let's save the \$30,000.

The only way it wouldn't go forward is if the prices have gone up said Feldman.

Bauer asked Engineer Jochum how long the specifications would be good for. If prices are skyrocketing in January, can they put it on the shelf until prices drop?

Jochum said that the specifications would be good for years as long as the site conditions don't change, so it could be tabled and brought back out at another time.

**MOTION TO APPROVE RIVERBANK LANE/KINGS HWY STREET IMPROVEMENT- AUTHORIZING PLANS AND SPECS-RESOLUTION 2018-33 BY BAUER, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.**

Abatement of Nuisance Property

Assistant Attorney Schaps explained the finding of fact, conclusions and order on a nuisance abatement property located at 23255 Ambassador Blvd. NW. There are 23 findings of facts that are listed out in regards to this property, nuisance violations and violations of the city code that relate mainly to unlicensed vehicles on the property, household wastes, other items on the property and other vehicles parked off of impervious surfaces.

There are two conclusions that this property through numerous citations, is in a nuisance state and there are three findings on the order that city council will order this property to be cleaned up within 20 days of this date and if that is not done by the property owner, the city can go in, clean up the property and assess it back to the property.

Thunstrom said this property is what is considered in our 5% for code enforcement, where we have sent them at least eight letters with no correspondence. The Police Department served this household with information on the meeting tonight to give them an opportunity to be here and speak if need be. Our standards actions did not make progress, so it then gets forwarded on to Barna, Guzy & Steffen (BGS), for the next step, and that is where we are now.

Feldman said they did some remediation back on June 11, 2018, then two weeks later, they fell off the cliff. From then on, the fines just kept adding up to an absorbent amount of money. As discussed in the work session 95% of people comply once they are notified of the problem. He feels bad for the properties surrounding this home. They stopped trash service in 2017 and haven't paid any city utilities since 2016. This is an extreme case. This is one of the things that puts the Mayor and Council members backs to the wall. We don't want to have to make choices like this and have government make decisions for you. But for this particular case, they have no choice. These people are not working with us, and we have other residents complaining.

Tveit said we have a process, the process was followed with the administrative fines. To date there are almost \$20,000 worth of fines that we've levied. Rather than keep fining them, it's time to follow through.



Feldman said he wanted to add and let everyone know that we are not out to fine people and make money. If these people would have come forth with any effort to communicate with us, we would have worked with them. They did not make that effort, and this has all been one sided.

Muehlbauer asked what happens if we clean it up and it goes right back to this. What's the next step?

Thunstrom said once it's cleaned up, they will continue to keep an eye on it, but it is possible, just like any other property, that it could go right back to the same state. The process would start again with notices. The fines and penalties that have been assigned to that property so far will go out in a letter from Finance and the property owners will have the ability to come to a public hearing in November to discuss those fines. The county typically releases those charges and mortgage companies make their adjustments in March or April of the following year. Without working with us prior to that point it will make a difference on their mortgage payment.

Tveit asked if the water has been shut off since the utilities are not being paid. He knows that the policy states that if the water is shut off, the structure is unlivable. What he would hate to do is allow them to rack up a \$1200 water bill and have the citizens have to foot that bill.

Feldman answered that we are currently assessing that and the water has not been shut off.

Assistant City Attorney Schaps said that we would have to check our policy first before shutting the water off.

Finance Director Mulvihill said we can shut the water off, but our policy has been to special assess rather than shut off.

Feldman said that's something he has a problem with because he feels that some people learn how to work the system by staying free and then moving on to another city and doing the same there and continuing the same thing over and over. With over \$25,000 in fines to date, and that's not even with legal involved, it's going to be over \$30,000 by the time this is done, do we take it to the next step and shut the water off? He doesn't like to do that, or want to do that, but at the same time is there a need to do that. Plus, there are three adjoining properties looking at this every day. The garbage is mounting up. He does not see this getting better.

Kohlmann said that when he started with the city, there was water being shut off. He gave permission to the Finance Department to special assess instead.

Skordahl added that it comes down to being a good neighbor. People fall under hard times but you can't let it snowball. At some point, enough is enough. You need to have a conversation with all your creditors. He's all in favor of making this step no matter how painful.

Bauer said his biggest concern is that there was a property not too long ago that they had sent letters out to, and the owner wasn't aware because there was a renter in the home. He just wants to make 100% sure that these are the owners in that property and not renters.

Thunstrom said they do check with property records and are diligent about rental situations. There is no indication that this is a rental. Letters were also sent to the mortgage company about the meeting tonight and about the code enforcement issue as a whole.

MOTION TO ADOPT THE FINDINGS OF FACT CONCLUSIONS AND ORDER REGARDING THE PROPERTY LOCATED AT 23255 AMBASSADOR BLVD BY TVEIT, SECONDED BY SKORDAHL; ALL IN FAVOR, MOTION PASSES.

Ordinance 242, Second Series – An Interim Ordinance Temporarily Establishing a Planning Moratorium on Mini-Storage Facilities (First Reading)

Thunstrom said the city has had a couple individuals approach them about mini storage facilities in areas that we have under our redevelopment plan or comprehensive plan guided for other uses. They've addressed two different zoning areas. What they are looking at doing, since our code is not very clear on this subject, is taking a moment to step back and better define where in the code and where in our process, storage facilities fit, and make sure that we are putting them in the right location. We currently have one mini storage facility and it seems to be in many cities a growing desire on the individuals that put those in place. What this would do is put a moratorium in place, give us some time to look at our zoning codes, look at the use and the structures of those and put them in the appropriate spot and move forward.

Feldman said it's a good idea because once an establishment comes on a conditional use permit and meets our requirements by state law we have to approve it. We want to make sure we don't put it in the wrong location, like Bridge Street, where it could be a permitted use and we end up with storage, rather than retail. If someone comes to us with the way the policy reads now, and they meet the requirements, we pretty much have to approve it. That would not help the long term vision that we have for Bridge Street.

Skordahl said that we have one mini storage facility in the city, and asked Thunstrom if something were to happen to that facility, like a fire for example, and they want to rebuild. Would they be able to pull a building permit to rebuild if this moratorium were in place?

Thunstrom said that we do have a non-conforming rule in our code, so there are instances where they would still be able to build. But it would be reviewed against that non-conforming rule, just like the houses that are in commercial districts or vice versa that we have right now.

Feldman asked if that would be considered grandfathering in that they could rebuild on that site?

Thunstrom said that we have an ordinance that's called non-conforming buildings. We have some single family homes that are in commercial districts, and lots that may not be conforming to what we require, and this would be very similar to that. They would look back at the percentage of damage, are they leaving it vacant, and for how long, etc. So there's several key points that you would review any non-conforming no matter what it is against our ordinance and see if either qualifies it to be rebuilt or not be rebuilt.

Bauer looked at this as a 2040 Comprehensive Plan and the vision doesn't call for a lot of storage units down Bridge Street, so he struggles because we want to bring businesses into St Francis, but where. He thinks this is a good idea to step back and figure out where we want to allow these types of businesses to come in. He does think there is the need, and he's all for bringing businesses in, but lets make sure aesthetically that it meets the comprehensive plan and the vision of St Francis.

Feldman added that we have a St. Francis forward plan in play here and we don't want to conflict with that.

Muehlbauer thanked Thunstrom for being proactive.

Tveit said it seems like a lot of our issues come up because our codes are grey and vague. He would like the next council to direct Thunstrom's department to dive into the codes and make them less grey. The codes are not as clear as they should be. We had the same issue with the code enforcement officer. He wants to make sure we keep an eye on the goal and that's the direction we are going. He doesn't want to turn away business. He wants St. Francis to be a pro-business city, but he would like to look at the Comp Plan so we don't end up with a gun range next to a day care. There needs to be some smart placements for businesses and this is one of the types of businesses where maybe downtown in the business district isn't the best place for it. Right now we don't have a venue to dictate that. He has no problem as long as it's a short lived moratorium. We can clean up our codes and go forward from there.

Feldman said what we are facing is growing pains. When you are growing you will run into problems that you didn't have before. Government is a work in progress and we will have to deal with these issues as they come. The best way is to deal with them before they get big and outrageously hard to deal with. We spent a lot of time, money and effort on the St Francis forward plan, along with the Comp Plan from Met Council. This city is in the best position it's ever been in 20 years.

MOTION FOR ORDINANCE 242, SECOND SERIES-AN INTERIM ORDINANCE TEMPORARILY ESTABLISHING A PLANNING MORATORIUM ON MINI-STORAGE FACILITIES (FIRST READING) BY BAUER, SECONDED BY TVEIT; ALL IN FAVOR, MOTION PASSES.

ROLE CALL AYES: SKORDAHL, BAUER, MUEHLBAUER, TVEIT, FELDMAN  
NAYES: NONE

10. MEETING OPEN TO THE PUBLIC  
None

Feldman said that he would like to answer the questions brought up by Kevin Robinson.

As Councilmember Skordahl had stated, they held a 3 hour work session to discuss the Code Enforcement Officer position. Council did their due diligence and talked to a former employee of Champlin that retired after 28 years with the city, and 10 years as a Co-Compliance Officer. She gave them some good insight into the decision that was made. Council does not feel at this time that they need to hire an individual but they feel it's necessary to look at our policies and ordinances and advertise them to the public and let them know what we expect of them. 95% of the people notified will comply. It's the 5%, as dealt with earlier in this meeting that cause the problems. They don't feel that is a reason to hire someone at this point. The Community Development Director and staff will work on policies and ordinances, and advertise it properly to the residents. They will see how that works and as the city grows this will be part of future discussion.

In regards to the animal control question, they do have a committee, consisting of Councilmember Tveit, Police Chief Schwieger, and Mayor Feldman. This committee interviewed three companies. Their next process will be a meeting on the 20<sup>th</sup> of this month where they will be doing an inspection of all three facilities. They will take pictures and notes and bring that back to a work session with the Council in October. Council will then make a decision to choose what's best for the City of St. Francis.

The audio video equipment has been an ongoing issue. Councilmember Muehlbauer will be talking to the St. Francis Area School. He will also be doing additional pricing and research on his own next Monday. City Administrator Kohlmann will also work on other options. They intend to have either this system work here at the School District Office, or bring in our own to make it work. They have heard that it could cost up to \$50,000, and they do not agree with that. They believe that between \$1500-\$2000 would be a range that they can solve this problem once and for all. They want the public to be able to view and hear these meetings.

Feldman said that he's been out walking the area and talking to residents, and an issue that has been brought up is with a code enforcement issue at 22708 Rum River Blvd. That was approved at a council meeting on June 2017 and February 2018 to start the process for administrative search warrant. This building had a fire and was deemed inhabitable. Feldman has been told that the residents are living in the garage and have a port-a-potty on site. Feldman asked Assistant City Attorney Schaps what it takes for Council to get this moving. Other residents are questioning why nothing is being done with this situation.

Schaps said there are some process concerns that they have to deal with. One of them is that they have to get a certified building engineer in there. The administrative warrants are drafted up and they will start moving forward with that process. The report writing and analysis does take some time.

Feldman said that he understands that government moves slowly. 90 days he can understand. A year or 14 months is not acceptable. This reflects upon the city and council. He would like to see something done sooner than later.

11. REPORTS

A. Department Reports - Public Works  
- Bottle Shop

B. Councilmember Reports -

C. Upcoming Events –

- Sept 19 Planning Commission Meeting @ 7 pm
- Oct 1 City Council Meeting @ 6 pm
- Oct 8 Columbus Day Holiday – City Offices Closed
- Oct 13 French Toast Breakfast & Open House @ Fire Stn 8 am to noon

Department Reports - Public Works

Teicher pointed out that in the month of August they had approximately 100 inspections of the city parks. There was some vandalism in August, which is typical. Kids are getting antsy to get back into school and start learning.

They are working hard in district 3 getting our signs updated and replaced as needed. As shown in the water and sewer reports, both the water treatment plant and the wastewater treatment plant are working exceptionally well. Hopefully by next week they will have the contractor that was approved at the August 20<sup>th</sup> meeting out for the removal and dewatering of the biosolids out of the storage tanks.

Bauer said only one rag was flushed last month.

Tveit said he likes these reports and appreciates them.



### Department Reports - Bottle Shop

Liquor Store Manager Schmidt said that they finally got the report for the Sunday sales. It's been a full year of sales and it started slow and didn't seem worth it, but it seems to have picked up and stays steady at least for the summer. Schmidt shared a fun story from Sunday, September 16<sup>th</sup>. Usually there are about 4-5 people waiting for the doors to open. On the 16<sup>th</sup>, the parking lot was full. They sold \$2200 in the first hour.

### Councilmember Report

Skordahl said that Nixle is working. Last night they could hear the sirens and his wife knew what was going on. Even the messages about keeping the items out of your car and locking things up. Those are great things to help residents.

Schwieger said that we are approaching 500 people signed up on Nixle now.

Muehlbauer contacted the sound representative but hasn't heard back yet. Monday, September 24<sup>th</sup> Muehlbauer will be out looking into it.

Tveit concurs with Skordahl that Nixle is working great. He also mentioned that he sees again today there are issues with the meeting video/sound system. Maybe it's time we move our place of meeting where we would have more control over a good sound system like possibly the Public Works building.

Feldman added that he thinks that Tveit has a good idea. He also thinks long term. Long term, this city will need a new city hall. His goal as a Mayor is to do this without tax money. He would like to use grant money. We need to get rates lower in the long term and they are looking at many other things right now to do that. In the meantime we may need to make a move. We don't often have a lot of people come out to the meetings so the room at the Public Works Department may be sufficient.

Tveit said that being on the Council you get a chance to travel to other cities. In looking at Oak Grove's Council chambers, they aren't very large. But they have a 60" television there for video conferencing, they have a camera, and podiums for the council. They are no larger than we are. We are working with the St. Francis area schools sharing their area, and it's just not working for the city very well. We've been getting complaints for 5 years. If we don't fix it we look bad. If we are going to do something, let's do it right.

Feldman said that he will take the initiative himself and contact Police Chief Schwieger, Public Works Director Teicher, and City Administrator Kohlmann to go look at that building to see what can be done in the interim until we get a new city hall. The property value should be going up on the current City Hall building once Kwik Trip comes in next year, and there is USDA grant money out there, so if we can build something without burdening the tax payer, he thinks that's something we should address.

Feldman wanted to reiterate that assessor Chris Larson, will be out and it's ok to let him in. He wears a badge, and he's a nice guy.

Feldman said that as he's walking around the neighborhoods, he's getting positive feedback. Residents like the direction that the city is going with the Police Department, Fire Department, Council and staff. Feldman is out there trying to earn the trust back of the citizens.

As he's said in newsletters and multiple meetings. If you have an issue, please let us know so we can address it. Let us be able to look into it and discuss. Give us an opportunity to correct it. We are here to serve but if you don't give us the opportunity whose fault is that?

Feldman commends staff working with Council. We got here through multiple meetings and discussions, doing our due diligence, researching, asking questions when we don't know the answer, being flexible without changing our laws, ordinance or policies and doing very well with it.

Bauer mentioned that the french toast breakfast is on October 13<sup>th</sup> at the Fire Station. Come out and support your local fire department. He also asked Thunstrom about the church on the corner of Bridge Street and when that would be coming down.

Thunstrom answered that they have an RFP out that is due on October 3<sup>rd</sup>. They have had conversations with 4 or 5 contractors so far. The church should be down by the end of November, beginning of December.

Feldman ended by saying that the city is moving in the right direction and he hopes it continues in that flow. Hats off to everyone that put an effort into that. Also hats off to the public that was part of the St. Francis forward plan discussion. He commends the fire department on the recent fire. They were on top of it and did great. He's receiving a lot of compliments on the community orientated police service.

## 12. ADJOURNMENT

Motion to adjourn at 7:29 pm.

Respectfully submitted by:

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Lori Streich, Acct Tech/Deputy Clerk



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

CITY COUNCIL WORK SESSION NOTES  
SEPTEMBER 10, 2018

Mayor Steve Feldman called the Work Session to order at 5:30 pm

Members present were; Mayor Steve Feldman, Council members Jerry Tveit, Rich Skordahl, Joe Muehlbauer, and Robert Bauer. Also present were City Administrator Joe Kohlmann, Police Chief Todd Schwieger, Finance Director Darcy Mulvihill and Community Development Director Kate Thunstrom

1) 2019 Budget Discussion

City Administrator Kohlmann explained the 2019 Budget information as described in the work session packet. For 2019, staff has three options available for Council's review.

Option A is basically what the department heads have requested, with no major changes. That option shows \$156,552 in increased expenses. That's primarily due to the building department increase that was discussed earlier in the year. Also the restructuring of the fire department. Those were two of the major factors in that increase to the general fund.

Option B is the second proposed 2019 fee and includes adding a police officer. Option C is the third option that includes adding a police officer as well as a code enforcement officer.

One thing that Kohlmann wanted to point out was that the median value home from 2018 to 2019 went from \$162,700 to \$174,200. In the work session packet is a break down of the total monthly impact to that median value home, which would be \$3.20 per month for Option A. By adding a police officer, Option B, it would be \$5.86 per month, and if you were to add a police officer and a code enforcement officer, Option C, it would be \$6.68 per month.

Police Chief Schwieger explained the needs of an additional officer. The goal is to get to 12 officers. At this time they are operating with an odd number of officers, so basically one shift is without a power shift. Power shifts serve a multitude of purposes such as an additional officer on the street, assisting in taking calls during our peak call times, and the capability to cover sick calls and vacation calls. With 12 officers, they would be able to still maintain that double coverage for 18-20 hours per day. Currently with the 11 officers, they are able to have double coverage for 12 hours per day. From 3:00 am – 3:00 pm, they only have 1 officer on the road. By getting to 12 officers, it evens it out and makes both rotations every single day a much higher percentage of having at least 2 officers working the road. You would even have triple coverage for 2-4 hours per day, which can be pretty important on busy days. As our population increases, our services increase. They are trying to stay ahead of the game, keep their response times, and keep the services they are currently providing rather than playing catch up later in the game. This would also reduce the need for overtime.

When an officer needs time off, another officer needs to cover that shift. Vacation time may have to be denied if the shift isn't able to be covered.

Mayor Feldman said that they currently have 11 officers, but 1 has been out on medical leave for over a year, with no determined date of return. They are running really tight with only 10 officers, and no flexibility. 11 officers could make that flexibility happen.

Tveit said that before he starts talking about the police department, he wanted to mention that he keeps hearing complaints on the audio and video from the meetings. He thinks something needs to be put into the budget to address this problem. It's been a problem for six years. He believes that if you are going to do something, do it well, and if you aren't going to do it well, you are just embarrassing yourself. If we can't get the little things right, people are going to have problems giving us the confidence that we will get the big things right. It may even be that we change locations of the meeting over to the Public Works building.

Muehlbauer said that they can take a look at what they have. Really all you need is a receiver and so many microphones and speakers. We could bring in our own equipment. He would recommend getting decent sized speakers to put in the corners of the room and direct to the center of the room.

Tveit said that he and Public Works Director Teicher met with the Upper Rum River Watershed District regarding the administrative position. The city needs to find out if this is something we may perhaps be interested in. If there's even a slight chance that we are interested, we should put some money aside. If we don't, we will be scrambling wondering where we will find the money for it. He thought the proposed budget was around \$18,600 for this, and they would need to set aside 23%, or about \$5,000.

Tveit stated that he's all for the idea of getting another officer. We have 11 officers, but one is on short term disability, so that leaves us with 10 officers to cover 24/7, 365 days per year. When you start factoring in vacations, which is part of the benefit of working here, or sick days, whatever the case may be, somebody has to cover that shift. When you do the math, there's not a whole lot of extra hours available to cover that in a week. So he agrees with getting another officer. In addition to that, he would like to see us lean on the county a little as well. As part of our taxes, the Sheriff is supposed to be providing us a certain amount of service. What he doesn't want to do is absolve them of some of their responsibilities for coming up here and assisting us.

Feldman said that he agrees with what Tveit is saying but we also have to deal with our coverage here on the 24/7, 365 basis. Because this one individual has been out for a year, that's put a burden on the other ones. Instead of 12, which is a comfortable number, 11 is a workable number, we are at 10, which is a tight fit. Those hours are given to others to cover, and they get burnt out, and there's no room for flexibility.

Schwieger said that we have 24 square miles, the population is increasing, and we can be similar to the county and respond to calls, or we can keep up patrolling and that proactive, community approach, which he feels is probably more important today than it's ever been.



Skordahl thinks the police department is doing a great job on the community policing efforts. He even overheard some of Schwieger's sergeants mentioning at Night to Unite, that Chief Schwieger has gotten this department in a place that they haven't gotten to in a long, long time. He has people that want to be here, and want to stay here. The population is growing and he doesn't feel that they are doing his department a service if they fund them at a level that's going to put one squad car on the streets. He would like to have two officers on all the time. This day and age, he thinks that is critical. He also recognizes that it comes with a cost. Schwieger is doing a great job with what he has right now, but having that 12th officer is warranted. When you look at the list of what the sergeants are supposed to be doing, you can't do all of that stuff effectively from a squad car. The officers have done a great job dealing with the hand that they've been dealt over the past 5 years, but everyone gets to a breaking point. Everyone likes overtime, but nobody likes being turned down for a vacation request.

Bauer said that the problem he has with the budget of the police is not necessarily the number of employees. If Oak Grove gets 85% of St. Francis' calls for police, and you are saying we can do that for \$770,000, for 15% more, we've somehow doubled our budget in St. Francis for police. Based on most people's jobs, Monday-Friday, they work 260 days/year. Based on the schedule that he sees here, most of the police officers work about 182. So that's 78 days that they have off more than anyone else. Maybe scheduling could be shifted a little bit more to resemble what our residents work, without hiring. He works weekends, but he loves what he does. If you don't love what you do, maybe St. Francis isn't the place to be. He doesn't like any of the options. He wants to pay \$0. He thinks scheduling is the way to go.

Feldman said that he understands what Bauer is saying about Oak Grove. But they have had enough of an experience with Oak Grove since 1999 with the golf course problem, with the water treatment service and then this wastewater study that Oak Grove can't seem to understand. He's just not sure how involved we want to be with that city. They don't seem to work well with other cities. They don't play well. That police situation would have been more administrative and more cost to us to supply to them. It always comes to us to brunt the cost. Anything you do with another city should be mutually beneficial, but with them it doesn't work that way.

Muehlbauer said that could change with a new Mayor coming in to Oak Grove. He did ask Bauer to clarify his comment regarding the 85% for Oak Grove.

Bauer said that during the meetings that they held to put the budget together and to provide service to Oak Grove, it was stated that Oak Grove has 85% of our call volume. To do that with 6 officers, at \$773,945 seems pretty good. That's way more than the county is going to pay. We could have done it for pennies less, and saved money. For 15% more calls we have to double our budget and double the number of officers we have here in St. Francis. There's not any more coverage or population.

Muehlbauer said that they have a bigger service area. And if they have 80% of the calls we have and we are trying to manage with 10 officers, then we would almost have to

add 8 officers with that math to cover and collect the calls that they got. If you do it with 6 you are looking at overtime.

Tveit said that he understands what Bauer is saying and if there are other cities are able to do it with more officers and they are spending less money, maybe we should look and see what things they are doing to get that bang out of their buck.

Feldman explained that spending money wiser, saves you money.

Bauer said, long story short, the mentality he hears is that we are growing and we have more people to pay taxes so let's increase. He just doesn't want to over increase to where it's not necessary. He would love to tell his residents that there's 500 more people over the next 2 years, and they are going to help share the same tax burden, so actually, your taxes are going to go down.

That's a good point, but on the other hand as you bring those people in, water rates go down, but then your service for plowing, etc. goes up.

Tveit asked if there would be a possibly to bring an officer in part time until the officer that's out comes back? That would at least give us 11 officers on the street and probably help with the overtime budget.

Chief Schwieger's concern about hiring a part time officer is that their pool of candidates will be even smaller than if they were hiring for full time, and he's afraid they will end up "settling" because the limited amount of options.

Kohlmann explained that in the last three years, the city wasn't constructed to handle this big of an intake, especially with the investment into the wastewater plant. We've basically built a Community Development Department by scratch and got that all shored up and everything ready to go in building. We got Public Works Director Teicher all the guys he needs and all of his capital spending set for years to come, for the streets, equipment and everything else. We've gotten the Fire Department all taken care of with the restructuring of the command staff and payments to everyone in the fire department. Finance Director Mulvihill now has backup on the financial end, and a lot of that is backup on all of the record keeping from paper records to electronic records. He would say at this point that everything is completed as far as the staffing level would go, except for the Police Department. They do not and have not had the stability for the last 10 years and this is probably the last piece you should see and for sure the mid to long term of adding people to the City of St. Francis. Every other department, with exception to the turnover on the Fire Department, should be taken care of. One department after another have been shored up and this is the last department to get some consistency and reliability.

There's somewhat of a consensus to add the officer to the Preliminary Levy, which can go down, but it can't go higher than that, and then we can sort out what we want to do with the code enforcement officer dollars allocated in there.

### Code Compliance

Feldman stated that over the weekend, he spoke to a retired lady that worked for the City of Champlin for 28 years. Ten of those years she worked in code compliance. Feldman called her to get a feel for how they did it. They were a complaint oriented system, like we are now. Champlin found out that their complaint based system was not working that well, so they put in an officer. She said that 95% of the time, once people were notified of the complaint policies, they corrected the problem. She said to make sure before you do it, that your ordinances and policies are up to date, explaining what is needed and called for in this type of code compliance issue and she said to get it out there - Facebook, website, Nixle, etc.

Feldman said that at this point in time, after talking to her, he has a different understanding of it, and doesn't think we are at the point in time that we need a separate officer for this. He does believe that if we promote this right, and the dollars we would spend in putting it out there are a lot cheaper than trying to get the right person in there. Like she said, the wrong person can create more problems than it's worth. Keep this on the table each year, re-evaluate it each year, and as we get near a population of 10,000 or 12,000, way down the road, we may need that officer.

Skordahl completely agrees with Feldman. He really likes the example checklist informing people what they are or aren't allowed to do. He would rather see the Community Development Director and her department spend their time doing what they really ought to be doing for the city. So he would take this step of educating and see where it goes.

Bauer also agrees with Feldman and Skordahl.

Tveit said he doesn't think we need a Code Compliance Officer. As he's stated in the past, that's exactly why they put the Administrative Fee into effect was to cover the cost of the 5% that don't want to comply to our codes. That's when we start accumulating the cost to enforcing those codes. If we tell someone they can't park in a certain area and they move the car, it didn't cost us anything. It's when we have to hire a lawyer and draft up a letter, go to court, take our Administrator to court, that's when the costs start accumulating. And that's what our Administrative fee is supposed to cover. To him, a Code Compliance Officer is someone going out looking for a problem. He's not sure that's the type of city he wants to live in.

Tveit did say that he spoke to Thunstrom about this in the past and she said some of the issues are that our codes are not really worded right to enforce them. So perhaps instead of the \$50,000 that we do for code compliance, maybe we could allocate some of that to our consultants so they can look at some of the codes that we think are going to be problematic and rewrite them. We need to make our codes more user friendly so there is no grey area, and our citizens know exactly what they can or can't do.

Council gave direction to staff to do more advertising with the code compliance issue, and to move forward with Option B: Add an Additional Officer.

## 2) Accessory Structures Discussion

Thunstrom explained that she's attached the information as to what our current codes are. In looking at some of the other cities, like East Bethel and Ramsey, even though they have the same structure as we do, where they do have rural areas vs. urban areas, they do not have a difference between the two, and a lot of the other cities just go by acreage. Depending on what council would like to do tonight, her department could go back and do that research and figure out what direction our city wants to go. Do we want to stay with this, do we want to just increase urban at the 200 square feet, do we want to redesign this so we are getting rid of it. There are some differences between the agricultural in our residential areas. A perfect example is a problem house on one side of Pederson that has cars, some junk, and debris. We are very restricted at what we can enforce at that property. But on the other side of the street, very urban, and they are in the MUSA. We have some differences that are just right across the street and depending on which side of the street you live on decides what rule you get with an accessory size of 200 square feet or 600 square feet.

Skordahl thinks that since we have rural and urban, you are always going to have somebody on the other side of the street that's a little bit different than you. We have to ask ourselves, why do we restrict the sizes of accessory structures. To him it doesn't really matter if it's MUSA or not. We do that for the aesthetics on the property, can you meet setbacks, does it fit with the neighborhood, etc. In this particular instance, he doesn't think you can get away with getting rid of the differentiation between urban and rural residential. A half acre is a half acre. He would assume there's no differences in the set backs, so he doesn't see a need to differentiate at that level.

Tveit said that whatever the number is, he's in favor of not having the different distinctions between the different property classes. So whatever that number is, he's in favor of it being uniform across.

Thunstrom said that Skordahl brought up a good fact. Not only do they have the setbacks, they also have the impervious surface reviews. There's other zoning reviews that are looked at. Somebody cannot just take an urban lot and add a 600 square foot pole shed that is bright yellow with a blue house.

Tveit said to keep in mind that there will be people that want variances, so the council is going to have to make up their mind whether or not we want to allow variances, or if we are going to stick to this rule. If it works, put it in, if it doesn't work, you are not putting it in.

Feldman said that 30 years ago, this town was all rural, now it's not and we have to adjust to that. St. Francis is changing.

Council agreed that Thunstrom would get more information on this so that council has that going forward.

Tveit commented that at the last city council meeting, they discussed sending out an e-mail, and that the previous e-mail is nowhere to be found. He would like to suggest that



when information is collected, it should be forwarded on to city staff so they have it and there's a hard copy somewhere.

Tveit asked if council wants someone to go out and collect those e-mail addresses or are we just going to say that we've made our best decision.

Muehlbauer said that we've spent money on mailing everything out to everyone. They can e-mail us, the city has done everything they can and he doesn't think we need to go hunting for it. At some point we have to say that we've done enough and we've tried to get them involved. He's willing to go out and get the e-mail addresses if that's what council decides to do.

Feldman said that council has given that neighborhood more due diligence than any other subject in the past 18 months, and it's time to make a decision.

Feldman adjourned the work session at 7:52 pm.

Respectfully submitted by:

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Lori Streich  
Acct. Tech/Deputy Clerk



**CITY COUNCIL  
AGENDA REPORT**  
Agenda Item #  
**4 C**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Barb Held, City Clerk  
**SUBJECT:** **Appointment of Election Judges**  
**DATE:** October 1, 2018

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**OVERVIEW:**

The city of St. Francis will be conducting a General Election, November 6. Pursuant to Minnesota Statutes Section 204B.21, election judges for precincts in a municipality must be appointed by the governing body of that municipality.

**ACTION TO BE CONSIDERED:**

Please consider adopting Resolution 2018-33 a resolution approving additional election judges for the General Election, November 6, 2018.

**BUDGET IMPLICATION:**

Election judge salaries are a budgeted item.

Attachments:

- Resolution 2018- 33

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

**RESOLUTION 2018-33**

**A RESOLUTION APPOINTING ADDITIONAL JUDGES OF ELECTION  
FOR GENERAL ELECTION, NOVEMBER 6, 2018**

BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA that the following persons are appointed as additional Judges of Election for the General Election, November 6, 2018:

Alexus Thunstrom  
Lois Link-Solberg

Maralyn Kubacki  
Laura Zauner

The Judges of Election shall be paid \$10.00 per hour.

The motion for the adoption of the foregoing resolution was made by Councilmember and was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor:  
and the following voted against the same:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA THIS 1<sup>st</sup> DAY OF OCTOBER, 2018.

APPROVED;

ATTEST:

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

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



**CITY COUNCIL  
AGENDA REPORT**  
Agenda Item #  
**4 D**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Barb Held, City Clerk  
**SUBJECT:** Adopting Rules and Regulations for City Parks and Facilities  
**DATE:** October 1, 2018

---

**OVERVIEW:**

Section 8-5-1 of the St. Francis City Code entitled "Rules and Regulations Governing City Parks" outlines the rules and regulations shall be adopted by resolution. Staff reviewed the current list of park rules, regulations and facility use policies. The attached "Exhibit A" was the list staff agree to move forward with and present to the city council for adoption. These rules will continued to be monitored and if needed can be amended by resolution.

**ACTION TO BE CONSIDERED:**

Please consider adopting Resolution 2018-34 a resolution approving the park rules, regulations and facility use policy for all city parks and facilities.

**BUDGET IMPLICATION:**

none

**Attachments:**

- Resolution 2018- 34



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

**RESOLUTION 2018 - 34**

**RESOLUTION RELATING TO PARK RULES AND REGULATIONS  
GOVERNING CITY PARKS AND FACILITIES**

WHEREAS, Section 8-5-1 of the St. Francis City Code entitled "Rules and Regulations Governing City Parks" outlines the rules and regulations shall be adopted by resolution; and

WHEREAS, by the City Council of the City of St. Francis that the following "Exhibit A" is the list of "Park Rules, Regulations and Facility Use Policy" governing all city parks and facilities;

(See Attached Exhibit A)

NOW, THEREFORE, BE IT RESOLVED by the City Council of St. Francis does formally adopt the list of "Park Rules, Regulations and Facility Use Policy" as the rules and regulations governing all City parks and facilities.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 1<sup>st</sup> DAY OF OCTOBER, 2018.

APPROVED:

ATTEST:

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

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

# PARK RULES, REGULATIONS AND FACILITY USE POLICY

## City Ordinance # 8-5-1, Rules & Regulations Governing City Parks: "Exhibit A"

1. All St. Francis City Parks are closed between the hours of 10:00p.m. and 6:00a.m., unless posted otherwise or specified on permit.
2. The use of glass containers is prohibited.
3. The use of "alcohol" is not permitted at any City facility unless specifically authorized by City Council.
4. All municipal facilities or public buildings are smoke free. Smoking is not permitted at any of these facilities.
5. Place all garbage and litter in containers provided.
6. No motorized vehicles or machines are allowed in or upon any City Park unless a permit has been approved and issued by the City of St. Francis authorizing such and so displayed on vehicle(s) in a highly visible manner. All other vehicles must park in designated areas or roadway where specifically permitted.
7. Leash Law in effect – Ord. 8-3-1 B. Please clean up after your pet – Ord. 8-3-1 Y.
8. No Fires Allowed – MN State Statute 609.5632, Discharge of Firearms is Prohibited – Ord. 8-4-3 C, and No Fireworks – Ord. 6-12-9.

## Facility Use Permit Policies:

1. Permits are valid only for the date, time, and place specified on them and must be in the user's possession for verification.
2. The City of St. Francis reserves the right to regulate and control the size of the group or organization using the park facility. Also, the City may require the user to furnish a certificate of liability insurance in the minimum amounts of \$50,000 to \$300,000 for bodily injury and \$25,000 for property.
3. All groups/organizations using park facilities shall provide adult supervision that shall remain with the group during the activities and be responsible for the group conformance to all rules, regulations and policies. The supervisor must be identified on the permit.
4. When a key is needed for entrance into a reserved facility, the applicant may obtain the key from City Hall the Thursday prior to the event, from 7:00am-5:30pm, Monday-Thursday. The key cannot be transferred to another user, individual or group under any circumstances. The key must be returned within 2 business days of the event. Failure to return the key within (2) business days of permit expiration, the permit holder will be subjected to a fine in the amount of \$25.00.
5. Structures and equipment shall not be altered or moved from one area to another unless specifically authorized on the permit. Extra or unusual services from programs or activities must be identified in the permit.
6. All permit holders are responsible for repaying in full, any and all damages as to any equipment or facilities used during the rental period. The City will not be responsible for losses of personal property by individuals or groups.
7. Clean up the premises and place litter in containers provided.
8. Users are required to remove all non-City materials, equipment, and furnishing upon completion of the permitted event.
9. Shut off all lights and lock up the facility upon completion of event.
10. The city reserves the right to bill the permit holder(s) if the permit holder is insufficient in cleaning up after their event or usage.
11. Refunds will be given only if cancellation is made no less than two weeks prior to the reserved date of the permit.



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

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Surplus Property  
**DATE:** October 1, 2018

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**OVERVIEW:**

The Police Department has 7 seized vehicles that have gone through the forfeiture process and are now the property of the City of St Francis. Traditional practice has been to hold a public auction to dispose of the departments seized/forfeited vehicles. Due to various circumstances involving our traditional auction service the Police Department is going to attempt to utilize an online bidding service to dispose of property through a service called Municibid. Municibid is used by more than 2500 governments and schools nationally to sell vehicles, equipment, tools etc. There are no costs or fees to use Municibid and no contracts unless the City requires it. St Francis city code 8-7-3 (7) authorizes the City to sell supplies, materials, or equipment at the highest price utilizing an electronic selling process in an open and interactive environment.

**ACTION TO BE CONSIDERED:**

To adopt Resolution 2018-35 declaring the listed seized/forfeited vehicles as surplus property to be disposed of under the guidelines of the St Francis city code.

**BUDGET IMPLICATION:**

Work performed in the preparation and selling of the surplus vehicles will be conducted during normal working hours. Money collected from the sales of the vehicles will be placed into the department forfeiture fund.

Attachments: Resolution 2018-35

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

RESOLUTION 2018-35

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, 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 (Forfeiture Vehicles)</b>	<b>Estimated Value</b>
1999 Pontiac Grand Prix	Highest bidder on Auction/Ebid
2005 Chrysler Town & Country	"
2007 Chevrolet Impala	"
2002 Chevrolet Avalanche	"
2008 Pontiac Grand Prix	"
2001 Buick Lesabre	"
2001 Pontiac Bonneville	"

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 1<sup>st</sup> DAY OF OCTOBER, 2018.

APPROVED:

ATTEST:

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

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



**TO:** Joe Kohlmann, City Administrator  
**FROM:** Craig Jochum, City Engineer  
**SUBJECT:** Rivers Edge Letter Of Credit Reduction  
**DATE:** September 26, 2018

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**OVERVIEW:**

The City has previously approved the Rives Edge development and it is currently under construction. As a provision of the Development Agreement, the City requires that the Developer establish a financial security to guaranty the performance of the work.

The Development Agreement also allows the Developer to apply to the City Council for a reduction of the financial security from time to time based on work completed.

In accordance with the Development Agreement, the Developer has requested a reduction in the financial security based on work completed to date. We have reviewed the project status, and recommend that the Letter of Credit may be reduced from \$687,827.88 to \$480,000 at this time.

**ACTION TO BE CONSIDERED:**

City Council approval of the Letter of Credit reduction from \$668,827.88 to \$480,000 based on work completed to date.

**BUDGET IMPLICATION:**

None. All development costs are borne by the Developer.

**Attachments:**

- Rivers Edge Letter of Credit Reduction Recommendation Letter



September 26, 2018

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

RE: Rivers Edge  
Letter of Credit Reduction

Dear Mr. Kohlmann:

We have reviewed the status of the Rivers Edge project. At this time, the project has not been accepted by the City. We would summarize the project as follows:

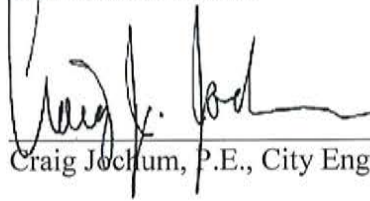
1. The grading has been substantially completed. However, additional turf establishment and erosion control measures are needed and as-built plans are needed to verify that grading has been completed correctly. It appears the corrective measures will be required for Pond 6.
2. The sanitary sewer has been constructed and is substantially complete. The castings will have to be raised after paving of the non-wear course of bituminous and again prior to paving the wear course of bituminous. The televising of the sanitary sewer also remains to be completed.
3. The watermain has been installed and is substantially complete. The gate valve boxes will have to be raised after paving of the non-wear course of bituminous and again prior to paving the wear course of bituminous.
4. The storm sewer is partially installed. The storm sewer within the road has been constructed. The storm sewer within the green space is currently under construction.
5. The aggregate base and concrete curb and gutter are partially constructed. The bituminous non-wear course and bituminous wear course remain to be completed. The bituminous trail and sidewalks also remain to be completed.
6. We have not received the as-built utility plans or grading plans.
7. We have not received certification that all iron monuments (lot corners) have been placed.

Based on the status of the project as summarized above, the estimated construction cost to complete the remaining improvements is \$320,000. We therefore recommend that the Letter of Credit may be reduced to \$480,000.00 at this time, which is 150% of the estimated cost of the remaining improvements.

*Mr. Joe Kohlmann, City Administrator*  
*September 26, 2018*  
*Page 2*

If you have any questions please call me at 763-427-5860.

Sincerely,  
Hakanson Anderson



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Craig Jochum, P.E., City Engineer

cc: Barb Held, City Clerk  
Darcy Mulvihill, Finance Director  
Kate Thunstrom, Community Development Director  
Paul Teicher, Public Works Director  
Shane Nelson, P.E., Assistant City Engineer  
Dale Willenbring, Developer  
Marty Champion, Developer's Engineer



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

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Bill List to be considered by Council  
**DATE:** 09/25/2018

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**OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$154,759.85 plus any additional bills that are handed out on Monday night. Also to be approved are the September manual checks of \$549.69.

**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:**

- 10-01-2018 Packet List
- 10-01-2018 Other Checks



PAYMENT BATCH AP 10/01/18

**ANOKA COUNTY PROPERTY RECORDS**

09/04/2018	081718	G 803-22043	Esc-River s Edge/Siwiek	RIVERS EDGE	46.00
09/18/2018	091818	E 101-41910-441	Miscellaneous	2018-2ND HALF TAXES	536.42
09/18/2018	091818	E 101-41940-441	Miscellaneous	2018-2ND HALF TAXES	272.58
09/18/2018	091818	E 602-49490-441	Miscellaneous	2018-2ND HALF TAXES	272.58
09/24/2018	092418	E 101-41910-441	Miscellaneous	3765 BRIDGE ST TAXES	798.19
					\$1,925.77

**ANOKA COUNTY TREASURY DEPT.**

09/20/2018	B180920P	E 101-42110-321	Telephone	BROADBAND	37.50
09/20/2018	B180920P	E 101-42210-321	Telephone	BROADBAND	37.50
09/20/2018	B180920P	E 101-43100-321	Telephone	BROADBAND	37.50
09/20/2018	B180920P	E 101-45200-321	Telephone	BROADBAND	37.50
09/20/2018	B180920P	E 601-49440-321	Telephone	BROADBAND	37.50
09/20/2018	B180920P	E 602-49490-321	Telephone	BROADBAND	37.50
					\$225.00

**ARTISAN BEER COMPANY**

09/12/2018	3291078	E 609-49751-252	Beer For Resale	BEER	64.00
					\$64.00

**BELLBOY CORPORATION**

09/11/2018	0065952000	E 609-49751-206	Freight and Fuel Charges	FREIGHT	37.88
09/11/2018	0065952000	E 609-49751-251	Liquor For Resale	LIQUOR	2,217.13
09/11/2018	0098240400	E 609-49750-210	Operating Supplies	OPERATING	103.40
09/11/2018	0098240400	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.49
					\$2,362.90

**BERNICK COMPANIES, THE**

09/14/2018	452204	E 609-49751-252	Beer For Resale	BEER	176.90
					\$176.90

**BGS (BARNA GUZY)**

08/31/2018	192170	E 101-41600-312	Criminal Legal Fees	PROSECUTION/RETAINER FILE	5,000.00
08/31/2018	192313	E 101-41600-304	Civil Legal Fees	WORKERS COMP	28.00
08/31/2018	192370	G 803-22102	Esc-Meridian Beh Health	MERIDIAN BEHAVIORAL HEALTH	1,806.00
08/31/2018	192409	E 101-41600-304	Civil Legal Fees	MISC FORFEITURES	611.00
08/31/2018	192489	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,900.00
08/31/2018	192490	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	364.00
08/31/2018	192491	E 101-41600-304	Civil Legal Fees	COMMUNITY DEVELOPMENT	1,568.00
08/31/2018	192492	E 101-41600-304	Civil Legal Fees	MEADOWS OF ST FRANCIS	744.00
08/31/2018	192493	E 101-41600-304	Civil Legal Fees	MISC/NON-RETAINER	308.00
					\$12,329.00

**BREAKTHRU BEVERAGE**

09/13/2018	1080857764	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.38
09/13/2018	1080857764	E 609-49751-251	Liquor For Resale	LIQUOR	196.32
09/13/2018	1080857764	E 609-49751-253	Wine For Resale	WINE	60.00
09/13/2018	1080857764	E 609-49751-254	Miscellaneous Merchandise	MISC	107.04
09/20/2018	1080861162	E 609-49751-206	Freight and Fuel Charges	FREIGHT	58.16
09/20/2018	1080861162	E 609-49751-251	Liquor For Resale	LIQUOR	3,101.09
09/20/2018	1080861162	E 609-49751-253	Wine For Resale	WINE	60.00
					\$3,592.99

**CENTERPOINT ENERGY**

09/24/2018	09180	E 101-41940-383	Gas Utilities	CITY HALL #2	16.98
09/24/2018	09180	E 101-41940-383	Gas Utilities	CITY HALL #1	16.98

09/24/2018	09180	E 101-41940-383	Gas Utilities	CITY HALL #4	18.19
09/24/2018	09180	E 101-41940-383	Gas Utilities	CITY HALL #3	16.98
09/24/2018	09180	E 101-42110-383	Gas Utilities	POLICE/PW	112.14
09/24/2018	09180	E 101-42210-383	Gas Utilities	FIRE GENERATOR	21.39
09/24/2018	09180	E 101-42210-383	Gas Utilities	FIRE	58.64
09/24/2018	09180	E 101-43100-383	Gas Utilities	POLICE/PW	28.04
09/24/2018	09180	E 101-45200-383	Gas Utilities	WARMING HOUSE	23.77
09/24/2018	09180	E 101-45200-383	Gas Utilities	POLICE/PW	28.04
09/24/2018	09180	E 601-49440-383	Gas Utilities	WATER PLANT	312.91
09/24/2018	09180	E 601-49440-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	11.88
09/24/2018	09180	E 601-49440-383	Gas Utilities	POLICE/PW	28.04
09/24/2018	09180	E 602-49490-383	Gas Utilities	WWTP	16.98
09/24/2018	09180	E 602-49490-383	Gas Utilities	POLICE/PW	28.02
09/24/2018	09180	E 602-49490-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	11.89
09/24/2018	09180	E 602-49490-383	Gas Utilities	LIFT (23699 AMBASSADOR)	32.60
09/24/2018	09180	E 602-49490-383	Gas Utilities	WWTP	70.54
09/24/2018	09180	E 609-49750-383	Gas Utilities	LIQUOR	25.46
					\$879.47

**CINTAS**

09/18/2018	4009869670	E 101-42110-402	Janitorial Service	RUGS	23.04
09/18/2018	4009869678	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	11.26
09/18/2018	4009869787	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
					\$43.61

**CITY EMPLOYEES UNION, LOCAL #3**

09/20/2018	092418	G 101-21707	Union Dues	MAINT UNION DUES-OCT 2018	90.00
					\$90.00

**CONNEXUS ENERGY**

09/24/2018	0918	E 101-41940-381	Electric Utilities	CITY HALL	405.41
09/24/2018	0918	E 101-41940-381	Electric Utilities	SIGN	99.98
09/24/2018	0918	E 101-42110-381	Electric Utilities	SIREN	5.00
09/24/2018	0918	E 101-42110-381	Electric Utilities	SIREN	5.00
09/24/2018	0918	E 101-42110-381	Electric Utilities	POLICE/PW	886.33
09/24/2018	0918	E 101-42210-381	Electric Utilities	FIRE	446.70
09/24/2018	0918	E 101-43100-381	Electric Utilities	POLICE/PW	221.58
09/24/2018	0918	E 101-43100-386	Street Lighting	STREET LIGHTS	2,527.21
09/24/2018	0918	E 101-45200-381	Electric Utilities	POLICE/PW	221.58
09/24/2018	0918	E 101-45200-381	Electric Utilities	PARKS	313.38
09/24/2018	0918	E 601-49440-380	Electric-System	WATER	5,177.23
09/24/2018	0918	E 601-49440-381	Electric Utilities	POLICE/PW	221.58
09/24/2018	0918	E 602-49490-381	Electric Utilities	LIFT STATIONS	890.88
09/24/2018	0918	E 602-49490-381	Electric Utilities	WWTP	9,690.02
09/24/2018	0918	E 602-49490-381	Electric Utilities	POLICE/PW	221.58
09/24/2018	0918	E 609-49750-381	Electric Utilities	LIQUOR STORE	1,224.01
					\$22,557.47

**CRYSTAL SPRINGS ICE**

09/11/2018	002.B005095	E 609-49751-254	Miscellaneous Merchandise	MISC	140.94
09/18/2018	002.B005166	E 609-49751-254	Miscellaneous Merchandise	MISC	223.29
					\$364.23

**DAHLHEIMER DIST. CO. INC.**

		E 609-49751-251	Liquor For Resale	LIQUOR	(45.40)
09/12/2018	1371327	E 609-49751-252	Beer For Resale	BEER	9,856.25
09/18/2018	188545	E 609-49751-252	Beer For Resale	BEER	(22.40)
09/19/2018	1371377	E 609-49751-252	Beer For Resale	BEER	18,801.80
					\$28,590.25

**DELTA DENTAL**

09/15/2018	7413782	G 101-21711	Dental Insurance	OCT PREMIUM	1,188.30
					\$1,188.30

**EMERGENCY REPOSE SOLUTIONS**

08/20/2018	11691	E 101-42210-218	Equipment Repair & Maintenance	REPAIR HOLE	65.36
					\$65.36

**EMERGENCY RESPONSE INC.**



09/13/2018	11700	E 101-42210-218	Equipment Repair & Maintenance	SCBA FLOW TEST	1,440.00
					<u>1,440.00</u>

**GRANITE CITY JOBBING CO.**

09/18/2018	107395	E 609-49751-254	Miscellaneous Merchandise	MISC	90.46
09/18/2018	107395	E 609-49751-256	Tobacco Products For Resale	TOBACCO	2,589.54
					<u>\$2,680.00</u>

**INNOVATIVE OFFICE SOLUTIONS, L**

09/13/2018	IN2200924	E 101-43100-441	Miscellaneous	OFFICE SUPPLIES	13.22
09/20/2018	IN2209811	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	46.23
09/21/2018	IN2212340	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	72.52
					<u>\$131.97</u>

**ISANTI COUNTY TREASURER**

09/18/2018	091818	E 602-49490-435	TAXES	2ND HALF TAXES	4,081.00
					<u>\$4,081.00</u>

**ISD #15**

09/17/2018	3927	E 101-42110-221	Vehicle Repair & Maintenance	2017 DODGE CHARGER	816.01
09/17/2018	3933	E 101-42110-221	Vehicle Repair & Maintenance	2017 DODGE CHARGER	66.88
09/18/2018	3934	E 101-42110-221	Vehicle Repair & Maintenance	2015 DODGE CHARGER	935.39
09/18/2018	3935	E 101-42110-221	Vehicle Repair & Maintenance	2016 DODGE CHARGER	44.03
					<u>\$1,862.31</u>

**JJ TAYLOR DISTRIBUTING**

09/12/2018	2885950	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
09/12/2018	2885950	E 609-49751-252	Beer For Resale	BEER	1,136.55
09/19/2018	2896611	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
09/19/2018	2896611	E 609-49751-252	Beer For Resale	BEER	1,479.50
					<u>\$2,622.05</u>

**JOHNSON BROS WHLSE LIQUOR**

09/10/2018	500025	E 609-49751-251	Liquor For Resale	LIQUOR	(47.51)
09/12/2018	1102934	E 609-49751-206	Freight and Fuel Charges	FREIGHT	73.79
09/12/2018	1102934	E 609-49751-251	Liquor For Resale	LIQUOR	3,995.61
09/12/2018	1102935	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
09/12/2018	1102935	E 609-49751-253	Wine For Resale	WINE	205.65
09/12/2018	1102936	E 609-49751-253	Wine For Resale	WINE	68.97
09/14/2018	501336	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
09/14/2018	501336	E 609-49751-251	Liquor For Resale	LIQUOR	(174.62)
09/14/2018	501337	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
09/14/2018	501337	E 609-49751-253	Wine For Resale	WINE	(38.85)
09/19/2018	1108439	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.42
09/19/2018	1108439	E 609-49751-251	Liquor For Resale	LIQUOR	527.00
09/19/2018	1108440	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.26
09/19/2018	1108440	E 609-49751-253	Wine For Resale	WINE	1,012.45
					<u>\$5,664.88</u>

**LAW ENFORCEMENT LABOR SVCS.**

09/20/2018	092418	G 101-21707	Union Dues	POLICE UNION DUES-OCT 2018	49.00
09/20/2018	09242016	G 101-21707	Union Dues	POLICE UNION DUES-OCT 2018	392.00
					<u>\$441.00</u>

**MBPTA**

09/24/2018	092418	E 101-42400-208	Training and Instruction	TRAINING-DAHLHEIMER	110.00
					<u>\$110.00</u>

**MCDONALD DIST CO.**

08/31/2018	459978	E 609-49751-252	Beer For Resale	BEER	(57.00)
09/11/2018	460885	E 609-49751-252	Beer For Resale	BEER	8,439.10
09/18/2018	112-0412	E 609-49751-252	Beer For Resale	BEER	(96.00)
09/18/2018	112-0413	E 609-49751-252	Beer For Resale	BEER	(4.43)
09/18/2018	461752	E 609-49751-252	Beer For Resale	BEER	4,583.30
09/18/2018	461813	E 609-49751-252	Beer For Resale	BEER	2,138.92
					<u>\$15,003.89</u>

**MUNICIPAL CODE CORPORATION**

09/10/2018	00316473	E 101-41400-441	Miscellaneous	SUPPLEMENT PAGES	968.91
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\$968.91

**MY ALARM CENTER**

10/01/2018	11174245	E 609-49750-445	Security	LIQUOR STORE ALARM	39.15
					<u>\$39.15</u>

**OPUS 21**

09/07/2018	181856	E 601-49440-382	Utility Billing	AUGUST 2018	1,591.21
09/07/2018	181856	E 602-49490-382	Utility Billing	AUGUST 2018	1,591.20
					<u>\$3,182.41</u>

**PAUSTIS WINE COMPANY**

09/10/2018	23347	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.75
09/10/2018	23347	E 609-49751-253	Wine For Resale	WINE	1,130.00
09/13/2018	23881	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.50
09/13/2018	23881	E 609-49751-253	Wine For Resale	WINE	334.00
					<u>\$1,482.25</u>

**PHILLIPS WINE & SPIRITS CO.**

09/12/2018	2422240	E 609-49751-206	Freight and Fuel Charges	FREIGHT	48.67
09/12/2018	2422240	E 609-49751-251	Liquor For Resale	LIQUOR	2,527.85
09/12/2018	2422241	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
09/12/2018	2422241	E 609-49751-253	Wine For Resale	WINE	56.75
09/12/2018	2422242	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
09/12/2018	2422242	E 609-49751-254	Miscellaneous Merchandise	MISC	45.00
09/19/2018	2426134	E 609-49751-206	Freight and Fuel Charges	FREIGHT	29.83
09/19/2018	2426134	E 609-49751-251	Liquor For Resale	LIQUOR	1,649.96
09/19/2018	2426135	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.14
09/19/2018	2426135	E 609-49751-253	Wine For Resale	WINE	96.00
09/19/2018	2426136	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
09/19/2018	2426136	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00
					<u>\$4,503.91</u>

**POSTMASTER - ST. FRANCIS**

09/24/2018	092418	E 101-43210-439	Recycling Days	RECYCLING POSTCARDS	614.12
					<u>\$614.12</u>

**QUALITY FLOW SYSTEMS, INC.**

09/17/2018	35877	E 601-49440-229	Project Repair & Maintenance	PARTS	760.00
					<u>\$760.00</u>

**RITTER & RITTER**

09/21/2018	172703	E 602-49490-400	System Jetting	MACHINE CLEANING	17,676.90
					<u>\$17,676.90</u>

**RJM DISTRIBUTING INC.**

09/18/2018	IND017111	E 609-49751-252	Beer For Resale	BEER	219.80
					<u>\$219.80</u>

**ROSEVILLE, CITY OF**

09/21/2018	0224972	E 101-41110-310	Computer Consulting Fees	IT SERVICES	291.98
09/21/2018	0224972	E 101-41400-310	Computer Consulting Fees	IT SERVICES	948.95
09/21/2018	0224972	E 101-41910-310	Computer Consulting Fees	IT SERVICES	146.06
09/21/2018	0224972	E 101-42110-310	Computer Consulting Fees	IT SERVICES	3,357.85
09/21/2018	0224972	E 101-42210-310	Computer Consulting Fees	IT SERVICES	540.17
09/21/2018	0224972	E 101-42400-310	Computer Consulting Fees	IT SERVICES	270.08
09/21/2018	0224972	E 101-43100-310	Computer Consulting Fees	IT SERVICES	291.98
09/21/2018	0224972	E 101-45200-310	Computer Consulting Fees	IT SERVICES	291.98
09/21/2018	0224972	E 601-49440-310	Computer Consulting Fees	IT SERVICES	291.98
09/21/2018	0224972	E 602-49490-310	Computer Consulting Fees	IT SERVICES	291.98
09/21/2018	0224972	E 609-49750-310	Computer Consulting Fees	IT SERVICES	145.99
09/21/2018	0225013	E 101-41940-321	Telephone	PHONE	83.79
09/21/2018	0225013	E 101-42110-321	Telephone	PHONE	83.79
09/21/2018	0225013	E 101-42210-321	Telephone	PHONE	83.79
09/21/2018	0225013	E 101-43100-321	Telephone	PHONE	83.79
09/21/2018	0225013	E 101-45200-321	Telephone	PHONE	83.79
09/21/2018	0225013	E 601-49440-321	Telephone	PHONE	83.79
09/21/2018	0225013	E 602-49490-321	Telephone	PHONE	83.79
09/21/2018	0225013	E 609-49750-321	Telephone	PHONE	83.82

\$7,539.35

**SOUTHERN GLAZERS OF MN**

09/13/2018	1728818	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.80
09/13/2018	1728818	E 609-49751-251	Liquor For Resale	LIQUOR	895.71
09/20/2018	1731611	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.28
09/20/2018	1731612	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.88
09/20/2018	1731612	E 609-49751-251	Liquor For Resale	LIQUOR	1,992.51
09/20/2018	1731613	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.80
09/20/2018	1731613	E 609-49751-253	Wine For Resale	WINE	1,025.80
					<u>\$3,959.78</u>

**SUN LIFE FINANCIAL**

09/14/2018	2142444	E 101-41400-130	Employer Paid Insurance	INSURANCE	212.02
09/14/2018	2142444	E 101-41500-130	Employer Paid Insurance	INSURANCE	139.43
09/14/2018	2142444	E 101-41910-130	Employer Paid Insurance	INSURANCE	142.34
09/14/2018	2142444	E 101-42110-130	Employer Paid Insurance	INSURANCE	912.50
09/14/2018	2142444	E 101-42400-130	Employer Paid Insurance	INSURANCE	71.34
09/14/2018	2142444	E 101-43100-130	Employer Paid Insurance	INSURANCE	197.96
09/14/2018	2142444	E 101-43210-130	Employer Paid Insurance	INSURANCE	43.98
09/14/2018	2142444	E 101-45200-130	Employer Paid Insurance	INSURANCE	197.96
09/14/2018	2142444	E 601-49440-130	Employer Paid Insurance	INSURANCE	62.86
09/14/2018	2142444	E 602-49490-130	Employer Paid Insurance	INSURANCE	62.85
09/14/2018	2142444	E 609-49750-130	Employer Paid Insurance	INSURANCE	134.11
					<u>\$2,177.35</u>

**SYNOVIA SOLUTIONS**

09/23/2018	113070	E 101-43100-311	Contract	LEASE ON GPS	45.79
09/23/2018	113070	E 101-45200-311	Contract	LEASE ON GPS	45.79
09/23/2018	113070	E 601-49440-311	Contract	LEASE ON GPS	45.79
09/23/2018	113070	E 602-49490-311	Contract	LEASE ON GPS	45.82
					<u>\$183.19</u>

**THE AMERICAN BOTTLING COMPANY**

09/13/2018	3562805765	E 609-49751-254	Miscellaneous Merchandise	MISC	265.38
					<u>\$265.38</u>

**TOM LYNCH ELECTRIC**

09/19/2018	092418	E 101-45200-401	Repairs/Maint Buildings	ELECTRIC	515.00
09/19/2018	092418	E 601-49440-401	Repairs/Maint Buildings	ELECTRIC	515.00
09/19/2018	092418	E 602-49490-229	Project Repair & Maintenance	ELECTRIC	515.00
09/24/2018	091918	E 101-42210-401	Repairs/Maint Buildings	FIRE DEPT	1,150.00
					<u>\$2,695.00</u>

**FUND SUMMARY**

\$154,759.85

101 GENERAL FUND	\$34,920.63
601 WATER FUND	\$9,139.77
602 SEWER FUND	\$35,630.44
609 MUNICIPAL LIQUOR FUND	\$73,217.01
803 ESCROW	\$1,852.00
Total	<u>154,759.85</u>



**TO:** Mayor & City Council  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** **Storage Moratorium (second reading)**  
**DATE:** September 17<sup>th</sup>, 2018

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**OVERVIEW:**

The City currently does not clearly regulate mini-storage facilities in its zoning code. The existing mini-storage facility is located in a B-1 (Business District). There are currently no performance standards that apply to mini-storage. City staff has recently received inquiries on establishing additional mini-storage facilities in the City. However, there are concerns that the City's current zoning provisions relating to mini-storage facilities, such as their appropriate location, the conditions under which they may be allowed, and their compatibility of existing uses in the City.

As a result of these important land use and zoning issues, the City desires to conduct a study for the purposes of considering possible amendments to the City's official controls to address the issues relating to mini-storage facilities. The City finds that this Interim Ordinance is necessary to protect the planning process and the health, safety, and welfare of its residents.

**Recommended Motion:**

Adopt the attached Moratorium on mini-storage facilities.



## ORDINANCE 242, SECOND SERIES

### AN INTERIM ORDINANCE TEMPORARILY ESTABLISHING A PLANNING MORATORIUM ON MINI-STORAGE FACILITIES

THE CITY OF ST. FRANCIS, MINNESOTA DOES HEREBY ORDAIN:

#### Section 1. Background.

1.01. **Authority.** The City of St. Francis (the "City") has the authority to establish moratoriums to regulate, restrict, or prohibit any use in all or part of the City. In particular, pursuant to Minnesota Statutes Section 462.355, Subd 4, the City is authorized to adopt a planning moratorium to on uses while the City or its planning consultant is conducting studies or has authorized a study to be conducted, or has scheduled a hearing to consider the adoption or amendment of the comprehensive plan or official zoning controls.

1.02. The City currently does not clearly regulate mini-storage facilities in its zoning code. The existing mini-storage facility is located in a B-1 (Business District). There are currently no performance standards that apply to mini-storage. City staff has recently received inquiries on establishing additional mini-storage facilities in the City. However, there are concerns that the City's current zoning provisions relating to mini-storage facilities, such as there appropriate location, the conditions under which they may be allowed, and there compatibility of existing uses in the City. As a result of these important land use and zoning issues, the City desires to conduct a study for the purposes of considering possible amendments to the City's official controls to address the issues relating to mini-storage facilities. The City finds that this Interim Ordinance is necessary to protect the planning process and the health, safety, and welfare of its residents.

#### Section 2. Definitions.

For the purposes of this Interim Ordinance, the term "mini-storage" shall have the same meaning as "self-service storage facility," as defined in Minnesota Statutes Section 514.971, subd 2.

#### Section 3. Prohibition.

3.01. In accordance with the findings set forth in Section 1.02, a zoning moratorium is Established on mini-storage within the City.

3.02. During the effective period of this Interim Ordinance, no new mini-storage facilities shall be established in the City and applications for building permits or zoning approvals for mini-storage facilities will not be processed, approved, or accepted by the City. This Ordinance also prohibits the further consideration of and approval of any pending license or zoning applications for mini-storage. Previously received applications (if any exist) shall be withdrawn by the applicant or the application shall not be acted upon by the City in accordance with this Interim Ordinance.

**Section 4. Study.**

The City hereby authorizes a study by City staff and consultants of all issues related to the regulation of mini-storage.

**Section 5. Enforcement.**

The City may enforce this Ordinance by injunction or any other appropriate civil remedy in any court of competent jurisdiction.

**Section 6. Severability.**

Every section, provision of this Ordinance is declared separable from every section, provision or part of this Ordinance. If any section, provision, or part of this Ordinance is adjudged to be invalid by a court of competent jurisdiction, such judgment shall not invalidate any other section, provision, or part of this Ordinance.

**Section 7. Duration.**

This Interim Ordinance shall take effect immediately upon adoption and publication and shall be effective until the earlier of the following dates: (a) on year from its effective date, or (b) the date upon which the City reaffirms, amends, or repeals its ordinances and official controls related to mini-storage.

This Ordinance shall take effect and be in full force from and after its adoption and publication, as provided by law.

Passed by the City Council of the City of St. Francis, Minnesota, on this \_\_\_ of \_\_\_\_\_, 2018

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

Attest:

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

City of St. Francis City Council Agenda Item  
Executive Summary

*Title of Item:* **Concept Plan Review** – Turtle Ponds 3<sup>rd</sup> Addition. A request from Denali Investments seeking feedback on an 8 lot detached townhome development on 10.1 acres of Outlot B in the Turtle Ponds subdivision.

*Meeting Date:* 10-1-18

*Staff Reporting:* Beth Richmond, City Planner

*Summary:* This parcel is located on Outlot B of the Turtle Ponds subdivision. This subdivision was created in 1996. In the concept plan review completed in 1996, this area was originally proposed for attached townhome development. It is guided for multi-family use.

The Planning Commission reviewed this concept plan on September 19, 2018. The Commissioners recommended that a new wetland delineation be completed and submitted as part of any future plans for the site. Commissioners also discussed the possibility of congestion issues along the drive providing access to the townhomes and emphasized that the drive must allow emergency vehicles to access each lot and turn around. Staff noted that 4 guest parking spaces would be required to be provided as part of this development which are not shown on the concept plan.

The City Council is asked to examine the proposed Concept Plan and provide feedback for consideration by the applicant. The applicant will need to consider all feedback from both Council and the Planning Commission and determine whether or not to proceed. Any feedback provided at this point does not carry with it any assurances of future successes or approvals. The goal is to inform the applicant of all potential issues that need to be addressed so no surprises are encountered moving forward.

*Recommendations:* Review the proposed concept plan and provide feedback/direction to the applicant.

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

City of St. Francis Planning Department  
**Turtle Ponds 3<sup>rd</sup> Addition Concept Plan Review**

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*To:* City Council  
*From:* Beth Richmond, City Planner  
*Meeting Date:* 10-1-18  
*Applicant(s):* Denali Investments (David Schulte)  
*Location:* Outlot B, Turtle Ponds Subdivision

***Introductory Information***

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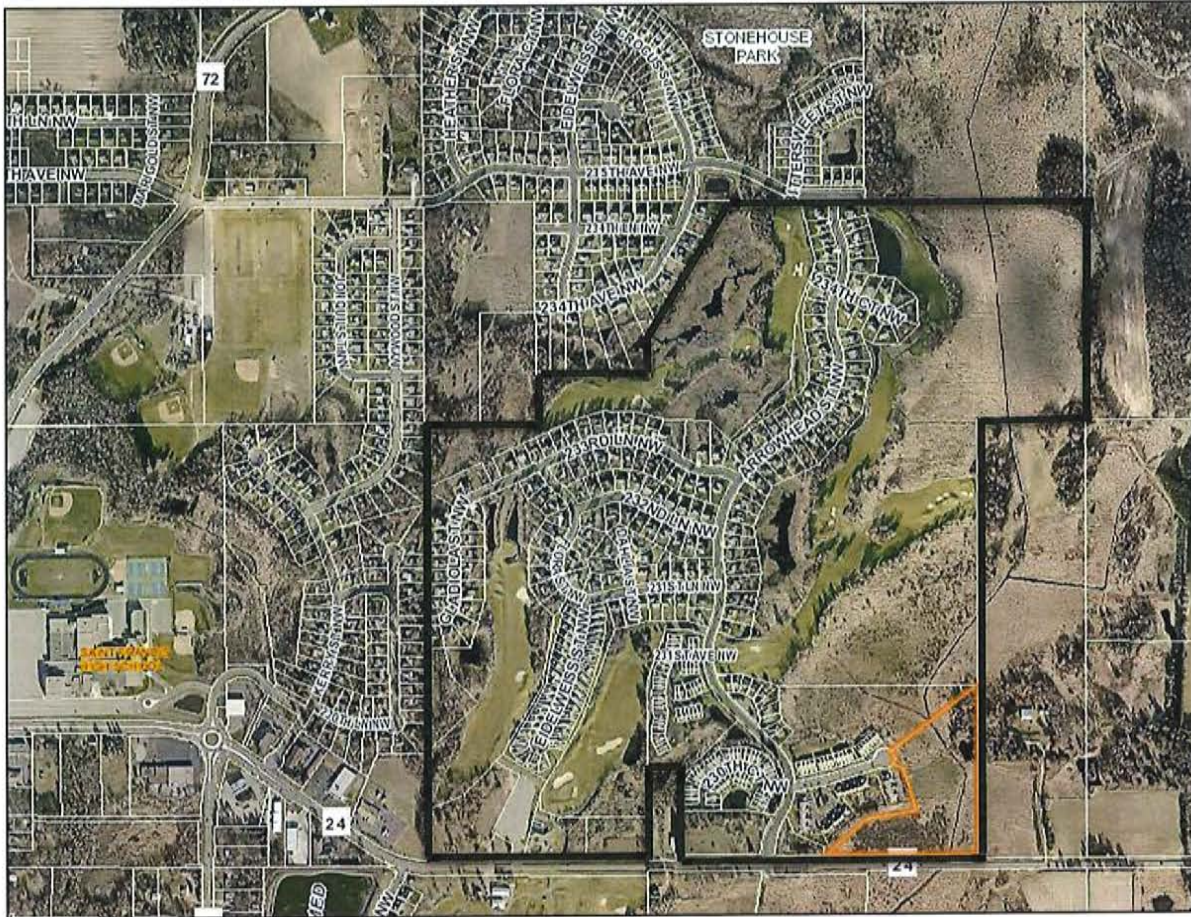
***Request:*** The applicant is seeking feedback on a concept plan to develop 8 lots for detached townhomes on an approximately 10.1-acre parcel of land east of Arrowhead Street NW and north of 229<sup>th</sup> Avenue NW.

***Background:*** This property was originally platted as Outlot B of the Turtle Ponds subdivision as planned for multi-family development. The Turtle Ponds subdivision was originally created in 1996 as a planned unit development (PUD). Preliminary and final plans for this development will be reviewed in the context of the original PUD.

- Site Data:***
- Existing Zoning – PUD: Turtle Ponds
  - Land Use Guidance – Medium Density Residential (2.5 to 7 units per acre)
  - Acres – 10.01 acres
  - Property Identification Number (PID) – 33-34-24-44-0005

<b><i>Various Calculations (in acres)</i></b>	<i>TOTAL PROPERTY AREA</i> .....10.07 acres
	<i>WETLAND AREA</i> .....≈ 8.74 acres
	<i>NET ACREAGE AFTER WETLANDS</i> .....≈ 1.33 acres
	<i>TOTAL PROPOSED LOTS</i> .....8
	<i>GROSS DENSITY</i> .....0.79 units/acre
	<i>NET DENSITY</i> .....6.02 units/acre



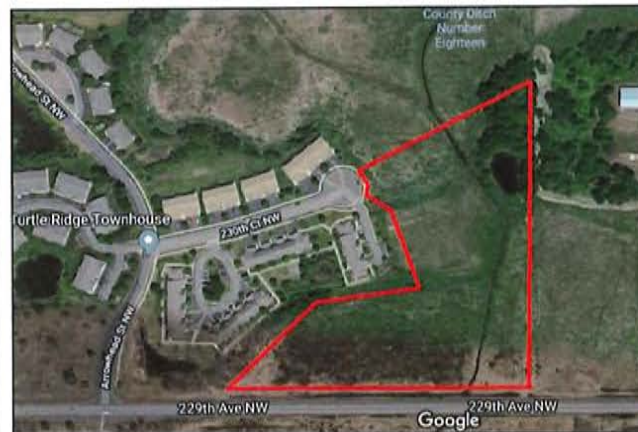


Turtle Ponds PUD Site Exhibit; Outlot B outlined in orange.

### Application Review

**Existing Site Character:**

- This property currently consists of flat open space. Most of the parcel is covered by wetlands. There is an existing drainage ditch (Drainage Ditch 18) that runs north to south along the eastern portion of the property.





PUD STANDARDS REVIEW:

- |  |  |
|--|--|
| <b>Ownership:</b>                      | <ul style="list-style-type: none"><li>• As part of any preliminary plat submittal, proof of ownership shall be provided by the applicant.</li></ul>  |
| <b>Comprehensive Plan Consistency:</b> | <ul style="list-style-type: none"><li>• <i>Page 2-9 states that the density range within the Medium Density Residential classification is 2.5 to 7 units per net acre.</i><br/><b>Staff comment:</b> The net density of the proposed concept plan is 6.02 units per acre which falls within the stated range.</li><li>• <i>Land Use Policy A (pg. 2-15) states that “residential subdivision design must preserve important natural features and promote St. Francis as a distinct location from its suburban neighbors. Policies supporting the statement include:</i><ul style="list-style-type: none"><li>• <i>Developers must design subdivisions which preserve woodlands, wetlands, natural lakes, and other natural features.</i></li></ul><b>Staff comment:</b> The applicant has proposed a concept which preserves a large amount of wetland area found on this property.</li><li>• <i>Land Use Policy C (pg. 2-16) seeks creative approaches to the use of land. “New residential subdivisions, especially those utilizing a PUD design process, will be evaluated as to their variety and diversity of housing materials, colors, architectural styles and details, and other factors.”</i><br/><b>Staff comment:</b> The proposed development should follow the general pattern of design standards and materials used in previous additions of this PUD.</li><li>• <i>Land Use Policy F (pg. 2-18) states that the land use plan is designed to be consistent with the Met Council policies relating to new urban development; specifically, an average of 3.0 residential units per developable acre for all future residential areas.</i><br/><b>Staff comment:</b> The proposed development has a net density that is well above the 3.0 units per developable acre average required by the Met Council. The existing PUD consists of single family residential, multi-family residential, and commercial uses. It is assumed that the higher density in this area will make up for lower densities existing in other areas of the PUD in order to achieve an overall net density meeting the Met Council’s requirements.</li></ul> |
| <b>Compatibility:</b>                  | <ul style="list-style-type: none"><li>• Detached townhomes are consistent with the existing land use to the west and the planned land use in this portion of the City.</li></ul>   |

- Common Open Space:** • The property mainly consists of wetlands located in the north, east, and south. There is no additional common open space proposed. There are existing common open spaces located throughout the other areas of the overall PUD, including The Ponds Golf Course.
- Operations:** • The existing PUD plans contain provisions to assure the continued operation and maintenance of all open space and service facilities to a pre-determined reasonable standard. Options for provisions are listed in section 10-10-2(E).
- Density:** • The concept plan proposes a density in line with comprehensive plan expectations and PUD requirements. When net density is calculated, the property's density is 6.02 units per acre, which fits within the range allowed by the comprehensive plan for Medium Density Residential (2.5-7 units per net acre).
- Utilities:** • Telephone, electric, and/or gas service lines are to be placed underground in accordance with the provisions of all applicable City ordinances.  
• All connections and laterals shall be designed to minimum City standards.
- Roadways:** • All roadways will need to be designed and constructed to minimum City standards.
- Landscaping:** • The future preliminary plat submittal must include a landscaping plan showing a detailed list of proposed plantings and locations.  
• The proposed plan should be harmonious with the overall PUD design.
- Setbacks:** • Perimeter setbacks for residential PUDs shall be the same as the setback on adjacent property (A-1 Long Term Agriculture district to the east). The proposed lots meet these setbacks.  
• No building on the preliminary plat shall be located less than 15 feet from the back of a curb line which is part of the internal street system.  
• All buildings within the proposed PUD shall be a minimum of 12 feet apart. As proposed, we anticipate all buildings to be separated by a minimum of 15 feet as part of the preliminary plat.
- Minimum Size:** • The property exceeds the PUD minimum size of one (1) acre.

IN GENERAL:

- Lots and Blocks:** • All lots, blocks, and roadways are generally conforming to minimum and maximum standards established in the Code and in

(Cont.)

the PUD approved for this subdivision.

**Lot Access:**

- All proposed lots will have access from a private drive onto 230<sup>th</sup> Court NW.
- The City Engineer and Fire Chief will need to review any preliminary plans to determine the appropriate layout for this drive in order to ensure emergency vehicle access to this development.
- Addresses for the individual homes should be posted at each driveway entrance.

**Future Parcel Development:**

- The proposed development would complete the parcel subdivision on Outlot B. The remaining portion of the property consists of wetlands, which are considered to be unbuildable.

**Adjacent Parcel Development:**

- The parcel is located on the southern border of St. Francis along 229<sup>th</sup> Avenue NW (CSAH 24). The land to the west and north of the property is located within the Turtle Ponds PUD and has been developed with a mix of commercial uses, multi-family dwelling, and single-family homes. The land to the east of the parcel is guided for permanent agricultural use and is not planned to develop.

**Easements:**

- All standard drainage and utility easements will need to be shown on the future preliminary plat.
- All easements intended for public utilities shall meet minimum City standards for width, and must be as wide as necessary to address access and/or maintenance objectives. All questions regarding needed easement widths should be directed to the City Engineer.

**Resident Concerns:**

- To date, Staff has not received any public feedback regarding the proposed concept plan.

**INFRASTRUCTURE:**

**In General:**

- All public improvements constructed to support the development must be designed and constructed in accordance with the City's private development standards available on the City website.

**Streets & Transportation:**

- The applicant shall address all Engineering, Public Works, and Fire Department concerns as described by City Staff.
- The proposed streets/drives would be private and are subject to review by emergency services. Parking would likely be prohibited on public streets.
- The cul-de-sac on 230<sup>th</sup> Ct NW, which would be the access point for the proposed detached townhomes, was approved as part of an

(Cont.)

earlier phase of development. The applicant is proposing to connect a private drive to the southeast end of the cul-de-sac which would serve the new lots. The applicant has provided plans for a turnaround as part of the proposed drive so that larger vehicles could access these lots. Given that the design protects and builds around the wetlands located on the parcel and that the applicant has provided a turnaround point, this additional length appears to be a reasonable request. Final plans for the proposed roadways must be approved by the City Engineer.

- Water System(s):**
- Future plans must be in accordance with all applicable standards.
  - The City Engineer has noted that City water is available on the east side of the 230<sup>th</sup> Ct NW cul-de-sac. The water system would be required to be extended into the site in accordance with City standards.
- Sanitary System(s):**
- Future plans must be in accordance with all applicable standards.
  - The City Engineer has noted that sanitary sewer is available on the east side of the 230<sup>th</sup> Ct NW cul-de-sac. Sanitary sewer would be required to be extended into the site according to City standards.
- Stormwater/Grading:**
- Future plans must be in accordance with all applicable standards.
  - The City Engineer has noted the stormwater management must be consistent with Chapter 10, Section 93 of the City Code.
- Utilities:**
- Telephone, electric, and/or gas service lines are to be placed underground in accordance with the provisions of all applicable City Ordinances.
- Parking Facilities:**
- Each lot is served by a driveway which provides on-site parking opportunities. The proposed development must follow the parking requirements stated in City Code Section 10-19-9. Townhome units must provide a minimum of 2 garage spaces and 2 driveway spaces per unit. One half space per townhouse is required for guest parking in addition to the garage and driveway spaces mentioned above. The concept plan does not currently show spaces for guest parking.
- Required Signage:**
- New street signs will be required at all intersections at the developer's expense.
- Entrance Monument:**
- Designs and locations for entrance monuments (if desired) should be identified as part of any future preliminary plan submittal. Location, height, size, etc., shall be in conformance with code standards.



- Fire Hydrants:** • The applicant will be required to work with Staff to identify the proper locations for all future fire hydrants.
- Streetlights:** • Streetlights conforming to City specifications will need to be installed at locations determined by the City Engineer. The applicant should meet with the Engineer to get such feedback, and all needed streetlights must be shown on the preliminary plans.
- Monuments:** • In accordance with Section 11-11-2, reference monuments shall be placed in the subdivision as required by state law.

ENVIRONMENTAL & OTHER NEIGHBORHOOD IMPACTS:

- Environmental Impacts:** • An EAW was required and prepared for the original PUD which included Outlot B. The proposed project by itself does not trigger the need for an EAW.
- Wetlands:** • The developer will need to follow all of the rules and regulations spelled out in the Wetlands Conservation Act, and acquire any/all needed permits.  
• A wetland management plan as called for by Section 10-91-4 of the zoning ordinance was required as part of the original PUD process. Preliminary and final plats for this development shall adhere to the wetland management plan.  
• Review and comment by the Anoka Conservation District (ACD) will be sought with any future preliminary plat/plan application. The applicant is encouraged to coordinate with the ACD prior to any future submittal.  
• The wetlands on-site must be delineated to determine the extent of the buildable area. Wetland buffers are required adjacent to wetlands, with widths varying between 15 and 25 feet depending on the wetland class as determined by a Functions and Values assessment. Per City Code 10-16-5, there is a required building setback of 30 feet from the delineated edge of a wetland.
- Shoreland (Riverway) District:** • The proposed development is not located within the Shoreland District.
- Erosion Control:** • The future grading plan should indicate proposed erosion control methodologies to be utilized during the development process.  
• Silt fencing should be shown at the construction limits for the proposed houses or driveways with the future building permit application.
- Traffic:** • The proposed project will not significantly increase traffic volumes beyond that which was already anticipated with the guided land

(Cont.) use. No traffic study is needed.

- Floodplain:**
- A significant portion of the property is located within the 100-year floodplain. The 100-year floodplain in this area is shown on the FEMA map below. Due to the likelihood of the floodplain, the applicant should review each of the proposed lots and roadway layout to understand where the 100 year floodplain elevation is located and how it must be addressed. Any fill proposed within the floodplain will be required to meet the City's floodplain ordinance.



- Steep Slopes:**
- There are no steep slopes located on the site.

- Other Permits:**
- All necessary permits must be provided to the City (MPCA, NPDES, MDH, etc. as may be applicable).

**CHARGES, FEES, & RESPONSIBILITIES:**

- In General:**
- As always, the applicant is responsible for all fees related to the review of this application (including but not limited to planning, legal, engineering, wetland, environmental consultants, or other such experts as required by this application).

- Park Dedication:**
- Section 11-08-9 of the Subdivision Code requires all subdivisions of land to dedicate a reasonable portion of land to the City for public use as parks, trails, or open space. The required dedication percentage for a residential development is 10% of the gross acreage being developed. During the 1996 PUD process, it was determined that all residential lots within the Turtle Ponds subdivision would require a \$100 park dedication fee per lot, to be paid at the time the plans are approved. Therefore, the developer will be required to pay \$800 for the 8 new lots once the plans are approved.

- Sewer Charges:**
- The applicant should consult with the City Engineer on future

**Water Charges:**

sewer access charges and/or individual hook up charges that may be applicable.

- The applicant should consult with the City Engineer on future water access charges and/or individual hook up charges that may be applicable.

## **Conclusion**

The City Council is asked to examine the proposed Concept Plan and provide feedback for consideration by the applicant.

Keep in mind that feedback at this point does not carry with it any assurances of future success or approvals. The goal is to inform the applicant of all potential issues that need to be addressed so no surprises are encountered moving forward. While the City strives to identify all issues during the concept plan phase, it is ultimately the applicant's responsibility to adhere to all local, state, and Federal regulations as may be applicable.

**Carlson**  
**McCain**  
 ENVIRONMENTAL - ENGINEERING - SURVEYING  
 3890 Pleasant Ridge Drive NE  
 Suite 100, Bains, MN 55449  
 Phone: 763-499-7900 Fax: 763-499-7959

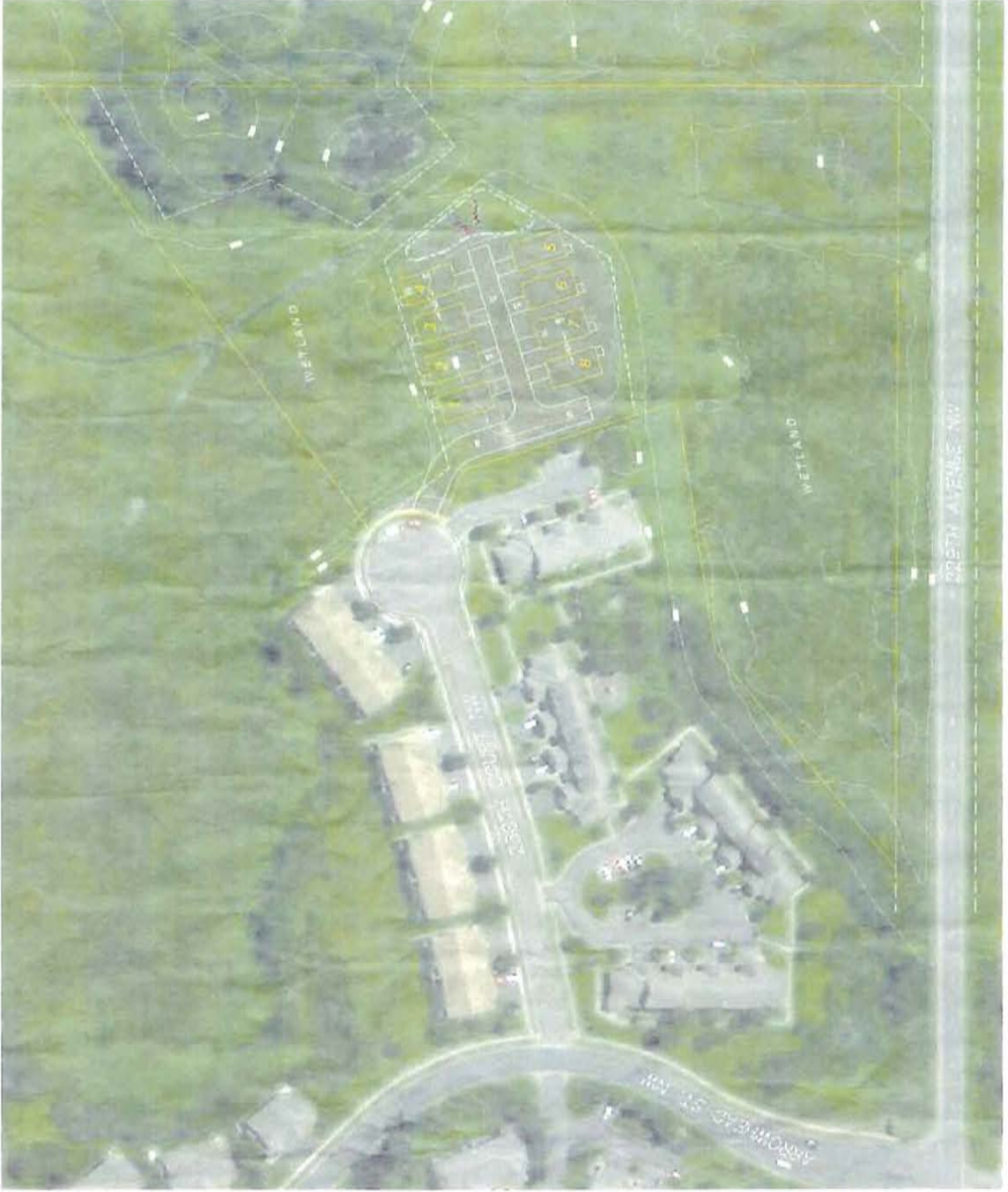
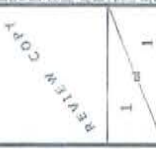
**CONCEPT PLAN**

**TURTLE RUN 3RD ADDITION**  
 St. Francis, Minnesota

**TURTLE MOON, INC.**  
 1493 Bunker Lane  
 The Villages, FL 32162

**REVISIONS:**

NO.	DATE	DESCRIPTION



**PARCEL DESCRIPTION**

As Shown on "Map of Property" Attached

**SITE DATA**  
 TOTAL SITE AREA: 110,000 AC  
 TOTAL PARCELS: 1000

**NOTES**

- 1) The site has been completed as of 2014.
- 2) All utility lines are shown and are not to be disturbed.
- 3) Wetlands shown are from National Wetlands Inventory.
- 4) The site has been surveyed for this project.





**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**9C**

**TO:** Mayor & City Council  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** **Worksession Scheduling**  
**DATE:** October 1<sup>st</sup>, 2018

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**OVERVIEW:**

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

- 1) A.C.O.
- 2) Sirens
- 3) Other Business that may develop before scheduled date.

**ACTION TO BE CONSIDERED:**

Provide Staff with some potential dates for a worksession.



**Economic Development**

- **Kwik Trip** –The city is scheduled to see a new store during the 2019 build year. Staff has not seen building plans to date.
- **Meridian Behavioral Health**– has CUP and Development Agreement approvals. This project was put on hold and will be reviewed in 2019.
- **Senior Living Project** –
  - LeGen/GD1, **229<sup>th</sup> Ave** - PUD approved. Awaiting TIF proposal and building permit from owner.
  - Havenwood of St. Francis by Roers/Walker, **3518 Bridge St**– Letter of intent accepted by council. Within review period. Meeting discussed potential build in 2019.
- **4201 STF Blvd** –. No site plans or building permit has been received by staff.
- **23xxx STF Blvd** – owner has determined he is not moving forward on building. Land will be listed for sale
- **Bridge Street Redevelopment**
  - 3757 Bridge Street – Demolition is completed
  - 3765 Bridge Street – RFP for demolition has been released and is due October 3<sup>rd</sup>. Once bids received, EDA meeting will be held to select bid and move towards demolition.
  - 3731 Bridge Street – pre-demolition assessment has been completed, survey work has been completed, title work in process, city is waiting for closing date- late 2018 to early 2019 depending on title work.

Once all Bridge Street properties have been acquired, staff will work with Anoka County and City Engineers on potential site designs and property access. After those steps have been completed, properties can be released for RFP to development companies.

- **Marketing and Events** – City working on October marketing events. Continues relationship with the Anoka County Regional Economic Development partnership to move city forward as a whole while recognizing the individual needs of each city..

## Housing Development

- **Rivers Edge Development** –Phase one continues to move forward as water/sewer lines are installed and two model homes are being put together. Curbs and streets are the next step. Phase two is in progress through the planning stages and will be in front of the Planning Commission in October.

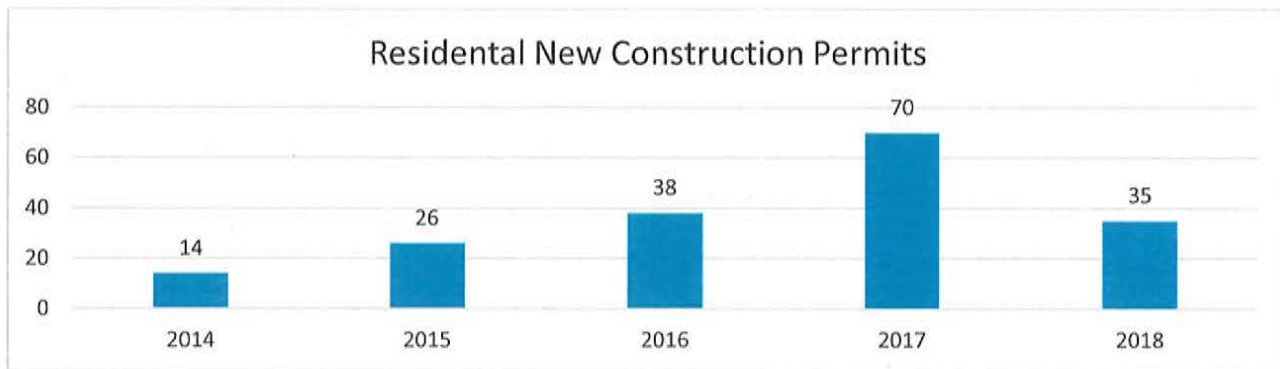


- **Woodhaven Expansion** –Owner has completed curbing and roads are scheduled. Pads for the unit garages will begin and the permit for the construction of the garages has been secured.

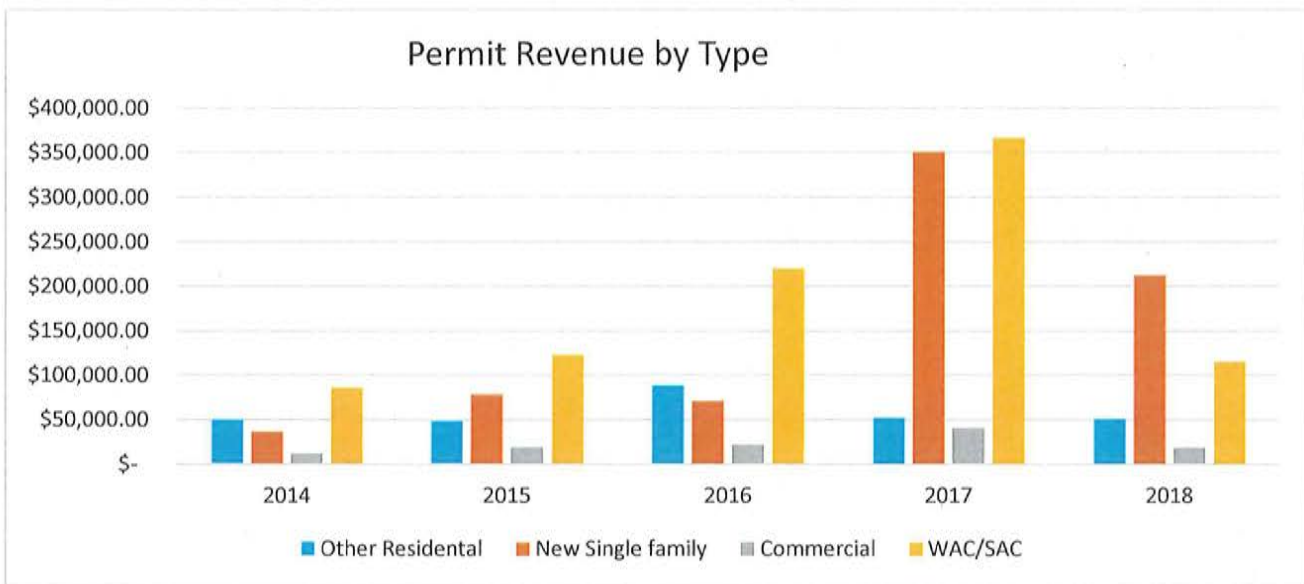


- **Meadows Townhomes** – Four existing units continue to struggle with escrow and code requirements. Undeveloped lots are in legal process with BGS for the recapture by the City due to failed performance. This action is in a discovery phase and anticipates a summary judgement to be brought by the end of the year. Staff is hopeful to have this wrapped up to begin discussions with potential developers for the 2019 building season.
- **Turtle Ponds Concept Plan and stand-alone lots**– several projects continue to be discussed from lot splits for the purpose of housing to the project reviewed tonight known as Turtle Ponds 3<sup>rd</sup>. These smaller projects continue to fill lots that are either remaining in existing developments or expand existing areas.

**Building Department** - numbers represent year to date







### Code Enforcement

The City of St. Francis administers code enforcement on a complaint basis.

The Following properties are ongoing code enforcement efforts:

- 22xxx Rum River Blvd, nuisance property, yard debris - BGS is processing an Administrative Search warrant to review the property condition and obtain opinion from Structural Engineer
- 5xx 245<sup>th</sup> Ave, kennel without a permit, multiple dogs, barking and building issues – administrative code enforcement process failing to correct situation. Initiated criminal process.
- 23xxx Ambassador Blvd – junk, debris and vehicles, property has approved abatement, next inspection by city October 9<sup>th</sup>. If issues not corrected, issues will be abated.
- 2xxx 234<sup>th</sup> Ln – unsafe structure
- 4xxx 229<sup>th</sup> Ln – unsafe pool
- 4xxx 233<sup>rd</sup> Ln – vehicles, junk and debris
- 2xxx 244<sup>th</sup> Ave – multiple chickens uncaged and without a permit

Residents with a concern or complaint should contact City Hall. Contact can be completed by calling the main number or submitting a Request or Concern through the City website. Residents can email photos along with complaints to assist the city in understanding their concerns and it provides information that may be difficult for staff to identify.



## Planning and Zoning

- **2040 Comprehensive Plan.** The full plan is available on the City website for review. Staff has requested comments by affected jurisdictions be returned by October 1<sup>st</sup>. Several jurisdictions have yet to return comments. The current time period allowed for neighboring cities, watershed districts, school districts and Anoka County to comment on the City plan is six months. After comments have been received, the plan will move to be adopted by the City and forwarded to Met Council. Once approved, extensive work on zoning codes will take place.
- **Land Use.** Several conversations have been had with individuals considering splitting their land. This process, depending on what they are considering, can be lengthy and expensive and is not a process to enter into lightly. This is a process that takes into account city codes, zoning and the comprehensive plan. Strict time frames as guided by state statute must be followed. Residents are encouraged to walk through the process with staff before getting too far into the process.
- **Electronic property files.** Files continue to be moved from paper to electronic formats. This is a multi-year project that continues to make progress. All properties with street addresses that begin with letters A through L have been completed. This is a great accomplishment of several departments working together.
- **Vacant and Rental property registration.** Staff has worked with property owners to update rental and vacant property records. From a list of County records properties that are non-homestead have been sent a letter to clarify if they are a rental or vacant situation. This along with inspections and existing documentation we continue to keep the lists current. As property information is collected, it is moved from an Excel tracking format to PermitWorks.
- **City Code Updates** – staff is reviewing several codes based on requested updates and conversations with Council. Codes related to the rental program, accessory structures, code enforcement and storage facilities are being reviewed. Several cities have successful codes in these areas, staff will make recommendation to Council in November or December.
- **PermitWorks** – staff continues to work with this software program to enter property information, track permits, vacant, rental and septic records. Conversations are in place to determine if this program is ready to allow the Building Official to work remotely. This program continues to evolve and as we continue to pursue efficiencies we are hopeful it can work with us on those efforts.
- **Design Standards** – HKGi has taken on the responsibility of working with staff on the design standards for the Bridge St corridor. This will be important as we work with the redevelopment and clean-up efforts of the cities important corridor and tie that vision together.