



CITY COUNCIL REGULAR MEETING

St. Francis Area Schools District Office, 4115 Ambassador Blvd. NW

Monday, February 07, 2022 at 6:00 PM

AGENDA

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- A. Minutes - January 3, 2022
- B. City Council Minutes - January 18, 2022
- C. Police Officer Conditional Offer of Employment
- D. UV System – Bulb Purchase
- E. Acknowledgement to Conduct Excluded Bingo
- F. Temporary Outdoor Sales Permit – Plant Place, Inc.
- G. 30 Day Notice - Joe Kohlmann, City Administrator
- H. Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS

7. PUBLIC HEARING

8. OLD BUSINESS

- A. Ordinance 294 - Amending Chapter 3 of the City Code Regarding Municipal Utilities - Second Reading
 - 1. Resolution 2022-07 Summary Publication of Ordinance 294
- B. Green Valley Preserve 2nd Addition – Continued from January 3rd, 2022 City Council Meeting
 - 1. Ordinance 287 Approving Rezoning of the Property South of Ambassador and East of Nacre from A-2 to PUD A-2; First Reading
 - 2. Resolution 2022-03 Approving the Preliminary Plat PUD Plan and Preliminary Plat for Green Valley Preserve 2nd Addition
 - 3. Resolution 2022-04 Approving Subdivision Variances for a Narrow, Long Temporary dead-end Street in the Green Valley Preserve 2nd Addition Development

9. NEW BUSINESS

- A. Bank Stabilization – Dellwood River Park
- B. Ordinance 295 – Amending Chapter 5 Section 3 Beer Licensing of City Code, First Reading
- C. Siwek Park Improvement Project
 - 1. Resolution 2022-08 Accepting Bids for the Siwek Park Improvement Project
- D. Poppy Street and 229th Lane Reconstruction and Watermain Improvement Project
 - 1. Resolution 2022-09 Receiving Report and Ordering Plans and Specifications for the Poppy Street and 229th Lane Reconstruction and Watermain Improvement Project
- E. Proposal for City Administrator Search Process - BGS

10. MEETING OPEN TO THE PUBLIC

11. REPORTS

- A. Police Department Annual Report

12. COUNCIL MEMBER REPORTS

13. UPCOMING EVENTS

February 16 - Planning Commission Meeting @ 7:00 pm

February 21 - City Offices closed in observance of President's Day

February 22 - City Council Meeting @ 6:00 pm

March 7 - City Council Meeting @ 6:00 pm

14. ADJOURNMENT

Councilmember Muehlbauer will be attending remotely from 4760 Middle Settlement Rd,
Whitesboro, NY 13492

Join Zoom Meeting

<https://us02web.zoom.us/j/86400170166?pwd=Y3RSWGNraDVYQytSQUthbGVGeUhadz09>

Passcode: GAPP6H

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis Area Schools District Office, 4115 Ambassador Blvd. NW
January 3, 2021
6 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

Members Present: Mayor Steve Feldman, Councilmembers: Kevin Robinson, Joe Muehlbauer, Robert Bauer.

Members Absent: Councilmember Sarah Udvig.

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Administrator Joe Kohlmann, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Community Development Director Kate Thunstrom, Finance Director Darcy Mulvihill, Public Works Water & Sewer Supervisor Parish Barten, and City Clerk Jenni Wida, Liquor Store Manager John Schmidt, City Planner Beth Richmond.

Mayor Feldman: Before we go on here, I want something understood here through this whole process and you will have some time to talk tonight. There are 3 rules I have in my meetings, and I want you to understand this very much. Common respect, common courtesy, leave your anger at the door and bring your issues and concerns to us. If you cannot do that with civility, then my suggestion is put your coat on and walk out the door now. Does everybody understand that? Okay.

3. APPROVAL OF AGENDA

MOTION BY: MUEHLBAUER. SECOND: BAUER APPROVING THE REGULAR CITY COUNCIL AGENDA.

Ayes: Robinson, Muehlbauer, Bauer, Feldman

Nays: None

Motion carried 4-0; Udvig absent for vote.

4. CONSENT AGENDA

- A. City Council Minutes 12-20-2021
- B. Weber Inc-Pay Application #6
- C. 2022 Appointments
- D. Payment of Claims

MOTION BY: ROBINSON. SECOND: MUEHLBAUER APPROVING THE CONSENT ITEMS A-D.

Ayes: Feldman, Robinson, Muehlbauer, Bauer

Nayes: None.

Motion carried 4-0; Udvig absent for the vote.

5. MEETING OPEN TO THE PUBLIC

Mayor Feldman asked if anyone wanted to speak. Response was yes.

Feldman: Is this about the issue coming up here on Green Valley? We can wait until that comes up in the topic and then we will discuss it at that point. Okay? Anybody else besides that issue?

Speaker: Gene Rechtzigel. I am here to talk about the jurisdiction about having a court action with a lis pendens.

Feldman: Does it pertain to the Green Valley project?

Gene Rechtzigel: It is related but this is a separate issue.

Feldman: Name, address.

Speaker: Gene Rechtzigel, 6533 160th Street West. My surveyor, James Rydell, informed me that Green Valley has not done a survey on the ground and that pertaining that in this court action and of the lis pendens to determine the boundary limits on the ground that you may not have jurisdiction to go ahead with the Green Valley development plan. With a footnote, I want to state that on your own planning development there is a sentence, and I have kindly asked the staff to bring it up at these meetings, but they have not, I kindly asked them to bring up the fact that whoever prepares your development plan between them has a statement on there saying the land overlaps with other land owners and that court action needs to be taken, or it is recommended to be taken, and I am sure the staff has the exact wording on that. I actually drove over to the City and talked about that. But that is why I started this court action because we truly have a boundary dispute and my question for you and the rest of the Council is that do you have jurisdiction to do a development on someone else's land?

Feldman: And you are saying this is someone else's land. Who is someone else?

Gene Rechtzigel: It is my land, Gene Rechtzigel. My land abuts up against Green Valley Development and they are putting, without doing a survey on the ground, they are putting the development plan on my land. And the question is it lawful for this City to approve a preliminary development plan that includes my land with Green Valley Development. That is the question. I would appreciate an answer.

Feldman: All right, Dave, Joe has a comment.

City Administrator Joe Kohlmann: So, the court order would need to be done before the City Council Acts and that has not been done. So, the City Council does have the latitude to act.

Feldman: All right, Dave, what's your input?

Attorney Dave Schaps: It is our opinion that there is a current court case between the property owners. Separate from that, the action before the City Council tonight, the City is acting pursuant to Minnesota Statute 15.99 sub. 3d. There is no court order that we have received stating the City Council's action, and therefore, the City is still subject to deadlines of any land use application, and so again, it is our opinion that the City Council can review this application. One of the conditions of approval that is listed is that all title issues get resolved. If the title issues somehow change and the City Council has already given its approval, then the developer would have to come back to the City because something would have changed at this point. But the statute provides for an automatic approval if the City Council does not act. Therefore, it is our opinion that the City Council should hear the application.

Feldman: Craig, was a survey done on this?

City Engineer Craig Jochum: There was a survey done, and it is noted, as the gentleman said, that there are overlaps and gaps which do need to be resolved prior to final plat.

Feldman: All right, so not in the preliminary but the final plat?

Craig: I don't think the county surveyor will move forward if there are overlaps and gaps with the final plat.

Feldman: But there are questions on it now.

Craig: Yes, I mean it's not an uncommon situation. Descriptions on how the land is divided up is... they don't always coincide, so, again, that is where you get your overlaps and gaps.

Feldman: So, what I am asking you is, Dave, once again, we are saying that legally we can go through with preliminary part of this, but until it gets the final, all these concerns would have to be addressed.

Dave: That is correct.

Speaker: Can I just mention something briefly?

Feldman: Name and address of the city you live in.

Speaker: Zach Stadem, Apple Valley, 6533 160th Street West in Apple Valley.

Feldman: And that is the same for the gentleman sitting down. What city do you live in?

Rechtzigel: It is Apple Valley.

Feldman: Okay. When I ask for the city and address, it is the city you live in, not the land you own here.

Zach Stadem: Pertaining to the survey, we actually spoke with our surveyor this week and he contacted Green Valley surveyor, Erik, and they had a conversation about his survey and the last I heard back is their surveyor said he is going to go back out there because he did not see there is a fence line there and he told us that he is going to go back out there and redo it and look for this fence line. I am not sure how that affects things or what survey they have for you tonight, but I just thought you should know that.

Feldman: Thank you for that. Craig, do we have any information, other than a surveyor, we have not done any surveyor here.

Craig: Correct. Acre Land has been working for the developer.

Feldman: But once again, until those concerns are addressed, they can't make a final plat.

Craig: Correct.

Feldman: You are saying this is not abnormal?

Craig: It happens.

Feldman: All right, I am going to ask for the meeting opened to the public on any other issue besides this as we will get to that issue and we will discuss it at that time. So, anybody else here for any other thing besides Green Valley project? None? Okay. We are going to move on to Green Valley. First topic:

9. New Business

A. Green Valley Preserve 2nd Addition – Rezoning, Preliminary Plat, Subdivision Variances.

1. Resolution 2022-02 Approving a zoning Request; Ordinance 287 Rezoning.
2. Resolution 2022-03 Approving a Preliminary plat for Green Valley Preserves 2nd Addition.
3. Resolution 2022-04 Approving the subdivision variances.

City Planner Beth Richmond: Thank you, Mr. Mayor. Mayor and Council, before you tonight are the plats that pertain to Green Valley Preserve 2nd Addition development.

The plats for this plan before you tonight include rezoning from the A2 district to PUD based on the A2 district a preliminary plat and subdivision variances for road length and road width. The existing site is located south of Ambassador on the west side of the city. The site today includes 5 parcels which together make up about 146 acres, the northern 27 acres is used for farmland and then the remainder of the site is undeveloped open space and wetlands. That wetland you see on the screen is about 60 acres or about 40% of the entire site. There are large lots, residential lots that exist to the north and northeast and then the remaining surrounding land is undeveloped, open space and farmland. Property owner is requesting to subdivide the site into 14 residential lots and one outlot. That outlot would be covered with a conservation easement. As part of this development, a PUD is requested for the separation. Beth presented a map of the site. There is a public road that is proposed that runs south from Ambassador to provide access to each of the proposed lots. You will notice a good portion of that easement includes a lot of that wetlands area. The site is guided for agriculture use in the 2040 Comprehensive Plan. The intent of this land-use category is to protect natural resources and working agricultural land. That category has a maximum density of 1 unit per 10 acres which a site of this size will allow 14 units. The proposed development is proposing 14 units so the density requirements are met. They are also proposing to cluster the homes to the north and leave additional open space and preserving the wetlands and woodlands on that site within that conservation easement. Rural clusters is something that is recorded in the Comprehensive Plan as well. The site is currently zoned A2, the applicant is requesting a PUD for this site which would be based on the A2 district. There would be some flexibility in requesting lot area and lot length. These lots are still considered rural lots. The close lots range in size from 1.8 acres up to 27.5 acres. Each lot would be required to have its own services. Septic and wells are required on each of these sites.

There is a temporary dead-end public street that is proposed that runs from Ambassador to the south. This street has been located along the western property line as you move south here and that was done on purpose in order to allow potential future extension to the west if that is ever desired and needed. The applicant is requesting to create this street with a rural design so that means this would have a narrower paving width but would still be paved. It would have a gravel shoulder and then a ditch system as opposed to curb and gutter. So, there are variances requested for roadway length and roadway width that are associated with the layout from what was shown here and that rural section. Because this site abuts Ambassador, which is a county road, Anoka County reviewed the proposed development and provided their comments. There would be required an eastbound right turn lane into this development and a westbound bypass lane. Those would be something that are the applicant's responsibility to install.

Touching on the conservation easement, the applicant is proposing a 62-acre conservation easement. That would be over all the outlot A. The easement would be held by the city and as mentioned to preserve natural features on the site. This area is not intended for public use. It would be more aimed at as a passive open space idea. The applicant has provided a 30-foot access easement for the City so that the City

would be able to maintain that site and ensure the site is being maintained as open space as opposed to being development.

I did want to touch on the snowmobile trail. There is an existing snowmobile trail recognized by the DNR that runs through this property. That trail is proposed to continue as part of this development with slight modification. So, instead of being on private property, that trail is proposed to be within the public right of way so that it would be more sure of being a feature. Once it runs through that right of way, it could run through lot 9 and then it would join that conservation easement area. The snowmobile club did review this proposal and provided a letter of support which is included in the packet.

Landscaping for residential lots are required 2 trees per lot. That has been provided as the landscaping plans that city has received. The City has also discussed having a buffer along Ambassador and that meets the northern most lot, lot 1, just to protect that lot from the traffic, the noise, the lights that might be going along Ambassador.

As a pending development, the idea is to give flexibility from the zoning standards in exchange for public benefit. Staff's opinion of this application has provided the public benefit. First, the applicant is providing a large conservation easement which preserves natural features in a passive open space setting. Second, the applicant is requesting to cluster these homes without adding additional density. That is something that reduces the environmental impact of the development and it also decreases the amount of infrastructure that is required for that site to be constructed. Thirdly, the applicant is proposing to preserve that snowmobile trail and move a good portion to a public arena which would allow it continue in the future.

The planning commission reviewed this project at their September meeting. At that meeting, the public could attend and brought concerns relating to traffic and safety, existing farming use of this area and they were opposed to allowing lots that were less than 2 acres in size. Planning commission did table it at that meeting and they wanted more information about the public street, about landscaping and lot buildability, as well as comments. ... So, this item was brought back after the October Planning Commission meeting where a second public hearing was held, and again, we heard similar concerns about traffic and safety as well as discussion about that snowmobile trail and the proposed public benefit of the PUD. After the Planning Commission's discussion, there was a motion to recommend denial of the project that was entertained. That motion to deny failed 3 to 6. Again, that motion to recommend denial failed. There is not an official recommendation of approval or denial for these plans from the Planning Commission. However, Staff does recommend approval of rezoning, the preliminary plats, and a subdivision variance with conditions.

Council action is requested tonight on this item. Again, Council's options are to approve the request, deny the request or table them and ask for additional information. If these items are approved tonight, then the rezoning ordinance will go for a second reading, the next meeting this month, and would be effective in February. I put suggested

motions on the screen here and they are also in your packet on page 33. I did want to note for the suggested motion #1, after the Council packet was sent out, Staff made a small provision that was left out of that draft ordinance. As part of that ordinance, Staff would write a stipulation that waves the requirement for sidewalk along a public street. That is something that Council is allowed to do, and Staff feels that it is appropriate given the nature that this is a rural section. With that, I will pause and take any questions.

Feldman: In this road here, there is a variance request from 1500 to 1900 square feet?

Beth: That is correct.

Feldman: And this is basically not by city requirements because it is in a rural area and it would be paved though?

Beth: The road would be paved, yes.

Feldman: And then there is a buffer like you said for the noise I saw in one of the pages in the packets along Ambassador.

Beth: Yes, that is a condition that Staff is asking.

Feldman: Is the applicant here tonight?

Speaker 1: Yes, right here.

Feldman: Why don't you come up here. Name, address and the city you live in.

Speaker 1: My name is Eric Vickaryous, I live in Ham Lake, Minnesota, Green Valley.

Speaker 2: Josh Savageau , Oak Grove, Minnesota, Green Valley.

Speaker 3: Terry Buchanan, Shoreview, Minnesota, Green Valley.

Feldman: Do you have any comments you want to bring forth to us on this project yourself before we start the conversation here?

Eric: On the survey issues in question, basically, there is a gap or an overlap in lot 1 . So, on the west side, basically what happened is you have one property description that came from one side of the section and that is the Green Valley property description. And then on Gene's property, the description came from the other side of the section and they are based on a perfect world, so a quarter mile is supposed to be 1320, and they did not put the original survey and sometimes a section can be a little long, sometimes a little short. So, the actual property, the gap or overlap, it is a common thing and the difference along those jagged lines, it just means a matter of feet and we are not here arguing where that is, it is just a matter of how it was described. I noted it

on the survey to protect Green Valley and also to protect Gene, the adjacent land owner, that there is an issue that has to be figured out before the plat is approved, before we actually do the plat on it, we have to do it. We have to figure out where that gap is and resolve it somehow. Then, the other question, another thing Gene brought up about the fence line. There is an old cattle fence that is well off the property line and we do have the history on it and the fence in question, it was an old cattle fence. The whole issue I know of is the gap and the overlap of the descriptions.

Feldman: Okay, so you are aware of these concerns and you are addressing these concerns.

Eric: Correct.

Feldman: Kate, our Community Development Director, sent me some other plans that were discussed and past exhibits. When I looked at these plans, these exhibits that were sent to me, it seems like this is the only way you can actually end up having a wetland there and a conservation area. The other plans look to me that the wetlands would be gone and so would the conservation area be gone. Is that right? From what I saw here in these other past exhibits that you sent me? Pretty much the layout, you want the 14 10 acre lots. There would be no wetlands or conservation area.

Kate Thunstrom: Correct, so Mayor and Council, earlier today I sent you one of the original concepts that Green Valley had brought forth that shows 16 lots on the acreage and down to the 14 different lots and what it was it would work a house into a corner with those wetlands but there would be no conservation easement and it still would allow—a developer can fill in wetlands if they so choose by paying the state or developing wetlands in another area, so those types of designs are typical if you are going to do that type of work, but after working with Staff, that is how we developed the concept that we are working on tonight.

Feldman: Right, but wetlands serve a purpose.

Kate: Correct.

Feldman: Just like the forests in South America and all that are filtering it for Earth, just like the coral reefs are a purpose to the environment, wetlands serve a purpose. You can fill them in, but are you doing the right thing by doing that? I guess my point is here, and just passing conversation here, this layout that you are proposing is the one layout where the wetland is retained while the conservation area—

Terry Buchan: One of the things I wanted to mention too is the snowmobile trail in the different plan. That would be more owners that would be cutting across their property, and therefore, they could stop the snowmobile trail. Our plan is to try to keep it there as long as we can for public use.

Feldman: I saw a letter that they wrote. Is there anything else you guys want to mention here?

Terry Buchanan: No, we can take any questions.

Feldman: Let me start with the Council. Do you have any questions? Joe, do you have any questions.

Joe Muehlbauer: I don't have any questions, I guess. The boundary line issue, that sounds like that is a dispute between you guys and Gene.

Terry: Correct.

Feldman: Kevin?

Kevin Robinson: I do not have any questions. I am on the same line as Joe.

Feldman: Rob?

Rob Bauer: No questions for Green Valley, no.

Feldman: Okay, so you understand the concerns we have here. You are addressing those concerns and you have addressed the snowmobile concerns and other concerns I read here?

Josh Savageau: Yes, Title is working on those outlots.

Feldman: Thank you gentlemen. I want to take some comments from the public, all right? But I want to do this in an orderly fashion and I don't want to go crazy about this all night and increase documentation because there is one segment here, by the way, that I want to point out that I read here. I will tell you quickly here. What you say in here that the people who are doing this application do not live here. So, at this point, I am just curious, to raise your hands of the people that own property here but do not live in our City. Raise your hands. You own property here but do not live in our City. One—I know you just said you live in Apple Valley and Gene lives in Apple Valley so that is 3. Anyone else?

Jodi Curtis: I am 3 miles from here.

Feldman: You own property in St. Francis but do you live in St. Francis?

Jodi Curtis: No.

Feldman: Okay, that's 4. Because I can say again, one of the things I saw here in this power point as I read this before I came to the meeting during the day here, it says here

about our questioning the fact that Mr. Buchanan and his people, his Staff, do not live here in the City but neither do some of the property owners here.

Jodi Curtis: Right. We were just wanting to talk through it as a group and Phil is going to kick it off. It will be orderly. What was stated in the 10/20 meeting is that all the money would stay here and there was some miscommunication on that. It was just to follow-up that the money would stay in St. Francis.

Feldman: Well, the money stays here in the sense of property tax. There are no rate users because they are not hooked to our system here but it is septic and well. Let's start out in an orderly way. Try to bring up some new points, new points would be better than the same old points but let's see what you can bring up to us.

Philip Thompson: 6448 Ambassador Boulevard. We are going to do this as quickly as we can because I know it is big document that we have here. I am going to let some people address some areas there and then I am going to speak a little bit more later on so. So, I am the property owner directly to the east of this development. We realized that this area would get developed. We just ask that would stay on the comp plan that was recently approved in 2020. I won't go through each bullet point but it was denied by the Planning and Zoning.

Beth: That is incorrect.

Feldman: It was tabled.

Beth: A motion to deny was on the table, that motion failed.

Feldman: It was tabled in September and October and then voted on in October and it was a 3-3 which failed.

Phil: Which goes down as denial.

Beth: No, it is a failed motion.

Phil: Thank you for that correction. So, there was not unanimous approval for that. Obviously, by doing this, I don't know how that would take into account the Sugar Bush, Sugar Hills Trail on that. I have personally spoken to the neighbors in the area, and I have gone around talking to people with agricultural land that had purchased more than 10 acres and not one of them has said they are in favor of this. The people, all going out from where I live, they bought that all with the understanding, they said, well, we thought that was supposed to stay 10 acres, and yes, you are correct that is supposed to stay 10 acres out there. There are a few other things here, I can go through that. I am not the best speaker. I am going to let Jodi say a couple things here. She can give her name and address. There are a few other things I want to highlight.

Feldman: Just tell us what page you are on as you move forward.

Jodi Curtis: Jody Curtis. I live in Zimmerman, Minnesota. My daughter lives right here. I am about 3 miles from her house. We tried to pull all of our thoughts and all our questions and all our concerns on paper just so it is easier to understand. We have the reason to deny the resolution of rezoning. The proposals go against the ordinance where a lot of people spent a lot of money.

Feldman: What page are you on, ma'am?

Jodi: Page 2. We have 4 reasons why to deny that. One is around the 2040 plan. There is no benefit to allow the variances, the flexibility from zoning standards would not be necessary if they came to the table with 10 acre lots. We are trying to problem solve as a group.

The proposal, on page 3, HKGI, they created the 2040 plan with community involvement at a cost of \$70,000. It was approved by everybody. It was unanimous by this group. It was just approved in 03/2020 and all the rural covenants and local ordinances are everything we are following. We are trying to be consistent with our development. On slide 4, is a point. There will be no new benefits. Wetlands is green space. You are looking at a group of people that lost space. Obviously, we love space. There is no additional conservation design principal stated. Viewing is a benefit but it does not allow variances of such of what is being proposed today. The snowmobile trail, continuing that is not a new benefit and is not a reason for a variance either. It is currently available, but if you have a snowmobile trail going down here and in the stated memo that was stated, the snowmobile association said they try to avoid streets because of safety issues. Here you have 14 homes. They would go down one side with kids playing, smaller space and not enough green space and on the other side. In fact, we had some examples of if you had the proper size then the snowmobile trail could go up along the side of the property. So, there are ways to work around this.

On page 5, there are a lot of negative impact and consequences and concerns. I know in your packet it says there were no safety hazards or concerns but there are. It does not appear that the 13- to 20-year Sugar Hills Trail is where we have considered. It has not been shared. Many of these people walk and ride bikes on that side of County Road 28 and that would be a benefit, definitely a benefit for everyone to have the Sugar Hills Trail and a safe place to walk, bike and jog and those kinds of things. There are significant changes that are out of character in that 4.25 miles. This whole 4.25 miles there is not one turn lane, not even on County Road 71. This spot here to all the way there is not one turn lane. There is a turn lane here and the turn lane comes into this beautiful facility as you can see it. There are 7-8 driveways, shared driveways approaches, there are 2 tar roads that do not have this street. So, this development is out of character for the area and what people wanted. It eliminates expenditures from an existing resident that put concrete up to the approach. It removes a buffer from that existing resident. It changes the setting and it allows—this process where we spend a lot of time and money, community feedback, all the hearings and everything you guys have to do which we are learning about here, but all of that 2040 plan that you guys did,

we are going to say we are going to put it aside and we are going to let an application of process of developer and investor change our ordinance for this development and set that aside and it sets a really strong precedence and it is not a good one.

Feldman: Before you go on, ma'am, Beth explain this so we get this aired out here on this 2040 Comp Plan, okay?

Beth: The 2040 Comp Plan guides this area for agriculture use. That allows for the protection of open space. It also allows for working agricultural land. The associated zoning district with that planned use category is typically the A2 district. That allows single family homes as a permitted use. On this site, the density is a maximum of 1 per 10, 1 unit per 10 acres and that is the maximum allowed. That allows this site to have 14 lots. That is what is proposed. So, this does not go against the Comprehensive Plan, it is consistent with the Comprehensive Plan, both in terms of density and in terms of what it is doing and as far as preserving natural resources, like clustering those lots to the north.

Feldman: So, the maximum on the 2040 plan 1 per 10 acres. And this is within the 10 acres because you have 14 homes on it, this is 14 homes. This is one thing I want to clarify here because I read this too by the way. It is the 1 per 10 and then this is a planned unit development so it is still 14 and the lesser of all the lots is 1.78 acres. It is just under 2 which is about 8000 square feet. The top one I think is 27.27 acres and an acre is 43,560 square feet. They are not city lots. A city lot is just under 11,000 square feet so about 10,780 I think it is. I live on a 13,000 square foot, so these lots, even the smallest lot, is 7, 8 times bigger than what I have. So, what I am saying to you just to clarify out there, it is not a city lot. The smallest lot is 1.7 acres and the reason these lots are bigger is because you have to have an alternative septic site to the primary site. So, they are all bigger on just that. It goes from 1.78 up to 27.27. Another thing I want to mention here, as you mentioned your concern about wildlife and wetlands, this one plan, as I mentioned before as those gentlemen got up, this plan is the one thing that designates a conservation area and perpetuity and leaves the wetland area alone. Any other one, it is a fill in of the wetland and you lose that. This you don't.

Phil: Not completely. Some of those far lots down in there would encroach upon it there.

Feldman: Is that true?

Beth: There is a portion of the wetland on the furthest lot, it is called lot 9 I think, yes, as you can see on that. This lot 9, the larger lot 9, snakes through here. So, there is a portion that would be within the wetland right there.

Feldman: But not the buildable part of it?

Beth: There is a buildable part to the north which is access to the cul-de-sac. There is upland over here as well on the west side.

Feldman: And would ever be approved to build on?

Beth: It is part of lot 9, yet it could be the idea that the house would be placed near the cul-de-sac, that you don't have to cross the wetland and pull that in.

Feldman: That is the only lot that appears to be that way?

Beth: I mean, there is the wetlands that comes through these lots

Feldman: Well, that's no different than drainage easements on lots too. You buy a lot that you think is bigger but there is a drainage easement on it does not make it a whole lot. Drainage easement can't be changed or modified for drainage. All right, just for clarification as you go on here.

Jodi: They are asking for variances being requested so you wouldn't have to do variances and when you have 10-acre parcels you have a lot of green space between and this group of people love space and they like conservation with nature. This also would impact the likelihood of farmers and how the property will be reused. On slide 6, Rebecca is going to talk because she lives right here and she is going to talk about her concerns that haven't been addressed.

Rebecca: Rebecca Curtis. I live at 6481 Ambassador Boulevard Northwest which is directly across the street from the proposed development. This proposal will significantly impact me in more ways than one. One, having County Road 28, well it is currently like 140 feet from my house. You are going to add a bypass lane plus the angle of the road and then I am going to be 15 feet from the road. I am below grade, that is going to be a potentially dangerous situation for me. It is going to make it really hard to create a buffer from the road. Any kind of trees, especially in a below grade situation, any kind of tree is going to make it really hard for me to see out of driveway to turn basically onto the road. There are dangers in putting extra road there. Even though the bypass lane and the turn lane are meant to create a safer environment, it is really not that much safer on an east to west road when the bypass lane is also a turn into my driveway. I could be using the bypass lane to turn into my driveway and somebody can be using it as a bypass lane and they don't see that I am slowing down and I get creamed. It is a very scary thought. Also, if I am making a left-hand turn into my driveway and with one lane of cars it is already kind of scary. It is a steep, sharp turn. I would have to go slow to take that turn. They come flying over the hill, that could be a potential issue, especially if I am pulling a trailer. And then I would have to cross 4 lanes of traffic to get my mail. There are a lot of issues with the proposed road restructuring. There is also going to be an increased amount of headlight pollution coming from that development and it is going to be shining into my house every day. In the wintertime. It goes directly into my upstairs window and that is 14 houses worth of cars, most people have 2 cars, people having kids. The amount of people coming from their houses, there is going to be a lot of traffic and noise and light into my house.

Feldman: But ma'am, if there were 14 lots—14 10-acre lots then that is not a problem. It is only a problem with the way it is subdivided right now. You are telling me headlights and all that stuff is pertinent but 14 10-acre lots you will find, the 14 lots that are from 1.78 up to 27.27—

Rebecca: We are saying that if there is the wetland space, we are thinking that if you have less houses in this area. In a perfect world, if that was all buildable and it wasn't wetlands there would be a bigger difference between, maybe space out the houses, but traffic would still be an issue. That part wouldn't change if you cut 14 houses. We can reduce that and reduce having the amount of clusters if you have it all spaced out where there are 5 maybe 6 houses there.

Joe Muehlbauer: The developer would still have the option to possibly fill in the wetlands.

Rebecca: That would again bring up the noise and traffic issues. The amount of houses regardless...the proposed development as it is with the amount of houses as it is, the amount of traffic that would go past my house, that is never going to change unless they reduce the number of houses there.

Feldman: But the 2040 Comp Plan is 1 per 10 acres of the 14. This plan calls for 14. It is just the size of the lots aren't 10 acres. They are 1.7 acres up to 27.27 so it is still 14 houses, that is all there is. Whether it is on designated 10-acre lots or on the breakdown I just mentioned. It is still 14, that is all there is. So, the headlights on 10 acres on land versus 1.7 acres is still the same headlights. I am just saying to you, I understand your concerns, but it is 14 of 14.

Rebecca: I am not disputing that. I am just saying that with how they have it set up with that number of houses...will create a high influx of traffic. If they did less houses, if they spread out the houses. I am saying if they did less houses overall, they kept the wetlands, they have less houses overall, there is half the amount of traffic. That is all I'm saying.

Feldman: I think she is saying something about another concept, Plan B was like, was that 6 houses or something like that?

Beth: They are allowed by our Comp Plan and our code right now to have 14 lots on the site. It is up to the property owner how many lots they would like to put on that site. They are allowed up to 14.

Feldman: And this conservation area cannot be touched by perpetuity, right? Am I right on this? Gentleman?

Green Valley: Yes.

Feldman: And your idea of the wetland, what is your idea for the future of the wetland?

Green Valley: The wetlands...what we have proposed is an easement 20 feet beyond the wetland to help protect the wetland and additional conservation easement and on our plans, we proposed zero wetland impacts.

Feldman: Because wetlands are important.

Green Valley: Yeah. Like an individual cannot fill wetlands. As a private landowner, you cannot fill wetlands. You can get in trouble if you were to fill a wetland. I am just saying some people do, but we are staying away from all the wetlands.

Feldman: And this one design you have as I mentioned before, locks those 2 properties [] pretty much up. The conservation area and perpetuity cannot be touched and this wetland cannot be touched. Individually.

Green Valley: Correct.

Feldman: Because a concern of you by the way is your wildlife, concern for wildlife and that, what I am saying it is addressing that. Am I right or wrong?

Green Valley: Correct. Basically, the plan shows outlot A which is, I don't know, what is that 60 some acres. Actually, all the lots in the wetland are in block 2, there is far more being preserved by our plans because we are dedicating public drainage that is far beyond the wetlands. I don't know what the actual area calculation is, but I am guessing we are saving 80 some acres.

Feldman: But it also the fact, the reason I bring this up to Council, it is like a drainage easement on a city lot. A drainage can be part of your land as far as a bigger lot and a real estate agent will sell all your size of your lot, but that drainage easement cannot be touched or tampered damage in any way.

Beth: There will be a drainage and utility easement. That covers the wetland itself as well as the wetland bufferage, the 20-foot strip beyond.

Feldman: And protects the wetland.

Beth: That is the intent. That is the purpose of it.

Feldman: But as I am trying to wage these people a chance, she has been on a city lot that cannot be adjusted, tampered with at all. It is there for a purpose for drainage. It may be part of the land you bought but it is not to be restructured or recharged or anything like that. So, that is what this is talking about here. Wetland cannot be changed.

Phil: What I am saying though is this is not uncommon for somebody who buys some property but the wetland on your property so to say we are going to combine it all so

that we conserve—this is what the A2 zone is, is that we buy the land and there is a wetland on your land and you have to stay off it. That is why we say a minimum of 10 acres to do this. I farm this area and on the southernmost part of my property that I farm is wet. I cannot get that because that—it doesn't show on their plan that it is actually wet there but it encroaches further. Regardless of that, when we all buy property out there, we understand that you buy property, you buy 10 acres, some of it is wetland, you cannot touch it. Granted, they are trying to do this so that they can cluster some houses, that is why we want the zone unchanged. We are asking, put 10 houses on there, but keep the zoning as it is. It was set 1 per 10. Keep it 1 per 10. That is what we are just asking. It was approved—we are just asking the City Council to uphold the standard that we all purchased on and you signed off on. That is all we are asking.

Feldman: I understand exactly what you are saying and the Council has been approached on this for other developments that we have heard, by the way. Let me ask you this, sir. How long have you lived here?

Phil: 8 years on this property. 44 years total. I grew up on a farm just adjacent to this.

Feldman: So, 44 years in total. 8 years on this property. I am just trying to figure this out, because the 2040 Plan that we worked on started when? When did we start working on this?

Kate: 2018.

Feldman: 2018. And it got filed in 2020. So, when you bought it 8 years ago, the 2040 Plan wasn't even in conceptual thinking yet.

Phil: No, but it still was 9 out of 10 acres out there at this time. It still had to be a minimum of 10 acres. Ever since I have lived in this area, it has always been a minimum of 10 acres. Always. That hasn't changed. Even the Comp Plan didn't say it, City ordinances said it had to be at least 10 acres on this side of Seelye Brook.

Kate: Mayor, Council, again, with the Comp Plan, the 1 in 10 acres is in net density. So, you can look around the City and there is a smaller lot, I want to say to the west of this even, that is less than 10 acres. It was divided at one point. However, if that parcel was to come forward and wanted to subdivide further, that land is taken into consideration so that parcel is already taking 5 acres and said, okay, here is 1 of our 10, 1 per 10. So, it is net density. This is very common all over the city we have done this. We've got these developments that have continually moved out in the same fashion as we are doing now. It is not uncommon but it is that overall net density whether they put 10 or 14 10 acres or they put 14 in a cluster, this property owner is allowed 14 properties on his 147 acres.

Feldman: Let me ask you another question. If this development were to go through, how does this affect the farming. Are you going to be affected that?

Phil: Yes, it would be. Now, I have safety concerns. I got a little kid playing right next to my field. Toys out there wreck my equipment. What if I run over a kid in the tractor? I farm at night a lot of times. Do I have to now watch out for who I'm going to run over out there? If I put cattle out there, do I have to watch out that a kid is not going to be electrocuted on an electric fence? There are a host of things. Now if I go spread manure out there, they are going to say that thing stinks over there. I don't want it here. People who live in rural areas understand this is part of it spread the houses out. Those are just a couple of points.

Feldman: To be honest with you, that is a far-reaching point.

Phil: No, it's not.

Feldman: That's like saying to me I live on a street and I put a stop light in I am going to get more traffic and accidents here. I am not trying to justify it at all, but what I am saying to you is try to bring up reasonable, reasonable problems that we can grasp reasonably. Like, we have had one development here in the past year on agritourism that said there was going to be more toilet paper flying around or this flying around or that flying around. Try to make it reasonable so we can comprehend the reason behind it. Not just some far-fetched, well the whole world is going to cave in and fall. It's not.

Phil: We have had people and I have had farmers bail up toys in their equipment. I have had people do that. We have had people come to that. There are some things we have to be concerned about because there is going to be with this cluster of houses, there are going to be complaints that I am out there farming after hours. And then for me to spread fertilizer or herbicide, that has to stay a minimum distance from private lots. So, now that is going to affect where I can fertilize, how close I can fertilize to the edge of my property. That is real. And companies will not come and spread fertilizer knowing there are houses that close or walls that close. That is a big deal. That would take out a lot of my property to not be able to fertilize. Those are just some of the things that are real and will happen. I don't think the City Council can guarantee there is not going to be a real impact on my farming practices. There is no way you can do that.

Jodi: The going to 1 part in 10 to 1.7 acres is an 82% reduction on kind of what we are. I know there are a lot of lots but you have 13 that are under 8, 12 under 7, 10 under 5.63, 9 under 8.2 and 4 under 1.97. Then the lot with this is a lot different.

Jodi: 82% for reduction and for the other one it is more like 50%. We stayed up all night making sure we have everybody's feedback in here. The PUD I know was mentioned on here that we saw the plans for the turn lane. Before we get to this, this lot right here in the corner. It's been on all the decks, making sure there is no noise and light pollution. There has been a lot of concern over this lot making sure there is a berm, making sure there is light and noise and things considered for this resident that is not here. But there was mention in the last presentation that they would reach out and share and try to figure out something. Nothing has been done there so far. It changes

the character. The bypass lane hasn't even been drafted out. We saw the turn lane right here but not the bypass lane. There are a lot of questions he had on where things fit.

Rebecca Curtis: Voiced concerns on the impact of her driveway

Community Development Director Kate Thunstrom: Mayor and Council, the Ambassador Boulevard is a county road. Any of the street improvements cannot go outside the existing right of way. As you can see on page 14, the map, you will see kind of how the property goes up and then it indents up kind of to a curve. That is where Green Valley developed the first 40 acres, this same development team did that 40 divided into the 3 lots. That bump out was required by Anoka County for transportation and it puts another road would default to the north, that is the path it would take with that right-away bump right there.

Joe Muehlbauer: So, the road to that white line is the county easement that they have already.

Kate Thunstrom: That is why they required her driveway come off at that point to not create any additional individual access points. What Anoka County is trying to do is get as many of these access with the multi-homes kind of concept like a major road.

Joe Muehlbauer: She mentioned a roundabout...

Kate Thunstrom: Anoka County is requesting a westbound bypass and eastbound turn lane.

Scott Curtis: We expect the whole reason for that bypass lane is, if somebody is turning into the development, they can swerve off into the bypass lane. Well, by swerving off into the bypass lane, they are swinging right at her house. The road is at least 6 feet above her driveway, so if someone goes off the road they are not stopping, they are going right at her house. I can stand there and the road is definitely above my head when I stand on her driveway.

Scott Curtis: I'm sorry, Scott Curtis, 25155 Lawn Street. I'm Rebecca's father. All I'm saying is it is the pavement. Yes, I'll be working on that in slopes but the pavement, that is their design standard 12 feet.

Feldman: Well, it's closer to the driveway, not the house.

Scott: It's close to the house too.

Kate Thunstrom: Mayor, you come to a creek. Still, that bump, again, Anoka County is trying to align our whole north-south system. That bump out in that brown picture is where we head south, would be the development to the south.

Jodi Curtis: Stated that they have only seen one plan and have not seen any other plans.

Feldman: What I am not understanding here, and forgive me for being stupid, but if it is 14 10-acre lots or 14 per 1.78 up to 27.27, it is still 14. Is it still going to be the bypass and everything else is still going to be there. So, what changes, other than the size of the lot if everything else is the same.

Jodi: But the plans haven't been there. They haven't been drawn in. There are plans for the turn lane, there are not plans for the bypass. There are plans to protect this person right here from the noise and light pollution but not here. It just feels a little lopsided, right? We are raising concerns and safety concerns. Yes, some of that might be there but if we were 10-acre lots and we have to work within our means, work within the ability of what our land that we purchased, that we knew what we were purchasing, then if there is a lot of wetland, this would stay wetlands. It would stay federally protected.

Feldman: Trust me here. The 2040 Plan says this guy can put in 14 houses on 10-acre lots, am I right on this? 14 x 10. So now, he is not doing that. He is going to give a conservation area and a wetland area, right? And he is still going to do 14 homes which the 2040 Plan says he can do. It is just like having 10-acre lots, there is going to be 1.78 out of 27.27. I am trying to ball this into an acceptable situation here. What I don't understand is 14 is 14.

Beth: The questionability from the zoning codes they are asking tonight is lot area and lot fit. Those are the only flexibilities they are asking for from the zoning. The other flexibilities they are asking for from the subdivision correlate to that road, meaning they are narrower and longer.

Muehlbauer: My question, I guess, is a different way to say it than you are saying it is whether it is 14 on a small portion or they spread it out and they decide to fill in the wetlands and do all that stuff, to me, I am a huge fan of property rights. Whatever you do on your property, I don't mind, and you do with it, it's yours. That is kind of the stance I think for some of the people up here...that is where it comes in to me. Whether it is 14 on a small portion or 14 on a large portion and they decide to fill in those wetlands, who am I to tell them, we say we can't do this and then they decide to fill in the wetlands, now you are losing the wetlands and it is still 14. The complaints we have heard so far, how does that change if the developer so chooses to put 14 on a larger portion or a smaller portion, how much of your concerns change. The headlight pollution would be the same. Less houses, that is kind of beyond us as far as I'm concerned. The curb and the bypass stuff, that would stay the same whether they did it with big lots or not. The bypass lane, unfortunately, would still be there. There are a lot of things so far—and I do want to applaud you guys for putting in the work and the stuff you guys did. I know when we started, I went up with sheet a paper. I was very ignorant what I was talking about. I had no idea. I went and passed it out to a bunch of people, didn't understand there was a big Met Council, and city sewer and water and

learned the hard way that I didn't know what I was talking about. Came back in 2 weeks with a lot more knowledge. But the work you put in, I do appreciate it. I admire you guys put this much effort into. But that is where I am wondering is what is the difference, based on the concerns that have been presented so far, maybe there is more to it, and I understand the concern with the farmland and whatnot. That to me, that is a hard one for me too. Where is it your responsibility to put a fence up to keep people out of your yard from now until then or is it the other people's responsibility. It should be, obviously, whoever's kid it is to keep out of your yard in my opinion too, but we do have that land and whether there are 14 houses spread out or 14 houses close by, it would be the similar scenario. It might be less kids per acre or whatever along a certain side and I can understand that. But what is the difference between the cluster or the spread out. As far as all these concerns it still would be the same amount of traffic, same amount of just about everything so far.

The residents continued to voice their concerns on traffic issues, noise and light pollution and safety issues.

Residents included:
Carolynn Thompson
Kevin Denker
Ranie McAllister
Michael Watroba

Kate Thunstrom: Mayor and Council, I know we have gone over several of the concerns, but I really want to bring it back to what we are really here asking for approval. This land owner has met the comprehensive plan. They are asking for rezoning to appeasement. This allows the cluster. If they were creating a development in which the road was 1500 feet and there was 1 unit per 10 acres and they didn't request a rural standard for their roads, they wouldn't be here arguing many of these points because it would be allowed. So, what they are here before us tonight and they are requesting is:

1. The ability to rezone it to appeasement to approve the cluster development.
2. The preliminary plat approval which is the overall, what their step is tonight. The variance for the temporary dead end is narrower than 32 feet and I want to point out this is a temporary dead end. If the development, the properties to the south were to develop in any way, this road is an extension. It is a temporary dead end. They are requesting it at 1900 feet instead of 1500 feet which is acceptable. The rural road standards are because we are not requesting the sidewalk and we are not asking for curb and gutter at this time. If the development to the south was to become something someday, we may need that curb and gutter. At this point, for this development for this current step we are taking tonight, those are really the 3 things we are looking for. A rural road longer than 1500 feet, narrower than 32 feet and rezoning it to appease.

Feldman: When you say narrower than 32, what is it, 26? And were they required to pave it or leave it as gravel.

Beth: No, this is required to be paved. The pavement would be 24 feet.

Feldman: I have to say here, and I want the Council to have a say, but I have a concern here on the County with their bypass and that road. We have no control over County but could the County look at this in a different light? Have they seen it and did they come out here and tallied the height difference and her property to the road itself? That doesn't make sense to me.

Kate Thunstrom: Mayor and Council, Anoka County is the one that approved the driveways for the properties to the north so it is individual driveways. They approved the subdivision to the north to create those 3 lots. Green Valley is not the last property that is going to develop along Ambassador and I suspect each one of these properties that develop along Ambassador to create a new city street is going to require some type of turn lane and bypass until Ambassador is of a size where someday it may be 4 lanes wide. I think in the reality of it, as our city grows and the growth continues to the west, it is going to be a bypass and a turn lane until the road really demands some type of intersection consoles or even more. This is the next phase from the last development and that is what they are requesting at this time. But Anoka County is the one who has approved all of the driveways to the north and they are requiring the turn lane and bypass lane. They are aware of all of those parameters.

Feldman: Kevin, do you any comments at this time that you have been taking notes on?

Kevin: Not really. I am just staying until it is time to vote. I can see where that is the situation as that is where my assembling block was to begin with it. I have driven out there 4 times and up and down the street. To me, again, facts aside and ordinances aside, it does not fit there to me. Now, if it is something bigger and I can see, I came from the country as well, and 1 house per 10 acres is awesome, the houses out there are awesome but what 2040 says current net density means he can do what he can do, it is just whether we have the power of the pen to say we don't want to do that at this time or we can vote our feelings at that point. As far as, I talked to Kate earlier about the conservation easement again. A man's property or a person's, a woman's property. The conservation easement, to me that is kind of a buoy. It is going to be a visual thing. It is there now. It will be there, if this goes through, it will be there anyway. But who is going to get to use it? It won't be for the city's benefit, it won't be for the residents' benefits, even the people who already live there. I am, my emotions aside, the facts remain—to me it does not belong there. Be an oasis, the one gentleman said it is just out there all by itself. Sometimes it might come sooner there will be more stuff coming through. We don't always agree on everything here at the front desk but to me it is just going to be an oasis out there. I don't know if it belongs. It does have a rural feel and somebody thinks we talked about earlier, the rural feel in some areas. I live in an area that used to be a farm area as well. I lost anywhere from 2-1/2 to 7-1/2 and you go around Roanoke those are what, 2-1/2 acres in there, and some of those areas. You

can talk about semantics and math and density and what not, again, legally he can do that. My feelings aren't that way right now.

Rob Bauer: The way I feel is I agree with Joe a lot about a person can with the property that they want but this development in my eye it looks like we want to get the most value for the best piece of property, and to me, I agree with Kevin it does not fit. I understand what you are saying. You want to do 10 acres on a buildable piece and they keep the wetlands preserved. You might get 5 houses down that road. I'm not for changing variances to put a 24- or 26- foot road where it should be a 32-foot road. You are turning in and out of a county road with a turn lane and a bypass lane to a 24-foot or a 26-foot road when it should be 32. If it stinks, it stinks. This one does for me. I would have to I to wait for a vote.

The residents continued to voice their concerns on traffic issues, noise and light pollution and safety issues.

Feldman: Listen, everybody, we have given this 2-1/2 hours. We have to move on and we have other things on the Council agenda. If this is agreeable to Council, this is what we are going to do. Josh are you going to address the berm issue with this lady and address that other issue of the burden of the dirt you are going to be moving by excavation. Address these issues and come back to us on 01/18 I believe it is—

Kate Thunstrom: Correct.

Feldman: Let's see what you can work out on that and see if we can get this worked out. From what I gather from Staff, you have been a very workable developing company so you will talk to her about the berms, talk about the other areas of the berms, see if we can work this out and come back on 01/18. Once again, we have to look at the bigger picture of the city. We're not just slam dunking, I'm not just taking this and saying screw you, we're not doing it. OK? That was done to us on the waste water site back in 2016 and we promised we would never do that ever again. Right now, we are trying to work this out for what is best for the city, best for you, and best for everybody concerned.

MOTION BY: MUEHLBAUER SECOND: BAUER TO CONTINUE THIS MEETING FOR GREEN VALLEY PRESERVE 2ND ADDITION – REZONING, PRELIMINARY PLAT, SUBDIVISION VARIANCES

Ayes: Bauer, Robison, Feldman, Muehlbauer

Nays: None

Motion Carried: 4-0

Feldman: Everyone, thank you for your input. That is what government is all about.

Joe Muehlbauer: If anybody wants to email me their phone number or whatever, I can give you call and talk to you about anything. All of our emails are on there. I believe everybody tries to get back to you. Emails are on the website.

B. Platinum Land – Concept Plan

Beth: Before you tonight is a Concept Plan review for the site between Highway 47 and the Rum River, just north of Ambassador. The Concept includes the residential, commercial and open spaces.

Muehlbauer: Is that the former Swiss Landing?

Beth: Correct. This is the former Swiss Landing. That Concept came before you in late 2019 so that has been updated. This includes 112 acres east of Highway 47 between Ambassador and 241st. The site today is undeveloped. It is farmland and woodlands and wetlands. The site does have some natural features that constrain the development. There is steep topography along the river, both on the north side and as it moves southwest through the property. There are several wetlands on the site and the eastern third below this ridge is within the flood plain. The concept itself proposes 295 residential units of varying use space. There is one 2-1/2 acre commercial parcel that is proposed down on the southern end of the site. There are 2 unbuildable outlots that are located across the river. Those are just part of the existing properties today. They are both within the flood plain. The site is guided commercial along Highway 47. It also guided higher density residential as we move to the east.

Overall, for the residential portion of the site, the comp plan requires there is density here between 7-60 units per net acre. The concept plan that's proposed shows 5 units per net acre, so a slight decrease there. There would need to be a comprehensive plan amendment if something like this concept were to come through and that would be both to handle the commercial, the fact this commercial strip along 47 is proposed to be reduced to that 2-1/2 acre lot which is a reduction of about 20-25 acres of commercial land. The other piece of that potential comp plan amendment would be to lower the density so you would be looking medium density. The use mix itself is that commercial site on the south portion of the land. The residential use mix is spread between different type of usage. There is a single unit detached homes proposed along the river, attached townhomes that are in the central area of the site and 105-unit apartment located along Highway 47. That follows the pattern of higher density towards the highway and tapered to the lower density toward the river. Today the site is known as B2, general business and R3, high density residential. The B2 is along 47, residential is further to the east. The applicant is looking to rezone the entire site to a planned unit development (PUD) that allows a mix of uses. We would be getting flexibility with a lot area with setbacks as part of that. The site is located within the Urban Rum River Land District more stringent requirements for development in this district to ensure the quality of the Rum River is maintained. These standards include vegetative standards, lot size, setback standards and they require any PUDs to be approved by the DNR and they require conditional use permits for any public roads that are in that site. We did have

the DNR take a preliminary look at this and they provided us with high level comments. Mainly what they are looking for, for any development on that site to preserve the steep slopes in the area as well as the existing vegetation along the river.

The concept shows a 25-acre or so site of park and open space along the eastern most third of the property. Anything east of this blue line is within the flood plain so the majority of that will have spaces within the flood plain. As we were doing our review, the DNR mentioned there is a conservation easement over the eastern most parcels outlined in red. That conservation easement is fairly strict. It prohibits public access and also prohibits any development.

This entire area is included in the comprehensive plan, the Park chapter as part of park search area #2, this area, the entire site and then the area to the northern city property values. That park search area is looking for a park somewhere in an area that contains neighborhood facilities and possible tie-ins with the river. City Council, tonight, direction on our discussion on this item and what exactly should the open space look like in this site would be very helpful to Staff and the Applicant.

There are sidewalks that are required along the side of every public street in the City but that would also be required in this development. One of the items that Staff noted through our review, a trail segment could be completed on that very southern end along Ambassador to help with the streets and trail connectivity. Discussion about the open space and trails in this area, where would it be possible and where would you like to see them, are trails something important.

The development is showing to connect into the City street network from two points. On the north end, that is 241st and south end it is on Ambassador. On 241st, the applicant suggested a land slot that you can see in orange. The reason would be to obtain land from the northern neighbor in order to provide appropriate right of way for the 241st-County 47 intersection. At this time, the northern neighbor told us they are not interested in that land slot which could affect—

Feldman: Can I ask you something here on that area of 47-241 on that east side of this neighbor on the 8 acres he owns, is that tan section, is that what they felt we would need?

Beth: This corner here along Highway 47 is the developer, applicant would be obtaining and they would be giving up that corner.

Feldman: But that small section of that gentleman's 8 acres is what we need to make that road in sync with the west side of 241-47?

Beth: That matches. MN DOT also reviewed this process and provided some comment. They recommend a traffic study precede the development. They would be looking for turn lane at 241-47 intersection. They requested the apartment building

entrance be moved so it is at least 500 feet away from that intersection. Now it is sitting at about 250 feet.

Muehlbauer: It would be closer to that first house?

Beth: Correct. It would move further to the east. The access point on Ambassador is located closer than what we feel to be desirable to Highway 47 at that intersection. There are some site constraints in that area with a steep slope and wetlands in this eastern corner that really prohibits that road from moving any further to the east. Staff has asked to move it as far as possible but understand that that's really not much there. Anoka County did provide comment as well. They would be looking a right left-bound turn lane be required and they also talk about limiting access here because of the closeness at this point. There is adequate parking proposed for the apartment building as well as single family homes. Guest parking that is part of the townhomes was not addressed in this concept but is something that will be addressed in the future and something the Planning Commission mentioned they would really like to see.

The site is supposed to be served by city utilities today the northern most utilities are at Ambassador and 47 intersection so this would be bringing them up through the development.

Our Planning Commission reviewed this at the December meeting. They discussed the need for parking for the townhomes and they talked a little bit about the open space and what that could look like. They are supportive of trail or something that gets the public to the river and then they discussed the idea of the comprehensive plan in our land use and were very comfortable with revising to reduce commercial and decrease residential density.

Tonight, we are not looking for any specific Council action. We are looking for Council to provide feedback on the concept between staff and the applicant and include discussion items on the screen for talking points.

Feldman: I will start this off with a couple concerns I have is this road that the County is talking about on Ambassador on that southern portion. Right now, they are looking at if that is questionable right now because that entrance to it is so close to 47. I understand, but that is close. Would they just relocate it farther down on Ambassador going east or what do you think?

Beth: Their initial comments are a right in and right out access point to limit the traffic hits that area. That would be something the applicant would work with the County on for further support.

Feldman: Because there had been talk about a roundabout at that intersection in the past. The County does want a roundabout there. That is a concern I think has to be addressed. Then this ROW, right of way, bothers me a lot, that sliver of land is a holdup but I understand this person is not in agreement of doing a trade with the lot that was

proposed to him. Let's see what the City may be able to do, because that is important. Even though you mention in the packet, I talked with Kate earlier, there is a phase in—this is 295 units. It is going to be phased in no matter what. Nobody is going to build this out in 1 year. It will be phased in just like in Rivers Edge and the other ones. That right of way is going to have to be addressed, one way or another. As far as, I know they proposed apartments there, but if we did not approve apartments, I imagine townhomes or something would go in that area? Something would be built? Is that right or wrong?

Beth: I guess I don't need to speak for the applicant but yes, the idea is to develop the entire site. If an apartment building doesn't go there, something else will.

Feldman: What I am happy about is it is finally getting to the point of being talked about. It has been a number of years. As I first approached the City and talking to Dwight Wirz on his property there so we'll see if at this point we have a developer. As I said, 241 is going to be an issue we are going to have to address one way or the other as I don't agree that holdout there for disrupting progress in the City. The way that road is designed on the south end is very close to a roundabout if it comes in. We have to make sure the County will, we will make them aware of it. The trail, we all know how we feel about trails. Trails and parks, that is big stuff. That is my take on it. I like the mix of it. Kevin, your comments on this?

Kevin Robinson: On that corner where the northern individual is not interested, if they cut into their own property and curve that down a little bit.

Beth: Likely not. When you are talking about a state highway, they want the intersection to align.

Kevin Robinson: Another concern is south side, commercial side, my thought could anything be there, not a Kwik Trip or this or that, some light pollution, etc etc, would you want something like that in a residential area? If it is commercially labeled, they can do what they want. You have seniors living in some of those slab on grade areas to the south that is my concern. As far as the density portion. Beth, when you say you had scaled it back to make it more applicable or did they want more than what was there. This is the maximum we can ask.

Beth: The current comp plan allows anywhere between 7-60 units per net acre on the site. They are proposing less than that. They are proposing with the concept plan 5 units. It would be a request for an amendment to scale back the density.

Feldman: Where? They have 124 acres, right?

Beth: 112. But it is net density.

Feldman: So, this is 112 and you said 5.

Beth: 58 is the net, so at least 58.

Feldman: 58 x 5 is what you are saying?

Kevin Robinson: I was all for trails on the southern portion of that as it is going into the river. DNR, what do know about them as far as, you saw what happened on the east side of the river. What impact will it have on the west side of the river here?

Beth: This is part of the Urban Rum River Management District so not the rural.

Feldman: The rural is on the west side. This is on the east.

Beth: No, other way around. This has less stringent requirements but there are still requirements. It would be something we would need to start discussions with the DNR early which is why we sent the concept to them to make them aware.

Feldman: They don't have the ability like they have on the other side.

Kevin Robinson: Is the applicant in the audience? Can I ask what you envision as far as designating those commercial areas. What was your thought process there?

Applicant: Mr. Mayor and Members of Council, my name is Darren Lauzon and I represent Platinum Land Developer of this parcel. Thanks for opening the door and have a discussion. I appreciate it. I will get to your question in one second. This is the concept stage or sketch plan stage and really, they are sometimes hard to distinguish. We are asking for a pretty significant step back in density from 7-60 down to 5. We have asked for a pretty significant reduction in commercial land from –

Beth: It is about 25 to 2-1/2

Applicant: Those are place holds. I am here to show you how we approach this site, very schematically and get your feedback. I don't know what that south parcel is today. It is right now a place holder for commercial and much reduced portion of commercial. I think we will probably come back under the PUD for this just because of the townhome components are tougher to meet and so forth but we could restrict those land uses on the commercial corner if that was desirable but we set out quite simply to say we don't want to do 5 times this number of units. How do we best develop this site? Let's not kid ourselves, that is all low land down there. The last plan you saw was all private park. If you excluded that and got that the same, took the outland area single family up against the most protected areas, the transition to detached townhome one way or in to start addressing the City's desire and resulting in a little more density. Then we switch to multifamily quads, we've got sixes under two, and then the apartments and commercial are on the highway district. That is our board brush approach to how we would like to proceed. We would like to get your feedback to see what you would like to see because we put an entire plan together. The roundabout was the first I have heard today, but what I think we would probably do is to reach out to Anoka County to see if they had concepts to make sure we are leaving room for the right of way for that. That is why we

are here today. My first reaction on the project of Andover up against Martin's Meadow open space 400 acres around it, we extended all those trails to our open spaces and made it part of the project. We would certainly be open to a public component, natural trails down on that low area access to the river. If the City doesn't want the burden of that component, we would certainly revert to the last plan that's private. One thing that puts us in a better position is we will have an HOA over most of this property.

Kevin Robinson: Can you read that last part for me?

Applicant: One thing that makes this a little more unique is there will be a homeowner's association over this project so we have an entity that we could make the responsible for that private park if that is what they are actually wanting. Right now, I heard trails and river access was a desired component, we are more than happy to work with the City on making that happen. If there is no desire there for maintenance and liability issues, we will circle back and make it a private park that last sketch plan. If I could just address the traffic issues, on the north side, we had one brief discussion with that neighbor to the north. Initially, he was open to swap because it got him more land adjacent to his home and buildings there. After the Planning Commission meeting, he approached our broker and said he no longer wants the land trade. We are not done talking to him, we will keep working on it. It is a key piece that has to align. We need that right of way. If we were unable to reach an agreement, we would propose to dedicate all of our right of way and put a temporary cul-de-sac in there until such time.

Feldman: I have a question for Dave. What's the legal action the City could take on something like this. From what I am understanding with eminent domain type of situation like that where there is a gain for the good of the public and of course this development and on the plus side for development like this is rate users on city, sewer, water and property tax. So, what concerns me is this sliver of land, a little piece of land, to hold up a whole development on getting a road, and I am just wondering about that.

Dave Schaps: The property would be specifically blocked because a road needs a build through.

Feldman: That entrance of 241 on the east side has to match the entrance on the west side of 241. This sliver of road here, this sliver of dirt, is a holdup.

Joe Muehlbauer: He said he temporarily could not do that right away.

Feldman: What I am asking here, they offered to trade a lot, give him a free lot. But this gentleman backed out of that. So, that little sliver of that on the north section towards 47 as you see is what holds that from being an entrance in on the north side.

Dave Schaps: That is something the City could take a look at but I would say the first thing we do is go back to that land owner and say—

Feldman: Absolutely. I guess what I am saying to you is a sliver of land holding up a whole development that can benefit the city and rate user fees and tax dollars for a sliver of land seems to be more of a personal thing and not a benefit to the whole project.

Joe Muehlbauer I would recommend you go to the private party.

Joe Kohlmann: We could get you a legal memo.

Dave Schaps: Correct. There are a lot of things that are involved.

Feldman: I hope the private party is going to work it out. Negotiation is the best way to go. I hate to see something—a cul-de-sac won't serve it the way it should be served. Unless the road goes there and matches the west side, the people wanting a cul-de-sac is ridiculous. That is one way in, one way out coming up the south end of development. That's ridiculous. People don't buy into developments like that. You have to go all the way in and come all the way out. Location, accessibility and parking make developments make business and what you are doing is cutting out key out of another entrance point which over a sliver of land which to me is an abuse on ownership of that property. So, negotiate if you can, but my opinion is we should look at, if we have to, look at it from a different perspective.

Dave: Certainly, we can do that. I think in 2005 there was additional restriction that was placed by the Legislature that states generally roads are something that the government can pursue.

Feldman: I'm just giving you my thoughts.

Applicant: Thank you for that. As Councilmembers phrased it, if it can be resolved in private side that is the easiest. We can potentially reduce it as well. If you notice the little wedge shape that exists, we propose to dedicate that on our side, it is dedicated already on the opposite side, we could get by without that wedge and somebody with the state would have to take that piece to do the intersection.

Feldman: The last swap to me was a pretty good deal. If it was me, I would have grabbed that in a heartbeat.

Applicant: When we come back in the next sketch maybe we will just do an inset plan alter the layout, how that would look temporarily. The only comment I guess the Planning Commission, none I am concerned about, the only one that was worth mentioning was their concern it was too busy. Of course, I am not sure what that meant entirely. Again, I want to go back and restate this could have 5 times the number of units on here which would be busy. We are actually asking for a reduction in density that is allowed. We have softened this one up quite a bit. These are all place holders. One apartment here of roughly 100 and change units, one commercial use, a mix of 1-2-3 different residential types.

Feldman: Commercially you talked about, I know Kevin is concerned and all that, but the opinion of what goes in a commercial has to benefit the residents there to be like block traffic to it. I know that for a fact over like in Andover on Hanson Boulevard across from City Hall, when I built there years ago there was nothing there and now you have the strip mall area which is pretty convenient for the people who live there. You can do it right, beneficial and not be a detriment. Any other comments:

Joe Muehlbauer: They said you wanted a reduction in the amount of units. What is pictured here right now? Is that all 7?

Applicant: So, this is 5 units per acre total.

Joe Muehlbauer: What we are looking at right now?

Applicant: Right. The 2 zoning classifications you had in there were 7 to 60. So, we are asking for 5—

Joe Muehlbauer: I just wanted to know if what we are looking at is what we are talking about.

Applicant: Yes.

Joe Muehlbauer: And if you did have a cul-de-sac, you could jump onto one end to at least have an out. I know how Todd feels about that.

Robert Bauer: My question would be it is state highway so some portion of that level B on both sides of 241st to line up could be assumed the State could take that over versus a land swap. But go private party. I don't see it as a show stopper putting a cul-de-sac in there looking at the concept. I thought we could only have so many homes per cul-de-sac. It is a beautiful layout. If you had 2 cul-de-sacs on the end and no way out that is way too many houses per one cul-de-sac and that is basically what that picture would be if we cannot get that second entrance and that would—I would buy in there if it was right in and right out with only one access. It to me would be a show stopper. I am concerned about the DNR part. Beth, did you mention something about you can't have any public access there? How can we make this grandiose looking trail if we can't be on there?

Beth: That is a good thing to discuss tonight. So, you are right. That cannot be public access. There is not a lot you can do on that area. It doesn't mean they couldn't use this park to the south and go up and go up here. There are options. But that is something we really want your feedback on tonight. Typically, when we talk about public parks and park dedication, we don't accept a plan that is undeveloped. This land is developed. That said, if trails are something that is very important in this area and they do want every bit of that but we want to get the feel from you tonight about what do you think makes the most sense here? Is it private because there is already that

easement or would you like to see some sort of public effort as part of this development?

Robert Bauer: What I would like instead of that cul-de-sac and I am just playing the devil's advocate, looking at the old picture and we have a park or something right in those areas—

Joe Muehlbauer: That was similar to this though.

Councilman: That is private and then just blocking that off to maybe 6 or 12 parking spots to access the trail. I would love to see a little dog park there or a frisbee course through that whole piece. I don't know what kind of permission we would need from the DNR. The first part over there by the blue is the frisbee golf and the first 8 holes and the last 8 holes if we get the DNR approval, per se. Something like that as far as a frisbee golf course. I see one over in Coon Rapids which is really cool where it kind of goes through that area. I like parks to be able to be not 100% accessible only to the residents who live there. I want there to be somewhere we can park; other residents can come in there without cluttering up these 3 or 4 residents' cul-de-sac trying to get to some sort of park trail.

Feldman: How does that work with an HOA and private?

Applicant: In my mind, it would either be similar as you see here, little to no parking because it is a private park and HOA manages and owns it and it is just as previously proposed to a private park. Or it is a public park and we create some parking and we give partnership to the City however you want down there. You cannot really co-mingle those.

Joe Muehlbauer: How does that even affect liability.

Applicant: That one does not have an easement. That is its own parcel. So, if you took that as park, you would take the land itself. The red part restricts it—you just can't use it for public use, trails and that. Half the land is available to trails and use and about two-thirds of the shoreland is available for public use. It is just that red area that cannot be touched.

Feldman: If it was private, the HOA handles it and controls it. You can't have public and HOA and private together. It has to be either/or. So, I guess that will come back to us.

Applicant: It doesn't change development much at all. It is just we probably pull the cul-de-sac that is parked in there and open the doors for what you would like that to be.

Feldman: What is most important is it is a park. Whether it be private or public, there is a park in the development so kids have time to play in their area.

Robert Bauer: That entrance on Ambassador, I don't think right in, right out is the best for that many residents. I think you are going to need to be able to turn left on Ambassador Road.

Beth: Mayor and Council, that is something, again, Anoka County is providing comment on the concept plan. That is something we discuss with the applicant. We totally expect there is a conversations between the County, City and applicant. As far as what that looks like, especially looking at the needs of this development and how the site is laid out, we see some sort of 2-access points in this development. It would be something we would be working through.

Feldman: We know they have been talking about a roundabout for years.

Robert Bauer: I see that entrance as being very wide. Right for people to turn in, a turning lane so people can go left and a right-turn left so they can out to Ambassador out of the development and then with the entrance of the commercial park further in as well. That is kind of how I see it if that is push for approval.

Feldman: Anyone else? Okay. Thank you.

Applicant: Thank you!

Beth: If there are any other comments, I just want to make clear that you have time. This is the time to help with the design or help figure out what that design looks like. And I said it to the applicant to spend a good chunk of money designing those plans so what we are saying tonight matters.

Joe Muehlbauer: I like what I see. Basically, I don't see any issue. I think the biggest issue is going to end up having the County and State with the road and entrances. That is just my opinion.

Feldman: I hope you can negotiate, but otherwise we'll look at other things.

Robert Bauer: I would like the DNR question to be asked. Then we can figure out if we want to go public or private on the larger portion. Even this concept looks great. It shows a park trail going in the DNR part that we can't even access. I feel like I am looking at something that is not usable.

Beth: So, you want clarification on what exactly can happen? We do have a copy of that easement. The DNR provided that to us. We can share that with you.

Robert Bauer: I would like to ask the DNR what we can do on that. Can we do a frisbee park, per se, or is there very minimal, and what do these parks look like? Are they paved, are they woodchipped? I don't know even how far back, what that looks like.

Kevin Robinson: The river front property there, would you consider trading any of that northern section for an apartment and have a high rise where people could actually get a view? I think of Champlin. You go down near the Mississippi River and they really went balls to the walls.

Beth: There is a height allotment. The height that is allowed is 35 feet. Allowing anything more, anywhere near the water, they are going to have a problem.

Robert Bauer: How do they do it? 150 feet from the Mississippi River? See what I am saying, I don't think we are playing with the same rule.

Group: You are not.

Kate Thunstrom: With the Rum River Scenic Rules, we are not only bound by the height of our structures but the visibility from the river. We do have a different set of rules.

Kevin Robinson: On that apartment though, a part in the northern sector that would be nice for again not to take place of senior housing but people who are leaving the neighborhood or downsizing. Within the Ponds North area, they have a lot of areas where people are now snowbirds and they are gone. They are small, functional, inexpensive and reasonably priced and they look very nice aesthetically. An apartment in the area would really disturb our seniors, 55 and up.

Applicant: We just want to get something reasonable with density and share with you what would make up that entity.

Feldman: Thank you, Beth. Thank you for everyone's patience here tonight. Thank you so much. We knew it would be a long one.

C. East Shop Site Rezoning – 1st Reading; Ordinance 288

Beth: Mayor and Council, before you tonight is a rezoning request for the East Shop Site, south of Bridge Street, east of The Rum River. Staff is requesting that you move to rezone this 2-1/2-acre site from the R3 high density residential zoning district to the B1 central business district in order to conform with the comprehensive plan. The comp plan has guided this site for commercial use this area is part of the Bridge St. commercial corridor. The current zoning today is R3 high density. Site is outlined in white on the screen. When the zoning map was updated earlier in 2021, that site was zoned R3 following a proposal for senior housing on that site. That applicant has since walked away and the site remains undeveloped and Staff would like to rezone the site to what its natural matches the Comp Plan. Planning Commission reviewed this request at their December meeting and recommended approval of the rezoning and the suggestion motion on your screen.

Feldman: No, I feel it is a good move because we have another assisted living project going on 47, and if there is one here there is not going to be two here, so changing it back to business is probably the smarter way to go. I am for it. Joe?

Joe Muehlbauer: Nothing to add.

Kevin Robinson: Nothing to add

Robert Bauer: Nothing to add.

MOTION BY: MUEHLBAUER SECOND: BAUER. TO ADOPT EAST SHOP SITE REZONING – 1ST READING; ORDINANCE 288.

Ayes: Bauer, Muehlbauer, Robinson, Feldman

Nays: None

Motion Carried: 4-0

Feldman: Thank you, Beth. Thank you everybody. I can't thank you enough. We all knew it was going to be a long one but we have to give the public time to talk to us and they had time to talk to us. They had time for planning and zoning. It gives them time to talk to Council. It is the right thing to do, we try to do right here as much as possible. We will see how long it works, and hopefully, they will be able to negotiate between them, but we gave them the full time they deserve. Patience is a virtue.

D. 2021 Code Revisions

Beth: Thank you, Mr. Mayor. This is my last one tonight. The City Code was revised, the adopted City Code was revised last April. Since that time, Staff has been monitoring the Code and how it works as we review requests, questions and applications throughout the year. As part of that, we have identified several housekeeping tax amendments that we want to put before you tonight and reflects to amend the code to clean up. The amendments include the Site Plan Review Process, Principal Uses, some changes to the Accessory Uses, Chapter 8 in the City Code and then some amendments to the Definitions. Beth reviewed each amendment.

Site Plan Review: Current procedure that is applicable today does not distinguish between principal and accessory building. We require any of you with nonresidential structure and multifamily structure to go through the Site Plan Review process with the Planning Commission as well as the Council. This seems to be overly onerous for accessory buildings. The Staff would like to amend it to declare by when the full Site Plan Review process is necessary We have added text here specifying principal buildings as opposed to principal or accessory.

Principal Uses Table, specific the uses of animal boarding, shelter, daycare center and rural event center. For animal boarding, that is something that is currently allowed in the permitted use in the A2 district. Staff is proposing that is switched to committed as standard and that be held with standards that are already posted there. The rural

event center, this is a use that is permitted with standard stay in the A2 district. However, the standards reference the need to obtain an interim use permit. We would like to match the consistency there and make that an interim use in the A2 district.

We will get into the Accessory Use Amendment. They cover a variety of uses. I will talk about each of these. First is the idea an accessory agricultural building. Agriculture buildings are something that are required by state statute. However, requirements that pertain to the agricultural buildings are currently mixed in in our Accessory Structure Provision so it makes it hard on the Staff and Public when they are trying to understand what they need to do. It makes it hard for us to decipher exactly what we did. We are proposing to separate accessory ag buildings as a home specific use so they have their own specific standards that we can deal with them appropriately. Those are proposed in A1, A2, and urban reserve. Definition of agricultural accessory building is the need for Minnesota Statute. Accessory structures have changes proposed there as well. The first would be to clarify that no accessory structures are allowed on non-residential property within the urban sourced area. Staff does not do requests through the year of nonresidential property forms 2, 3 4 structures and that is something that seems to be would not be appropriate in the city and would like to clarify that. All residential homes are required to have a garage that is at least 440 sq feet. That is an average 2-car garage size. This is something that currently requires urban service area but not in that rural. We would like to clarify. Finally, we would be modifying this portion of the code to remove the provisions that the old agricultural building.

Next one deals with the keeping of animals, all of the regulations are currently split between chapter 8 and chapter 10. It makes it hard for staff and the public to find where the requirements are that people need to adhere to. We are proposing to allow the keeping of animals in the rural residential and the R1 where they are today and expanding that to the R2 area as well. These are all areas that are large lots. They would be able to keep animals and bees. We want to make sure that opportunity isn't lost with them. The other piece would be to isolate the keeping of chickens so that is not tied in with the animals. That would be its own separate use which is permitted.

Short-term vacation rentals is the next use. Staff has proposed a requirement here about needing to obtain a rental license through the City for any of these types of uses. The reason for that is it will give the City basic information it also gives the City the ability to revoke that license and stop that use if there ever comes a nuisance or problem.

Accessories within business industrial districts we have proposing several applications, first we will be removing accessory structures with standard use in B1 and B2 and that goes along with not allowing accessory structures on any non-residential property within the urban service area. Second modification is to remove the use that is compost structures and fire piles. That is currently allowed in the business and industrial districts and then thirdly we would request that we add an accessory use that says use is incidental to the principal use.

Definitions – the first definition that staff is proposing to add is about significant trees. When a development comes in they are required to a landscaping plan. They are required to do a tree survey to show us which significant trees are proposed to be removed or saved. Right now, our code doesn't say what a significant tree is. The definition for attached townhouse or rowhouse dwelling, currently the definition allows for a maximum of eight units for this type of use but it doesn't have a minimum.

Feldman – I browsed through it and this where I trust your expertise. I was telling Kate earlier that anytime you can take gray areas on anything and make it more clarified and understood by the public so there isn't reasoning one way or the other, learning is always a good plus. I've dealt with codes for 25 years and they are a pain. So this is the best way to do it. I'm all for it.

Joe Muehlbauer: Housekeeping is great.

Kevin Robinson: Housekeeping and reorganization is good as long as changing makes it easier to navigate.

Robert Bauer: Is this the first reading, because that is not how I am interpreting it on the agenda.

Beth Richmond: Yes, this is the first reading.

MOTION BY: MUEHLBAUER SECOND: ROBINSON TO APPROVE ORDINANCE 289 AMENDMENTS – 1ST READING TO DIVISION THREE ADMINISTRATION PROCEDURES IN THE ZONING CODE AS PRESENTED BY STAFF.

Ayes: Bauer, Muehlbauer, Robinson, Feldman

Nays: None

Motion Carried: 4-0

MOTION BY: BAUER SECOND: MUEHLBAUER TO APPROVE ORDINANCE 290 APPROVING AMENDMENTS PERTAINING TO PRINCIPAL USES IN DIVISION 4 BASE ZONING DISTRICTS OF THE ZONING CODE AS PRESENTED BY – 1ST READING

Ayes: Bauer, Muehlbauer, Robinson, Feldman

Nays: None

Motion Carried: 4-0

MOTION BY: BAUER SECOND: ROBINSON TO APPROVE ORDINANCE 291 APPROVING ACCESSORY AMENDMENTS USE DIVISION 4,6, AND 7 AS PRESENTED BY STAFF - 1ST READING

Ayes: Bauer, Muehlbauer, Robinson, Feldman
Nays: None
Motion Carried: 4-0

MOTION BY: MUEHLBAUER SECOND: BAUER TO APPROVE ORDINANCE 292
APPROVING AMENDMENTS TO SECTION 8- 3 ANIMALS OF THE CITY CODE AS
PRESENTED BY STAFF – 1ST READING

Ayes: Bauer, Muehlbauer, Robinson, Feldman
Nays: None
Motion Carried: 4-0

MOTION BY: MUEHLBAUER SECOND: FELDMAN TO APPROVE ORDINANCE 293
APPROVING AMENDMENTS TO DIVISION 2 DEFINITIONS OF THE ZONING CODE
AS PRESENTED BY STAFF. – 1ST READING

Ayes: Bauer, Muehlbauer, Robinson, Feldman
Nays: None
Motion Carried: 4-0

10. MEETING OPEN TO THE PUBLIC

None one came forward.

11. REPORTS

None.

12. COUNCIL MEMBER REPORTS

Robinson – nothing to report
Muehlbauer – nothing to report

Bauer – nothing to report

Feldman – A couple things to add. The liquor muni did the fire retard spray and foam on the new addition. We'll get that test and get that proofed so test seal with be permanent. Tomorrow we will finish up the cabinetry where the wine tasting areas are and I am meeting with Parish and Miles are architect on Wednesday to start off the final invoices and hopefully put an end to this thing. I am very glad that it turned out as well as it did. We made all three holidays by the way, Thanksgiving, Christmas, and New Year's Eve. Staff did a great job. Again, I want to thank everybody here for you patience tonight. We had to give the public their due here to talk to us, we have done that and we'll see where it goes from here on the 18th.

Once again, I want to wish everyone a Happy New year. Thank you for all the hard work you do for us. I know it's not easy at times.

13. UPCOMING EVENTS

January 10, 2022- Work Session - 5:30 pm at City Hall

January 17, 2022 - City Offices Closed in observance of Martin Luther King Day

January 18, 2022 - City Council Meeting

14. ADJOURNMENT

Mayor Feldman adjourned the meeting at 9:36 pm.

DRAFT

PERSONS REQUESTING TO APPEAR BEFORE
THE ST. FRANCIS CITY COUNCIL
SIGN UP SHEET
For the meeting of January 3, 2022

CITY CODE 2-2-3: Meeting Opened Persons Requesting to Appear Before Council. Persons who wish to appear before the Council must submit a written request to the City Clerk prior to the commencement of the meeting, which lists their name and address, and states their business (or identifies on behalf of whom they wish to speak). Persons requesting to appear before the Council will be recognized during the meeting in the order in which they submitted the written request. The presiding officer may advise any person appearing as to the amount of time allowed prior to his speaking, or later limit such time. Persons speaking shall give their name, address, and state their business for identify on behalf of whom they are speaking.

The Mayor has reviewed City Code 2-2-3 and requested the following direction for the Council meetings. The Mayor's policy is going to be 3 minutes for each person signed up before the meeting, unless too many have signed up on the same topic and the Mayor will allow only a limited number to speak. Additionally, NO council member will be allowed to speak during citizens addressing the Council. The Mayor will not be allowing any dialog with citizens during the meeting (unless during a public hearing, etc.) on regular agenda items.

1. Philip Thompson
Name

6448 Ambassador Blvd.
Address

Green Valley Preserve
Subject you wish to speak about

Neighborhood group
Individual or entity you are speaking on behalf

2. Candyn Thompson
Name

6938 Ambassador Blvd
Address St. Francis

Green Valley Preserve
Subject you wish to speak about

Community
Individual or entity you are speaking on behalf

3. Rebecca Curtis
Name

6481 Ambassador Blvd. NW
Address St. Francis, MN 55070

Green Valley Preserve
Subject you wish to speak about

Individual or entity you are speaking on behalf

4. Jodi Curtis
Name

25155 Llama Street
Address

Green Valley
Subject you wish to speak about

Individual or entity you are speaking on behalf

5. Gene Reckthel
Name

6533 160th St. W. Apple Valley MN 55124
Address

Gene Reckthel

6533 160th St. W Apple Valley MN 55124

Name

✓ Carolyn Thompson

6938 Ambassador Blvd.
St. Francis MN 55070

Nancy Thompson

6938 Ambassador Blvd.
St. Francis MN 55070

✓ Rebecca Curtis

6481 Ambassador Blvd. NW
St. Francis, MN 55070

✓ Jodi & Scott Curtis

25155 Llama St NW 55398
?

✓ Phil Thompson

6448 Ambassador Blvd. St. Francis

(Kevin Denkee

6032 Ambassador Blvd. St Francis.

* Mike Watroba

23580 Nacre St NW Elk River
55330

Kelci & Jordan
DeMorrett

- 6445 Ambassador Blvd NW
St. Francis, MN 55070

Don Slaughter

- "

11

✓ JD & Pamie McEllister

- 6416 Ambassador Blvd NW
St Francis, MN 55070

Sean Roder

- 5980 Ambassador Blvd NW
ST. Francis, MN 55070

Don Schwab

— 24664 Nacre St. France MN 55070

Against Development

- ✓ Zack Stadem 612 618 0780
- ✓ Carla Rechtzigel → 19817 Junotrail, Lakeville, MN 55044
6533 160th St. W. Apple Valley mn 55124
- ✓ JEAN RUSTERHOLTZ 4720 AMBASSADOR BLVD N.W
612.325.7262 ST. FRANCIS
- Jamie Schwab 23540 Bridgestone Rd NW ST. FRANCIS
- Matthew Schulz 6388 158th St W Apple Valley
55124, MN
- Tim Devaney 23328 Bridgestone Rd NW
St Francis, MN 55070
- ✓ Jim Rechtzigel 6533 160th St. W Apple Valley MN 55124
- Codyn Thompson 6938 Ambassador Blvd St. Francis
- Emily Thompson 6448 Ambassador Blvd NW,
St. Francis
- Jandra Watroba 23580 Maere St NW Elk River 55330
- Michael WATROBA / / / / / / / /
- Nathan Thompson 30491 128th St Princeton, mn
- Nancy Thompson 6938 Ambassador Blvd. St. Francis
- Roman Lipinski 7559 245th Ave. NW
- Dean + Dawn Crosby - 7361 245th Ave NW Zimmerman, mn 55394
- Heidi Antinori 8675 258th Ln NW Zimmerman 55370

Gene Rechtzigel
Nick Wasche

6533 160th St. W. Apple Valley, MN 55047
23500 Bridgestone Rd NW St. Francis 55070

Agenda Item # 4A.

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
JANUARY 18, 2022
6:00 p.m.

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

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

2. **ROLL CALL**

Members Present: Mayor Steve Feldman, Councilmembers Robert Bauer, Kevin Robinson, and Sarah Udvig

Member Absent: Councilmember Joe Muehlbauer

Also present: City Clerk Jenni Wida, Community Development Director Kate Thunstrom, Water Sewer Supervisor Parish Barten, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Administrator Joe Kohlmann, Finance Director Darcy Mulvihill, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, and Police Chief Todd Schwieger

3. **APPROVAL OF AGENDA**

MOTION BY: BAUER SECOND: ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA

Ayes: Udvig, Feldman, Bauer, Robinson

Nays: None

Motion carried 4-0

4. **CONSENT AGENDA**

- A. State of Minnesota Joint Powers Agreement; Resolution 2022-05
- B. Accept Donation from W.D. Larson Companies (Allstate-Peterbilt)
- C. Pay Equity Report
- D. Rental License Approvals
- E. Bottle Shop New Hire- Melinda Michels
- F. Job Descriptions and Reorganization
- G. Payment of Claims

MOTION BY: UDVIG SECOND: ROBINSON APPROVING THE CONSENT AGENDA ITEMS A-G

Ayes: Bauer, Udvig, Robinson, and Feldman

Nays: None

Motion carried 4-0

5. MEETING OPEN TO THE PUBLIC

Jesse Jones - 7038 Ambassador Blvd. St. Francis asked about the development going in to the east of his property. He stated it is for public benefit for PUD but it only benefits two lots, Lots 8 and 9. He questioned is that a standard and if he were to develop his land when if it only benefits two people. Mr. Jones also questioned if the developer is allowed to subdivide Lot 9.

Community Development Director Kate Thunstrom replied the issue of public benefit is still being discussed and is an agreement that will come before the Council. She continued PUD's are a standard in every development and will come back to Council. The City code in the area is zoned for one unit per net ten acres so it wouldn't be able to develop further unless the zoning was changed again to a rural residential as growth continues to the east and west as is the trend. As of today's, city codes and subdivision requirements, it wouldn't be allowed to developer further.

Mr. Jones commented that the lot behind him is 27 acres.

Thunstrom replied the overall development of 147 acres allows for 14 homes and the developer has capped that.

Mr. Jones asked for confirmation that the developer can't subdivide Lot 9 again once it is developed next to him. Thunstrom confirmed this.

Mr. Jones questioned who is going to prevent hunting on Lot 8, the wildlife conservation. Thunstrom replied if that remains as public property with the City having oversight that it remains a conservation easement, it would be to the owner of the public property or private property to determine who can and cannot hunt on the property.

Mayor Feldman questioned when Thunstrom said the City is the oversight unit, in what regard or what is the responsibility. Thunstrom replied it is the City's responsibility to ensure it remains a conservation property.

Mayor Feldman asked if anyone were to come forward, it would remain like that, that is the City's oversight. Thunstrom confirmed this. Mayor Feldman continued, for the usage of it, it will be the owner of it. Thunstrom replied, based on the agreement of the conservation easement.

Mr. Jones questioned if the owner would be the City or the developer for Outlot A. Mayor Feldman replied Thunstrom had answered it is the owner of the property with the City as oversight, that doesn't allow it to be anything

other than what it is, a conservation area unless it is zoned otherwise.

Mr. Jones questioned who is going to patrol for speed if people are walking around there. Mayor Feldman replied Ambassador is a County road.

Mr. Jones stated it was said no one can hunt there but asked who is to prevent hunters from being on the land because he has people on his farm who shouldn't be there. Mayor Feldman replied the responsibility goes to the owner of the property. The City's oversight only reaches as far as rezoning it as anything other than what it is, a conservation area. That is what Thunstrom said.

Mr. Jones questioned if the owner of the land is the City. Mayor Feldman replied, just the oversight of the conservation area which the City can never rezone. It is a conservation area forever.

Mr. Jones commented it is unbuildable land and it is going to stay unbuildable.

6. SPECIAL BUSINESS – NONE

7. PUBLIC HEARINGS – NONE

8. OLD BUSINESS

A. East Shop Site Rezoning; Ordinance 288- Second Reading

Community Development Director Kate Thunstrom gave a presentation on the ordinance for rezoning two properties the City owns on Birch Street. She stated it is a house keeping step to get the properties back on line with rezoning to the land use guidance of commercial. Originally it was high density residential for the purposes of the senior housing that was considered to go in there when the updated zoning map. She stated this does not effect any currently applications or uses at this time.

Mayor Feldman commented this was discussed at the last meeting and this is a second reading to follow up on the first reading. He had no questions.

Robinson stated he had no questions and that it was clear to him.

The Council had no questions.

MOTION BY: BAUER SECOND: ROBINSON APPROVING EAST SHOP SITE REZONING; ORDINANCE 288- SECOND READING

A roll call vote was performed.

Councilmember Udvig

aye

Councilmember Bauer	aye
Mayor Feldman	aye
Councilmember Robinson	aye

Motion carried.

B. 2021 Code Revisions- Second Reading

- Ordinance 289- Site Plan Review
- Ordinance 290- Principal Uses
- Ordinance 291- Accessory Uses
- Ordinance 292- Chapter 8
- Ordinance 293- Definitions

Community Development Director Thunstrom reviewed the staff report including the second reading of several code updates. She stated this is from the update of the full zoning code which Staff occasionally come across things which needs to be housekeeping. It is more of a text amendment. This includes definitions and clarifications. There are five actions to adopt for the housekeeping and text amendment changes.

Mayor Feldman stated, once again, this was discussed at the last meeting.

MOTION BY: ROBINSON SECOND: UDVIG APPROVING 2021 CODE REVISIONS- SECOND READING. ORDINANCE 289- SITE PLAN REVIEW

A roll call vote was performed.

Mayor Feldman	aye
Councilmember Bauer	aye
Councilmember Udvig	aye
Councilmember Robinson	aye

Motion carried.

MOTION BY: UDVIG SECOND: BAUER APPROVING 2021 CODE REVISIONS- SECOND READING. ORDINANCE 290- PRINCIPAL USES

A roll call vote was performed.

Mayor Feldman	aye
Councilmember Bauer	aye
Councilmember Udvig	aye
Councilmember Robinson	aye

Motion carried.

MOTION BY: UDVIG SECOND: BAUER APPROVING 2021 CODE REVISIONS- SECOND READING. ORDINANCE 291- ACCESSORY USES

A roll call vote was performed.

Mayor Feldman	aye
Councilmember Bauer	aye
Councilmember Udvig	aye
Councilmember Robinson	aye

Motion carried.

MOTION BY: ROBINSON SECOND: UDVIG APPROVING 2021 CODE REVISIONS- SECOND READING. ORDINANCE 292- CHAPTER 8

A roll call vote was performed.

Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Bauer	aye
Mayor Feldman	aye

Motion carried.

MOTION BY: BAUER SECOND: ROBINSON APPROVING 2021 CODE REVISIONS- SECOND READING. ORDINANCE 293- DEFINITIONS

A roll call vote was performed.

Mayor Feldman	aye
Councilmember Udvig	aye
Councilmember Robinson	aye
Councilmember Bauer	aye

Motion carried.

C. Resolution 2022-06 Authorizing the Summary Publication of Ordinances 289-293; Amending the Zoning Code

MOTION BY: BAUER SECOND: UDVIG APPROVING RESOLUTION 2022-06 AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCES 289-293; AMENDING THE ZONING CODE.

Ayes: Bauer, Udvig, Robinson, and Feldman

Nays: None

Motion carried 4-0

9. **NEW BUSINESS**

A. Ordinance 294- Amending Chapter 3 City Code, First Reading

Water Sewer Supervisor Parish Barten reviewed the staff report and introduced the amendment to City Code Chapter 3. He stated these amendments would help

residents and Staff by establishing a criteria for when the connect water and sewer to the MUSA be extended. This includes water and wastewater.

Mayor Feldman asked for clarification on the staff report where it says “effect what is best for the City for connection/disconnections being made from existing properties, and or new construction properties.” Barten confirmed this. Mayor Feldman asked for confirmation that this has to do with connections and disconnections.

Barten replied, should water and sewer be extended, where ever it is extended, it would have a set criteria for which the residents have well and septic currently to connect to the new water and sewer that is put in place. He continued it would set criteria for when to disconnect as well.

Mayor Feldman asked, because he is curious about the MUSA expanse which is on the table, let’s say someone on a septic system on acreage still wants to maintain their septic and well, would they have to hook to the system or would they have an option to hook to the system. Barten replied what would happen, should the septic fail, at whatever time requirement the City Council gives then they would have to connect to it.

Mayor Feldman asked if until then they would be grandfathered in. Barten confirmed this.

Robinson commented that was his concern about forcing individuals to hook up. He asked about hardship cases and the age of a system. He asked if there was a system that was five years old and had a connection issue, and the residents calls to get a permit for repair does that raise a flag for the City and give reason that they need to hook up. Barten replied the City doesn’t want to force anyone but there is where Council would come in to work with the citizen to set a timeframe.

Mayor Feldman asked for clarification that it would come to City Council to decide what the time limit is. As in Robinson’s example, five years, a brand-new septic failed, the City could adjust for it and have some flexibility for it because those fields should last longer than five years. Barten replied typically wells and septic should last 20 years.

Robinson commented usually when someone pulls a permit that is when a flag goes up. Barten replied with inspection they would know when the septic is coming to the end of its useful life.

Bauer commented he had an issue with c “existing homes and buildings as such, reading “municipal water becomes available a direct connection shall made available such public systems within a period of time set by City Council”. If the connection is not made in this chapter a penalty shall be levied in the amount set forth by the ordinance.” He disagreed with the way that is written. He supported if

a homeowner is on well and septic and City water and sewer goes by their property and their well fails and they come to the City to pull a permit instead of spending thousands of dollars you must connect to the City. He believed there are some shared costs because when City water and sewer goes through there always is, the same for septic. He felt this read as soon as it goes through, existing homes and buildings need to connect to the water or face penalty. He stated the Council wants to give residents options for connecting when MUSA comes through their neighborhood but not force them to make that connection, but when their systems fail it would be fine. He also didn't see any provisions included for when the residents want to connect to City water, they would want to use their other well for purposes other than drinking. He noted it reads that it needs to be sealed by a professional and never used again. To him, it is government taking away the residents' right to do what they want with their land. Barten replied under section 3-4-9, that resident can keep the well if they chose to use it for irrigation. The well would have to be sealed if they are not going to be using it at all.

Mayor Feldman asked for confirmation that that is by State guidelines, not City, that dictates wells. Barten confirmed this, adding that it is not being said that residents cannot use existing wells for irrigation purposes if they chose to connect to City water.

Bauer questioned who is going to go out to monitor that. He asked what the volume of water in a private well that they don't want to get sealed. To him, that is a selling point that makes the land more valuable for irrigation and beautifying the lot. To deem a well not usable, question the amount, and say it needs to be sealed. He felt that is government overreaching landowner rights. Barten replied a citizen can apply for a maintenance permit which means they are going to keep the well onsite unsealed in the event they want to use water out of the well they can. That is an option as well. He added that the last thing the City wants is open, accessible wells. As a part of the well protection plan that one thing they are striving for.

Mayor Feldman added they don't want contaminated wells. Barten confirmed this.

Mayor Feldman referenced the staff notes where it says "public system within a period of time as determined by the City Council" so that timeframe that the Council will, at that point in time, when the Council get to that discussion will decide they can discuss the timeframe to let people phase in to City sewer and water versus septic and well. Once again, they are grandfathered in at that point. He pointed out again, that wells are dictated by State. Barten confirmed this. Mayor Feldman continued the residents may have to go to the State to fight some of those issues. There is only so much the City can do.

Robinson questioned if there is a fee for a maintenance permit. Barten replied he wasn't sure what that is.

Robinson questioned if there is a fee, not just documentation. Barten replied he

thought there was a fee but didn't believe it was significant. He stated he may be incorrect with that, that there may not be a fee with the State.

Community Development Director Kate Thunstrom commented with the wells, when a household hooks up to the City system there are backflow preventer pieces that are required by the building official. At that point, it should be ensured that that well is completely separate from the City water lines. That is when it could be identified to keep it for lawn irrigation or to fill a bucket one time a year versus abandoning it and putting a cap on it saying it is never going to be used again. That is where the State wants them sealed. She believed the well permit was \$20 or \$50. It is really for the purposes of determining where on the property the well is. Most of those records regarding wells are kept through the department of health, but when older ones come through when they are hooking up or changing a well site, it is documentation if something changes with the house that the City can work with the State to protect the aquifers.

Mayor Feldman commented when someone is buying or selling a piece of property they have to acknowledge if a well is on the property in the purchase agreement. It is there for that purpose too.

Bauer commented for the changes in the ordinance, if he were a homeowner who connects, has the well locked and sealed but if he sells the property, can the next homeowner could open the well. Barten replied, no, a sealed well is sealed.

Bauer commented he disagreed with that. He wasn't sure if this discussion would need to be continued.

Mayor Feldman replied that is still State regulated.

Barten replied once a well is sealed, that sealing record is sent to the State and then that well is no longer for use. New homeowner, if they chose they could put in a new well, that is State regulation, not City.

Mayor Feldman commented that then it is out of the Council's hands and that well couldn't be used but the homeowner could dig a new well. That is just the way it is.

Councilmember Udvig added that had nothing to do with the Council; they can't control it.

Councilmember Bauer commented that the City is forcing homeowners to either seal the well or leave it open and he thought that an overreach.

Councilmember Udvig replied that is the only choice.

Mayor Feldman replied the Council isn't doing it, what they are doing is, because

of the expansion of the municipal service area, the water and sewer area, is expanding out. It gives them an option to connect to the system but at the same time the City has flexibility in it, that they are going to be grandfathered in and will be putting a timeframe on it. So, as Robinson brought up, in a five-year period most likely it will go longer than that because most wells last 15 to 20 plus years, so it's just a matter of what the Council decides to attach to that, that gives them their rights but protects the public and falls in with the State guidelines. In the purchase agreement when you sell a recent property, as was just done, that is on there to be acknowledged. Again, wells, because of contamination issues, wells aren't like they used to be hundreds of years ago where they are open and exposed. But they are still water and they can contaminate the aquifer. There are reasons the regulations from the State are there. That is why the City has to deal with it. The City isn't forcing anybody to hook into a system, the option is given. He gave the example, of what if MUSA comes to an area and their well is old and instead of spending thousands of dollars to do a new well, they say they don't want the orange water any more and are going to go to City water and sewer and take advantage of it. There are two sides to everything here. The City doesn't want to force anyone, they want to give flexibility but at the same time they want to make sure the residents have the option if they want to go with it. He felt some would and some won't. When that time comes for discussion the Council will have to determine what is a proper timeframe to put that into effect.

Udvig commented she didn't have anything to add.

Mayor Feldman asked how this fits along with other cities that have rural versus urban and expansion of their MUSA. Barten replied in looking at what other cities were doing, it ran similar. There were some things that ran concurrent with things that were already in the St. Francis code.

Mayor Feldman asked what other cities have done as far as timeframes when MUSA gets out to an area that is rural as far as giving people that option or timeframe. Barten replied it depends on the Council. He has seen anywhere up to a year to make the connections, dependent upon if a septic is failing. That would want to be expedited. If someone's well has failed and there is water available, it is on the resident's behalf to expedite it.

Mayor Feldman repeated the question, if the well is operational and the septic field is operational, the resident is grandfathered in. Barten confirmed this. Mayor Feldman continued until that fails, then they would have to come on the system. Then the Council would have to dictate a five-year timeframe, a ten-year timeframe, whatever Council decides at that time, whoever sits in these chairs.

Bauer asked if it is being said someone has so many years past failure time, or was it being said when MUSA goes through, it doesn't matter how old the septic system is that the resident would have a year to connect. He stated there may be systems out there that have been running perfectly fine, they get inspected

according to all the City guidelines, they don't to connect in a year, five years, ten years' time. They will want to connect when it fails. He thought it was cost beneficial to a resident where MUSA has already gone through, they don't connect because their systems are running fine and they are keeping up with the codes. When it fails, then the City can step in and say they can't get a permit to replace the septic, they have to connect to the City, and they have a timeline to do it. He believed that was the proper way to do it.

Mayor Feldman replied that is an open discussion that the Council will have to have at the time. He understood Bauer's point that if the resident puts in a new septic field and well, a year or two before MUSA goes in, should that system be allowed to run until it can't be effective any more.

Bauer replied he thought so.

Mayor Feldman continued that would have to be discussed as a Council when that situation arises. Right now, that is not what this is talking about. He referenced the staff report that read "a direct connection shall be made at such public system within a period of time as determined by the City council." We have to determine that time, we haven't done that yet.

Robinson asked what if the well fails but the septic is fine and vice versa. He has seen that in other municipalities that if digging is happening, they are digging both. He asked what is being allowed for that. Barten replied there are one or two situations like that in town where the house has a private well but is served by the City's sanitary system. It is somewhat similar to that. Should the well fail, connecting to public water system and then it would be a timeframe of the sanitary fail should that happen.

Robinson asked, going forward would a customer have the same opportunity if their well fails but they have sewer vice versa, with the new language is there still an avenue to not do both at the same time without having a choice. He has seen that with other municipalities where then the homeowner is burdened with tens of thousands of dollars. Barten replied in a situation like that he could see the citizen saying they would want to hook up to both. It might make sense to do them both at the same time.

Mayor Feldman commented that should be the resident's choice. Barten replied it is.

Robinson commented that is all he is asking, that the customer gets a choice.

Mayor Feldman commented that it is understood that septic and well is expensive so they don't want anyone to only have it for a year and have to hook up to City sewer and water. It is up to Council, whoever sits in these seats at the time, to look at the situation, what is most fair to the resident and not force anyone to do

anything. Some people may be fed up with wells or at a time when they are at 19 years of a 20-year system that is ready to fail and this might be their way out. What it comes down to, is this way it is helping the resident to have an option to go to a system and get out of a failed system to a new system. Once it is a failed system, they can't go back to digging a new well, they have to stay on City sewer and water. The Council is going to have to look at it in-depth at the time and see what comes. If MUSA is not there yet, it is another discussion, but MUSA is going to expand, that is a fact so the question is how to be fair and flexible at the same time. He supported giving options to the public and not be forceful but doing right by the City at large.

Udvig didn't have any questions.

Bauer asked for confirmation that this is a first reading. Mayor Feldman confirmed this. Bauer asked if it was possible on item C to take some latitude in that language and put in something about a failing system. The way he reads it, there is no latitude. It reads "a direct connection shall be made to a public system within a period of time as determined by the City Council." There is no latitude for a failing system. He was supportive of increasing the timeline if a system fails when MUSA is available, noting the City doesn't want to have residents polluting the bigger picture but he doesn't like the language with how item C is written.

Mayor Feldman replied the cart is not before the ox yet because MUSA isn't there and it gives flexibility to the Council to set a timeframe. Once the timeframe is set, then a penalty would go into place. He gave the example of someone two years before this goes into effect, puts in a septic field and wants to get 15 to 20 years out of it, they are still grandfathered in and nothing changes. He asked for confirmation from Barten that nothing changes, and they are still grandfathered in. If during the 15 to 20 years, that well or septic field fails, then they can connect to the system and not have to pay for a new system. It is basically saying eventually MUSA will be there and residents will eventually have to be on it. When that eventually happens, is up to the current Council to determine what a fair timeframe is. Barten replied the language could be updated between readings one and two.

Mayor Feldman replied he didn't know what else could be done. He read "public system with a period of time as determined by the City Council. If such connection is not made pursuant of this chapter a penalty shall be leveled" based on a timeframe people sitting in these chairs will calculate. Whether that be two years, five years, ten year, or 15 years but right now the Council isn't even at that time to discuss it. He asked for input from legal.

City Administrator Joe Kohlmann replied Mayor Feldman was right, it is impossible for this Council to predict circumstances of the future Council. This gives the most latitude for either a future City Council be it years or five days. It is hard for anyone to predict what is going to happen as it depends on what the factors are and who is sitting in the Council seats at that time. He indicated this is the most latitude that

can be given.

Mayor Feldman asked Assistant City Attorney Schaps if he had any comments.

Assistant City Attorney Dave Schaps replied, that is correct, it gives the Council the time and ability to hear from the property owner to get the facts and circumstances in regard to what their situation is and to make a decision.

Mayor Feldman stated the bottom line is that the Council is not forcing people to go to MUSA but eventually, MUSA will expand and there will be some situations where a septic or well will fail. When letting them continue to do septic or well when City sewer and water is there, they should have the option to connect to it and be fair and flexible at the same time. That is what the discussion will be about when that time comes. Which we don't know. He noted the Council is under discussion now and it will be a long discussion. He asked from any other comments from Council or Staff. There were none.

MOTION BY: UDVIG SECOND: ROBINSON APPROVING ORDINANCE 294-AMENDING CHAPTER 3 CITY CODE, FIRST READING

A roll call vote was performed.

Councilmember Robinson	aye
Councilmember Bauer	aye
Councilmember Udvig	aye
Mayor Feldman	aye

Motion carried.

Mayor Feldman thanked Barten. He stated if there are any other comments or suggestions before the second reading, they should be brought to the Council's attention.

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

A. Public Works Monthly Report- December 2021

Water and Sewer Superintendent Parish Barten presented the Water and Sewer, and Streets monthly report for December. He stated on the water and wastewater side, about six months ago they started the American Water Infrastructure Act Plan (AWIA). There were two separate categories within the plan: resident resilience and emergency response plans. Those had to be in to the EPA by December 31, 2021. That happened so it is good for another five years. Well one was removed, a few issues were found with it that are repairable. He stated the goal of meeting 96% water accounted for was not met for December which was good.

Mayor Feldman asked for an explanation. Barten replied it is water that comes out of the ground versus water that is sold. That gap has shrunk.

Mayor Feldman stated ten gallons comes out, ten gallons gets used, and we are close. Barten confirmed this. Mayor Feldman asked if it has always been close. Barten replied not that close. AWWA, Minnesota Department of Health, DNR hope that some cities are within that percent, St. Francis is within 3%. Mayor Feldman commented that is very good. Barten added it can be tracked in real time.

Barten continued by reporting in regard to streets there were four all staff plow events. Staff has been busy.

Mayor Feldman asked for confirmation that there was no lift station on the report. Robinson commented the City is saving money.

Mayor Feldman commented this has only happened twice in five years that he knows of. He also commented that meter re-reads are really low, which is good. He noted the new system with meters seems to be working. Barten replied that it is still worded as "re-reads" but it is not a re-read as it once was. It is more if maintenance was done outside of a house and a meter was removed then it might have to be reinstalled.

Mayor Feldman replied, that is the 13, he was talking about the two re-read meters. He stated that tells him that the new meters are actually doing what they wanted them to do. Barten confirmed this. Mayor Feldman continued it was a little bit of a hardship in the beginning but it has turned out to what they hoped it would be, which is good. He thanked Barten and asked for Council comment.

Robinson commented it has always been a really good. If he has been up at 2:30 a.m. he sees the yellow lights flashing and the Staff is working. He added the citizens are happy and the Staff is doing a really good job and thanked Barten.

Mayor Feldman commented that with the two big trucks the City has, plus the front-end loader, and now the grader retrofit, there are now some really good machines out there doing the job. That is good. He noted some other changes that Staff did with the flappers, that Paul came up with, were some suggestions. Barten agreed there was ingenuity within the Staff in doing some work and in between snows, the guys took time to think about what would work better on certain equipment.

Mayor Feldman gave kudos to the Staff for doing that, noting they take the initiative and do it.

Bauer commented it was a great report. He asked for clarification on the two re-reads if that was the homeowner saying their water bill is too high and can the meter be looked at. Barten replied it can but with the two here, if the meters haven't been read by the data collector, staff will have to go out to read them. It can be

that the homeowner was doing work on the exterior of the home and wires got severed.

Mayor Feldman asked Darcy if she had any comments. Finance Director Darcy Mulvihill replied those are the problems that are being seen.

Udvig replied it was an excellent report and thanked Barten.

B. Fire Department Monthly Report- December 2021

Fire Chief Dave Schmidt gave the December Fire Department monthly comparison report. He stated the response time goal has been met with a response time of 9 minutes and 47 seconds. December was busy with 68 runs. Staffing was done a little with an average of 5 firefighters per response, this is attributed to the pandemic and having to rotate staff. The EMS and fire distribution continues to be around 73% EMS runs and 27% fire runs. He stated there were 9 runs flagged for COVID-19 and 7 runs for an ambulance time of over 20 minutes. There were 5 initial fire inspection and one reinspection.

Mayor Feldman commented it was a great report. He commented on the 9 COVID runs and he wished that was better and hoped time will tell. He stated the EMS is unbelievable. He stated again for the record that if someone were going to have a heart attack, St. Francis is the city to have a heart attack in. Because the chances of being saved or getting to a hospital with this public safety people that are in charge here, people are in good hands. Not All-State, the good hands of St. Francis and he means that sincerely. He continued it was proven during the summer time with the one individual on the golf course. Mayor Feldman commented that he feels so confident, so good about the EMS abilities here in the City, and that both departments are doing excellent. He hoped the public understands what Schmidt has done here, what both departments have done. That when a call is made, there are some people that can actually handle the situation before the ambulance gets there. That is a big deal and he thanked Schmidt for that.

Udvig commented that it was an excellent report. She stated that it is unfortunate that staffing is a problem everywhere. She hoped that that picks up for the Fire Department because that is a burden. She commented she liked to see the fire inspections and thanked Schmidt.

Robinson referenced the fire truck from a couple of years ago and asked if there have been any issues in the last year or so. Schmidt replied there was one issue this year and found that there was a part that needed to be replaced. In mid-October, a check engine light would come on from time to time and a new company came out and determined it was the same part. There was a little delay getting the part. Robinson asked if it was warranted. Schmidt replied not warranted. Schmidt continued the part was replaced and there hasn't been any issue since.

Robinson asked if there was a wiring problem. Schmidt replied there were a couple things that were worked through. There were several computer updates which resulted in an issue with wiring being shorted out. Once that was figured out, they were able to resolve the issue.

Robinson asked for confirmation that it was an issue that was repaired and there hasn't been any more issues and it hasn't caused any service issues. Schmidt confirmed this.

Robinson asked when the commissioning of the new fire truck be. Schmidt replied there is a request to the manufacturer now and he would like to send two people down by the end of January, beginning of February, to do a construction inspection. They are anticipating delivery between March and April depending on the availability of components.

Robinson asked for an update on Nowthen. Schmidt replied Nowthen is going well and three fire fighters were brought out in December, which helps stabilize their staffing. Nowthen is hiring an Assistant Chief from within their station to help offset the burden on him and Assistant Chief Lawrence. He noted they are a number of initiatives going on.

Robinson asked about the expenses he saw related to physical fitness and if it is getting to where Schmidt wants it and if it is beneficial. Schmidt replied that most of the fitness equipment has been donated. Robinson asked if there are expenses coming for that. Schmidt replied he didn't think so, that they have the needed equipment.

Robinson asked if there was anything the Council should be aware of mechanically. He stated the Mayor worked on levelling the floor awhile back. Schmidt replied he didn't know of any immediate needs. He suggested waiting to see where the process goes before investing money into the facility, noting there are minor issues but the current major issues have been resolved.

Robinson asked if less frost is being seen inside the building. Schmidt confirmed this. Robinson continued that means money is being saved on heat. Schmidt confirmed this.

Bauer commented it was a great report. He asked about the seven ambulance response times that were over 20 minutes and how many of those resulted in transport. Schmidt replied he didn't have that information but guessed that a high percentage of those were transport.

Bauer replied it is not on the Department but is frustrating for ambulatory services in St. Francis that it is hard to get an ambulance to St Francis. He commented he has seen that number growing. Schmidt replied it is not just a St. Francis problem,

but is a County, State, and National problem. The number of challenges that EMS has faced in the last couple years is being multiplied in ways that are outside of the Department's control. The Department is aware that the staff challenges with the pandemic that is ongoing, EMS is not immune to that either. They have decided to track the numbers because of the growing pattern. He stated things are being explored for tracking, if it is an over 20-minute response time and it is an emergent transport to the hospital that may be helpful data.

Bauer replied then changes and improvements can be made to reduce response times. He agreed that getting data is important as is letting residents know there is a need if they want to join the Emergency Services. Schmidt agreed and stated that hopefully partnerships can be made for EMS that maybe haven't existed in this part of the country before. It is being looked at holistically to determine gaps and to be a part of the solution.

Mayor Feldman commented that obviously there aren't enough ambulances and not enough staff manning those ambulances for the problems. Fifty calls are seen for EMS to 18 on fire and that is going up, so it is understaffed. He noted it is a trend nationwide and that is why it is important to have EMS service and having that person stay alive until an ambulance gets there. It is truly a matter of life and death. He acknowledged it is a hard situation and it always come down to dollars and cents, sadly but truly. He stated he had a heart attack and the ambulance got him to the hospital and that was good. It was not in St. Francis but in Ramsey. He thanked Schmidt.

C. Community Development Annual Report

Community Development Director Kate Thunstrom presented highlights from the annual Community Development Report. She stated there have been several active projects in the last year with economic development. Development projects include senior housing, industrial expansion and a coffee shop. With initiatives for marketing, she stated a lot of direct outreach has been done. Broadband internet issues on the east and west side of the City is a very time extensive project and is dependent on future growth patterns. She stated the Staff is continuing conversations. She also reported there are three major street and utility expansion projects that are going because of City growth and each have a high impact to the future and current projects that Staff is in discussion on. The Hwy 47 project is moving forward with focus groups on safety and traffic patterns. She reported that the EDA only met once in 2021 to acquire properties along Bridge Street for a possible future City campus. The St Francis Forward Staff continues to use this as a guide to work with developers both with the Bridge Street development and Hwy 47 corridor. She reported that housing projects continue to be strong. Projects include Bridge Street with conversations happening with developers on multifamily apartments and townhouse. Street expansion would be a part of that. She reported there were several housing developments that had completed new homes or had plans to move forward with potential new housing. She reported

that Staff has been fielding calls from residents wanting to subdivide land as well as from developers asking how land can be developed. This is a change from the City seeking out developers. She stated it was a busy year. She reported on the building department stating that permit revenue for building was down a bit this year due to a decrease in permits. She also highlighted building trend reports and new home construction property values. She gave an annual comparison on code enforcement calls.

Mayor Feldman commented that one of the issues he sees, is that CenturyLink has not been very helpful with the broadband issue from what Council has gathered from past discussions, and MinnCo has been more receptive. He wished what would happen as these developments go in, is that it was mandated that they have to put that service in because in today's world, he couldn't see not having internet in some form. A slowed internet, especially as he sees the trend from the pandemic, it seems like more people are going to be working from home more long term. It doesn't seem like it is going to go backwards; it will stay at the same amount or go forwards. He doesn't understand why these companies are so hesitant to do it because it is only money in their pockets. He has said before, when a house is built and a meter put on it for gas and electric, no matter how many times that house turns over with new ownership, it is still getting money to an electric company and a gas company. It is forever for the life of that house. An owner may stay there for five years, but that house could be there for 20 years and they are making money. He didn't understand why internet companies are so hesitant with a development to put it in there. He stated he has been told by developers that do put them in, that they have to guarantee a certain amount of hook up and if they don't do it, they end up paying for it out of pocket themselves. It seemed to him, again, with the trends changing from commuting to staying at home to work, and he doesn't see computers going away; he sees internet being important. He didn't see why companies aren't picking up on that. He stated again, that CenturyLink has not been as workable as MinnCo has. He wished there were two cables, two satellites, and more competition, which is what capitalism is all about.

Mayor Feldman stated, an interesting fact that he was told, and he sees in the staff report on housing is "although the price range with the highest growth rate was in homes selling at over a million dollars" 41% increase, he was told, something to that effect, he asked for confirmation on that. Thunstrom replied she thought it was 46% increase in home sales for a million dollars from last year, that is correct.

Mayor Feldman replied inflation, the economy it boggles his mind. And yet, the price range that tended to sell the quickest was at \$250,000-\$350,000. He commented he didn't know how these people were doing it, but more power to them.

Mayor Feldman commented that Udvig had brought something to his attention before the meeting and it may be something to discuss after the comments from

the Council. He referenced the staff report on code compliance and stated from 2017 to 2021, the City started to put into effect code compliance with Jody handling that with Lyle. He asked if that was done in 2019 or if that was earlier. City Administrator Joe Kohlmann replied he thought it was in 2020.

Mayor Feldman questioned 2020, as he thought it was earlier, in 2019. He stated that what he wanted to say to people, because Councilmember Udvig is going to bring up a concern here, which he'll let her do, but once again he wanted to say to everyone in the City that they need to stop going on Facebook to get information on what the City thinks or does. He noted the best thing they can do is call the City, call Jody or Thunstrom. He stated it seemed to him that people go on there for misinformation and tend to believe everything on Facebook, Twitter, TikTok and other formats but the best place to call is 763-235-3200 or 2630, whatever the case may be, and ask some questions from the Staff and then they will find out which way to go.

Mayor Feldman stated Thunstrom had a good report and turned it over to Udvig so she could say what she thinks. He stated code compliance was changed in 2019 by putting Jody in charge with Lyle Hearn. They have done good there but they still get people who complain on social media networks, which doesn't help the Council to help them.

Udvig commented on code compliance and social media. She has had people contact her and ask what can be done because it is winter. She tells them the City wants to know what the issues are so planning can be done for when it gets nice out because communication is important. She thought it was more neighbors calling in complaints than the code compliance officer driving around calling on properties. It may be true that people have gotten away with things for a long time but eventually there are going to be code enforcements. She stated the City Staff is helpful and willing to work with people if they call the City instead of going on Facebook, then fines can be avoided. She suggested if people don't want to call, just to email, but when Staff calls back, they have to answer the phone. She stated it was up to the residents to know what the ordinances are and the right of neighbors to call in complaints. She suggested people sign up for New Muni Code because it is a good way to keep track.

Mayor Feldman thanked Udvig. He thought she was right and since the City started this, Lyle informs people of what the codes are and gives them time to remediate the situation, which is the right thing to do. He stated the City isn't out to get money, the City doesn't make money by fines, it is made through revenue by tax dollars and development, which he has said on more than on occasion. He stated people go on social media, misinform others, and right away it's the City's fault. He understood with a younger audience brought in through City growth, people care about their properties and when they have to look at an eyesore next to them, he would be the same. If he took care of his property and there was someone who doesn't cut their lawn or has weeds and storage, as he sees in Oak

Grove all the time. He stated his point is that if someone were to call today with a situation that was brought to their attention, it was winter, and something that couldn't be done in wintertime, what would the response be. Thunstrom replied that they work with everyone. If a resident gets a letter in the winter and more time is needed, there is a process outlined by the code. She stated she has brought requests for extensions that go into the spring. She cautioned residents regarding social media that there is a different story on the other side. She echoed the suggestion for residents to call with questions. She stated every resident that gets a letter, gets an application to apply for an immediate 30-day extension. She stated it is residents who are bringing in complaints because they are tired.

Mayor Feldman added that they care about their property. He stated, for the record, Council and Staff didn't put this in effect to get money from the public. They did this so there could be a check and balance to make the neighborhoods comfortable and responsible for the neighbors and everyone involved. It wasn't done to create revenue. He stated he has heard that he created this, that the Council created this, but they didn't do that. What was done was to put a situation in place with Jodie and with Lyle backing her up to inform people of what the codes are so they can remediate the situation and not be fined. He stated if people are not working with the City, then it is their problem, their fault that they are getting fines. He urged people to call and work with the City, not on Facebook, Twitter, or TikTok and then they will be shown flexibility. He stated Council serves the public but when they don't come for help and he hears things through third parties or other people that he created this mess. He didn't create this mess to punish anyone, he created this mess to have a situation to remediate the situation quicker without fining people. He stated this Council has been flexible in giving extensions more than once. He hoped people would hear and call the City. If there is a problem, they should discuss it with the right people, Jodie, Kate or a councilmember, whoever it would take for them to be comfortable with to discuss it because going on Facebook gets them nowhere. He continued that it frustrates him, as he has said in Council meetings and the newsletter. Issues can't be addressed unless they are brought to the City's attention. The City doesn't read minds or drive around looking for problems; they have enough on their plate without doing that. The City tries to find solutions. He suggested to the public that if there is problem, they bring it to the Council and hopefully have a direction or solution to the problem. Then Council can better help them because the City is a customer service business and the public is the customers. He stated he gets so frustrated with Facebook misinformation and being blamed for things that they are given a chance to solve because council is already at fault before the issue is even known, which doesn't make sense to him at all. He hoped that his comments got on record by the minute taker.

Robinson commented that usually it is 5% or less of the people who are the offenders and they are acting like victims. The victims are actually the 95% who are doing what they are supposed to be doing and have pride in their neighborhoods. He stated he had no sympathy for the offenders. He referenced

a property to the east and asked if a city ever ask another city about something that looks poor that borders their city.

Thunstrom asked to clarify, if the question was, does a city call another city and ask them to address their own issues. Robinson replied yes, because he knows it is a complaint-based city.

Thunstrom replied she hasn't done that yet. If there is a neighbor, they are encouraged to call the city in which the property is located.

Robinson questioned CenturyLink's participation. Thunstrom replied she has had one phone meeting with eight members of the CenturyLink team who promised some mapping, quotes, and data. Two quotes are needed in order to get any of the grants or be considered for any funding. She stated they were supposed to come the end of December but it hasn't come yet.

Robinson questioned if it was correct that there was a secured County grant that was matched to help with what is going to take place with MinnCo. Thunstrom replied, no and the County is also looking for multiple bids. Because it's federal funding, federal procurement requirements have to be followed. The County is looking for two quotes. She stated she has shared concerns in getting two quotes and St. Francis is not the only city that is expressing concern with CenturyLink right now; there are other cities in the northern suburbs as well. Staff is working with Anoka County to try to get help as well. She stated she has what is needed from MinnCo but is waiting for documentation from CenturyLink.

Robinson questioned if what was spoken of in early spring and summer is sitting idle because two bids are needed. Thunstrom confirmed this. Robinson continued that he had seen MinnCo trucks after several of the meetings and thought things were progressing.

Thunstrom replied because of the increased development, MinnCo chose to do their expansion on the east side of the City on their own because they saw enough growth in the past few years. They have also identified areas as projects on the west side. They are looking for a private/public partnership which would need City and County funds. Getting CenturyLink to match up for comparison has been a challenge. She continued that the growth helps because it may cause them to do it on their own. Right now, they are looking for funding for the project on the west side because the east side seems to be taking care of itself.

Robinson commented that the west side is more important because it is more populated; complaints from parents during homeschooling was from the west side as well. He asked for an update on the neighboring community's holding pond. Thunstrom replied she has not heard anything nor has anything been brought to her attention regarding input from St. Francis.

Robinson also asked about a retail outlet that was planned for south of Hwy 47. He stated it is a duplicate store to what is already in town and asked if the other one was going to be closed as it seemed redundant to him. Thunstrom replied they are either backing out or moving very slow. Land use applications have not been met, so they will miss the February Planning Commission meeting. She stated the first store was struggling.

Robinson added they are struggling with a lack of employees and corporate didn't seem to care or be involved. He didn't think it looked good to have two of the same store on either end of town and asked if there was a purchase agreement in place. Thunstrom replied she believed there was a purchase agreement and the surveying and site work had been completed. Their next step would be to come to City Hall for the lot split and then site plan approval. It was her understanding that the City couldn't single out a store if it were allowed for commercial retail. The company hasn't indicated to Staff if they are going to close or sell their other store.

Robinson replied he thought it would be a hardship for that end of town if the store closes. He thanked Thunstrom for all her hard work and expressed excitement to see the future of the northeast corner and what that could be as well as the senior housing project that is progressing. He appreciated business people who are investing in the City and felt it will be an asset to the community when it is completed.

Mayor Feldman asked about CenturyLink deal, if they are bidding against each other for the right to put their service in the developments or can't they both put their service in the developments. Thunstrom replied the problem on the west side is that there currently isn't enough homes for the providers so they are asking for City financial assistance. For example, MinnCo stated they would contribute about two thirds and the City would be responsible for one third, based on the number of residents today. Being there is only one pot of money, if it was requested that both companies were to lay lines, they would both want money because there aren't enough residents to support the lines on their own. The grants are where the City would apply for a project by picking one company but there needs to be a price comparison to ensure they are getting the best price.

Mayor Feldman stated he just got an email today from the League of MN Cities talking about a \$2 billion plus infrastructure bill from the State. City Administrator Joe Kohlmann commented that may be part of the problem, everyone was rushing to put this in and that is why Thunstrom isn't hearing back from CenturyLink because now there is a mad rush on the companies with extreme pressure and a lot of money flowing around.

Mayor Feldman replied it always comes down to dollars, but he would think these companies would want to get their lines in there. As the area is growing, it starts with a small group of homes and it expands upon that throughout the expansion, so they are going to get their money back. He asked, when they are the only show

in town giving up cable or DSL, how do they lose money. He stated years ago with capitalism, with competition, there was better pricing, better quality, and better service but today, it seems like a stacked deck which doesn't make sense to him. If the company were to put it in now and start with ten homes, that ten homes will turn into 20, 30, 50 homes and they would get it back. And yet this money is out there through the federal government and the State, over \$2 billion in infrastructure dollars and some of that is going to broadband. He asked if the company knew that. Thunstrom replied they do.

Mayor Feldman commented he just didn't understand CenturyLink. He questioned who Thunstrom is talking to at CenturyLink and if she needed to go to someone higher up. Thunstrom replied when she was on the phone call, it was with their team which had people from four different states including a regional rep, the person working with site plans and designs. She stated when thinking about the money, the federal government and the State are giving out money and saying they want border to border. Anoka County took part of the funds that are still federal to expand and give money to every city. Every city that has a gap is calling CenturyLink, MinnCo, Xfinity are all tripping over each other. These providers know all that money is out so it's not about money anymore.

Mayor Feldman replied they should hire more help then. Thunstrom stated that Anoka County had all of them come in one room and several cities were doing projects and asking for the same numbers and deadlines. The providers are trying to manage all of the requests. Mayor Feldman commented they were doing a poor job of it in his opinion.

Bauer commented that it was a great report. He stated in looking at CenturyLink from a business position, he thought St. Francis may be farther down the list than other cities. He also stated that in running the numbers, only 7% of residents were getting a code enforcement citation. He agreed with the Mayor that the City isn't trying to raise a revenue stream from fees but a code enforcement system was created because citizens were complaining and the City had to set up something. He commented that there are 771 properties with their own septic and wells. He asked residents to get them inspected to prevent system failures and to follow the regulations through the City which also meet State and federal requirements.

Mayor Feldman commented Bauer said it well on the code enforcement.

Robinson commented he gives kudos to Liquor Store Manager John Schmidt and team because the Bottle Shop ranked in the top 10 liquor stores in the State as far as a sales margin.

Mayor Feldman commented that they should be happy with that and let the public know because that revenue helps keep the tax levy rate low. It also goes back into the City for special projects. He hoped with the expansion more will be seen. He thanked Robinson for bringing it to the Council's attention.

12. COUNCIL MEMBER REPORTS

Udvig reported she attended the work session. She thanked the people who called her about Green Valley and hoped she was able to clarify things for them. She also thanked the people who called her about code compliance. She hoped they followed her advice to call Jody. She stated for residents that information will be in the letters and she hoped residents would use that information to help themselves.

Bauer reported he also attended the work session and fielded phone calls from Green Valley. He stated it will be coming up on the agendas soon if anyone wanted to discuss it further. He also stated he would love to give his opinion on landowner's rights if anyone wanted to call.

Robinson reported he also attended the work session, which he enjoyed, took calls about Green Valley, and enjoyed the community involvement and feedback. He appreciated the respectful nature of those voicing concerns. He commended Superintendent Beth Giese who he felt did a good job in leadership, work ethic, and dedication to the City. He stated whatever is good for the school is good for the City.

Mayor Feldman commented that has been said before and he completely agreed. He stated it seems like sometimes it works only one way, not the other. He hoped they understood that as much as the Council wants it to be understood. He continued regarding the un-named city Robinson mentioned that he hoped it didn't fall on deaf ears, but only time will tell.

Mayor Feldman reported on the Liquor-Muni that Water and Sewer Supervisor Parish Barten, himself, and the architect met last Thursday and were going over the bills to finalize the note. Right now, the only thing that will be escrowed will be some repair on the outside of the building and some redo of the painting of the new addition. That will be escrowed for a springtime or summertime repair. The lower cabinets in the wine tasting area still have to be dealt with. There has been a situation with their walk-in cooler with freon that will be solved tomorrow. Right now, they are winding down and the store will have one big clean up as a part of the bid and is fully operational as it has been. He noted many compliments have been received on the store and gave kudos to Liquor Store Manager John Schmidt and staff. He noted on the consent agenda, an individual was hired that was there for many years and is coming back so that helps. He commended John, Crystal, and Corinne for holding down the fort really well through the whole thing and for their patience. He stated that although he has been doing this for many years, it was getting to him at the end so he is glad it is winding down. He hoped this will get settled with the numbers. One benefit is that he was there for all of it and one thing he knows is that everything will get paid that is owed, not one less not one more. They will get paid. He continued at the end of the day, he is satisfied with

the outcome of the store and it was a lot of hard work but they can move on from that. He stated there will be some closer returns done on the front doors in the spring time to make shutting the doors a little easier. He was sure that one thing he would be bringing to Council next year will be landscaping and a sprinkler system for the lawns. There is a good-looking building and now we have to make the landscaping match it. That will be brought to Council attention. That is why it was held off in the beginning for the construction and will be dealt with later on. He stated it was probably a good thing to do, especially with water being as tight as it was and the summer being as hot as it was. It would have been a waste of money to do a lawn at that point. Other than that, he repeated that he thought the staff is doing really well there and with the new addition of the part time, it will help out a lot. He thanked everyone. He stated he did a lot of work there but he had a team behind him and he wanted to thank them all for that.

Mayor Feldman continued, it does always take a team and that always brings him to his last conversation as he says in every meeting. This is a team, it works as a team, and things get done as a team. Whether it is a Staff member that brings up an issue or a Council Member that does, nothing ends up in completion unless it is done as a team and if they all work together they are a cohesive force. From the first day that he started being Mayor, he saw Joe Kohlmann write on an off-week memo 'Team St. Francis,' and that has stuck with him. He told Joe to emphasize that and Kohlmann has done very well with that because they are a team and work together. He stated it has been a real honor and privilege to work with you guys. He doesn't worry about problems because he knows they will get solved, hopefully a little faster and less expensive timewise, but he always knows that problems will get solved. When he came in, in the beginning, they had to deal with a lot of past problems which was difficult at the time. He remembered having discussions with Kohlmann and Thunstrom about that, frustrations being settled out, but at the same time they sorted it out. He stated that growth is a double-edged sword. There are going to be people that are for growth and people that aren't and there are going to be problems created by growth. That is what is being faced here today. The situation that was done by restructuring the administration, as has been done, will help pursue this growth in a good way. He thinks it is really important to take advantage of the growth they have right now and hopefully the seeds planted today will pay off big dividends 10, 20, 30 years down the road. He again gave kudos to the Staff and Council for working as a team.

Mayor Feldman emphasized again that residents need to talk to Council and not the social media as they will not get anywhere with social media, only more frustrated and more mad and blame everyone else for their lot in life. The best thing to do is to give the City an opportunity to solve the situation or issue. Then if it is not solved to your liking, which may happen, it will be a fully vetted issue that we will look into. At the same time, they could say at least they gave the City an opportunity. He would rather the Council and Staff be given an opportunity to solve something, and maybe not to your liking, but when you go on Facebook, hear misinformation, and spread misinformation, they are not helping the City to help

you better. He urged people to come to them and talk to, stating they are not that hard to talk to. He asked if there were any other business. There was none.

13. UPCOMING EVENTS

January 17, 2022 – City Offices Closed in Observance of Martin Luther King Jr. Day

January 18, 2022 – City Council Meeting – 6:00 p.m.

January 24, 2022 – Annual City Charter Comm. Meeting – 5:30 p.m. at City Hall

February 7, 2022 – City Council Meeting – 6:00 p.m.

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 7:45 p.m.

Jennifer Wida, City Clerk

DRAFT

PERSONS REQUESTING TO APPEAR BEFORE
THE ST. FRANCIS CITY COUNCIL
SIGN UP SHEET
For the meeting of Jan 18, 2022

CITY CODE 2-2-3: Meeting Opened Persons Requesting to Appear Before Council. Persons who wish to appear before the Council must submit a written request to the City Clerk prior to the commencement of the meeting, which lists their name and address, and states their business (or identifies on behalf of whom they wish to speak). Persons requesting to appear before the Council will be recognized during the meeting in the order in which they submitted the written request. The presiding officer may advise any person appearing as to the amount of time allowed prior to his speaking, or later limit such time. Persons speaking shall give their name, address, and state their business for identify on behalf of whom they are speaking.

The Mayor has reviewed City Code 2-2-3 and requested the following direction for the Council meetings. The Mayor's policy is going to be 3 minutes for each person signed up before the meeting, unless too many have signed up on the same topic and the Mayor will allow only a limited number to speak. Additionally, NO council member will be allowed to speak during citizens addressing the Council. The Mayor will not be allowing any dialog with citizens during the meeting (unless during a public hearing, etc.) on regular agenda items.

1. JESSE JONES
Name

7038 Ambassador St Frisco
Address

Democrat
Subject you wish to speak about

Individual or entity you are speaking on behalf

2. _____
Name

Address

Subject you wish to speak about

Individual or entity you are speaking on behalf

3. _____
Name

Address

Subject you wish to speak about

Individual or entity you are speaking on behalf

4. _____
Name

Address

Subject you wish to speak about

Individual or entity you are speaking on behalf

5. _____
Name

Address



CITY COUNCIL AGENDA
REPORT

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Officer Conditional Offer of Employment
DATE: February 7th, 2022

OVERVIEW:

On November 15th, 2021 City Council authorized the police department to fill an officer vacancy created by the resignation of Officer Boe. During the hiring process, a background investigation was performed on the top scoring candidate. At the conclusion of the background investigation it's been determined that candidate Tyler Johnson is qualified to fill the vacant police officer position. After consulting with staff, a decision was made to offer Tyler Johnson a conditional offer of employment for the police officer position. On January 18th, 2022 Chief Schwieger met with Tyler who signed a conditional offer of employment which is contingent upon City Council approval and the successful completion of a physical and psychological exam. Tyler currently holds an active Minnesota Peace Officer license with approximately four years of law enforcement experience and was most recently employed with the Isanti County Sheriff's Office. Tyler was offered to start at step two of the current police officer pay scale. Step two is reserved for candidates with 2-4 years of experience. Tyler appears to be a qualified candidate who is eager to continue his law enforcement career with the St Francis Police Department.

ACTION TO BE CONSIDERED:

Motion to authorize hiring police officer candidate Tyler Johnson at step two of the police officer pay scale contingent upon the successful completion of a physical and psychological exam. Hiring Tyler Johnson would bring the police department to full strength at 12 licensed police officers.

BUDGET IMPLICATION:

The police department is currently approved for 12 police officers which the police department operating budget accounts for.

Attachments:



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Parish Barten, Water and Wastewater Supervisor
SUBJECT: UV System – Bulb Purchase
DATE: February 7, 2022

OVERVIEW:

The Xylem-Wedeco UV system at the wastewater treatment facility is a proprietary piece of equipment that has 120 UV bulbs or lamps that disinfect our wastewater effluent. The Manufacturer recommends replacement of bulbs at about 12,000 hours of use. Overtime, the bulbs lose power and UV strength that would inhibit disinfection. Of the 120 bulbs, 80 of them are approaching the 12,000-hour mark. The Eighty purchased this year in addition to the forty bulbs purchased in 2020 will ensure we meet our Total Coliform limit. Wedeco bulbs are specifically engineered and designed for this system and come with a two-tiered warranty. Should a bulb fail with less than 9,000 hours, replacement would be free. After 9,000 hours, the warranty is pro-rated up to 12,000 hours.

ACTION TO BE CONSIDERED:

Two quotes were obtained for this expenditure.

1. Vessco Inc., for \$ 39,990
2. Xylem for \$ 33,375.

Council to consider accepting quote from Xylem for \$ 33,375.00.

BUDGET IMPLICATION:

This planned expenditure would be paid for out of the wastewater operation and maintenance budget.

Attachments:

- Quote from Xylem
- Quote from Vessco Inc.



Xylem Water Solutions USA, Inc.
Wedeco Products

4828 Parkway Plaza Blvd.
Suite 200
Charlotte, NC 28217
Tel 704/409-9700
Fax 704/409-9839

January 10, 2022

Quote # 2022-WED-0032

City of St. Francis
4058 SAINT FRANCIS BLVD NW
SAINT FRANCIS MN 55070-9701

Account# 211130

Re: ST. FRANCIS - 211130 - UV LAMPS

Xylem Water Solutions USA, Inc. - WEDECO is pleased to provide a quote for the following equipment and/or services for your approval.

UV SPARES

Qty	Description	Unit Price	Extended Price
80	76-610 54 66 LAMP, UV ECORAY ELR60	\$ 415.00	\$ 33,200.00
Total Project Price			\$ 33,200.00
Freight Charge			\$ 175.00
Total Project Price			\$ 33,375.00

Incoterm: 3 DAP - Delivered At Place **Named Placed:** 08 - Jobsite
Incoterms 2010 clarify responsibility for costs, risks, & tasks associated with the shipment of goods to the named place.
Terms of delivery: Freight PP/Add Actual
Warranty: Standard warranty terms apply to the items in this quotation.
Validity: This Quote is valid for thirty (30) days.
Taxes: The prices quoted above do not include any state, federal, or local sales tax or use taxes. Any such taxes as applicable must be added to the quoted prices.

Schedule: Delivery lead times are 5-10 working days after order acceptance.
Terms of payment: Net 30 Standard
Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by Xylem Inc.

Terms and Conditions: This order is subject to the Standard Terms and Conditions of Sale - Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and are incorporated herein by reference and made a part of the agreement between the parties

Shortages: Seller will not be responsible for any apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Back Charges: Purchaser shall not make purchases nor shall Purchaser incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

Delivery lead-times may be impacted by the current COVID-19 virus pandemic relative to transportation logistics.

Customer Acceptance: A signed facsimile of this quote is acceptance as a binding contract.

Signature: _____

Name (please print) _____

Date: _____ PO# _____

Sincerely,



JULIE ROPIC

Phone: 704-409-9793

julie.ropic@xylem.com



QUOTAT

Agenda Item # 4D.

DATE	NUMBER	PAGE
1/31/2022	0001403	1 of 1

UN-APPROVED

B COS129
I CITY OF ST FRANCIS
L 23340 CREE STREET
T ST FRANCIS, MN 55070
O

Accepted By: _____

Company: _____

Date: _____

PO#: _____

ATTENTION:

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#		JOB TITLE	SLP	SHIPPING TYPE	
PARISH		WEDECO, WATER	VES/SDP	UPS VESCO 565990	
QTY	PART	DESCRIPTION	UNIT PRICE		EXTENDED
80	76-610 54 66	WEDECO,LAMP LAMP, UV ECORAY ELR60	\$498.00		\$39,840.00
1	FREIGHT	FREIGHT CHARGES	\$150.00		\$150.00

This quote is subject to and incorporates by reference Vessco Holdings's ("Vessco") Terms & Conditions and Customer Warranty available at www.vesscoholdings.com which will be provided by email upon written request. Buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Vessco's website.

**QUOTE VALID FOR 60 DAYS. CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3%
CHARGE NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSALL**

TOTAL: \$39,990.00



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann
FROM: Jenni Wida, City Clerk
SUBJECT: Acknowledgement to Conduct Excluded Bingo
DATE: February 7, 2022

OVERVIEW:

The St. Francis Lions Club has applied for an exempt permit with the MN Gambling Control Board. The Lions Club would like to hold a bingo event at the St. Francis American Legion, Post #622 on April 9, 2022. In order for the nonprofit to conduct a lawful bingo activity they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge the Application to Conduct Excluded Bingo from the St. Francis Lions Club for a bingo event to be held on April 9, 2022 at the St. Francis American Legion.

BUDGET IMPLICATION:

None

Attachments:

- Application to Conduct Excluded Bingo

MINNESOTA LAWFUL GAMBLING

LG240B Application to Conduct Excluded Bingo

No Fee

11/17
Page 1 of 2

ORGANIZATION INFORMATION

Organization Name: St Francis Lions Club Previous Gambling Permit Number: XB-02-688-20-019

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1622197

Mailing Address: PO Box 173

City: St Francis State: MN Zip: 55070 County: Anoka

Name of Chief Executive Officer (CEO): Monica Johnson (Treasurer)

CEO Daytime Phone: 7633603612 CEO Email: mdaljohn@msn.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **Current calendar year Certificate of Good Standing**
Don't have a copy? This certificate must be obtained each year from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

☐ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? ☐ Yes ☒ No

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: 04-09-2022

-OR-

☐ conducted on up to 12 consecutive days in connection with a:

☐ county fair Dates: _____

☐ civic celebration Dates: _____

☐ Minnesota State Fair Dates: _____

Person in charge of bingo event: Monica Johnson Daytime Phone: 763-360-3612Name of premises where bingo will be conducted: St Francis American Legion #622Premises street address: PO Box 236City: St Francis If township, township name: _____ County: Anoka

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)
**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES** tab, or call 651-539-1900.

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

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

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

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



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann
FROM: Jenni Wida, City Clerk
SUBJECT: Temporary Outdoor Sales Permit – Plant Place, Inc.
DATE: February 7, 2022

OVERVIEW:

Plant Place, Inc. has submitted a Temporary and Seasonal Outdoor Sales Permit Application. The application is for a retail garden center to operate from mid-April through mid-July in the parking lot of County Market. The permit application has been reviewed by zoning, building and fire.

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge the Temporary and Seasonal Outdoor Sales Permit Application for the Plant Place.

BUDGET IMPLICATION:

None

Attachments:

- Application

TEMPORARY AND SEASONAL OUTDOOR SALES PERMIT APPLICATION

PROPOSED TEMPORARY OR SEASONAL SALE	SITE ADDRESS: <u>or 23168</u> <u>23122 St. Francis Blvd.</u>		PARCEL ID #:	
	BUSINESS HOURS: <u>9-7 M-Sat 9-6 Sun.</u>		DATES OF START TO CLOSE OF OPERATION: <u>Mid April - Mid July</u>	
	DESCRIPTION OF OPERATION: <u>Retail Garden Center</u>			
APPLICANT INFORMATION	NAME: <u>Plant Place, Inc. Owner: Jim Schroer</u>			
	ADDRESS: <u>11355 207th Ave NW</u>			
	CITY: <u>Elk River</u>		STATE: <u>MN</u>	ZIP: <u>55330</u>
	PHONE: <u>763-441-8022</u>		EMAIL: <u>Jimelkriver@msn.com</u>	
PROPERTY OWNER (if different than applicant)	NAME: <u>Bob King / Kings Supermarkets, Inc.</u>			
	ADDRESS: <u>23122 St. Francis Blvd.</u>			
	CITY: <u>St. Francis</u>		STATE: <u>MN</u>	ZIP: <u>55070</u>
	PHONE:		EMAIL:	
STRUCTURE	<p>The use of a structure shall not impair the parking capacity, emergency access, or the safe and efficient movement of pedestrian and vehicular traffic on or off the site.</p> <p>MAIN USE OF STRUCTURE: <u>Garden Center</u></p>			
	<p>SIZE:</p> <p>Length: <u>80</u> ft. Width: <u>20</u> ft.</p>			
	<p>TYPE:</p> <p>TENT CANOPY STAND OTHER: <u>Greenhouse</u></p>			
	<p>MATERIAL: <u>Membrane Structure / Steel + Poly</u></p>			
	<p>WILL ANY OF THE FOLLOWING BE USED?</p> <p>TEMPORARY TANKS HEATERS <u>ELECTRIC</u> <u>for registers</u></p>			

Required Documentation:

The following documentation must be submitted with your application in order to be considered complete.

- A scalable site plan, no larger than 11"x17", must be submitted which identifies the following:
 - Identification of sale location on site
 - Placement and size of any structures, including
 - Location of exits
 - Location of fire hydrants
 - Parking stalls and drive aisles
 - Placement and size of any signs
- Evidence of the following, if applicable:
 - Adequate off-street parking
 - City of St. Francis Business License (Reference Chapter 6)
 - State license authorizing fertilizing handlings
 - Certificate of insurance
 - Proof of any other agency permits or license required for operation

By signing this application, I declare that all of the information provided to the City of St. Francis on this application, or as part thereof, is true and accurate to the best of my knowledge.

Bob King
Print Name

Bob King
Signature of Applicant

1-27-2022
Date

Bob King
Signature of Owner (if different than applicant)

Date

APPROVALS:

Zoning:

Jodi Steers

Date:

2/2/2022

Zoned:

Pud

Agricultural

Commercial

Industrial

Fire:

[Signature]

Date:

2/3/22

Building:

[Signature]

Date:

2-3-22

2/1/22
Paid \$50.00 CHECK # 15656 JW

Anoka County, MN



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Map Scale
1 inch = 100 feet
2/26/2020

Same set up as last year.



CITY COUNCIL AGENDA REPORT

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: 30 Day Notice
DATE: February 7th, 2022

OVERVIEW:

The City Administrator emailed his 30 day notice to Council and Staff on February 2nd. The last official day with St. Francis will be March 6th.
The position was posted on the League of MN Cities website and will be taking applications through 2/22/22.
A tentative timeline for replacement was also provided via email.

ACTION TO BE CONSIDERED:

Accept letter of resignation.

BUDGET IMPLICATION:

None.

Attachments:



CITY COUNCIL AGENDA
REPORT

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Payment of Claims
DATE: February 7, 2022

OVERVIEW:
Attached are the bills received since the last council meeting. Total checks to be written are \$201,149.87 plus any additional bills that are handed out at council meeting. Please note the bill list includes payments that are coded to 2021.

Other Payments to be approved:
Debt service payments –\$120,781.45
Direct Transfers from Previous Month-N/A
Credit Card Payment-N/A
Manual Checks-N/A

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

BUDGET IMPLICATION:
City bills

- Attachments:
- 02-07-2022 Packet List-\$201,149.87
 - 02-07-2022 Debt Service-\$120,781.45

CITY OF ST FRANCIS

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Agenda Item # 4H.

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*Claim Register©

AP 2021 02-07-2022

January 2022

Claim Type

Claim#	13360	ANOKA COUNTY TREASURY DEPT				
Cash Payment	E 101-42110-311	Contract	4TH QTR STATE ACCESS FEE - 2021			\$180.00
	Invoice	AR019407				
Transaction Date	1/25/2022	Due 1/25/2022	CASH	10100	Total	\$180.00

Claim Type

Claim#	13323	BGS (BARNA GUZY)				
Cash Payment	E 101-41600-304	Civil Legal Fees	COMMUNITY DEVELOPMENT			\$1,372.00
	Invoice	240154				
Cash Payment	E 101-41600-312	Criminal Legal Fees	PROSECUTION/RETAINER FEES			\$5,000.00
	Invoice	240101				
Cash Payment	E 101-41600-304	Civil Legal Fees	J. ORESKIE PURCHASE OF 22708 RUM RIVER BLVD			\$70.00
	Invoice	240784				
Cash Payment	E 101-41600-304	Civil Legal Fees	MISC/NON RETAINER			\$840.00
	Invoice	240155				
Cash Payment	E 101-41600-304	Civil Legal Fees	GENERAL LABOR			\$5,404.00
	Invoice	240153				
Cash Payment	E 101-41600-304	Civil Legal Fees	MUNICIPAL REVIEWS			\$1,900.00
	Invoice	240152				
Cash Payment	E 101-41600-304	Civil Legal Fees	PURCHASE OF 23115 AMBASSADOR			\$532.00
	Invoice	240785				
Cash Payment	E 101-41600-304	Civil Legal Fees	TYLER WITT FORFEITURE			\$392.00
	Invoice	240314				
Transaction Date	1/20/2022	Due 1/20/2022	CASH	10100	Total	\$15,510.00

Claim Type

Claim#	13354	DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$16,802.67
	Invoice	1495237				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			-\$15.50
	Invoice	1498268				
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$59.00
	Invoice	1495237				
Cash Payment	E 609-49751-255	N/A Products	N/A PRODUCTS			\$117.00
	Invoice	1495237				
Transaction Date	1/25/2022	Due 1/25/2022	CASH	10100	Total	\$16,963.17

Claim Type

Claim#	13376	DELL MARKETING L.P.				
Cash Payment	E 402-42110-554	Body Cameras	BODY CAMERAS			\$1,677.70
	Invoice	10543418986				
Transaction Date	1/31/2022	Due 1/31/2022	CASH	10100	Total	\$1,677.70

Claim Type

Claim#	13363	HAKANSON ANDERSON ASSOC., I				
Cash Payment	E 603-49490-303	Engineering Fees	2021 ROUTINE RETAINER FEES			\$1,600.00
	Invoice	47670				
Cash Payment	E 405-43100-806	2021 Street Improvements	MUNICIPAL STATE AID 2021			\$912.20
	Invoice	47665				
Cash Payment	G 803-22193	Ambassador Blvd Bridge Repla	SITE PLAN REVIEWS 2021			\$249.52
	Invoice	47662				
Cash Payment	G 803-22043	Esc-Laketown (Rivers Edge)	RIVERS EDGE 5TH ADD			\$735.70
	Invoice	47663				

CITY OF ST FRANCIS

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***Claim Register©**

AP 2021 02-07-2022

January 2022

Cash Payment	E 101-41910-303 Engineering Fees	SF906-2021 BUILDING PERMIT REVIEWS	\$830.00			
Invoice 47671						
Cash Payment	E 405-43100-805 2020 Street Improvements	2020 STREET REHAB PROJECT	\$374.50			
Invoice 47667						
Cash Payment	E 405-43100-806 2021 Street Improvements	2021 STREET REHAB PROJECT	\$2,194.00			
Invoice 47668						
Cash Payment	G 803-22178 Green Valley Subdivision	GREEN VALLEY PRESERVE	\$1,618.75			
Invoice 47664						
Cash Payment	E 405-43100-805 2020 Street Improvements	2020 STREET RECON-WATERMAIN	\$9,116.20			
Invoice 47666						
Cash Payment	E 101-43100-303 Engineering Fees	GENERAL ENGINEERING 2021	\$649.50			
Invoice 47669						
Cash Payment	G 803-22194 Northrup Grumann Site Plan-2	SITE PLAN REVIEWS 2021	\$417.52			
Invoice 47662						
Cash Payment	G 803-22191 Alliant Finance-Plantinum Land	SITE PLAN REVIEWS 2021	\$257.50			
Invoice 47662						
Transaction Date	1/26/2022	Due 1/26/2022	CASH	10100	Total	\$18,955.39

Claim Type

Claim#	13346	MINNESOTA FIRE SERVICE CERTI				
Cash Payment	E 101-42210-208 Training and Instruction	FIRE INSPECTOR EXAM- JOHNSON/STRASSBURG		\$240.00		
	Invoice 9626					
Transaction Date	1/24/2022	Due 1/24/2022	CASH	10100	Total	\$240.00

Claim Type

Claim#	13374	VESSCO, INC.				
Cash Payment	E 602-49490-384 Refuse/Garbage Disposal	WASTEWATER		\$1,218.94		
	Invoice 83423					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	REPAIRS/MAINT BUILDINGS		\$680.83		
	Invoice 83340					
Transaction Date	1/31/2022	Due 1/31/2022	CASH	10100	Total	\$1,899.77

Claim Type

Claim#	13373	WSB & ASSOCIATES, INC				
Cash Payment	E 601-49440-303 Engineering Fees	RISK ASSESSMENTS 2021		\$3,014.75		
	Invoice R-017848-000-9					
Transaction Date	1/31/2022	Due 1/31/2022	CASH	10100	Total	\$3,014.75

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$58,440.78
Total	\$58,440.78

CITY OF ST FRANCIS

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*Claim Register©

AP 2022 02-07-2022

January 2022

Claim Type

Claim# 13447 ALLINA HEALTH

Cash Payment E 101-42210-305 Medical & Testing Fees FIRST RESPONDER TRAINING CLASS \$1,148.25
 Invoice CI00015988

Transaction Date 2/3/2022 Due 2/3/2022 CASH 10100 **Total** \$1,148.25

Claim Type

Claim# 13314 ANOKA COUNTY ATTORNEYS OFF

Cash Payment E 208-42110-441 Miscellaneous ICR #19-306015 FORFEITURE \$22.50
 Invoice ICR#19-306015

Cash Payment E 208-42110-441 Miscellaneous ICR 21-055219 FORFEITURE \$128.20
 Invoice ICR 21-055219

Transaction Date 1/19/2022 Due 1/19/2022 CASH 10100 **Total** \$150.70

Claim Type

Claim# 13359 ANOKA COUNTY CHIEF OF POLIC

Cash Payment E 101-42110-433 Dues and Subscriptions 2022 YEARLY DUES \$142.00
 Invoice .012522

Transaction Date 1/25/2022 Due 1/25/2022 CASH 10100 **Total** \$142.00

Claim Type

Claim# 13434 ANOKA COUNTY FIRE PROTECTIO

Cash Payment E 101-42210-208 Training and Instruction FIREFIGHTER I & II CLASS FEES \$1,570.00
 Invoice 224

Transaction Date 2/2/2022 Due 2/2/2022 CASH 10100 **Total** \$1,570.00

Claim Type

Claim# 13352 ANOKA COUNTY PROPERTY REC

Cash Payment E 101-41400-441 Miscellaneous E-CRV NO. 1370803 \$483.50
 Invoice 1370803

Transaction Date 1/24/2022 Due 1/24/2022 CASH 10100 **Total** \$483.50

Claim Type

Claim# 13351 ANOKA COUNTY TREASURY DEPT

Cash Payment E 101-42110-321 Telephone BROADBAND \$37.51
 Invoice B220118P

Cash Payment E 101-42210-321 Telephone BROADBAND \$37.51
 Invoice B220118P

Cash Payment E 101-43100-321 Telephone BROADBAND \$37.51
 Invoice B220118P

Cash Payment E 101-45200-321 Telephone BROADBAND \$37.51
 Invoice B220118P

Cash Payment E 601-49440-321 Telephone BROADBAND \$37.51
 Invoice B220118P

Cash Payment E 602-49490-321 Telephone BROADBAND \$37.45
 Invoice B220118P

Transaction Date 1/24/2022 Due 1/24/2022 CASH 10100 **Total** \$225.00

Claim Type

Claim# 13380 ASPEN MILLS

Cash Payment E 101-42110-437 Uniform Allowance UNIFORMS-HADLER \$139.85
 Invoice 288174

Transaction Date 2/1/2022 Due 2/1/2022 CASH 10100 **Total** \$139.85

Claim Type

Claim# 13378 BELLBOY CORPORATION

CITY OF ST FRANCIS

*Claim Register©

AP 2022 02-07-2022

January 2022

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				-\$1.65
Invoice	0093403700					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$54.45
Invoice	0093363200					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$8.34
Invoice	104621800					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				-\$250.00
Invoice	0093403700					
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING				\$177.70
Invoice	104621800					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$5,528.80
Invoice	0093363200					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$325.00
Invoice	104621800					
Transaction Date	2/1/2022	Due 2/1/2022	CASH	10100	Total	\$5,842.64

Claim Type

Claim#	13389	BERNICK COMPANIES, THE				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$779.80
Invoice	297875					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$279.80
Invoice	295832					
Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total	\$1,059.60

Claim Type

Claim#	13388	BREAKTHRU BEVERAGE				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$31.18
Invoice	342727231					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$14.50
Invoice	342645667					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,238.15
Invoice	342727231					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,758.85
Invoice	342645667					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$136.00
Invoice	342727231					
Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total	\$4,178.68

Claim Type

Claim#	13313	COMPASS MINERALS AMERICA, I				
Cash Payment	G 101-14100 Inventory of Material/Supply	BULK SALT				\$5,524.14
Invoice	919729					
Transaction Date	1/19/2022	Due 1/19/2022	CASH	10100	Total	\$5,524.14

Claim Type

Claim#	13445	COUNTY MARKET - CITY ACCOUN				
Cash Payment	E 101-42210-212 Motor Fuels	JANUARY FUEL ACCOUNT				\$562.99
Invoice	.020322					
Transaction Date	2/3/2022	Due 2/3/2022	CASH	10100	Total	\$562.99

Claim Type

Claim#	13329	CRYSTAL SPRINGS ICE				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC PRODUCTS				\$71.98
Invoice	2005066					
Transaction Date	1/24/2022	Due 1/24/2022	CASH	10100	Total	\$71.98

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Claim#	13387	DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$5,312.17
Invoice	1528782					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			-\$226.45
Invoice	1522048					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$4,093.65
Invoice	1523560					
Cash Payment	E 609-49751-255	N/A Products	N/A PRODUCTS			\$57.80
Invoice	1523560					
Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total	\$9,237.17

Claim Type

Claim#	13432	DELL MARKETING L.P.				
Cash Payment	E 402-42110-580	Computers	PD COMPUTERS			\$657.00
Invoice	10555652332					
Cash Payment	E 402-42110-580	Computers	PD COMPUTERS			\$657.00
Invoice	10556213225					
Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total	\$1,314.00

Claim Type

Claim#	13350	DOMAIN LISTINGS				
Cash Payment	E 101-41400-441	Miscellaneous	DOMAIN HOST 2022			\$288.00
Invoice	012522					
Transaction Date	1/24/2022	Due 1/24/2022	CASH	10100	Total	\$288.00

Claim Type

Claim#	13356	DRIVER & VEHICLE SERVICES				
Cash Payment	E 101-43100-221	Vehicle Repair & Maintena	2022 REGISTRATION RENEWALS			\$81.79
Invoice	.01252022					
Cash Payment	E 101-45200-221	Vehicle Repair & Maintena	2022 REGISTRATION RENEWALS			\$81.78
Invoice	.01252022					
Cash Payment	E 101-49200-441	Miscellaneous	2022 REGISTRATION RENEWALS			\$19.25
Invoice	.01252022					
Cash Payment	E 601-49440-221	Vehicle Repair & Maintena	2022 REGISTRATION RENEWALS			\$52.91
Invoice	.01252022					
Cash Payment	E 602-49490-221	Vehicle Repair & Maintena	2022 REGISTRATION RENEWALS			\$53.02
Invoice	.01252022					
Cash Payment	E 101-42400-221	Vehicle Repair & Maintena	2022 REGISTRATION RENEWALS			\$19.25
Invoice	.01252022					
Transaction Date	1/25/2022	Due 1/25/2022	CASH	10100	Total	\$308.00

Claim Type

Claim#	13337	E.H. RENNER				
Cash Payment	G 601-16300	Infrastructure	WELL/PUMP PROJECT			\$28,803.00
Invoice	6873					
Transaction Date	1/24/2022	Due 1/24/2022	CASH	10100	Total	\$28,803.00

Claim Type

Claim#	13355	EAGLE GARAGE DOOR CO.				
Cash Payment	E 101-42110-401	Repairs/Maint Buildings	POLICE STATION - GARAGE DOOR REPAIR			\$1,710.00
Invoice	7611					
Transaction Date	1/25/2022	Due 1/25/2022	CASH	10100	Total	\$1,710.00

Claim Type

Claim#	13382	ECM PUBLISHERS, INC.				
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Cash Payment	E 101-41400-351 Legal Notices Publishing	RESOLUTION 2022-06			\$182.75
	Invoice 873899				
Cash Payment	E 101-41400-351 Legal Notices Publishing	RESOLUTION 2022-05			\$112.88
	Invoice 873898				
Cash Payment	E 101-41400-351 Legal Notices Publishing	RESOLUTION 2022-01			\$333.25
	Invoice 873897				
Cash Payment	E 101-41400-351 Legal Notices Publishing	ORDINANCE 288 SECOND SERIES			\$112.88
	Invoice 873896				
Cash Payment	E 101-41400-351 Legal Notices Publishing	2022 BUDGET SUMMARY			\$220.38
	Invoice 873895				
Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total \$962.14

Claim TypeClaim# 13394 *ELECTRO WATCHMAN, INC.*

Cash Payment	E 609-49750-401 Repairs/Maint Buildings	FIRE ALARM MONIOTORING			\$927.65
	Invoice 379911				

Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total \$927.65
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Claim TypeClaim# 13393 *EMERGENCY MEDICAL PRODUCT*

Cash Payment	E 101-42210-217 Other Operating Supplies	OPERATING SUPPLIES			\$105.81
	Invoice 2314599				

Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total \$105.81
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Claim TypeClaim# 13392 *GRANITE CITY JOBBING CO.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$4.25
	Invoice 266655				

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC			\$43.84
	Invoice 266655				

Cash Payment	E 609-49751-255 N/A Products	TOBACCO			\$2,573.98
	Invoice 266655				

Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total \$2,622.07
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Claim TypeClaim# 13391 *HAWKINS, INC.*

Cash Payment	E 602-49490-216 Chemicals and Chem Prod	CHEMICALS			\$6,117.85
	Invoice 6106371				

Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total \$6,117.85
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Claim TypeClaim# 13312 *HERC-U-LIFT*

Cash Payment	E 601-49440-228 Equipment Maintenance	PLANNED MAINT.			\$42.41
	Invoice W534333				

Cash Payment	E 601-49440-228 Equipment Maintenance	CO TEST			\$16.59
	Invoice W534334				

Cash Payment	E 602-49490-228 Equipment Maintenance	CO TEST			\$16.59
	Invoice W534334				

Cash Payment	E 602-49490-228 Equipment Maintenance	PLANNED MAINT.			\$42.41
	Invoice W534333				

Cash Payment	E 101-43100-221 Vehicle Repair & Maintena	CO TEST			\$16.59
	Invoice W534334				

Cash Payment	E 101-43100-221 Vehicle Repair & Maintena	PLANNED MAINT.			\$42.41
	Invoice W534333				

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Cash Payment E 101-45200-221 Vehicle Repair & Maintena PLANNED MAINT. \$42.42
Invoice W534333

Cash Payment E 101-45200-221 Vehicle Repair & Maintena CO TEST \$16.59
Invoice W534334

Transaction Date 1/19/2022 Due 1/19/2022 CASH 10100 **Total** \$236.01

Claim Type

Claim# 13390 *INNOVATIVE OFFICE SOLUTIONS,*

Cash Payment E 101-41400-200 Office Supplies PRINTER TONER \$169.19
Invoice IN3634013

Cash Payment E 101-41400-200 Office Supplies OFFICE SUPPLIES \$11.28
Invoice IN3622289

Transaction Date 2/2/2022 Due 2/2/2022 CASH 10100 **Total** \$180.47

Claim Type

Claim# 13433 *INTL ASSOC OF FIRE CHIEFS*

Cash Payment E 101-42210-433 Dues and Subscriptions 2022 MEMBERSHIP \$215.00
Invoice 000135466

Transaction Date 2/2/2022 Due 2/2/2022 CASH 10100 **Total** \$215.00

Claim Type

Claim# 13404 *ISD #15*

Cash Payment E 101-42110-221 Vehicle Repair & Maintena CAR 118 MAINT. \$251.76
Invoice 8327

Transaction Date 2/2/2022 Due 2/2/2022 CASH 10100 **Total** \$251.76

Claim Type

Claim# 13403 *JOHNSON BROS WHLSE LIQUOR*

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$166.46
Invoice 1981000

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$34.54
Invoice 1981001

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$17.28
Invoice 1976727

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$20.41
Invoice 1976728

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$8,737.63
Invoice 1981000

Cash Payment E 609-49751-253 Wine For Resale WINE \$1,788.00
Invoice 1981001

Cash Payment E 609-49751-253 Wine For Resale WINE \$583.65
Invoice 1976728

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$1,153.97
Invoice 1976727

Transaction Date 2/2/2022 Due 2/2/2022 CASH 10100 **Total** \$12,501.94

Claim Type

Claim# 13397 *KIMS KLEANING*

Cash Payment E 101-42110-402 Janitorial Service POLICE DEPT CLEANING \$900.00
Invoice 8245

Cash Payment E 601-49440-402 Janitorial Service WWP CLEANING \$200.00
Invoice 8244

Cash Payment E 602-49490-402 Janitorial Service WWP CLEANING \$275.00
Invoice 8246

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Cash Payment	E 101-41940-402 Janitorial Service	CITY HALL CLEANING			\$300.00
Invoice	8241				
Cash Payment	E 101-45000-402 Janitorial Service	COMMUNITY CENTER CLEANING			\$100.00
Invoice	8242				
Cash Payment	E 101-42210-402 Janitorial Service	FIRE DEPT CLEANING			\$225.00
Invoice	8247				
Cash Payment	E 101-43100-402 Janitorial Service	CLEANING			\$225.00
Invoice	8243				
Cash Payment	E 101-45200-402 Janitorial Service	CLEANING			\$225.00
Invoice	8243				
Cash Payment	E 601-49440-402 Janitorial Service	CLEANING			\$225.00
Invoice	8243				
Cash Payment	E 602-49490-402 Janitorial Service	CLEANING			\$225.00
Invoice	8243				
Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total \$2,900.00
Claim Type					
Claim#	13347	LAW ENFORCEMENT LABOR SVC			
Cash Payment	G 101-21707 Union Dues	DUES - ALLEN			\$65.00
Invoice	.01242022				
Cash Payment	G 101-21707 Union Dues	DUES - OFFICERS			\$520.00
Invoice	.012422				
Cash Payment	G 101-21707 Union Dues	DAN ALLEN DUES 02/22			\$65.00
Invoice	.02022022				
Cash Payment	G 101-21707 Union Dues	OFFICER DUES 02/2022			\$520.00
Invoice	.020222				
Transaction Date	1/24/2022	Due 1/24/2022	CASH	10100	Total \$1,170.00
Claim Type					
Claim#	13444	LEAGUE OF MN CITIES			
Cash Payment	E 603-49490-418 Storm Water Management	MN CITIES STORMWATER COALITION			\$640.00
Invoice	357737				
Transaction Date	2/3/2022	Due 2/3/2022	CASH	10100	Total \$640.00
Claim Type					
Claim#	13407	MARCO TECHNOLOGIES LLC			
Cash Payment	E 609-49750-240 Office Equip	OFFICE EQUIPMENT			\$1,621.90
Invoice	INV9565992				
Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total \$1,621.90
Claim Type					
Claim#	13333	MCDONALD DIST CO.			
Cash Payment	E 609-49751-252 Beer For Resale	BEER			\$4,830.40
Invoice	615025				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			\$292.50
Invoice	615024				
Cash Payment	E 609-49751-252 Beer For Resale	BEER			\$2,897.85
Invoice	615920				
Cash Payment	E 609-49751-252 Beer For Resale	BEER			-\$240.20
Invoice	615079				
Cash Payment	E 609-49751-255 N/A Products	BEER			\$149.60
Invoice	615920				
Transaction Date	1/24/2022	Due 1/24/2022	CASH	10100	Total \$7,930.15

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Claim Type

Claim#	13405	MCDOWALL COMPANY, INC				
Cash Payment	E 601-49440-311 Contract	ROOFING MANAGEMENT AGREEMENT				\$485.71
Invoice	17320					
Cash Payment	E 602-49490-311 Contract	ROOFING MANAGEMENT AGREEMENT				\$485.71
Invoice	17320					
Cash Payment	E 101-43100-311 Contract	ROOFING MANAGEMENT AGREEMENT				\$485.71
Invoice	17320					
Cash Payment	E 101-45200-311 Contract	ROOFING MANAGEMENT AGREEMENT				\$485.71
Invoice	17320					
Cash Payment	E 101-42210-311 Contract	ROOFING MANAGEMENT AGREEMENT				\$485.72
Invoice	17320					
Cash Payment	E 101-42110-311 Contract	ROOFING MANAGEMENT AGREEMENT				\$485.72
Invoice	17320					
Cash Payment	E 609-49750-311 Contract	ROOFING MANAGEMENT AGREEMENT				\$485.72
Invoice	17320					
Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total	\$3,400.00

Claim Type

Claim#	13358	METRO SALES, INC.				
Cash Payment	E 101-42110-311 Contract	COPIES				\$375.47
Invoice	INV1966180					
Transaction Date	1/25/2022	Due 1/25/2022	CASH	10100	Total	\$375.47

Claim Type

Claim#	13324	MN MUNICIPAL UTILITIES ASSOC.				
Cash Payment	E 101-41400-311 Contract	SAFETY MANAGEMENT PROGRAM JAN-FEB-MARCH 2022				\$531.25
Invoice	58964					
Cash Payment	E 101-42110-311 Contract	SAFETY MANAGEMENT PROGRAM JAN-FEB-MARCH 2022				\$531.25
Invoice	58964					
Cash Payment	E 101-42210-311 Contract	SAFETY MANAGEMENT PROGRAM JAN-FEB-MARCH 2022				\$531.25
Invoice	58964					
Cash Payment	E 101-43100-311 Contract	SAFETY MANAGEMENT PROGRAM JAN-FEB-MARCH 2022				\$796.88
Invoice	58964					
Cash Payment	E 101-45200-311 Contract	SAFETY MANAGEMENT PROGRAM JAN-FEB-MARCH 2022				\$796.88
Invoice	58964					
Cash Payment	E 601-49440-311 Contract	SAFETY MANAGEMENT PROGRAM JAN-FEB-MARCH 2022				\$796.88
Invoice	58964					
Cash Payment	E 602-49490-311 Contract	SAFETY MANAGEMENT PROGRAM JAN-FEB-MARCH 2022				\$796.88
Invoice	58964					
Cash Payment	E 609-49750-311 Contract	SAFETY MANAGEMENT PROGRAM JAN-FEB-MARCH 2022				\$531.23
Invoice	58964					
Transaction Date	1/20/2022	Due 1/20/2022	CASH	10100	Total	\$5,312.50

Claim Type

Claim#	13421	MN NCPERS LIFE INSURANCE				
Cash Payment	G 101-21713 MN Life	FEBRUARY 2022 PREMIUM				\$112.00
Invoice	733400022022					

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Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total	\$112.00
Claim Type						
Claim#	13316	MN STATE FIRE CHIEFS ASSN.				
Cash Payment	E 101-42210-433	Dues and Subscriptions	2022 MEMBERSHIP-FIRE CHIEF			\$100.00
Invoice	.01192022					
Cash Payment	E 101-42210-433	Dues and Subscriptions	2022 MEMBERSHIP-COMMAND LEVEL			\$60.00
Invoice	.01192022					
Transaction Date	1/19/2022	Due 1/19/2022	CASH	10100	Total	\$160.00
Claim Type						
Claim#	13357	NORTHLAND OCCUPATIONAL HEA				
Cash Payment	E 101-43100-441	Miscellaneous	TESTING			\$25.00
Invoice	13525					
Cash Payment	E 101-45200-441	Miscellaneous	TESTING			\$25.00
Invoice	13525					
Cash Payment	E 601-49440-441	Miscellaneous	TESTING			\$25.00
Invoice	13525					
Cash Payment	E 602-49490-441	Miscellaneous	TESTING			\$25.00
Invoice	13525					
Transaction Date	1/25/2022	Due 1/25/2022	CASH	10100	Total	\$100.00
Claim Type						
Claim#	13309	PACE ANALYTICAL SERVICES				
Cash Payment	E 602-49490-313	Sample Testing	WASTEWATER 01/11/22			\$191.00
Invoice	22100362489					
Cash Payment	E 602-49490-313	Sample Testing	COOLER 2 WEEKLY WW			\$159.00
Invoice	22100362582					
Cash Payment	E 602-49490-313	Sample Testing	WASTEWATER 01/20/2022			\$159.00
Invoice	22100363360					
Cash Payment	E 602-49490-313	Sample Testing	WASTEWATER 11/30			\$34.00
Invoice	22100363881					
Cash Payment	E 602-49490-313	Sample Testing	WASTEWATER 11/21			\$34.00
Invoice	22100363856					
Cash Payment	E 602-49490-313	Sample Testing	COOLER WASTEWATER			\$401.00
Invoice	22100363600					
Cash Payment	E 602-49490-313	Sample Testing	MUNICIPAL POTABLE WATER			\$90.00
Invoice	22100361908					
Transaction Date	1/19/2022	Due 1/19/2022	CASH	10100	Total	\$1,068.00
Claim Type						
Claim#	13341	PEPSI COLA				
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC PRODUCTS			\$438.25
Invoice	18125803					
Transaction Date	1/24/2022	Due 1/24/2022	CASH	10100	Total	\$438.25
Claim Type						
Claim#	13411	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-253	Wine For Resale	WINE			-\$41.35
Invoice	656265					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$6.57
Invoice	6337592					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$11.00
Invoice	6337593					

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Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$1.57
	Invoice 6337594					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				-\$8.83
	Invoice 656263					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				-\$12.04
	Invoice 656264					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$21.73
	Invoice 6340875					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$6.28
	Invoice 6340876					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$14.13
	Invoice 6341649					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				-\$10.67
	Invoice 656262					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				-\$8.17
	Invoice 656424					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				-\$14.08
	Invoice 656261					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$209.50
	Invoice 6337593					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC PRODUCT				\$44.00
	Invoice 6337594					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$328.19
	Invoice 6337592					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$374.00
	Invoice 6341649					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$512.00
	Invoice 6340876					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$3,274.75
	Invoice 6340875					
Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total	\$4,708.58

Claim Type

Claim# 13446 ROSEVILLE, CITY OF

Cash Payment	E 101-42210-310 Computer Consulting Fee	IT SUPPORT FEBRUARY 2022				\$11,059.46
	Invoice 0230712					

Transaction Date	2/3/2022	Due 2/3/2022	CASH	10100	Total	\$11,059.46
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Claim Type

Claim# 13345 SOUTHERN GLAZERS OF MN

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$93.44
	Invoice 2170131					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$5.12
	Invoice 2172553					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$6.40
	Invoice 2170132					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$6.40
	Invoice 2172552					

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$7,636.69
	Invoice 2170131					

Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$800.00
	Invoice 2172553					

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$944.63
	Invoice 2172552					

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Cash Payment E 609-49751-253 Wine For Resale WINE \$280.00
Invoice 2170132

Transaction Date 1/24/2022 Due 1/24/2022 CASH 10100 **Total** \$9,772.68

Claim Type

Claim# 13443 STATE OF MN, DEPT OF FINANCE

Cash Payment E 208-42110-441 Miscellaneous ICR#21-055219 FORFEITURE \$64.10
Invoice ICR 21-055219

Transaction Date 2/3/2022 Due 2/3/2022 CASH 10100 **Total** \$64.10

Claim Type

Claim# 13424 STREICHER S

Cash Payment E 101-42110-437 Uniform Allowance PD BADGE-OFFICER 107 \$117.00
Invoice 1548249

Transaction Date 2/2/2022 Due 2/2/2022 CASH 10100 **Total** \$117.00

Claim Type

Claim# 13381 THE AMERICAN BOTTLING COMP

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$366.88
Invoice 3562325105

Transaction Date 2/1/2022 Due 2/1/2022 CASH 10100 **Total** \$366.88

Claim Type

Claim# 13423 TJ ASSOCIATES

Cash Payment E 101-42110-200 Office Supplies PD ENVELOPES \$35.00
Invoice 237621

Transaction Date 2/2/2022 Due 2/2/2022 CASH 10100 **Total** \$35.00

Claim Type

Claim# 13430 UHL COMPANY, INC

Cash Payment E 101-43100-401 Repairs/Maint Buildings REPAIRS \$319.28
Invoice 39272

Cash Payment E 101-45200-401 Repairs/Maint Buildings REPAIRS \$319.28
Invoice 39272

Cash Payment E 101-43210-401 Repairs/Maint Buildings REPAIRS \$319.28
Invoice 39272

Cash Payment E 601-49440-401 Repairs/Maint Buildings REPAIRS \$319.28
Invoice 39272

Cash Payment E 602-49490-401 Repairs/Maint Buildings REPAIRS \$319.28
Invoice 39272

Cash Payment E 101-42110-401 Repairs/Maint Buildings REPAIRS \$319.29
Invoice 39272

Transaction Date 2/2/2022 Due 2/2/2022 CASH 10100 **Total** \$1,915.69

Claim Type

Claim# 13428 VINOCOPIA, INC.

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT -\$6.25
Invoice 0296381-CM

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$12.50
Invoice 0283933

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$32.50
Invoice 0296381-IN

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$120.00
Invoice 0283933

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC -\$120.00
Invoice 0296381-CM

CITY OF ST FRANCIS

02/03/22 2:30 PM

Agenda Item # 4H.

Page 11

***Claim Register©**

AP 2022 02-07-2022

January 2022

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,563.25
	Invoice 0296381-IN					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$240.00
	Invoice 0296381-IN					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$120.00
	Invoice 0296381-IN					
Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total	\$1,962.00

Claim Type

Claim# 13427 WINE MERCHANTS

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$5.23
	Invoice 7365971					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$594.00
	Invoice 7365971					

Transaction Date	2/2/2022	Due 2/2/2022	CASH	10100	Total	\$599.23
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Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$142,709.09
Total	\$142,709.09

Total Both Batches-\$201,149.87

CITY OF ST FRANCIS

Payments

02/02/22 9:01 AM

Page 1

Current Period: February 2022

Payments Batch P-DEBT-FEB 2022		\$120,781.45			
Refer	13422 MN PFA	<u>Ck# 001357E 2/22/2022</u>			
Cash Payment	E 601-47000-611 Bond Interest	INTEREST ON WATER PLANT LOAN			\$49,081.45
Invoice					
Cash Payment	E 602-47000-611 Bond Interest	INTEREST ON WWTP LOAN			\$71,700.00
Invoice					
Transaction Date	2/22/2022	CASH	10100	Total	\$120,781.45

Fund Summary

	10100 CASH
601 WATER FUND	\$49,081.45
602 SEWER FUND	\$71,700.00
	<u>\$120,781.45</u>

Pre-Written Checks	\$120,781.45
Checks to be Generated by the Computer	\$0.00
Total	<u>\$120,781.45</u>

January 24, 2022

Saint Francis, City of

E-mail to:

finance@stfrancismn.org

Re: Loan repayments due on G.O. bonds payable to the Minnesota Public Facilities Authority.

Please be reminded that, in accordance with the Loan Agreement(s) and related G.O. Note(s), your semi-annual repayment is due to the Authority on or before:

Tuesday, February 22, 2022

The total Payment Due on or before the above date is:

\$120,781.45

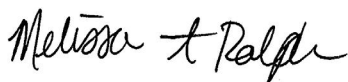
Current schedules can be found on the SharePoint site your loan officer shared with you.

Attached are the repayment instructions. If you have questions regarding your project(s) financing, please contact your loan officer:

Becky Sabie
Rebecca.Sabie@state.mn.us

If I can be of any further assistance, please let me know.

Sincerely,



Melissa Ralph
Accounting Officer

Minnesota Public Facilities Authority

1st National Bank Building • 332 Minnesota St., Suite W820 • Saint Paul, MN 55101-1378 • USA
651-259-7469 • 800-657-3858 • Fax: 651-296-8833 • TTY/TDD: 651-296-3900

mn.gov/pfa

An equal opportunity employer and service provider



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Parish Barten, Water Sewer Supervisor
SUBJECT: Ordinance Amendments – City Code Chapter 3, Section 2, Subdivision 3.
Abandoned service penalties, City Code Chapter 3, Section 2, Subdivision 5.
Private water supplies, and City Code Chapter 3, Section 3, Subdivision 2E.
Abandonment of Private System, 1-3, Second Reading
DATE: 02/07/2022

OVERVIEW:

The City will be extending roads for future development, which in turn will be extending the utilities and needs to update the ordinances to reflect what is best for the City for connections/disconnections being made from existing properties and/or new construction properties.

ACTION TO BE CONSIDERED:

1. Approve Ordinance 294 amending City Code Chapter 3 regarding municipal and public utilities for the City of St. Francis.
2. Approve Resolution 2022-07 Authorizing summary publication of Ordinance 294, amending chapter 3 of the city code regarding municipal and public utilities for the City of St. Francis.

BUDGET IMPLICATION:

None

Attachments:

- City Code Chapter 3, Section 2, Subdivision 3. Abandoned service penalties.
- City Code Chapter 3, Section 2, Subdivision 5. Private water supplies.
- City Code Chapter 3, Section 3, Subdivision 2. Abandonment of Private System
- Resolution 2022-07 Authorizing Summary Publication of Ordinance 294

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

ORDINANCE 294, SECOND SERIES

**AN ORDINANCE AMENDING SECTIONS 3-2-3 ABANDONED SERVICE
PENALTIES, SECTION 3-2-5 PRIVATE WATER SUPPLIES, SECTION 3-3-2
ABANDONMENT OF PRIVATE SYSTEM OF CHAPTER 3 OF THE CITY CODE
REGARDING MUNICIPAL UTILITIES**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 3-2-3 shall hereby be amended to read as follows:

3-2-3: ABANDONED SERVICE PENALTIES.

All service installations connected to the City water system that have been abandoned or, for any reason, have become useless for further service shall be disconnected at the main. The owner of the premises, served by this service, shall pay the cost of the excavation and subsequent restoration. ~~The City shall perform the actual disconnection and all pipe and appurtenances removed from the street right-of-way shall become the property of the City.~~ The owner of the premises, served by this service, shall obtain licensed contract services to perform the actual disconnection. When new buildings are erected on the site of old ones, and it is desired to increase the existing water service size, a new permit shall be taken out and the regular tapping charge shall be made as if this were a new service. It is unlawful for any person to cause to allow any service pipe to be hammered or squeezed together at the ends to stop the flow of water, or to save expense in improperly removing such pipe from the main. Also, such improper disposition thereof shall be corrected by the City and the cost incurred shall be borne by the person causing or allowing such work to be performed.

All work required to abandon or increase the existing water service shall be in compliance with the current version of the City of St. Francis Private Development Standards. If required by the Public Works Director or designee, the Owner shall provide construction and traffic control plans for the proposed work.

Failure to Connect to Remove Service Installation: If such service installation is not removed pursuant to this Section, the City, upon providing written notice to the owner of the premises, shall enter into a contract with a licensed contractor to have the installation removed, and the cost shall be assessed to the property taxes, unless authorized by the City Council to do otherwise.

Section 2. Code Amended. That Section 3-2-5 shall hereby be amended as follows:

Agenda Item # 8A.

3-2-5: PRIVATE WATER SUPPLIES.

No water pipe of the City water system shall be connected with any pump, well, pipe, tank or any device that is connected with any other source of water supply and when such are found, the City shall notify the owner or occupant to disconnect the same and, if not immediately done, the City water shall be turned off. Before any new connections to the City system are permitted, the City shall ascertain that no cross-connections will exist when the new connection is made. When a building is connected to "City Water" the private water supply may be used only for such purposes as the City may allow as stated in Section 3-4-9.

- A. Use of Private Wells: Except where municipal water is not available, it shall be unlawful to construct, reconstruct, or repair any private water system which is designed or intended to provide water for human consumption.
- B. New Homes and Buildings: All new homes or buildings shall connect to the municipal water system if water is available to the property. Where new homes or buildings do not have water available to the property, the City Council shall determine whether and under what conditions the municipal water systems will be extended to serve the property.
- C. Existing Homes and Buildings: At such time as municipal water becomes available to existing homes or buildings, a direct connection shall be made to such public system within a period of time as determined by the City Council. If such connection is not made pursuant to this chapter, a penalty shall be levied in an amount as set forth by ordinance.
- D. Unused Wells: If the well is not used after the time a municipal water connection is made:
 - 1. Within thirty (30) days after municipal water connection is made, the owner or occupant shall advise the Public Works Director or designee that the well has been sealed by a licensed well contractor and provide appropriate documentation to the City for its records.

Section 3. Code Amended. That Section 3-3-2 shall hereby be amended to read as follows:

3-3-2: USE OF PUBLIC SEWERS REQUIRED.

- A. *A. Deposition of Waste.* It is unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner on public or private property, or in any area under the jurisdiction of the City, any human or animal excrement, garbage, or other objectionable waste.

- B. *Discharge to Natural Outlets.* It is unlawful for any person to discharge to any natural outlet or in any area under the jurisdiction of the City, any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this Section.
- C. *Construction of Private Waste Disposal System.* Except as hereinafter provided, it is unlawful for any person to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of sewage in the MUSA that abuts a public right-of-way or easement in which there is located a public sanitary sewer of the City. ~~Where a hardship exists, the Council may allow the continued use of an existing safe on-site sewage disposal system, as a non-conforming use.~~ No expansion or alteration or repair of these systems will be allowed; should they be necessary, the connection to the public system will then be required within ninety (90) days. Parcels within the MUSA greater than twenty (20) acres in size may install and maintain an on-site sewerage disposal system until that time the parcel is further subdivided.
- D. *Connection to the Public Sewerage System.* Unless excepted above, the owner of all houses, buildings, or properties used for human occupancy, employment, recreation, or other like purposes situated within the MUSA abutting on any street, alley or right-of-way in which there is located a public sanitary sewer of the City, is hereby required at his expense to install suitable toilet and other wastewater collection facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this Section, within ninety (90) days after the date of official notice to do so from the City. Provided, however, that this requirement shall not apply to unheated buildings used exclusively for storage.
- E. *Abandonment of Private System.* At such time as public sewer becomes available to a property sewered by a private sewage disposal system, as direct connections shall be made to the public sewer in compliance with this Section, and any septic tanks, cesspools, and similar private sewage disposal facilities shall be removed from the site. In cases where the City Engineer finds that removal may cause significant damage in regards to public property, erosion, or mature trees the system may be abandoned, cleaned of sludge, and filled with suitable material, such as clean pit-run gravel or dirt to the satisfaction of the Public Works Director.
1. Nonconforming Private System: At such time as a public sewer becomes available to a property served by a nonconforming private wastewater disposal system, a direct connection shall be made to the public sewer within thirty (90) days. Where a hardship exists, the Council may allow the continued use of any existing safe on-site sewage disposal system, as a non-conforming use.
 2. Conforming Private System: At such time as a public sewer becomes available to a property served by a conforming private wastewater disposal system, a direct connection shall be made to the public sewer within a period of time as determined by Council resolution.
 3. Failure to Connect to Public System: If such a connection is not made pursuant to this chapter, the city, upon providing written notice to the owner of the premises, shall enter into a contract with a licensed contractor to have the connection made, and the cost shall be assessed to the property taxes, unless authorized by the City Council to do otherwise.

- F. *Extension of Sewer.* If a person in the MUSA needs or desires to connect to the City Sewerage System, he may petition the Council to extend sewers to serve his property. The Council shall follow the procedure as specified by statute for the construction of said improvements.
- G. *Pretreatment.* Sewerage systems users shall provide necessary wastewater treatment as required to comply with this Section and shall achieve compliance with all Federal categorical pre-treat wastewater to a level acceptable to the Public Works Director and/or City Engineer shall be provided, operated, and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the Public Works Director and/or City Engineer for review, and shall be acceptable to the Public Works Director and/or City Engineer before construction of the facility. The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce and effluent acceptable to the Public Works Director and/or City Engineer under the provisions of this Section. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be acceptable to the Public Works Director and/or City Engineer prior to the user's initiation of the charges. All records relating to the compliance with pretreatment standards shall be made available by the Public Works Director and/or City Engineer to officials of the EPA or MPCA upon request.
- H. *Confidential Information.* Information and data on a user's water consumption and sewage characteristic obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be available to the public or other governmental agencies without restriction unless the user specifically requests and is able to demonstrate to the satisfaction of the Public Works Director that the release of such information would divulge information, processes or methods of production entitled to protection as trade secrets of the user. When requested by the person furnishing a report, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public but shall be made available upon written request to governmental agencies for users related to this Section, the NPDES Permit, State Disposal System Permit and/or the pretreatment programs; provided, however, that such portions of a report shall be available for use by the State or any State agency in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater composition and characteristics will not be recognized as confidential information. Information accepted by the Public Works Director as confidential, shall not be transmitted to any governmental agency or to the general public by the Public Works Director until and unless a ten (10) day notification is given to the user.
- I. *Sludge Generated.* Sludge, floats, skimming, etc., generated by an industrial or commercial pretreatment system shall not be placed into the wastewater disposal system. Such sludge shall be contained, transported, and disposed of by haulers in accordance with all Federal, State and local regulations.

Section 4. Effective Date. This Ordinance shall take effect 30 days after its publication.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 7th DAY OF FEBRUARY, 2022.

Agenda Item # 8A.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk

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

RESOLUTION 2022-07

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF
ORDINANCE 294, SECOND SERIES AMENDING CHAPTER 3 OF THE CITY CODE
REGARDING MUNICIPAL AND PUBLIC UTILITES FOR THE CITY OF ST. FRANCIS**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 294 Second Series will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 294, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 294, SECOND SERIES

Section 1. The St. Francis City Code is hereby amended to include the following ordinance summarized below:

St. Francis City Code is hereby amending Chapter 3 MUNICIPAL AND PUBLIC UTILITIES

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7th DAY OF FEBRUARY, 2022.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: Green Valley Preserve 2nd Addition – Continued from January 3rd
DATE: 02-02-2022 for 02-07-2022 meeting
APPLICANT: Terry Buchanan
LOCATION: South of Ambassador Blvd NW, east of Nacre St NW (PINs: 27-34-25-44-0004; 27-34-25-43-0002; 34-34-25-11-0001; 34-34-25-14-0001; 34-34-25-13-0001)
COMP PLAN: Agriculture
ZONING: A-2 Rural Estate Agriculture

OVERVIEW:

****In addition to this memo, please also refer to the Council packet provided for the January 3, 2022 meeting****

The City has received land use and subdivision applications from Terry Buchanan to create a Planned Unit Development (PUD) on a 146-acre site in western St. Francis along Ambassador Blvd. The proposed development would include 14 single-unit detached lots and a roughly 60-acre conservation easement contained within an outlot. The proposed PUD is consistent with the Comprehensive Plan.

The City Council reviewed these applications at their meeting on January 3, 2022. After public comment and discussion, the Council voted to continue these items to the next meeting to provide additional time for Council consideration of the requests.

PLAN UPDATES

Following the Council meeting, the applicant has worked with the surrounding property owners and revised the development plans. The following revisions are proposed:

- The outlot which was proposed to house the conservation easement has been removed. This land has been absorbed into Lot 9, increasing the size of Lot 9 from 27 acres to 89 acres. The conservation easement is now proposed as a part of Lot 9 but otherwise remains unchanged.
- Berming and vegetation is proposed along Ambassador Blvd and along the east side of the site. The berm will provide additional screening to the single-family rural estate home east of the subject site.
- Applicant has worked with the property owner to the north to plan berming and driveway revisions.

ACTION TO BE CONSIDERED:

Staff recommends approval of the land use and subdivision requests related to the Green Valley Preserve 2nd Addition development. Draft approval documents are attached for your consideration. Council action is requested on these applications.

Suggested Motions

1. Move to approve the 1st reading of Ordinance 287 approving a rezoning request for roughly 146 acres south of Ambassador Blvd and east of Nacre St from A-2 to PUD A-2 with findings as presented by Staff.
2. Move to approve Resolution 2022-03 approving the preliminary plat for Green Valley Preserve 2nd Addition with conditions and findings of fact as presented by Staff.
3. Move to approve Resolution 2022-04 approving the subdivision variances for a temporary dead-end street narrower than 32 feet wide and longer than 1,500 feet with conditions and findings of fact as presented by Staff.

If the development is approved, the 2nd reading of the Ordinance would be brought before Council on February 21, 2022. The next step would be for the applicant to prepare and apply for final plat approval.

Attachments:

1. Draft Approval Documents
 - a. Ordinance 287 – 1st Reading
 - b. Resolution 2022-03 – Preliminary Plat
 - c. Resolution 2022-04 – Subdivision Variances
2. Revised Plans

ORDINANCE NO. 287, SECOND SERIES**CITY OF ST. FRANCIS
ANOKA COUNTY****AN ORDINANCE APPROVING REZONING OF THE PROPERTY SOUTH OF
AMBASSADOR BLVD AND EAST OF NACRE ST FROM A-2 TO PUD A-2 – 1ST
READING**

WHEREAS, on August 18, 2021, Terry Buchanan submitted a complete application requesting to rezone the property legally described in Exhibit A; and

WHEREAS, on September 15, 2021 and October 20, 2021, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on October 20, 2021, the Planning Commission considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, on January 3, 2022 and February 7, 2022 the City Council has considered the proposed project and found that the project will not negatively impact the public health, safety, or welfare; and

WHEREAS, the rezoning to PUD A-2 is consistent with the Comprehensive Plan designation for the site; and

WHEREAS, the applicant is proposing to utilize the site in a manner consistent with the A-2 district with some flexibility from zoning standards; and

WHEREAS, the proposed development provides a clear and identified public benefit to the City in the form of preserved open space within a conservation easement, the preservation of the existing snowmobile trail within the public right-of-way, and a cluster development which decreases the impact of the development on the site's existing and surrounding natural features.

**THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY,
MINNESOTA, ORDAINS:**

Section 1. The property legally described in Exhibit A is hereby rezoned from the A-2 Rural Estate-Agriculture District to a Planned Unit Development (PUD A-2).

Section 2. The following requirements shall apply to property rezoned PUD A-2 by this Ordinance:

1. Minimum dimensional requirements shall be as follows:

- a. Minimum lot area shall be 1.78 acres.
 - b. Minimum lot width shall be 146 feet.
- 2. All other dimensional requirements of the A-2 district shall apply.
- 3. No sidewalk shall be required along either side of Basalt Street NW.
- 4. All general zoning standards in the St. Francis City Code, to the extent not inconsistent with the terms of this ordinance, shall apply.

Section 3. The Zoning Map of the City of St. Francis referred to and described in Section 10-14-03 of the St. Francis City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section 3. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council this 7th day of February, 2022.

SEAL

BY: Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

Published in the Anoka County Union Herald _____ 2022.

DRAFTED BY:
Hoisington Koegler Group, Inc.
800 Washington Ave N, Suite 103
Minneapolis, MN 55401

EXHIBIT A

PID# 27-34-25-44-0004

That part of the Southeast Quarter of the Southeast Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, lying westerly of the East 990.00 feet thereof.

PID# 27-34-25-43-0002

That part of the Southwest Quarter of the Southeast Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, described as follows:

Beginning at the SE corner of said quarter-quarter; thence west 825.00 feet; thence north 1056.00 feet; thence east 165 feet; thence south 132.00 feet; thence east 660.00 feet; thence south 924.00 feet to the point of beginning.

PID#34-34-25-11-0001

The Northeast Quarter of the Northeast Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

PID #34-34-25-14-0001

The Southeast Quarter of the Northeast Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

PID #34-34-25-13-0001

The Southwest Quarter of the Northeast Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

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

RESOLUTION 2022-03

**A RESOLUTION APPROVING THE PRELIMINARY PUD PLAN AND
PRELIMINARY PLAT FOR GREEN VALLEY PRESERVE 2ND ADDITION**

WHEREAS, the applicant, Terry Buchanan applied for a preliminary PUD plan and preliminary plat on August 18, 2021 for the property legally described in Exhibit A; and

WHEREAS, the Planning Commission on September 15, 2021 and October 20, 2021, opened and closed a duly noticed public hearing and considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, the City Council on January 3, 2022 and February 7, 2022, has considered the recommendations of Staff and the Planning Commission, the Applicant's submissions, the contents of the staff reports dated September 8, 2021 and October 13, 2021, public testimony, and other evidence available to the Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the preliminary PUD plan, preliminary plat, and associated documents for the 2nd Addition of the Green Valley Preserve development based on the following findings of fact:

1. The proposed rezoning is consistent with the City's 2040 Comprehensive Plan and compatible with present and future land uses of the area.
2. With the granting of a PUD, the development is consistent with the City's Zoning Ordinance.
3. The proposed development is not intended to be accommodated by public sewer and water and therefore will not overburden the City's service capacity.
4. Traffic generated by this development is within the design capacities of streets serving the property.

BE IT FURTHER RESOLVED that approval of the preliminary PUD plan and preliminary plat for the 2nd Addition of Green Valley Preserve shall be subject to the following conditions:

1. Approval is subject to the concurrent approval of the land use and subdivision variance requests pertaining to the Green Valley Preserve 2nd Addition project.
2. Applicant shall resolve all title issues for the property prior to recording of any final plat.
3. Applicant shall comply with all comments from the City Engineer as stated in his December 23, 2021 memo.

- 4. Applicant shall comply with all comments from Anoka County Transportation Division regarding roadways and access onto Ambassador Blvd NW as stated in their September 22, 2021 memo.
- 5. Applicant shall provide the legal description and exhibit creating and executing a conservation easement and an access easement in favor of the City of St. Francis as described and depicted in the plans submitted to the City.
- 6. Applicant shall revise the preliminary plat:
 - a. List total acreage of the land to be subdivided and total upland area (land above the ordinary high water mark of existing wetlands, lakes and rivers).
 - b. An additional 10’ of ROW along Ambassador shall be dedicated to Anoka County. Block 2 Lot 1 shall be revised accordingly.
 - c. Provide updated gross and buildable areas for each lot.
 - d. Provide a 30-foot wide access easement from the cul-de-sac to the conservation easement.
- 7. Applicant shall provide a revised landscaping plan to the satisfaction of the City Planner.
- 8. A maintenance agreement for the conservation access easement and final wording of the conservation easement, park dedication, and a buffer establishment and signage plan shall be provided with the final plat.
- 9. The applicant shall be responsible for all costs associated with the subdivision application.

Approved and adopted by the City Council of the City of St. Francis on the 18th day of January, 2022.

Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

Dated

DRAFTED BY:
Hoisington Koegler Group, Inc.
800 Washington Ave N, Suite 103
Minneapolis, MN 55401

EXHIBIT A

PID# 27-34-25-44-0004

That part of the Southeast Quarter of the Southeast Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, lying westerly of the East 990.00 feet thereof.

PID# 27-34-25-43-0002

That part of the Southwest Quarter of the Southeast Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, described as follows:

Beginning at the SE corner of said quarter-quarter; thence west 825.00 feet; thence north 1056.00 feet; thence east 165 feet; thence south 132.00 feet; thence east 660.00 feet; thence south 924.00 feet to the point of beginning.

PID#34-34-25-11-0001

The Northeast Quarter of the Northeast Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

PID #34-34-25-14-0001

The Southeast Quarter of the Northeast Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

PID #34-34-25-13-0001

The Southwest Quarter of the Northeast Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

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

RESOLUTION 2022-04

**A RESOLUTION APPROVING SUBDIVISION VARIANCES FOR A NARROW, LONG
TEMPORARY DEAD-END STREET IN THE GREEN VALLEY PRESERVE 2ND
ADDITION DEVELOPMENT**

WHEREAS, the applicant, Terry Buchanan applied for subdivision variances related to a public street plat on August 18, 2021 for the property legally described in Exhibit A; and

WHEREAS the street is proposed to be longer than the 1,500 foot length allowed for temporary dead-end streets; and

WHEREAS the street is proposed to have a narrower pavement width than the city standard of 32 feet due to it being designed to meet the requirements of a rural section;

WHEREAS, the Planning Commission on September 15, 2021 and October 20, 2021, opened and closed a duly noticed public hearing and considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, the City Council on January 3, 2022 and February 7, 2022, has considered the recommendations of Staff and the Planning Commission, the Applicant's submissions, the contents of the staff report, public testimony, and other evidence available to the Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the subdivision variances for the public street within the 2nd Addition of the Green Valley Preserve development based on the following findings of fact:

1. The long, thin shape of the subject site and the location of wetlands negatively affect the applicant's ability to fully develop the land in a way that would allow for a shorter temporary dead-end street. The site's shape and location of physical features is a circumstance that was not created by the owner.
2. The site is located outside of the urban service area where an urban street section is unnecessary.
3. The variance will not be detrimental to the public health, safety and welfare or injurious to other property in the vicinity in which the development site is situated.
4. The variance will not increase the flood hazard or flood damage potential.
5. The variance will not result in a stage increase violating the requirements of Minnesota Statutes, Ch. 104 and Ch. 105, as may be amended, and any applicable requirements imposed by the Federal Emergency Management Agency.

BE IT FURTHER RESOLVED that approval of the subdivision variances for the public street within the 2nd Addition of Green Valley Preserve shall be subject to the following conditions:

- 1. The public street shall be designed according to specifications provided by the City Engineer.
- 2. Approval is subject to the concurrent approval of the rezoning to a PUD, Preliminary and Final Plat requests pertaining to the Green Valley Preserve 2nd Addition project.
- 3. All fees and financial obligations shall be received by the City prior to the releasing of the approval document for recording.

Approved and adopted by the City Council of the City of St. Francis on the 7th day of February, 2022.

Steven D. Feldman, Mayor

Attest: Jenni Wida, City Clerk

Dated

DRAFTED BY:
Hoisington Koegler Group, Inc.
800 Washington Ave N, Suite 103
Minneapolis, MN 55401

EXHIBIT A

PID# 27-34-25-44-0004

That part of the Southeast Quarter of the Southeast Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, lying westerly of the East 990.00 feet thereof.

PID# 27-34-25-43-0002

That part of the Southwest Quarter of the Southeast Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota, described as follows:

Beginning at the SE corner of said quarter-quarter; thence west 825.00 feet; thence north 1056.00 feet; thence east 165 feet; thence south 132.00 feet; thence east 660.00 feet; thence south 924.00 feet to the point of beginning.

PID#34-34-25-11-0001

The Northeast Quarter of the Northeast Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

PID #34-34-25-14-0001

The Southeast Quarter of the Northeast Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

PID #34-34-25-13-0001

The Southwest Quarter of the Northeast Quarter of Section 34, Township 34, Range 25, Anoka County, Minnesota.

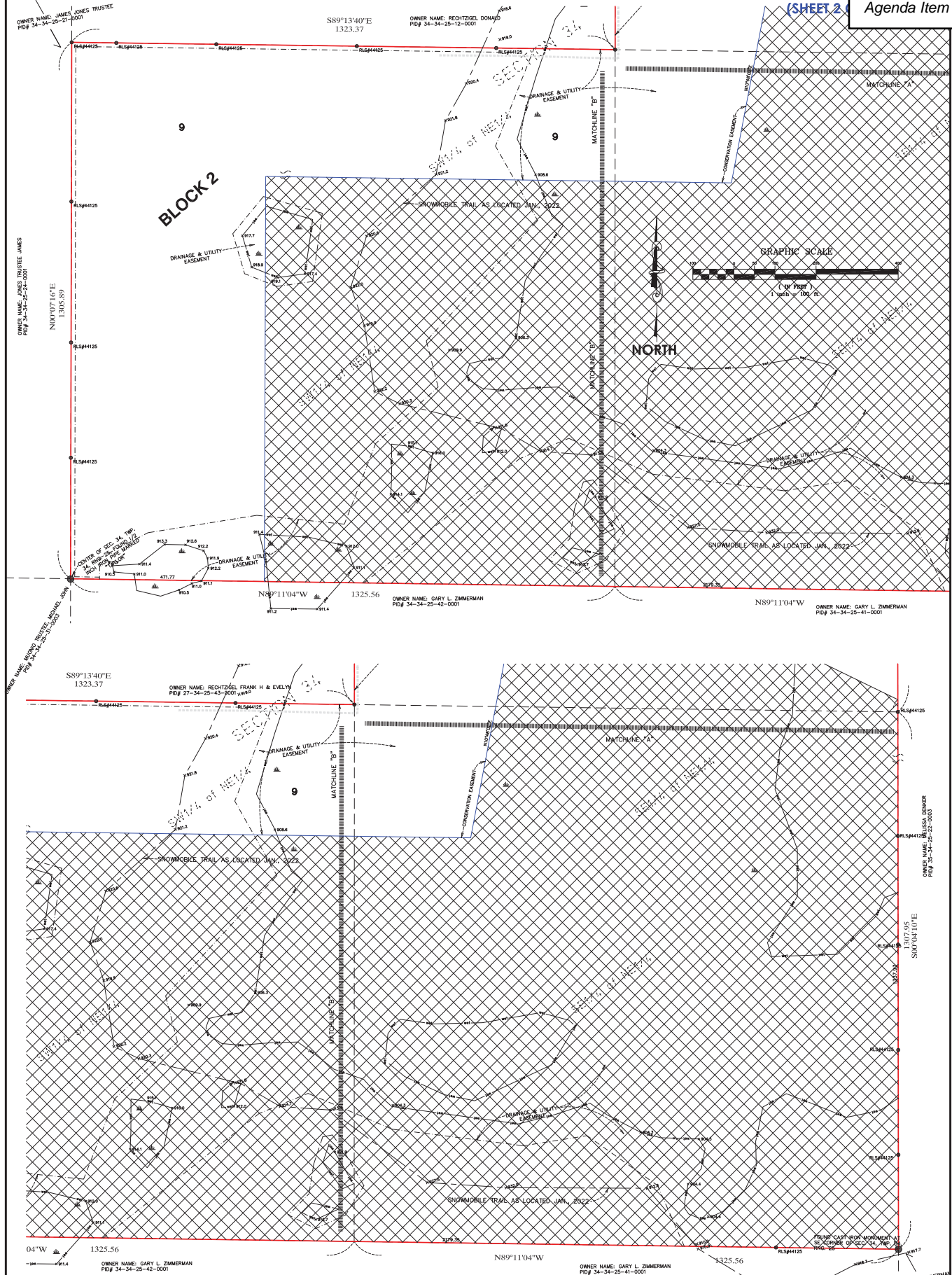
Agenda Item # 8B.



PRELIMINARY PLAT ~OF~ GREEN VALLEY PRESERVE SECOND ADDITION

Agenda Item # 8B.

(SHEET 2)



ZONING & NOTES

- PROPERTY PRESENTLY ZONED A-2 RURAL ESTATE, COMPREHENSIVE PLAN DESIGNATION IS AGRICULTURE.
- ALL ADJACENT PROPERTIES ZONED A-2 RURAL ESTATE.
- PROPOSED ZONING: RUD
- BUILDING SETBACKS:
FRONT = 35'
SIDE = 10'
REAR = 35'
- TOTAL SITE AREA = 146.7+ ACRES

BENCHMARK

BASIS FOR ELEVATION: ANOKA COUNTY BM 42946, NVAD 1985, ELEV = 940.08 (TOP OF MOST EASTERLY BOLT ON THE SE SIDE OF THE BRIDGE)

LEGEND

- * 1011.2 DENOTES EXISTING ELEVATION.
- DENOTES IRON MONUMENT FOUND
- DENOTES PROPOSED TREE

NOTES:

- WETLANDS DELINEATED BY DELLOH HAYES IN APRIL, 2021.
- SOIL BORINGS BY LOGAN'S EXCAVATING, DATED APRIL, 2021.
- THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF RECORD. EASEMENT, APPURTENANCES AND ENCUMBRANCES MAY EXIST IN ADDITION TO THOSE SHOWN HEREON. THIS SURVEY IS SUBJECT TO MODIFICATION UPON RECEIPT OF A TITLE INSURANCE COMMITMENT TO ASSURE THE SURVEY.
- COORDINATES SHOWN HEREON FROM <http://arcgis.hudsonriver.state.ny.us/arcmap/metrotopo>.
- SPOT CHECKS WERE MADE AND TOPOGRAPHY WAS ADJUSTED TO BEST MATCH 9441 OBSERVED ELEVATIONS.

Rev. 07/28/22, bemo, p842; remove big oxbow
Rev. 12/15/21, city comments, SE, NW, area
Rev. 10/13/21, add snowmobile trail

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.
Eric R. Vickaryous
Date: Sept. 9th, 2021, Reg. No. 44125



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Bank Stabilization – Dellwood River Park
DATE: February 7, 2022

OVERVIEW:

Staff has been working with the Anoka Conservation District (ACD) on a grant to stabilize a section of the bank on the Rum River in Dellwood River Park. The location and condition of the bank in the proposed project area is summarized on the attached exhibit.

The project includes approximately 750 lineal feet of bank. If the erosion is left in its current condition, it will likely continue to erode further up the bank slope and eventually jeopardize the integrity of the trail. It is anticipated that approximately 500 feet of trail will need to be reconstructed with this project.

The city's cost share for the bank stabilization is estimated to be 15% of the construction total. The grant will cover 100% of the cost for design and construction administration for the bank stabilization. The grant will not cover any cost for the reconstruction of the trail.

Jared Wagner from ACD will attend the council meeting to further discuss the project.

ACTION TO BE CONSIDERED:

Provide ACD with comments and direction if the city wants to move forward with this project.

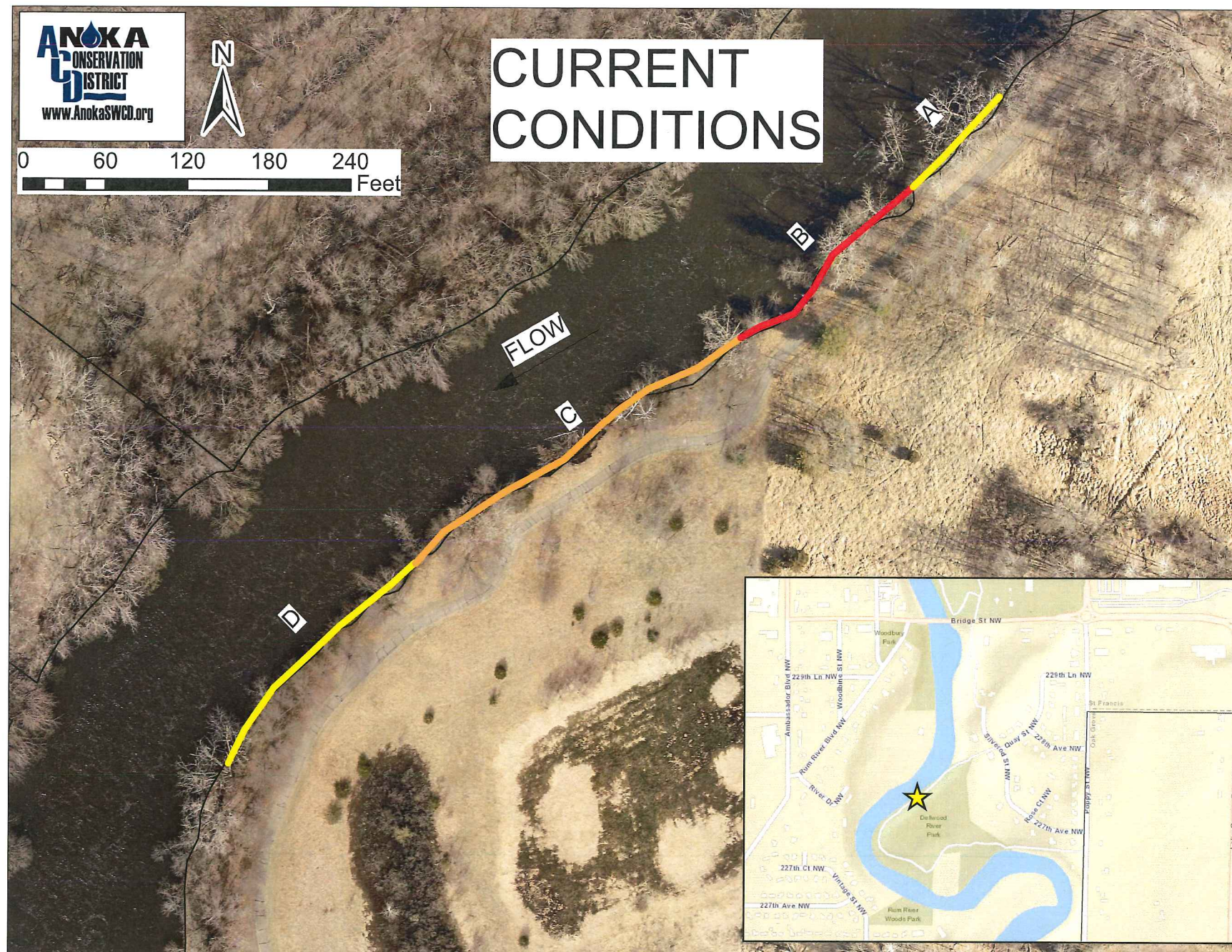
BUDGET IMPLICATION:

The total estimated construction cost for the bank stabilization for this project is \$240,000. The city's share of the cost for the bank stabilization is estimated to be \$36,000. The overhead costs for design and construction administration for the bank stabilization are estimated to be \$23,000 which will be covered 100% by the grant. It is estimated that approximately 500 feet of trail will need to be reconstructed as part of this project. The trail construction is estimated to be \$30,000 and would be 100% city cost.

In summary the total project cost is estimated to be \$293,000. The grant amount would be \$227,000 and the City's share of the cost would be \$66,000.

Attachments:

- Bank Stabilization Exhibit



- A. Approx 90 ft. Minor erosion, mostly at the toe. Candidate for Cedar Revetment or light rock.
- B. Approx 170 ft. More significant toe erosion. Leads to first big slump/washout. Candidate for hard armoring/regrading. Opportunity for rip-rapped root wads and fishing access.
- C. Approx 290 ft. More significant erosion at toe Leads to second slump/washout. Transition area between sites needing armoring.
- D. Approx 200 ft. Minor erosion, mostly at the toe. Candidate for Cedar Revetment or light rock.

A



B



C



D





CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Ordinance 295 – Amending Chapter 5 Section 3 Beer Licensing of City Code, First Reading
DATE: February 7, 2022

OVERVIEW:

Staff is proposing to add “Temporary On-Sale Intoxicating Liquor Licenses” to Chapter 5, Section 3 of the City Code. This would pertain to community events that would like to sell strong beer. Last year Pioneer Days planning ran into an issue with a brewery from a neighboring city that wanted to obtain a permit. City Code did not allow for the sale of strong beer.

ACTION TO BE CONSIDERED:

Council to review and approve Ordinance 295 - Amending Chapter 5 Section 3 Beer Licensing of City Code, First Reading

February 7, 2022 - 1ST Reading

February 22, 2022 - 2nd Reading

February 25, 2022 - Publish for Comment

March 25, 2022 - Effective

BUDGET IMPLICATION:

None

Attachments:

- Ordinance 295
- Exhibit A – Amendments to Chapter 5 Section 3 of City Code

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

ORDINANCE 295, SECOND SERIES

**AN ORDINANCE AMENDING CHAPTER 5, SECTION 3 BEER LICENSING AND
PROVISIONS**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 5, Section 3 shall hereby be amended to read as follows:

“Exhibit A”.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 7TH DAY OF FEBRUARY, 2022.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk

(seal)

Code -
CHAPTER 5. - ALCOHOLIC BEVERAGES LICENSING AND REGULATION
SECTION 3. BEER LICENSING AND PROVISIONS

SECTION 3. BEER LICENSING AND PROVISIONS

5-3-1. Beer license required.

It is unlawful for any person, directly or indirectly, on any pretense or by any device, to sell, barter, keep for sale, or otherwise dispose of beer, as part of a commercial transaction, without a license therefore from the City. This Section shall not apply to sales by manufacturers to wholesalers or to sales by wholesalers to persons holding beer licenses from the City.

5-3-2. Temporary beer license.

- A. *Applicant.* A club or charitable, religious, or non-profit organization shall qualify for a temporary on-sale beer license.
- B. *Conditions.*
1. An application for a temporary license shall state the exact dates and place of proposed temporary sale.
 2. No applicant shall qualify for a temporary license for more than a total of fourteen (14) days in any calendar year.
 3. The Council may, but at no time shall it be under any obligation whatsoever to, grant a temporary beer license on premises owned or controlled by the City. Any such license may be conditioned, qualified or restricted as the Council sees fit. If the premises to be licensed are owned or under the control of the City, the applicant shall file with the City, prior to issuance of the license, a certificate of liability insurance coverage in at least the sum of \$50,000.00 for injury to any one person and \$100,000.00 for injury to more than one person, and \$10,000.00 for property damage, naming the City as an insured during the license period. Such license shall be issued only on the condition that the applicant will not sell in excess of \$10,000.00 (retail value) worth of beer in any calendar year, and thereupon shall be exempt from proof of financial responsibility as provided for herein.

5-3-3. Hours and days of beer sales.

Hours and days of beer sales will be as outlined in Minn. Stat. Sec. 340A.504 and other applicable state law except that no on-sales may occur after 1:00 AM until the beginning of the next morning sales as permitted by state law.

(Ord. 228 , SS, 5-15-2017)

5-3-4. Strong beer sales in restaurants having beer and wine licenses.

A restaurant that is the holder of both an on-sale wine license and an on-sale beer license may sell malt liquor containing more than 3.2 percent alcohol by weight (excluding so-called "wine coolers" which are covered by the wine definition) at on-sale without an additional license provided that the gross receipts of the establishment subject to the license are at least sixty (60) percent attributable to food sales. Failure to provide such information shall constitute grounds for revocation of the license.

(Ord. 78, SS, 11-3-2003)

5-3-5. -Temporary On-Sale Intoxicating Liquor Licenses—Other.

The Council may issue temporary on-sale licenses for the sale of intoxicating liquor, subject to the following:

A. The license will only be issued to a St. Francis based charitable, religious or non-profit organization in existence for at least three years.

B. Such temporary on-sale intoxicating liquor sales shall be limited to strong beer and wine only and will be allowed only in connection with a social event sponsored by the licensee.

C. A temporary on-sale intoxicating liquor license may authorize on-sales on premises other than the premises the organization owns or permanently occupies.

D. The license will be issued for a specific date, time, and place.

E. No license will be longer than four consecutive days, and the City Council shall issue no more than 12 days' worth of temporary licenses to any one organization in one calendar year.

F. The license fee will be established from time to time by ordinance of the City Council.

G. No license issued under this section will be valid unless first approved by the Commissioner of Public Safety.



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Siwek Park Improvement Project
DATE: February 7, 2022

OVERVIEW:

Staff has advertised the Siwek Park Improvement Project. The bids were opened on January 26, 2022 at 10:00 a.m. at the City Hall. A total of 10 bids were received. Bids ranged from \$326,086.65 to \$483,178.60.

Three alternate bids were also received. Alternate Bid No. 1 included adding a drinking fountain, Alternate Bid No. 2 included adding an irrigation system, and Alternate Bid No. 3 included adding additional topsoil to the manicured lawn areas.

The attached resolution includes a summary of the 10 bids received. Ashwill Companies was the lowest responsible bidder for the Base Bid or the combination of the Base Bid and Alternate Bids.

The low bid for the Base Bid is \$326,086.65. If the City accepts all three Alternate Bids, the contract amount would increase by \$56,738. With the Alternate Bids, the total contract amount would be \$382,824.65.

HKGI is the Project Manager for this project. A memo from Amy Bower of HKGI recommending award to Ashwill Companies is attached.

ACTION TO BE CONSIDERED:

Consideration to adopt Resolution 2022-08 Resolution Accepting Bids

BUDGET IMPLICATION:

The total contract amount with the three alternates is \$382,824.65. The City will be doing a direct purchase for the material and labor to install the playground equipment, which is \$112,676, and the overhead costs for this project are \$59,400. This brings the total project cost to \$544,900.65. This project has been awarded a grant in amount of \$248,000, therefore, the City would need to finance \$306,900.65. The City park fund balance is currently \$368,784.00.

Attachments:

- Resolution 2022-08 – Accepting Bids
- HKGI Recommendation Memo from Amy Bower

Hoisington Koegler Group Inc.

Creating Places that Enrich People's Lives



MEMORANDUM

TO: Craig Jochum, HAA
FROM: Amy Bower, HKGI
DATE: February 1, 2022
RE: Siwek Park Improvements - Construction Contract Award Recommendation

Craig,

Hoisington Koegler Group, Inc. recommends project award to Ashwill Companies for a Base Bid of \$326,086.65 and an Alternates amount of \$56,738.00 for a total award price of \$382,824.65. Recommendation is based on the following;

1. Ashwill Companies submitted the lowest price for the Base Bid and Alternates.
2. Ashwill Companies pricing for the Base Bid is within a reasonable cost range.
3. Ashwill Companies has successful experience on similar site construction work, including a recent splash pad in Howard Lake.
4. A bid opening follow up phone conversation with Tom Kenning of Ashwill Companies about the project proved they had a thorough understanding of project conditions and requirements.

Feel free to call us with any questions.

Sincerely,
Amy Bower,
Landscape Architect
HKGI

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

RESOLUTION 2022-08

A RESOLUTION FOR ACCEPTING BIDS FOR THE SIWEK PARK
IMPROVEMENT PROJECT

WHEREAS, pursuant to the advertisement for bids for the Siwek Park Improvement Project, bids were received, opened, and tabulated according to law, and the following Base Bids were received complying with the advertisement:

Ashwill Companies	\$326,086.65
Sunram Construction	\$352,140.00
G Urban Companies	\$391,120.00
Veit & Company, Inc.	\$396,327.75
Pember Companies Inc.	\$403,102.45
JL Theis, Inc.	\$407,171.50
Parkstone Contracting, LLC	\$432,244.00
Forest Lake Contracting, Inc.	\$436,773.60
All Phase Contracting, Inc.	\$456,817.73
Meyer Contracting, Inc.	\$483,178.60

AND WHEREAS, the City received three Alternate Bids to consider a drinking fountain (Alternate No. 1), an irrigation system (Alternate No. 2), and additional topsoil (Alternate No. 3);

AND WHEREAS, the following Alternate Bids, for the three low bids, were received complying with the advertisement:

	Alternate No. 1	Alternate No. 2	Alternate No. 3
Ashwill Companies	\$10,675.00	\$20,550.00	\$25,513.00
Sunram Construction	\$42,750.00	\$29,400.00	\$34,566.00
G Urban Companies	\$35,500.00	\$36,000.00	\$32.920.00

AND WHEREAS, it appears that Ashwill Companies of Cokato, Minnesota is the lowest responsible bidder for the Base Bid or the combination of the Base Bid and Alternate Bids;

AND WHEREAS, the City accepts the bid proposal in the amount of \$382,824.65, which includes the Base Bid and all three Alternates.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS,
MINNESOTA THAT:**

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Ashwill Companies of Cokato, Minnesota in the name of the City of St. Francis for the Siwek Park Improvement Project, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Planner is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7th DAY
OF FEBRUARY, 2022.

ATTEST:

APPROVED:

Jennifer Wida, City Clerk

Steven D. Feldman, Mayor



CITY COUNCIL AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Poppy Street and 229th Lane Reconstruction and Watermain Improvement Project
DATE: February 7, 2022

OVERVIEW:

The improvements to Poppy Street and 229th Lane were included in the Feasibility Report for the 2020 Street Reconstruction and Watermain Improvement Project. Due to right-of-way issues, the proposed improvements to Poppy Street and 229th Lane were not included in the final contract documents. The attached report updates the project costs and schedules for Poppy Street and 229th Lane. This project will replace some old and undersized watermains and corresponding water services and provide an adequate stormwater collection system. This project will also replace the bituminous surfacing and construct concrete curb. These infrastructure systems have served beyond their expected useful life. The proposed street and utility improvement limits are shown on Exhibit A of the report.

This project will also complete a watermain loop. The watermain loop will include constructing a new watermain on 229th Lane from Poppy Street to Quay Street. This section of new watermain will provide a secondary supply to the residents on Quay Street and will eliminate the dead end watermain on Quay Street. The total estimated project cost is \$967,436. Additional detail is provided in the attached Feasibility Report.

The proposed project schedule for this project is on the following page.

Proposed Project Schedule:

2022	Monday	February 7	City Council Approves Feasibility Report and Orders Final Plans and Specifications
	Monday	March 7	City Council Approves Plans and Specifications and Sets the Public Hearing Date
	Tuesday	April 5	Open Bids at City Hall
	Monday	April 18	City Council Conducts Public Improvement Hearing
	Monday	April 18	City Council Approves Bids and Awards Contract
		May	Start Construction
	Friday	July 29	Construction Substantial Completion
	Friday	August 12	Construction Final Completion
	Monday	October 3	Assessment Hearing

ACTION TO BE CONSIDERED:

Approval of Resolution 2022-09 Resolution Receiving Report and Ordering Plans and Specifications for the Poppy Street and 229th Lane Reconstruction and Watermain Improvement Project.

BUDGET IMPLICATION:

The public improvement and property assessment process will be carried out in accordance with Minnesota Statutes Chapter 429. The assessments will be calculated in accordance with the current City assessment policy. The assessments include the following components:

1. Water service assessments shall be 100% Property Owner.
2. Watermains shall be 40% Property Owner and 60% City.
3. Storm sewer shall be 40% Property Owner and 60% City.

Any assessment not paid in full when initially due will be certified to Anoka County for collection over a fifteen (15) year period. Interest on the amount assessed will be determined and set by the City Council at the assessment hearing. The proposed project assessments are on the following page.

Proposed Project Assessments

	Total Assessment	Watermain & Water Service Assessment	Storm Sewer Assessment
Poppy Street & 229 th Lane	\$108,230	\$71,214	\$37,016

The project will be initially financed through the Municipal State Aid (MSA) Construction Fund, Stormwater Fund, Water Fund, and Oak Grove’s share of the Poppy Street construction. The funding is summarized below:

Funding Source Amount	
MSA Construction	\$448,858
Water Fund	\$240,444
Stormwater Fund	\$126,134
City of Oak Grove	\$152,000
Total	\$967,436

Attachments:

- FEASIBILITY REPORT
- RESOLUTION 2022-09

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

RESOLUTION 2022-09

RESOLUTION RECEIVING REPORT AND ORDERING PLANS AND SPECIFICATIONS
FOR THE POPPY STREET AND 229TH LANE RECONSTRUCTION AND WATERMAIN
IMPROVEMENT PROJECT

WHEREAS, pursuant to council order, a report was prepared by Hakanson Anderson Associates, Inc. with reference to the 2020 Street Reconstruction and Watermain Improvement Project within the City of St. Francis and this report was received and approved by the council on December 16, 2019; and

WHEREAS, the improvements to Poppy Street and 229th Lane were included in the report; and

WHEREAS, the improvements to Poppy Street and 229th Lane were not included in the final construction documents; and

WHEREAS, the revised report updates the project costs and schedule.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, MINNESOTA:

1. The council will consider the making of such improvement in accordance with the report and the assessment of benefiting property for a portion of the cost of the improvement pursuant to Minnesota Statutes Chapter 429 with the estimated total cost of the improvement being \$967,436.
2. Hakanson Anderson Associates, Inc. is hereby designated as the engineer for this improvement, and are hereby directed and authorized to prepare plans and specifications for the making of such improvement.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7th DAY
OF FEBRUARY, 2022.

APPROVED:

ATTEST:

Jennifer Wida, City Clerk

Steven D. Feldman, Mayor

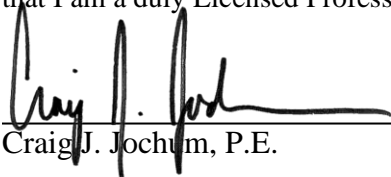
FEASIBILITY REPORT
FOR THE
POPPY STREET AND 229TH LANE RECONSTRUCTION
AND WATERMAIN IMPROVEMENT PROJECT
CITY OF ST. FRANCIS, MINNESOTA

February 7, 2022



Prepared by: Hakanson Anderson, 3601 Thurston Ave, Anoka, MN 55303

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


Craig J. Jochum, P.E.

23461
Lic. No.

February 7, 2022
Date

February 7, 2022

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

RE: Feasibility Report
Poppy Street and 229th Lane Reconstruction and Watermain Improvement Project

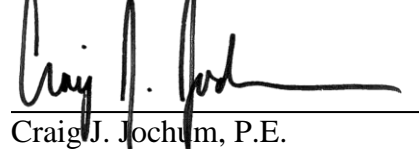
Dear Mr. Kohlman:

Enclosed please find the Feasibility Report for the City of St. Francis's Poppy Street and 229th Lane Reconstruction and Watermain Improvement Project for the reconstruction of streets and watermain on Poppy Street and 229th Lane. Exhibit A shows the location of the project being proposed.

The proposed improvements are technically feasible and will benefit the area served. The total estimated project cost is \$967,436. The project cost includes 18 percent for construction contingency, engineering, legal, administrative, and fiscal expenses.

We would welcome the opportunity to present and discuss the contents of this report with you, your staff, the City Council, the benefiting property owners and other interested parties. If you have any questions or need additional information, please call me at 763-852-0485.

Sincerely,
Hakanson Anderson



Craig J. Jochum, P.E.
City Engineer

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LETTER OF TRANSMITTAL

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EXHIBITS

- Exhibit A – Project Location Map
- Exhibit B – Poppy Street and 229th Lane Improvements

APPENDIX

- Appendix A – Property List and Assessment Summary
- Appendix B – Estimated Quantities and Project Costs

**POPPY STREET AND 229TH LANE RECONSTRUCTION
AND WATERMAIN IMPROVEMENT PROJECT
CITY OF ST. FRANCIS, MINNESOTA**

I. INTRODUCTION

To improve the city’s Asset Management, a Strategic Planning Process (SPP) was completed in 2017. The SPP included a complete inventory of the existing infrastructure, the condition of the infrastructure, goals for an appropriate condition level, and estimated costs to move from the current condition to the goal. The intent and purpose of this SPP was:

1. To create a permanent program to manage, finance, and implement the reconstruction or rehabilitation of the infrastructure within the City of St. Francis;
2. To equip the City to adequately plan for the major capital costs that will ultimately occur as the City’s existing infrastructure ages and deteriorates; and
3. To create a financing and payment system that will be fair and equitable to all property owners as it becomes necessary to reconstruct or rehabilitate the City’s infrastructure.

The criteria and goals established for the SPP were as follows:

- Use the information as a direct input into the 5-year CIP;
- Give priority to streets with deficient surfaces and/or subsurface structural problems;
- Reconstruct or rehabilitate the municipal sewer and water systems in conjunction with the street improvements;
- Group streets within the same general area of the city to minimize construction costs;
- Where and when possible, include Municipal State Aid Street Funding to maximize the use of all available monies; and
- Keep infrastructure assets in good condition to lower overall costs and increase resident customer satisfaction.

As part of the SSP the Public Works Department for the City of St. Francis, has prepared and submitted a 5-year Capital Improvement Plan for City Council consideration. The improvements proposed as part of this project are discussed below.

II. PROPOSED IMPROVEMENTS

Poppy Street and 229th Lane were selected primarily based on street surface deterioration, utility age, available funding, and overall program staging. The project will replace some old and undersized watermains and corresponding water services and provide an adequate stormwater collection system. This project will also replace bituminous surfacing and construct new concrete curb and gutter. These infrastructure systems have served beyond their expected useful life. The proposed street and utility improvement limits are shown on Exhibit A.

Poppy Street and 229th Lane (See Exhibit B) – This project will include:

- Reconstruction of the streets including the replacement of the bituminous surface and installation of concrete curb and gutter;
- Complete the sidewalk connection from 227th Avenue to 300 feet north of 229th Lane;
- Remove and replace existing driveways and driveway aprons within the street right-of-way;
- Replace the sanitary sewer castings and rings;
- Replace all the 1973 6-inch thin wall PVC watermain with new 8-inch C-900 PVC and replace the individual water services, on the 1973 watermain, from the lateral mains to the street right-of-way;
- Complete a watermain loop on 229th Lane from Poppy Street to Quay Street; and
- Construct new storm drainage structures and storm sewer piping within the project area.

A. STREET RECONSTRUCTION

Total street reconstruction is proposed for this project along with the addition of concrete curb and gutter. The design section recommended to meet the City’s Street Standards, based on the anticipated soils, is as follows:

- 8 inches of Class 5 Aggregate Base
- 2 ½ inches of Bituminous Non-Wearing Course
- 1 ½ inches of Bituminous Wearing Course

The pavement width of 28 feet is proposed on this project. Both Poppy Street and 229th Lane are on the City’s Municipal State Aid system. All Municipal State Aid streets will be designed and constructed to meet MnDOT State Aid Standards.

The construction of the new streets and water facilities will require the removal of trees. Trees will only be removed as necessary for construction. Tree removal will be reviewed with the final design with the intent of minimizing the extent of removal. A removal plan will be prepared and included in the final plans to show the trees being removed. Some tree removal may be necessary where trees have grown over water services that plan to be removed. Additional tree removal may be necessary adjacent to trench excavation as required for worker safety. Most tree removal will be identified during the design phase; however, to ensure worker safety, several additional trees may be identified for removal during construction.

The project specifications will require the contractor to reclaim the existing bituminous pavement and re-use that material within the subgrade of the new streets. This salvaged material will be used in part to maintain a reasonable driving surface during construction with any excess recycled pavement used in the work as aggregate base. This pavement recycling is directed at minimizing the project costs and at reuse of these desirable resources.

The proposed street grades and elevations will vary to accommodate the addition of new curb and gutter.

Poppy Street is proposed to have standup type curb; therefore, concrete aprons will be constructed at each driveway. Concrete driveway aprons that access residential property will be 6 inches thick and 8 inches thick for commercial properties. The aprons will be extended a minimum of 2 feet behind the curb. All other streets will have a surmountable type design; they will not require concrete aprons.

Any driveway matching or replacement beyond the concrete aprons or surmountable curb will include material equivalent to the existing surface including bituminous or concrete. If the existing driveway is gravel, it will be paved with bituminous to the right of way.

B. STORM SEWER IMPROVEMENTS

Since the existing streets do not have curb and gutter, new catch basins and piping will be installed to collect stormwater from the gutters.

C. SANITARY SEWER IMPROVEMENTS

Other than the adjustment of structures and replacement of the existing manhole castings and rings, no sanitary sewer work is proposed with this project. It is anticipated that some sewer manholes may need to be adjusted to match the new street profiles if there are not adequate existing ring adjustments. The existing sanitary sewer main and services will need to be protected during construction.

D. WATERMAIN IMPROVEMENTS

All the 1973 thin wall PVC watermain will be replaced. On Poppy Street, this includes the watermain between 228th Avenue to approximately 200 feet north of 229th Avenue.

All the water services on this segment of watermain will also be replaced from the main to the right-of-way line. The new services will include 1-inch polyethylene water service lines to the residential properties and 6-inch PVC water services for multi-family and commercial properties. There may be some additional tree removal required during service line installation where trees have grown over the original service. The extent of such removals is not certain. Removal of trees shall only be as necessary for safe construction and connection of the service.

This project will also complete one watermain loop. The watermain loop will include constructing a new watermain on 229th Lane from Poppy Street to Quay Street. This section of new watermain will provide a secondary supply to the residents on Quay Street and will eliminate the dead end watermain on Quay Street.

E. OTHER UTILITIES

The owners of the gas, electric, telephone and communication cable utilities will be involved throughout the design and construction process of this project. Coordination of relocating or upgrading of these private utilities will need to be coordinated.

III. ESTIMATED COSTS

The total estimated cost for this project is \$967,436. This estimated project cost includes an 18 percent contingency for construction, engineering, construction administration, legal, administrative, and fiscal expenses. The assumed overhead is broken down as follows:

• Plans and Specifications, Assessments, Wetland Permitting, Construction Administration, Construction Inspection, and Permit Fees	\$96,743	11.8%
• Materials Testing and Soil Borings	\$9,838	1.2%
• Easement and Right of Way Acquisition	\$12,298	1.5%
• Legal	\$4,100	0.5%
• Construction Contingency	\$24,596	3.0%
Total Estimated Overhead		\$147,575 18.0%

The following table provides a summary of the project costs based on the project area.

IV. SUMMARY OF ESTIMATED PROJECT COSTS

	Description	Construction	Overhead	Total
Poppy Street & 229th Avenue	Street	\$509,202	\$91,656	\$600,858
	Storm	\$106,893	\$19,241	\$126,134
	Watermain	\$203,766	\$36,678	\$240,444
SUMMARY OF TOTAL COSTS		\$819,861	\$147,575	\$967,436

V. PROPOSED ASSESSMENTS

The public improvement and property assessment process shall be carried out in accordance with Minnesota Statutes Chapter 429. The assessments shall be calculated in accordance with the current City assessment policy. The assessment includes the following components:

1. Water service assessments shall be 100% Property Owner.
2. Watermains shall be 40% Property Owner and 60% City.
3. Storm sewer shall be 40% Property Owner and 60% City.

In accordance with the City’s Assessment Policy, residential corner lots that have frontage on two City streets will be assessed for the entire frontage of the property, less a 150-foot credit.

For all other properties, including, but not limited to, multi-family, commercial, and industrial properties (hereinafter referred to as “commercial rate” or “commercial property”), the total frontage on all improved streets will be assessed.

Replacement of public watermains that are being constructed in conjunction with this project will be paid for from Assessment Funds and City Water Funds. The individual service lines that extend from the water systems to individual lots are facilities that serve only one property and are of special benefit only to that property. The costs of the water service lines will be assessed 100% against each property. For this report, it was estimated that water services for residential and commercial will be \$2,000 and \$5,000, respectively.

Properties that are not currently serviced by City sewer or water will be assessed, on a case-by-

case basis. A preliminary assessment roll is included in Appendix A of this report.

Any assessment not paid in full when initially due will be certified to Anoka County for collection over a fifteen (15) year period. Interest on the amount assessed will be determined and set by the City Council at the assessment hearing.

VI. PROJECT FUNDING

The proposed project assessments are as follows:

	Total Assessment	Watermain & Water Service Assessment	Storm Sewer Assessment
Poppy Street & 229th Lane	\$108,230	\$71,214	\$37,016

This project will be initially financed through the Municipal State Aid (MSA) Construction Fund, Stormwater Fund, Water Fund, and Oak Grove’s share of the Poppy Street construction. The funding is summarized below:

Funding Source Amount	
MSA Construction	\$448,858
Water Fund	\$240,444
Stormwater Fund	\$126,134
City of Oak Grove	\$152,000
Total	\$967,436

It is anticipated that a bond will be issued to finance the Municipal water improvements. This bond will be repaid by project assessments and user fees.

VII. CONCLUSIONS

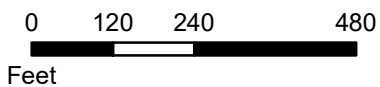
The proposed improvements are necessary, cost-effective, and feasible and will benefit the properties listed in Appendix A of this report. In our opinion, this improvement should be made as proposed and no other improvements are necessary. The City, its financial consultant, and the persons assessed should review the project for benefit to determine the economic feasibility of the proposed improvements. It is recommended that the City Council accept this Feasibility Report at their February 7, 2022 meeting.

VIII. **PROJECT SCHEDULE**


The proposed schedule for the Poppy Street and 229th Lane Reconstruction and Watermain Improvement Project is as follows:

2022	Monday	February 7	City Council Approves Feasibility Report and Orders Final Plans and Specifications
	Monday	March 7	City Council Approves Plans and Specifications and Sets the Public Hearing Date
	Tuesday	April 5	Open Bids at City Hall
	Monday	April 18	City Council Conducts Public Improvement Hearing
	Monday	April 18	City Council Approves Bids and Awards Contract
		May	Start Construction
	Friday	July 29	Construction Substantial Completion
	Friday	August 12	Construction Final Completion
	Monday	October 3	Assessment Hearing

EXHIBITS

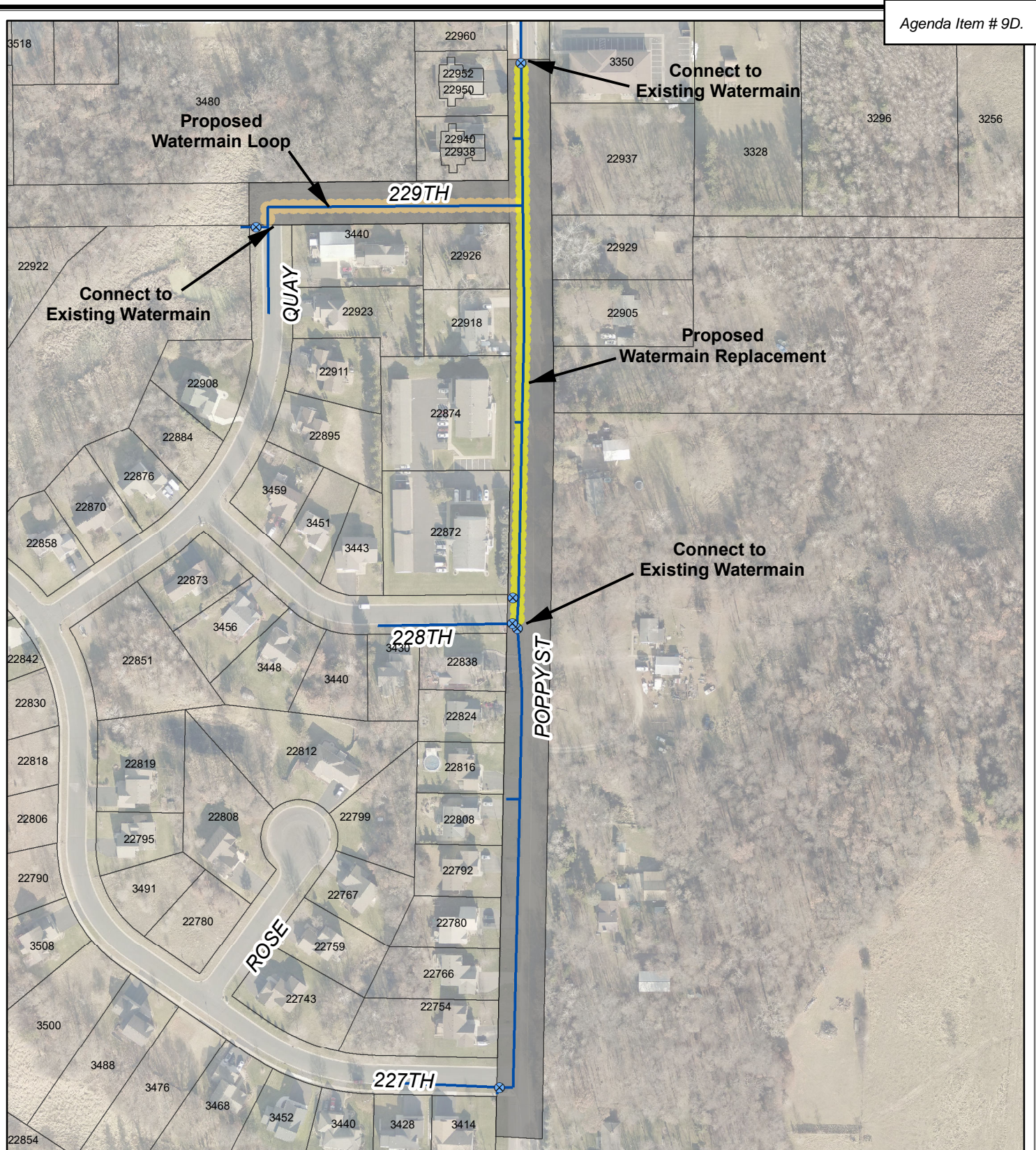


Legend

 Reconstruct Limits

**EXHIBIT A
PROJECT LOCATION**





0 50 100 200
Feet



Legend

- City Watermain
- Watermain Replacement
- Proposed Watermain Loop
- X Water Valve
- Street Reconstruct

EXHIBIT B

POPPY ST & 229TH LANE

APPENDIX A

Property List and Assessment Summary

Property List and Assessment Summary for
Poppy Street - Complete Replacement

Residential Water Service Assessment	\$2,000.00 Each
Multi-Family/Commercial Water Service Assessment	\$5,000.00 Each
Watermain Lateral Assessment	\$69.56 per foot
Storm Sewer Assessment	\$40.88 per foot

Agenda Item # 9D.

Notes:
AP - Apartment
ATH - Attached Townhome
OG - Property Located in the City of Oak Grove
C - Commercial

PID	PROPERTY ADDRESS	OWNER/TAXPAYER	OWNER ADDRESS	ASSESSED FRONTAGE (FEET)	NOTES	WATERMAIN LATERAL ASSESSMENT		WATER SERVICE ASSESSMENT	STORM SEWER ASSESSMENT		TOTAL OWNER ASSESSMENT	TOTAL CITY COST
						OWNER (40%)	CITY		OWNER (40%)	CITY		
POPPY STREET NW: 227TH AVENUE NW TO NORTH OF 229TH LANE NW												
05-33-24-11-0004	22745 POPPY STREET NW	ARLIN L. BAHR	22745 POPPY STREET NW	435.6	OG	\$0	\$0	\$0	\$0	\$17,807	\$0	\$17,807
05-33-24-12-0049	22754 POPPY STREET NW	JACLYN M. DUREN NICHOLAS J. DUREN	22754 POPPY STREET NW	90.0		\$0	\$0	\$0	\$1,472	\$2,208	\$1,472	\$2,208
05-33-24-12-0048	22766 POPPY STREET NW	SUSAN C. FELDMAN STEVEN D. FELDMAN	22766 POPPY STREET NW	80.0		\$0	\$0	\$0	\$1,308	\$1,962	\$1,308	\$1,962
05-33-24-12-0047	22780 POPPY STREET NW	STEVE CLARIN II	22780 POPPY STREET NW	80.0		\$0	\$0	\$0	\$1,308	\$1,962	\$1,308	\$1,962
05-33-24-12-0046	22792 POPPY STREET NW	LESLIE M. FLATUM JULIA K. ANDERSON STANLEY E. ANDERSON	617 E. MAIN STREET, SUITE 5 ANOKA, MN 55303	80.0		\$0	\$0	\$0	\$1,308	\$1,962	\$1,308	\$1,962
05-33-24-12-0045	22808 POPPY STREET NW	BRODY BAKKEN REBECCA BAKKEN JEFFREY C BAKKEN	22808 POPPY STREET NW	80.0		\$0	\$0	\$0	\$1,308	\$1,962	\$1,308	\$1,962
05-33-24-11-0007	22811 POPPY STREET NW	CHARLES D. TAMBLYN AMY S. RESINGER	22811 POPPY STREET NW	330.34	OG	\$0	\$0	\$0	\$0	\$13,504	\$0	\$13,504
05-33-24-12-0044	22816 POPPY STREET NW	TRENT BLAKE	22816 POPPY STREET NW	80.0		\$0	\$0	\$0	\$1,308	\$1,962	\$1,308	\$1,962
05-33-24-12-0043	22824 POPPY STREET NW	NICHOLAS SPRINGMAN	22824 POPPY STREET NW	80.0		\$0	\$0	\$0	\$1,308	\$1,962	\$1,308	\$1,962
05-33-24-12-0042	22838 POPPY STREET NW	RICHARD A. AND IRENE M. HAND	22838 POPPY STREET NW	88.96		\$0	\$0	\$0	\$1,455	\$2,182	\$1,455	\$2,182
05-33-24-11-0005	22851 POPPY STREET NW	DENNIS J. NORDSTROM LINDA M. NORDSTROM	1215 SIMS ROAD NW CEDAR, MN 55011	300.0	OG	\$0	\$20,868	\$0	\$0	\$12,264	\$0	\$33,132
05-33-24-12-0012	22872 POPPY STREET NW	WEAVER BROTHERS COMPANY	320 E. MAIN STREET ANOKA, MN 55303	193.05	AP	\$5,371	\$8,057	\$5,000	\$3,157	\$4,735	\$13,528	\$12,792
05-33-24-12-0013	22874 POPPY STREET NW	WEAVER BROTHERS COMPANY	320 E. MAIN STREET ANOKA, MN 55303	178.02	AP	\$4,953	\$7,430	\$5,000	\$2,911	\$4,366	\$12,864	\$11,796
32-34-24-44-0023	22905 POPPY STREET NW	CORRINE FOYT ALEX FOYT	22905 POPPY STREET NW	103.61		\$2,883	\$4,324	\$2,000	\$1,694	\$2,541	\$6,577	\$6,865
32-34-24-43-0023	22918 POPPY STREET NW	HEIDI K. MEADE	23868 UTE STREET NW ST. FRANCIS, MN 55070	103.25		\$2,873	\$4,309	\$2,000	\$1,688	\$2,533	\$6,561	\$6,842
32-34-24-43-0024	22926 POPPY STREET NW	JACOB DANIEL JOHNSON ERIN NICHOLE JOHNSON	22926 POPPY STREET NW	103.25		\$2,873	\$4,309	\$2,000	\$1,688	\$2,533	\$6,561	\$6,842
32-34-24-44-0011	22929 POPPY STREET NW	ROGER LIND PATRICIA HACKLEY DOROTHEA LIND	22929 POPPY STREET NW 3719 234TH AVENUE NW 22929 POPPY STREET NW	100.0		\$2,782	\$4,174	\$2,000	\$1,635	\$2,453	\$6,417	\$6,627

PID	PROPERTY ADDRESS	OWNER/TAXPAYER	OWNER ADDRESS	ASSESSED FRONTAGE (FEET)	NOTES	WATERMAIN LATERAL ASSESSMENT		WATER SERVICE ASSESSMENT	STORM SEWER ASSESSMENT		TOTAL OWNER ASSESSMENT	TOTAL CITY COST	
						OWNER (40%)	CITY		OWNER (40%)	CITY			
POPPY STREET NW: 227TH AVENUE NW TO NORTH OF 229TH LANE NW (CONTINUED)													
32-34-24-44-0003	22937 POPPY STREET NW	VILLAGE BANK	P.O. BOX 257 ST. FRANCIS, MN 55070	108.2	C	\$3,011	\$4,516	\$5,000	\$1,769	\$2,654	\$9,780	\$7,170	
32-34-24-43-0031	22938 POPPY STREET NW	GLORIA N. NEWVILLE	22938 POPPY STREET NW	50.45	ATH	\$1,404	\$2,106	\$2,000	\$825	\$1,237	\$4,229	\$3,343	
32-34-24-43-0030	22940 POPPY STREET NW	THERESIA RENNER	22940 POPPY STREET NW	50.45	ATH	\$1,404	\$2,106	\$2,000	\$825	\$1,237	\$4,229	\$3,343	
32-34-24-43-0028	22950 POPPY STREET NW	TAMARA A. GALLAGHER	3811 225TH LN NW ST. FRANCIS, MN 55070	50.45	ATH	\$1,404	\$2,106	\$2,000	\$825	\$1,237	\$4,229	\$3,343	
32-34-24-43-0027	22952 POPPY STREET NW	SCOTT E. MANNING VIRGINIA A. MANNING	22952 POPPY STREET NW	50.45	ATH	\$1,404	\$2,106	\$2,000	\$825	\$1,237	\$4,229	\$3,343	
229TH LANE NW													
32-34-24-43-0038	3440 229TH LANE NW	THERESA M. PETERSON DENNIS E. PETERSON	3440 229TH LANE NW	150.16		\$0	\$10,445	\$0	\$2,455	\$3,683	\$2,455	\$14,128	
BRIDGE STREET NW													
32-34-24-43-0007	3480 BRIDGE STREET NW	CASEY'S RETAIL COMPANY	P.O. BOX 54288 LEXINGTON, KY 40555	261.01		\$0	\$18,156	\$2,000	\$4,268	\$6,402	\$6,268	\$24,558	
UNASSIGNED ADDRESSES													
32-34-24-43-0029	UNASSIGNED	OAK RIDGE TOWNHOMES ASSOC	22938 POPPY STREET NW ST. FRANCIS, MN 55070	0.0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
32-34-24-43-0032	UNASSIGNED	OAK RIDGE TOWNHOMES ASSOC	P.O. BOX 728 ST. FRANCIS, MN 55070	0.0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	
32-34-24-44-0028	UNASSIGNED	STEVEN D. ORTTEL	839 235TH AVENUE NE BETHEL, MN 55005	102.51		\$2,852	\$4,278	\$5,000	\$1,676	\$2,514	\$9,528	\$6,792	
				3329.76		\$33,214	\$99,290	\$38,000	\$37,016	\$99,099	\$108,230	\$198,389	

Agenda Item # 9D.

APPENDIX B

Estimated Quantities and Project Costs

**ENGINEER'S ESTIMATE
POPPY STREET and 229TH LANE**

Agenda Item # 9D.

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
1	MOBILIZATION	LUMP SUM	\$15,000.00	1	\$15,000.00
2	CLEARING	TREE	\$200.00	18	\$3,600.00
3	GRUBBING	TREE	\$200.00	18	\$3,600.00
4	REMOVE MANHOLE OR CATCH BASIN	EACH	\$450.00	2	\$900.00
5	REMOVE CASTING	EACH	\$500.00	7	\$3,500.00
6	REMOVE HYDRANT	EACH	\$500.00	5	\$2,500.00
7	REMOVE SIGN	EACH	\$50.00	10	\$500.00
8	REMOVE LIGHT POLE	EACH	\$1,000.00	3	\$3,000.00
9	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN FT	\$2.75	478	\$1,314.50
10	REMOVE WATERMAIN	LIN FT	\$6.00	895	\$5,370.00
11	REMOVE SEWER PIPE (STORM)	LIN FT	\$20.00	585	\$11,700.00
12	REMOVE CURB AND GUTTER	LIN FT	\$10.00	80	\$800.00
13	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	\$3.19	915	\$2,918.85
14	REMOVE CONCRETE WALK	SQ FT	\$20.00	16	\$320.00
15	COMMON EXCAVATION (EV)	CU YD	\$16.00	3,250	\$52,000.00
16	DEWATERING	LUMP SUM	\$10,000.00	1	\$10,000.00
17	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	CU YD	\$10.00	3,000	\$30,000.00
18	SUBGRADE PREPARATION	ROAD STATION	\$200.00	20.5	\$4,100.00
19	AGGREGATE BASE CLASS 5	TON	\$17.00	2,235	\$37,995.00
20	FULL DEPTH RECLAMATION	SQ YD	\$2.50	5,718	\$14,295.00
21	SALVAGED FULL DEPTH RECLAMATION (CV)	CU YD	\$20.00	954	\$19,080.00
22	MILL BITUMINOUS SURFACE (1.5")	SQ YD	\$6.00	53	\$318.00
23	BITUMINOUS MATERIAL FOR TACK COAT	GALLONS	\$4.40	276	\$1,214.40
24	TYPE SP 9.5 WEARING COURSE MIXTURE (2:B) 3.0" THICK	SQ YD	\$26.00	740	\$19,240.00
25	TYPE SP 12.5 WEARING COURSE MIXTURE (2:B)	TON	\$70.00	525	\$36,750.00
26	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2:B)	TON	\$68.00	874	\$59,432.00
27	18" RC PIPE APRON	EACH	\$1,800.00	2	\$3,600.00
28	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	\$60.00	54	\$3,240.00
29	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	\$65.00	449	\$29,185.00
30	18" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	\$68.00	56	\$3,808.00
31	21" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	\$75.00	50	\$3,750.00
32	ADJUST SANITARY SEWER MANHOLE	EACH	\$1,000.00	7	\$7,000.00
33	CONNECT TO EXISTING STORM SEWER	EACH	\$1,600.00	2	\$3,200.00
34	TEMPORARY WATERMAIN	LUMP SUM	\$19,800.00	1	\$19,800.00
35	TEMPORARY WATER SERVICE	EACH	\$600.00	9	\$5,400.00
36	RECONNECT WATER SERVICE	EACH	\$500.00	9	\$4,500.00
37	CONNECT TO EXISTING WATERMAIN	EACH	\$2,100.00	3	\$6,300.00
38	HYDRANT	EACH	\$5,000.00	4	\$20,000.00
39	1" CORPORATION STOP	EACH	\$650.00	9	\$5,850.00
40	6" GATE VALVE AND BOX	EACH	\$1,800.00	4	\$7,200.00
41	8" GATE VALVE AND BOX	EACH	\$2,800.00	4	\$11,200.00
42	1" CURB STOP AND BOX	EACH	\$650.00	9	\$5,850.00
43	HYDRANT RISER	LIN FT	\$1,200.00	4	\$4,800.00
44	1" TYPE PE PIPE	LIN FT	\$29.00	270	\$7,830.00
45	6" WATERMAIN DUCTILE IRON CL 52	LIN FT	\$55.00	50	\$2,750.00
46	8" PVC WATERMAIN	LIN FT	\$50.00	1,303	\$65,150.00
47	4" POLYSTYRENE INSULATION	SQ YD	\$57.00	30	\$1,710.00
48	DUCTILE IRON FITTINGS	POUND	\$12.00	800	\$9,600.00
49	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	EACH	\$1,800.00	2	\$3,600.00
50	CASTING ASSEMBLY	EACH	\$850.00	18	\$15,300.00
51	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	\$600.00	30.5	\$18,300.00
52	CONSTRUCT DRAINAGE STRUCTURE DESIGN 84-4020	LIN FT	\$1,000.00	6	\$6,000.00
53	CONCRETE CURB AND GUTTER DESIGN SPECIAL	LIN FT	\$16.00	773	\$12,368.00
54	CONCRETE CURB AND GUTTER DESIGN B424	LIN FT	\$18.00	3,260	\$58,680.00
55	6" CONCRETE WALK	SQ YD	\$50.00	1,063	\$53,150.00
56	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$60.00	61	\$3,660.00
57	TRUNCATED DOMES	SQ FT	\$55.00	60	\$3,300.00
58	MAIL BOX SUPPORT	EACH	\$150.00	23	\$3,450.00
59	TRAFFIC CONTROL SUPERVISOR	LUMP SUM	\$3,300.00	1	\$3,300.00
60	TRAFFIC CONTROL	LUMP SUM	\$10,450.00	1	\$10,450.00
61	SIGN PANEL TYPE C	SQ FT	\$70.00	80	\$5,600.00
62	STABILIZED CONSTRUCTION EXIT	LUMP SUM	\$1,650.00	1	\$1,650.00
63	EROSION CONTROL SUPERVISOR	LUMP SUM	\$2,750.00	1	\$2,750.00
64	STORM DRAIN INLET PROTECTION	EACH	\$250.00	11	\$2,750.00
65	SILT FENCE; TYPE MS	LIN FT	\$2.15	1,200	\$2,580.00
66	LOAM TOPSOIL BORROW (LV)	CU YD	\$30.00	850	\$25,500.00
67	FERTILIZER TYPE 1	POUND	\$1.20	500	\$600.00
68	SEED MIXTURE 25-131	POUND	\$4.00	388	\$1,552.00
69	HYDRAULIC BONDED FIBER MATRIX	POUND	\$2.00	5,200	\$10,400.00
70	SEEDING	ACRE	\$2,500.00	1.5	\$3,750.00
Construction Total					\$819,861
Soft Costs (18%)					\$147,575
Project Total					\$967,436

MEMORANDUM

To: Honorable Mayor and City Councilmembers

From: David Schaps and Scott Lepak, City Attorney's Office

Re: Proposal for City Administrator Search Process

Date: February 2, 2022

Please allow this memorandum provide information regarding the process for conducting an executive search for the next City Administrator of St. Francis.

In the past two City Administrator search processes, BGS has provided the City of St. Francis with executive search services. The most recent search process was conducted in early 2015.

BGS is proposing to serve as the executive search firm overseeing this City Administrator search process. Due to the need to fill the position in a timely and responsible manner, BGS is proposing a hybrid model to work with City staff to oversee the search process in the advertisement, recruitment and interview process. BGS will also assist in ranking the applications the City receives, setting up and conducting interviews in conjunction with members of the City Council and staff, and for performing the customary background investigation and reference checks of finalist candidates, as applicable.

A proposed scope of work and general timelines* for the process are as follows:

Position announcement has already be posted in the interest of attracting quality candidates for the process.

February 22: Deadline for applications to be received

Last week of February – First week of March: Screen applications and identify individuals to interview.

Initial screening on minimum qualifications by BGS with assistance be St. Francis staff.

EXPERIENCE | TRUST | RESULTS

Charles M. Seykora
Beverly K. Dodge
James D. Hoeft
* Joan M. Quade
* John T. Buchman
Scott M. Lepak
William F. Huefner

Bradley A. Kletscher
Timothy D. Erb
Karen K. Kurth
Adriel B. Villarreal
Tammy J. Schemmel
Carole Clark Isakson
Joseph J. Deuhs, Jr.

Jennifer C. Moreau
Cathryn D. Reher
Jason C. Brown
Thomas R. Wentzell
Herm L. Talle
David R. Schaps
Lindsay K. Fischbach

Nicole R. Wiebold
Tyler W. Eubank
Bobbi Hermanson-Albers
Erik C. Ordahl
Stephany J. Elmer
Georgia S. Kellogg
Mikael J. Ingvaldson

Of Counsel
Michael F. Hurley
Elizabeth A. Schading
* James H. Wills

* Also Licensed
in Wisconsin

Remaining individuals identified – subject to 100 point process?
(this is not technically required but good practice and has been utilized by the City as an objective standard in the past).

2nd-3rd Week of March: Interviews

Interview panel of Mayor Feldman, another selected member of the City Council and a third panel member per scheduling.

Interview panel deliberation and identification of finalists.

March 30-31: Staff meets the finalist candidates.

Informal reception at City Community Room.

April 4th: Presentation of recommended final candidates to entire Council.

Background checks and contract negotiation following City Council selection of a candidate.

BGS will assist in onboarding the candidate and getting them up to speed on critical City issues.

*These timelines are not firm and may be revised as needed.

BGS is proposing to perform all work associated with this executive search at an hourly rate of \$170 for all attorney time utilized by the City and at a fee not to exceed of \$17,000.

BGS very much looks forward to working with the City to conduct a successful search process, and to meet the needs of the City and City Council in filling this critically important roll.

Please let me know if you have any questions or need additional information regarding this proposal.

ST FRANCIS POLICE DEPARTMENT



2021 ANNUAL REPORT

Tel: 763-753-1264

Website: www.stfrancismn.org

Facebook: Saint Francis-MN Police Department

4058 St. Francis Blvd NW • St. Francis, MN 55070

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ST. FRANCIS
POLICE & PUBLIC WORKS
4058 ST FRANCIS BOULEVARD



A MESSAGE FROM THE CHIEF

It is my pleasure to submit the 2021 St. Francis Police Department Annual Report to the residents of St. Francis. The report summarizes the work of our department throughout 2021.

The Police Department has a sworn staff of twelve officer's and two administrative clerical staff all who are dedicated and work diligently to provide superior public safety services to the 8,000 residents of St. Francis.

The mission of the police department focuses on providing a fair and impartial service to all persons and maintaining a safe community through partnering with its citizens. A safe community takes all of us and by having a good relationship with members of the community we can assure that St. Francis remains a great place to live, work, and visit.

The St. Francis Community can remain confident that their police department will be there in the time of need and will serve with integrity, respect, courage and trust. Thank you for your support and the incredible staff of the St. Francis Police Department look forward to another year of providing public safety services to the St. Francis Community.

A handwritten signature in black ink, appearing to read "Todd Schwieger".

Todd Schwieger
Chief of Police
St. Francis Police Department

OUR MISSION STATEMENT

Our Mission

The St. Francis Police Department is dedicated to provide fair and impartial police service to all persons through education and enforcement. The goal of the St. Francis Police Department is to provide a safer community through partnering with its citizens.

Core Values

We pledge to uphold the core principles in the Police Officer's Code of Ethics. We utilize this code as our moral compass guiding us to make proper choices.

- **Integrity** – We will act with integrity, which means always doing the right thing legally, ethically and morally.
- **Respect** – We respect all people without personal prejudice, bias, or favoritism.
- **Courage** – We have moral courage and we do what is right even if the personal cost is high.
- **Trust** – We will work to be trusted in the community-we will set a standard for always being truthful and fair.



POLICE DEPARTMENT STAFF

The St. Francis Police Department is authorized for twelve licensed police officers, two support staff members, seven reserve officers and a department chaplain. The St. Francis Police Department has seven officers that are primarily assigned to patrol, two department sergeants, one CRO (Community Relations Officer), one department investigator and one chief of police.

Chief Todd Schwieger

Sergeant Ryan Larson

Sergeant Dan Allen

Officer Chris Bulera

Officer Amanda Dzuris

Officer Derek Barck

Officer Lyle Hearn (CRO)

Officer Brandon Stemme

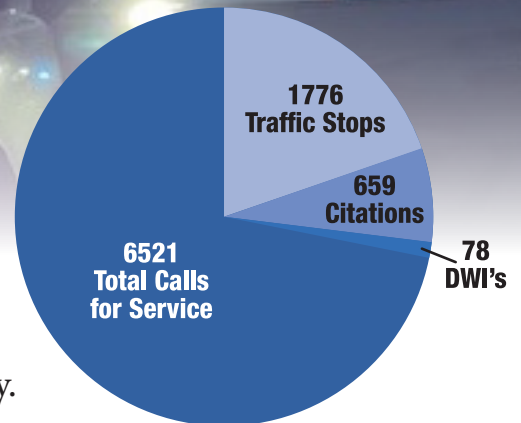
Officer Chase Hedges

Officer Kody Hadler

Investigator Nathan Schwieger

PATROL

Patrol Officers are on the street and available for calls 24 hours a day, 365 days a year. The Police Department responds to over 6000 incidents per year. The officers are dedicated to promoting traffic safety and enforcement in efforts to help create safer roadways throughout the city.



1776 traffic stops were conducted in 2021 with 659 citations and 78 DWI's.



SERGEANT LARSON

Sergeant Larson has been with the St. Francis Police Department since 2006. He is a firearms and tactical training instructor for the department and oversees shift scheduling, equipment purchasing, and predatory offender registrations. He has been recognized and awarded a Stop Stick award for stopping a pursuit that was coming into the city in 2014, and also the DWI all-star award at the Minnesota Twins game for DWI enforcement. Sergeant Larson dedicates a great amount of time to the department's community events and outreach programs.



SERGEANT ALLEN

Sergeant Allen has been with the St. Francis Police Department since 2007. He is the department's lead Use of Force instructor and is also the Field Training Coordinator for new hires. Sergeant Allen maintains and oversees equipment purchases such as TASERS, medical equipment, AEDs and various other equipment used on patrol. Sergeant Allen participates in hosting a Car Seat Clinic at St. Francis Police Department and is a Certified Car Seat Technician.

INVESTIGATIONS

The investigations unit reviews reports that are submitted by officers and also receives and reviews all Anoka County Child Protection as well as Adult Protection reports. Other duties include warrants, signing criminal complaints, working collaboratively with other agencies on investigations, background investigations for new employees, forfeiture processing, compliance checks, and assisting the patrol division when needed.

In 2021, 86 cases were investigated by the department's investigator which included felony order for protection violation, motor vehicle theft and stolen vehicle recovery, theft, burglary, fraud, damage to property, trespassing, threats of violence, assault. Multiple search warrants were also performed including narcotics search warrants, cell phone search warrants, and vehicle search warrants.

In 2022 the department's investigator along with another officer will be taking a multi-day crime scene course which will teach effective crime scene processing skills. This will enable the police department to become more self-sufficient with the ability to process crime scenes particularly for property crimes that occur after hours.

The investigator also manages the department evidence room and processes all evidence taken in by officers. If needed, evidence will be transferred to the Midwest Regional Forensic Laboratory for processing. Some of the evidence for processing may include DNA swabs, known DNA samples, narcotics, cell phones and other items.

Mandatory tobacco and alcohol compliance checks are also performed on local businesses with the assistance of volunteers. In 2021 there was only one violation of an underage sale in the City.



RECORDS UNIT

Our staff consists of one full time records technician and one full time records supervisor.

We are required by Minnesota BCA to be certified for data privacy in which we test every two years to be current and certified per the requirements of the FBI. We also attend seminars and classes to keep updated on the current changes in law enforcement.

LORI ROBERTS RECORDS SUPERVISOR

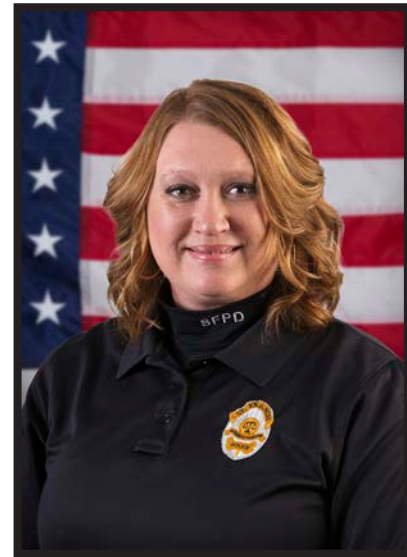


The job duties for the Records Supervisor:

Works under the general supervision of the Police Chief.

- Ensures records function is operating effectively and legally; oversees and enters offense, arrest, and other police data into the records management system; reviews entries for accuracy and ensures the information is kept confidential.
- Performs responsible and confidential secretarial duties for the Police Chief.
- Transcribes reports and statements.
- Responds to phone, fax and in-person inquiries and requests for information; directs calls, takes messages, provides information and assistance or refers to another staff member as appropriate.
- Oversees and/or retrieves copies and provides police reports to the public in accordance with strict guidelines on release; redacts data as appropriate and calculates and collects appropriate fee and prepares receipts.
- Performs skilled administrative support work including: typing a variety of documents, letters, reports and memos, maintaining records and files, scanning, copying, printing, faxing, record retention, and retrieving data or documents as needed.
- Performs queries in Criminal Justice Information System, and Anoka County records name database and provides the information to the requestor as needed.
- Processing citations.
- Downloading squad and body camera video requests.
- Set up of new officer and reserve for the records keeping system.
- Help with quarterly and annual reports.
- Event coordinator for Bike Rodeo, National Night Out, and Santa.

SANDRA HOM RECORDS TECHNICIAN



The job duties for the Records Technician:

- Enters offense, arrest, and other police data into the records management system; reviews for accuracy and ensures the information is kept confidential.
- Transcribes reports and statements; prepares and forwards incident reports to appropriate agencies.
- Responds to phone, fax and in-person inquiries and requests for information; directs calls, takes messages, provides information and assistance or refers to another staff member as appropriate.
- Retrieve copies, and provides police reports to the public in accordance with strict guidelines on what can be released and when; calculates and collects appropriate fee and prepares receipts.
- Performs general clerical support work including: typing a variety of reports, maintaining records and files, scanning, copying, printing, faxing, handling in coming and outgoing mail.
- Prepares case files and reviews to see that all required supporting documents have been submitted to the proper agencies in a timely manner.
- Forwards in-custody complaints to investigator for review and signature; coordinates and tracks the flow of information and documents to and from investigator.
- Performs queries in Criminal Justice Information System and Anoka County records name database and provides the information to the requestor as needed.
- Issues snowmobile and golf cart permits.
- Processes and issues firearm permits to purchase.
- Assists the Public Works Department when needed.



CHAPLAIN BROWER

I have been thankful for the opportunity to offer volunteer assistance to the officers, staff, and community of Saint Francis as chaplain for the Police Department since 2017.

My role as chaplain is to be a resource in any way possible for all of the members of the SFPD as well as the community at large. This involves serving with the PD in community events, responding to requests to accompany an officer in a particular duty, and looking for ways to encourage and support them as they serve.

We are living in strange days where some cities are calling for the defunding of police efforts and officers themselves are sometimes targeted and sometimes abandoned by the communities they

serve. What was once considered to be a difficult but noble career is now a risky occupation with changing rules and unstable support, therefore I am proud of the commitment of our city to stand with our officers and staff by supporting and empowering them to protect and serve us. I am encouraged by our police force who continue to weather a turbulent time with grace and determination. A genuine commitment to serve will always show itself in actions, and our police department has demonstrated this reality through their daily fulfillment of their responsibilities but also their many community events. Thank you for the opportunity to serve.

COMMUNITY RELATIONS OFFICER

Officer Hearn started with the department in 2017 and serves as the department Community Relations Officer. Along with working alongside City Hall and Public Works staff to address certain city code concerns, the Community Relations Officer focuses on finding ways to engage the public through community events and social media. In 2021 Officer Hearn held the department's first annual Citizens Academy. He also assists in managing the department Facebook Page and participates in a large number of other community outreach events throughout the year. Besides community relations, Officer Hearn is a Use of Force instructor, Taser Instructor and Field Training Officer for the department.



BODYWORN CAMERAS



We are using Panasonic brand cameras that are complementary to our existing squad camera systems.

Officers from the St. Francis Police Department have been issued Body Worn Cameras (BWCs), also known as “body cams”. The St. Francis Police Department is joining the national trend in law enforcement of increasing transparency and accountability. The intent is to enhance the mission of the department by documenting contacts between members of our agency and the public. By utilizing BWCs we hope to accomplish many things including but not limited to:

- *Enhancing public trust.*
- *Capturing digital and audio-video evidence.*
- *Assisting officers with recalling factors or other details of an incident.*
- *Utilizing footage as a training tool for officer safety and best practices.*



TRAINING



Officers accumulate numerous training hours throughout each year. Officers are required to complete at least 48 hours of continuing education training hours to maintain their peace officer license every three years. Officers are required by the Minnesota Board of Peace Officers Standards and Training (POST) to complete annual refresher training in areas including Use of Force and Firearms training as well as an Emergency Vehicle Operators course every five years. In addition, the POST Board requires officers to complete 16 hours of continuing education in areas of Conflict Management, Crisis Intervention, Implicit Bias, and Autism every three years. All St. Francis officers have completed training in these areas as well as in many other areas. Officers completed a combined 607 hours of training in 2021. Other notable training courses completed in 2021 include Building Clearing, CPR, Emergency Medical Responder, Supreme Court Case Law, and Pursuit Intervention Tactic.



RESERVE UNIT

The St. Francis Police Department Reserve program consists of seven men and women volunteers who assist sworn officers by performing various community service tasks and non-criminal functions. Some of these individuals are pursuing a career in law enforcement and others wish to give back to their community.

Some of the tasks Reserve Officers perform are patrolling parks, assisting with traffic control at accidents, transporting suspects to jail, and riding with licensed officers.

Reserves play a pivotal role during community outreach events and other local events by providing traffic control, extra security, interacting with and providing information to the public.

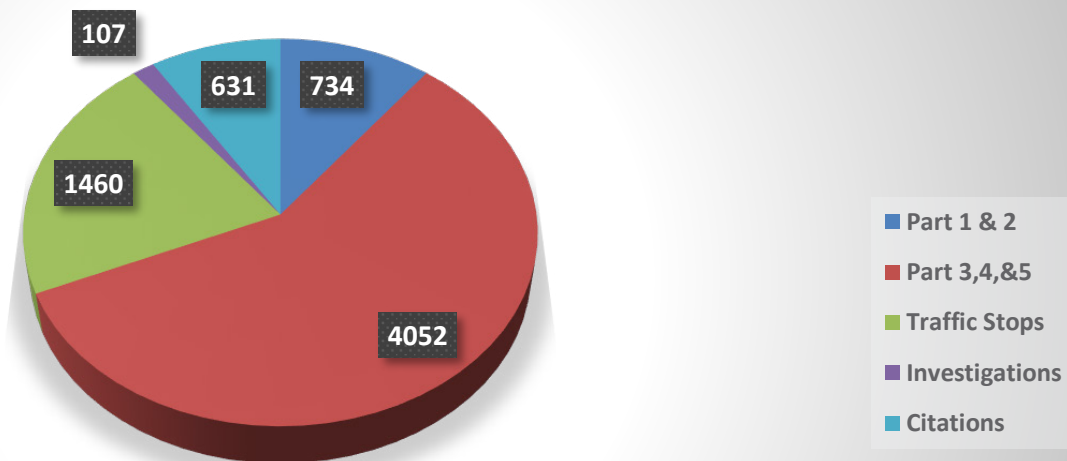
The St. Francis Police Department is proud to have these members who are willing to give countless hours of their time to help our community. Many former Reserves have moved on to a career in law enforcement, some remaining with St. Francis PD and some being hired by other agencies.



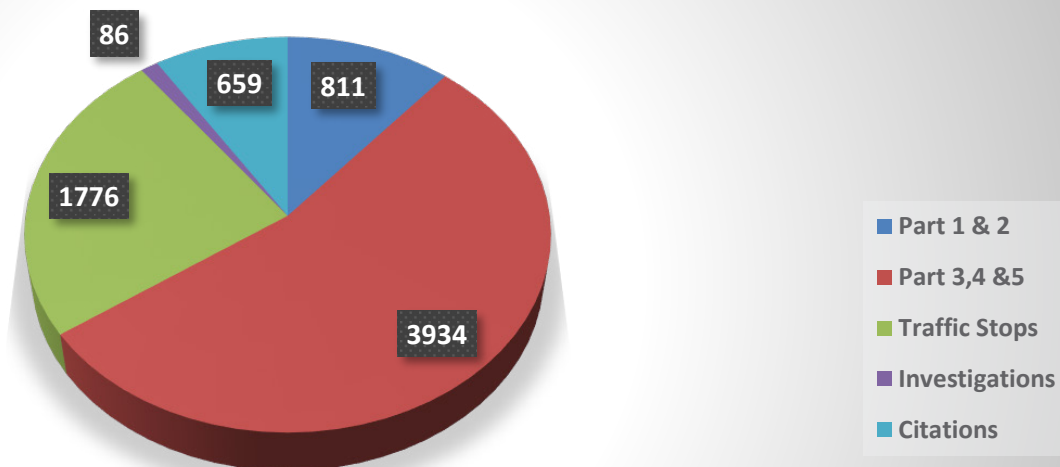
2020 & 2021 STATISTICS

OFFENSE TYPE	DESCRIPTION EXAMPLES	2020	2021
Part 1 and 2	Theft Fraud Damage to property Burglary DWI Assaults	734	811
Part 3, 4, 5	Suspicious persons/activity Vehicle lock outs Animal complaints Check welfare Accidents Alarms Medical Parking complaints MV complaints Warrant arrests Neighborhood disputes Extra patrol	4052	3934
<u>Traffic Stops</u>		1460	1776
<u>Total Generated ICR's</u> <u>(Incident Crime Reports)</u>		6246	6521
<u>Investigations</u>		107	86
<u>Citations</u>		631	659
<u>Average Response Time</u>	High Priority Call Type Low Priority Call Type	5.1 MIN 5.8 MIN	5.18 MIN 5.38 MIN

2020



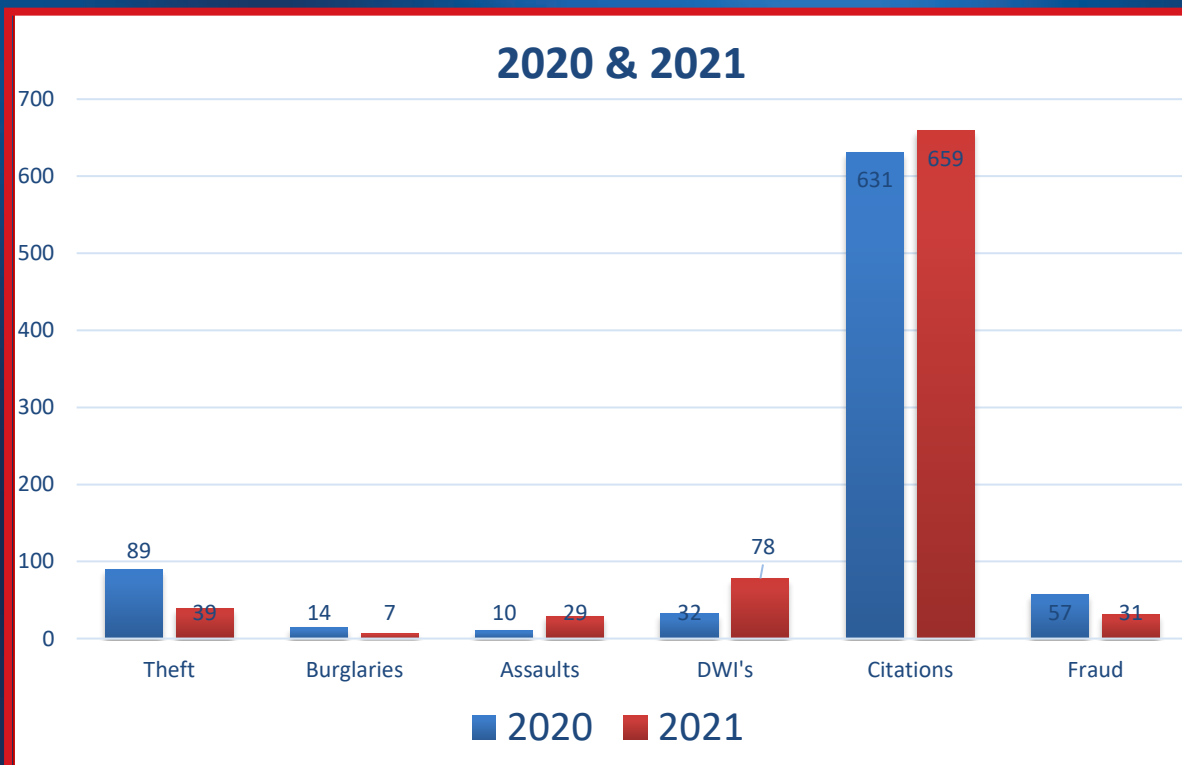
2021



2020 & 2021 STATISTICS

Calls for service breakdown: Part 1 & 2 offenses

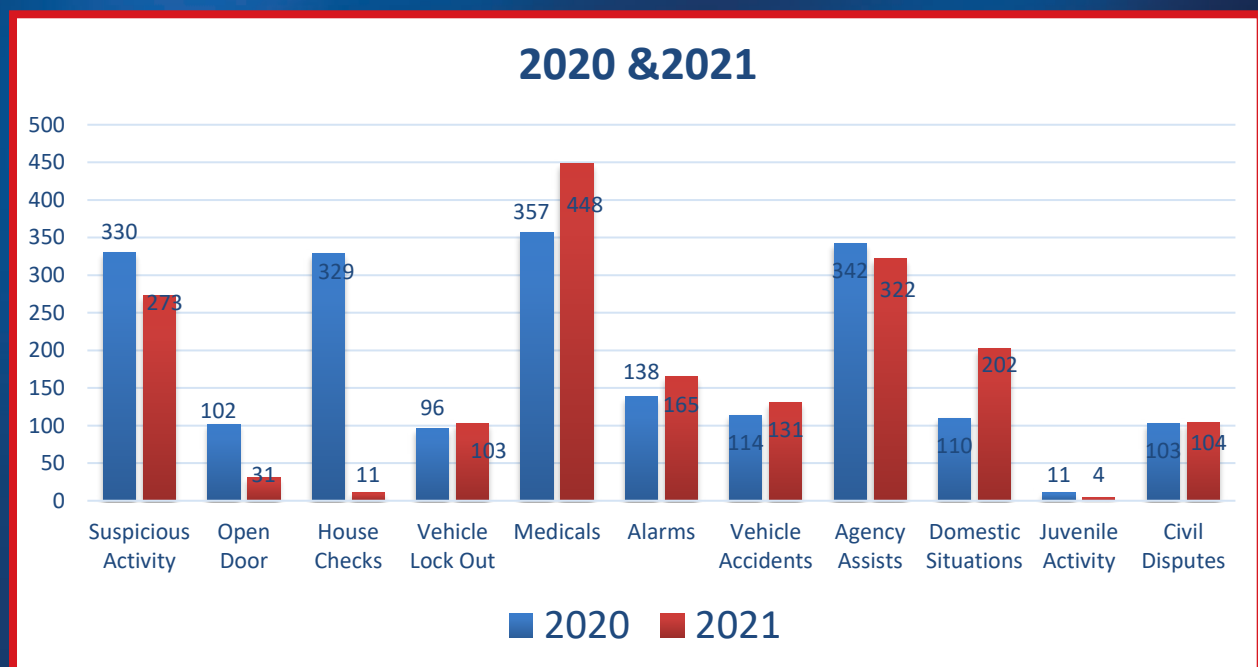
	<u>2020</u>	<u>2021</u>
Thefts	89	39
Burglaries	14	7
Assaults	10	29
DWIs	32	78
Citations	631	659
Fraud	57	31



2020 & 2021 CALL FOR SERVICE

Calls for service breakdown: Part 3, 4, 5 offences

	<u>2020</u>	<u>2021</u>
Suspicious Activity	330	273
Open Door	102	31
House Check Requests	329	11
Vehicle Lockout	96	103
Medicals	357	448
Alarms	138	165
Vehicle Accidents	114	131
Agency Assists	342	322
Domestic Situations	110	202
Juvenile Activity	11	4
Civil Disputes/Landlords -Tenant/Child Custody	103	104



TOWARD ZERO DEATHS

The statewide TZD or Toward Zero Deaths program was launched in 2003 by the Minnesota Departments of Public Safety, Transportation, and Health as a deliberate, interdisciplinary approach to traffic safety. The members of the TZD program team realized that moving toward a goal of zero deaths would require cooperation among state agencies as well as a way to build connections between state agencies and local organizations.

The TZD program team works in partnership with community and corridor groups to improve the traffic safety of a designated area. TZD provides technical assistance, materials, and guidance to local groups that are committed to reducing crashes and the fatalities and severe injuries that result from them. The TZD program team has identified four major focus areas for communities working to reduce traffic injuries and fatalities:

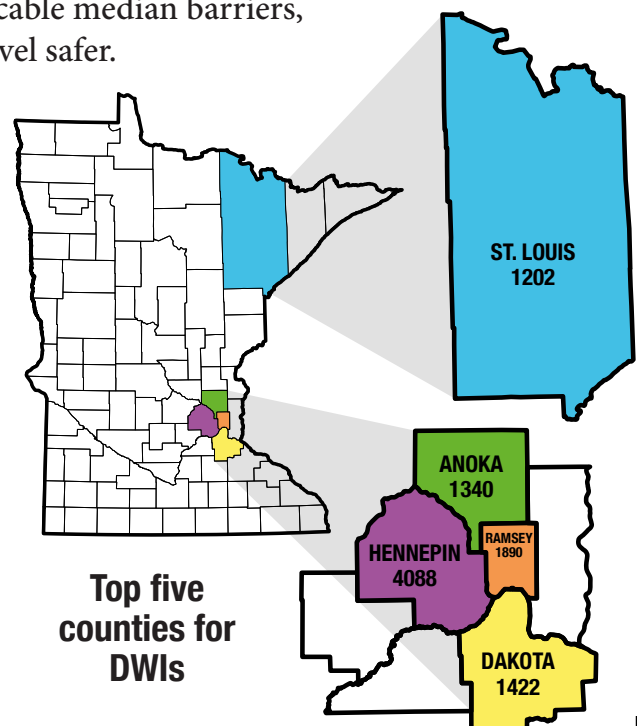
Education: Giving drivers the knowledge they need to avoid hazardous driving practices and choose responsible behavior.

Emergency Medical & Trauma Services: Providing fast, efficient emergency medical and trauma services to reduce fatalities and serious injuries whenever a crash does occur.

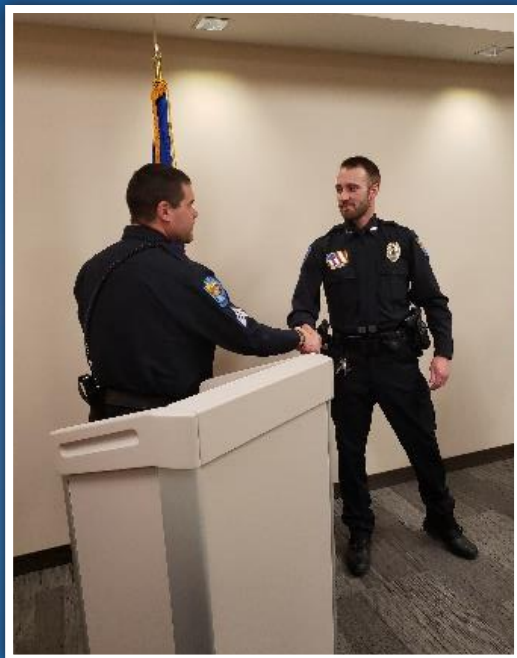
Enforcement: Ensuring compliance with traffic laws to change driver behavior and reduce unsafe driving practices.

Engineering: Changing the roadway—with cable median barriers, signage, the roadside, and more—to make travel safer.

Even with all of the TZD initiatives and efforts, law enforcement continues to see a high number of DUI arrests and traffic fatalities throughout the state. Unfortunately, accident fatalities increased from 394 in 2020 to 497 in 2021 statewide with 26 occurring in Anoka County. Of the 497 statewide fatalities 114 were alcohol related, 150 speed related, 21 distracted driving related and 103 were not wearing seatbelts. St. Francis officers participated in a number of TZD initiatives in 2021 in an attempt to make Anoka County roads safer.



WELCOME OFFICER BARCK



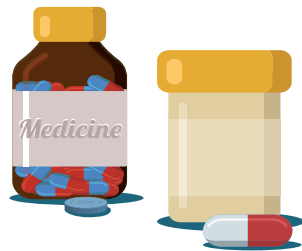
AWARDS



ADDITIONAL SERVICES

PRESCRIPTION DRUG TAKEBACK

According to the DEA, most people who misuse prescription drugs get them from family, friends, and acquaintances. To avoid this potential opportunity for abuse it's best to safely dispose of unused or expired medications. The best way to dispose of most types of unused or expired medications is to drop off the medication at a drug take back site location immediately.



St. Francis is one of 11,000 sites nationwide that unused prescription drugs can be dropped off as part of the “Prescription Drug Take Back Program”. This provides community members a safe way to dispose of unwanted or expired prescription medications to be disposed of in a way that is safer for the environment. The police department also participated in two National Prescription Drug Takeback Events in April and October 2021. Between our prescription drop box and National Drug Take Back Days, the police department collected 260 pounds of prescription drugs in 2021.

CERTIFIED CAR SEAT INSTALL AND INSTRUCTION



The St. Francis Police Department currently has one certified Car Seat Technician who is able to assist the public by ensuring child restraints are installed by manufacturer's specifications. The technician typically holds at least one annual Car Seat Clinic at the police department where the public is invited to come and have their child restraints installed or to make sure they're installed correctly.

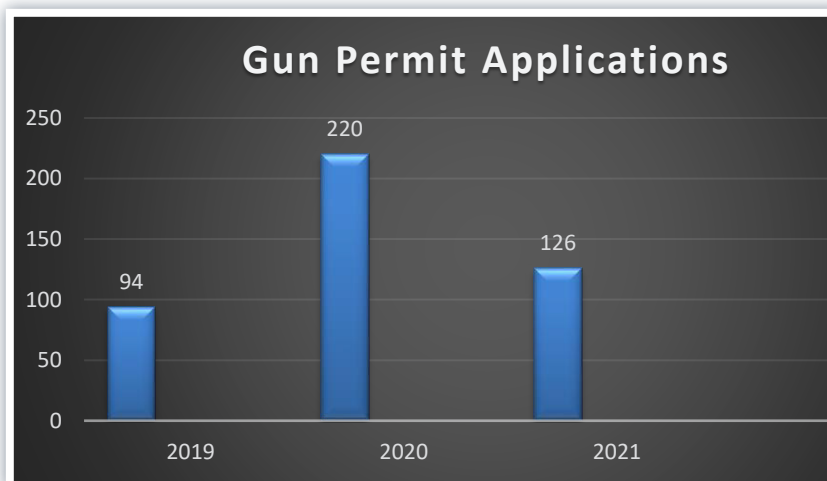
EMERGENCY RESPONSE DECAL PROGRAM

We have established an Emergency Response Decal Program. The reason behind the program is to assist police in responding to certain calls for service. These decals will help in knowing who we could possibly be dealing with, and to assist them with the correct treatment or care. This will also help officers pass along useful information obtained from the decals to the responding paramedics and fire departments.



GUN PERMITS

The St. Francis Police Department processed 126 gun permit applications in 2021 with denial of six applicants.



Gun Permit Purchase applications are processed in the jurisdiction where you reside. St. Francis residents can drop applications in person during lobby hours or in the police department vestibule secure drop box any time. Applications are processed, issued or denied within seven business days. Permits are good for one year. Permit to Carry applications are processed by the Sheriff's Office in the county you reside.

Any questions please feel free to contact us at 763-753-1264.

COMMUNITY RELATIONS

The St. Francis Police Department has a great relationship with the community and strives to create trust and confidence in the city we serve. The police department is dedicated to customer service and goes that extra mile in creating a strong working relationship with the public through public engagement.

Citizens Academy

This is a six week course designed to introduce residents to the structure and daily operations of the St. Francis Police Department. The fast paced academy provides both classroom and hands-on training which offers a fun and safe behind the scenes look at the functions of the police officers.

Bike Rodeo

The Police Department teams up with the Fire Department to host an annual Bike Rodeo to teach children bicycle skills and safety. It is a one day event with a bike course, bike inspections and helmet checks along with free bike and helmet giveaways.

Free Dog License Day

Free Dog License Day at the Police Department to all local residents to receive free dog licenses for the year. This event replaced our previously held pet clinic.

National Night Out

National Night Out is sponsored by the Minnesota Crime Prevention Association and local law enforcement communities. This is an event that promotes police community partnerships and neighborhood camaraderie and to make our neighborhoods safer. This year the National Night Out Party in the Park had a great turnout from the community. Some of the events were; The Ambassadors, a dunk tank, face painting, Fire Department, stock car, City Hall, Army Rock Climbing Wall, Life Link Helicopter, and the Police Department and squad cars.

Stay at Home Class

This safety program is for children ages 9-12 years old which teaches home safety and accident prevention. The Course content included: people safety ("Tricky People" and Safe Strangers), online and internet safety, snacking and kitchen safety, home fire safety, preventing home accidents, how to handle emergencies and other situations.

Cone With a Cop

This program gives kids an opportunity to visit with members of the Police Department and cool off with a free ice cream cone. Thank you to the St. Francis Dairy Queen for sponsoring this event.

Car Seat Clinic

The Police Department holds a Car Seat Clinic once a year, which gives people the opportunity to get a free safety car seat check. The St. Francis Police Department is committed to keeping children safe and wants to remind you this is a simple way to ensure your children's safety.

Eddie Eagle

The Eddie Eagle Gun Safety program is a gun accident prevention program that seeks to help parents, law enforcement, community groups and educators navigate a topic paramount to our children's safety. Eddie and his Wing Team are on a mission to help the Pre-K through 4th graders learn what to do if they ever come across a gun.

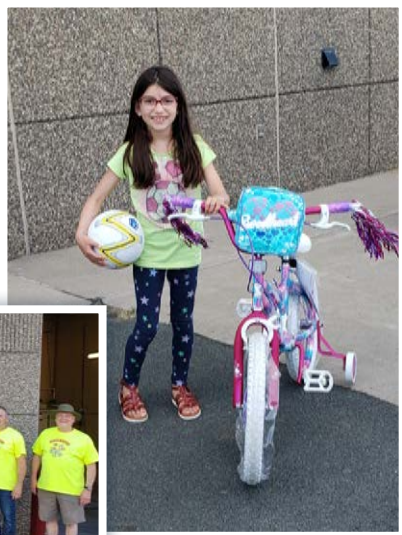
Santa & Toys for Joy Toy Drive

To celebrate the Christmas season and to help support the Toys for Joy Foundation the Police Department has called in the big guy, aka Santa to bring the Christmas cheer at the St. Francis Police Department. Thank you to all who helped with the toy donations.

STAY AT HOME



BIKE RODEO



CONE WITH A COP



NATIONAL NIGHT OUT



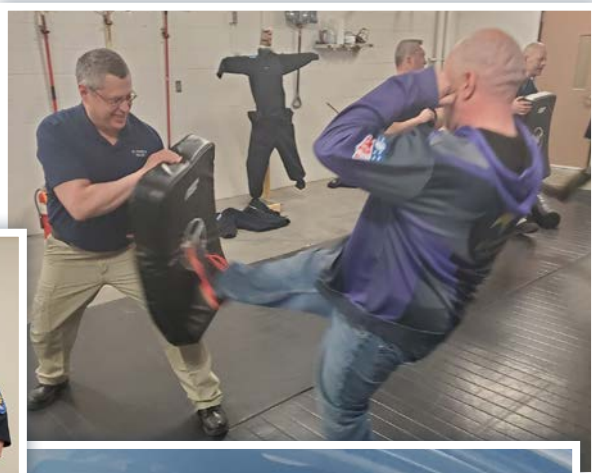
NATIONAL NIGHT OUT



EDDIE EAGLE



CITIZENS ACADEMY



SANTA



TOYS FOR JOY



FREE DOG LICENSE DAY



CAR SEAT CLINIC



Acknowledgements

Mayor:

Steve Feldman

City Council Members:

Sarah Udvig

Robert Bauer

Kevin Robinson

Joe Muehlbauer

City Administrator:

Joe Kohlmann



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