



# *Welcome*

## *To the City of*

# *Shafer*

*We hope the following will be useful to you. Please feel welcome to contact us with any questions you may have. Call (651) 257-4726*

*Shafer City Hall*

*17656 303<sup>rd</sup> St. Shafer, MN 55074*

**Website:** [www.shafermn.com](http://www.shafermn.com)

**Email:** [cityhall@shafermn.com](mailto:cityhall@shafermn.com)

*City Hall Hours:*

*Monday thru Thursday 8:00am – 5:00pm Closed Noon – 1:00pm daily*

*Fridays 8:00am-Noon*

## **City of Shafer**

### **City Council and Staff**

**Mayor: Paula Hanson** 612-499-3987

**Assistant Mayor/Councilmember: Terry Smith** 651-400-8252

**Councilmember: Patty Mattson** 612-865-6876

**Councilmember: Brad Swenson** 651-208-2472

**Councilmember: Nick Brehm** 320-310-3386

**City Clerk: Joan Ciesler** 651-257-4726

**Treasurer: Drew Hill** 651-257-4726

**Public Works Director: Dan Cooper** 651-257-7604

**Public Works Employee: Bob Neil** 651-257-7604

**Public Works Employee: Jamie Woodbeck** 651-257-7604

**City Engineer: Jon Herdegen-MSA Professional Services** 612-548-3124

**Engineer: Lucas Jones-MSA Professional Services** 612-548-3126

**City Attorney: James Mongé, Campbell Knutson, P.A.** 651-452-5000

**City Building Official, Zoning Admin. And Fire Marshall: Jack Kramer** 651-351-5051

### **Council Meetings**

The City Council meets the first and third Tuesdays of each month at 7:00 p.m. at Shafer City Hall, 17656 303<sup>rd</sup> St. These meetings are open to the public. To be heard at a council meeting contact the City Clerk by noon the Thursday the week before the meeting to be placed on the agenda or you may be heard at the Open Hearing of the public, but with a time limit of 3 minutes.

### **Fire Department:**

The Shafer Franconia Fire and Rescue Department meets the first and third Wednesdays of each month at 7:00 p.m. at the Fire Hall, 30325 Redwing Ave., for training followed by a business meeting. The firefighters are volunteers. Attend a meeting to find out more and see about becoming a volunteer firefighter.

Applications are available at city hall or on the City's website: [www.shafermn.com](http://www.shafermn.com)

### **Planning:**

The Planning Commission meets monthly on the fourth Tuesday of each month at 7:00 p.m. at the Shafer City Hall, 17656 303<sup>rd</sup> St. These meetings are open to the public. The function of the Planning Commission is to review, hold hearings and make recommendations on requests affecting zoning and for planning for the future of the city. Contact the City Clerk or a Councilmember serving on the Planning Commission to be placed on a meeting agenda or to apply to serve as a member of the Planning Commission. Additional Planning Commission members are needed.

### **Parks:**

The Parks Commission meets the fourth Monday of each month at 6:00 p.m. at Shafer City Hall, 17656 303<sup>rd</sup> St. The Parks Commission is responsible for the planning and development of the city's parks. To apply to serve as a member of the Parks Commission contact the City Clerk or a Councilmember serving on the Commission. Donations to the Parks Commission Fund are welcome and needed to fund park equipment and improvements. Make donations payable to: City of Shafer, notation Park Fund.

### **Volunteers:**

Citizens wishing to volunteer their time and talents to the city are welcome to contact the City Clerk or a Councilmember with their ideas and proposals.

### **Another opportunity for volunteering in the Chisago Lakes area is the Chisago Lakes Beyond the Yellow Ribbon community.**

## **What is Beyond the Yellow Ribbon?**

It was started by the Minnesota National Guard to help soldiers and their families when they came home. They wanted to help reintegrate them back into the communities they live in.

*See last page of this packet for info on the Yellow Ribbon program.*

### **City Water & Sewer Service Related information**

#### **Water & Sewer:**

Our water supply is pumped from 3 deep wells. You will find it to be somewhat hard and have very slightly alkaline pH. Fluoride and chlorine are added for your continued well-being.

Water and sewer use is based on water readings taken by the city. Water and sewer service is billed quarterly on the first business day of January, April, July, and October.

Payment of water and sewer bills is due 30 days after the bill is issued. Unpaid accounts are issued a notice of shut-off of water service, which includes a \$25.00 penalty fee. Unpaid accounts may, by the date stated on the notice, request a public hearing which by City Code 401.04 is for the purpose of showing proof that the bill has been paid. Water service is not restored when shut off until the water and sewer bill and the reconnection fee are paid in full. Payments may be made by mail or in person at the City Clerk's Office, 17656 303<sup>rd</sup> St. between the hours Monday thru Friday 8 am – 5:00pm. Payment checks should be made payable to: City of Shafer. A water bill drop box is located by City Hall for your convenience as well. **ACCEPTED FORMS OF PAYMENTS ARE CASH, CHECK OR MONEY ORDER.**

The city **requires** notice in advance of date when moving in or out of the city and when requesting a specific date for meter installation/removal or water shut-off/turn-on. The city, upon notification, will handle emergencies as soon as possible.

The city now offers homeowners the option of purchasing a second water meter for outside water. The cost of the meter is \$300.00, \$15.00 for the couplings and \$100.00 for the installation inspection. The second water meter is billed for water only, not sewer. The 2<sup>nd</sup> meter application is available at city hall and applicant must be licensed plumber.

### **Property Related Information**

#### **Compost Site:**

The city compost site is available to Shafer city residents only for disposal of their grass clippings, leaves, and small branches 3" in diameter. No other materials are accepted at the compost site located by the city's sewer ponds. The site is open 7 days a week, dawn to dusk, closed in the winter. Signs are posted when compost site is open/closed.

### **Grass Mowing:**

Property owners are required to keep their property and boulevards and ditches adjacent to their property mowed throughout the growing season. Grass clippings are not allowed on sidewalks, streets or in near storm sewers at anytime. The compost site accepts grass clippings.

### **Nuisances/Junk:**

City Code 904.16 does not allow nuisances/junk or abandoned items to be left in the open on any property. Property owners may keep these items in an enclosed structure only. Some examples of items that may not be left in the open are furniture, appliances, machinery, unlicensed inoperative motor vehicles or health or safety hazard items.

### **Hazardous Waste:**

Household items that are hazardous such as paints, solvents, oil or pesticides should be disposed of properly. When in use store these materials in a safe location well out of the reach of children and pets. North Branch has a **Household Hazardous Waste Facility** Hours Mondays: 12pm -7 pm, last Saturday of the month: 9 am - 1 pm closed on major holidays. Location North Branch Industrial Park 39649 Grand Ave. North Branch, MN 55056, Phone (651) 237-0912

### **Web Site:**

Visit the city's web site for meeting schedules, meeting minutes, current events, newsletter, and the city code. Visit the web site at [www.shafermn.com](http://www.shafermn.com)

### **Animals:**

Licenses are required for dogs and cats at a fee of \$10.00 per license for spayed or neutered; \$15.00 for non-spayed or non-neutered and are renewed on January 1 of each year. Annual licenses may be obtained from the city clerk upon showing proof of vaccination. At all times, animals must be kept leashed/confined.

### **Building and Zoning Permits:**

**Building and/or Zoning Permits** are required for most building projects.

“When in doubt, call City Hall”

***Fees are doubled if building or work is done prior to application and issuance of required permit(s).***

### **Safety Related Information**

#### **Warning Siren:**

A steady sounding of the siren is a warning of severe weather or danger. Take immediate action and cover. An intermittent/up & down sound is the Fire Department's notification of a fire call. Pull to the side of the roadway to make way for fire vehicles and trucks; when their sirens are sounding they have the right of way.

#### **Crime Watch:**

Active Neighborhood Crime Watch groups are located in the city to keep their neighborhoods safe. Contact your neighbors as to when and where their group meets. To start a Crime Watch group in your neighborhood contact the Chisago County Sheriff's Department (651) 257-4100.

**Curfew:**

No child under the age of 16 is allowed out in public within the city limits between the hours of 11:00 p.m. and 5:00 a.m. unless a parent or guardian accompanies them or for a verifiable reason or emergency.

**A.T.V./Snowmobile/Motorized Golf Carts:**

All-terrain vehicles, snowmobiles, motorized golf carts, and their operators must have current licenses to operate within the city limits. Golf carts and ATVs require city-issued permits per Chapter 7, parts 4 & 5 of the City Codes. These machines are limited to a speed limit of 10 miles per hour and to not being driven within 100 feet of any building during the hours of 11:00 p.m. and 7:00 a.m. These machines may be operated on the right hand side of city streets but may not be operated on boulevards, ditches, sidewalks or, unless given permission, private property. Apply in person at city hall.

**Street Parking:**

Parking is **not allowed** 365 days a year on any city street between the hours of 2:00 a.m. and 6:00 a.m. Unlawfully parked vehicles are subject to ticketing by the Sheriff's Department. Ticketed vehicles will be towed away. For snowplowing it is especially important to park off-street at all times if possible.

**Garbage and Recycling Containers:**

Except for pickup day, these containers should be kept up close to the garage, out of sight when possible. On pickup day they should be placed at the end of your driveway near the street, behind the curblineline. NEVER PLACE THEM ON THE STREET-THAT BECOMES A PUBLIC NUISANCE.

**Sidewalks and hydrants are property owner responsibility:**

The care and maintenance of sidewalks is the responsibility of the property owner on whose property the sidewalk is located. Sidewalks are to be kept free of snow, ice and anything that may constitute a hazard. Please remember to shovel around fire hydrants that are on your property. In case of a fire it will save time for the fire department to have ready access to those hydrants.

**Snow plowing policy:**

See the city's website for the city's snowplowing policy or contact to city hall to get a copy.

## Utilities and other service providers

<b>CABLE/SATELLITE TELEVISION</b>	Midcontinent Communications	800-888-1300
	DirecTV	877-798-6070
<b>ELECTRIC &amp; NATURAL GAS</b>	Xcel Energy	800-672-4300
<b>TELEPHONE</b>	Frontier	800-843-4400
	Midcontinent Communications	800-888-1300
<b>CELLULAR SERVICE</b>	<b>Note: two cell towers in town</b>	
	T-Mobile	877-453-1304
	Sprint	866-866-7509
<b>WATER &amp; SEWER</b>	Shafer City Municipal Water Note: 3 municipal wells in town; 3 sewer ponds with room for expansion	651-257-4726
<b>TRASH HAULERS</b>	SRC Inc	651-462-1099 or 651-462-5298
	Waste Management	888-960-0008
	Mattress Disposal	<a href="http://www.tuck.com">www.tuck.com</a>
<b>SERVICES</b>	Animal Control Fire Department Sheriff Department City Hall	651-257-4100* 651-257-4753* 651-257-4100* 651-257-4726 *non-emergency
<b>SENIOR SERVICES</b>	Senior Guidance/Assisted Living	<a href="http://www.seniorguidance.org/assisted-living/minnesota/">www.seniorguidance.org/assisted-living/minnesota/</a>

# BEYOND THE YELLOW RIBBON



## What is Beyond the Yellow Ribbon?

It was started by the Minnesota National Guard to help soldiers and their families when they came home. They wanted to help reintegrate them back into the communities they live in.

## What is a Beyond the Yellow Ribbon community?

It is a network that connects and coordinates agencies, organizations, employers to create access to resources to meet the needs of current military, families, and veterans.

## Minnesota Beyond the Yellow Ribbon (BTYR)

In Minnesota we have 90 networks and 62 companies that are yellow ribbon. We have 61 armories and 2 air wings and according to the state we have 2,000 service members who will be deployed in 2019.

## Chisago Lakes Beyond the Yellow Ribbon (CLBTYR)

We have recently worked through a 16 step process to become a Yellow Ribbon community. The cities involved are Chisago City, Lindstrom, Center City, and Shafer. We work with the Chisago County Veterans office in assisting service members, veterans, and their families. New members are always welcome to join our task force and be placed on our ever growing list to be called upon when we need or to be kept up to date on what we are doing. The task force consists of people involved in City Council, Public Safety, Medical, Mental Health, Legal, School, Groups and Organizations, We are currently putting lists together for volunteers when they are needed. The kinds of help we can give to service members, veterans, and their families would be yardwork, childcare, general needs, transportation, moving, and events (set up, running the event, and breakdown). These are just some of the areas there are needs for. We have meetings the 3rd Wednesday of each month. See the calendar on the website for the next meeting. Any and all are welcome to attend.

Our proclamation ceremony was held on Saturday, May 4, 2019.

Contact information [Chisagolakesbtyr@gmail.com](mailto:Chisagolakesbtyr@gmail.com) or like us on Facebook-Chisago Lakes Beyond the Yellow Ribbon.

You can also contact the Chairman directly.  
Cory Boogaard: [cboogaard@hotmail.com](mailto:cboogaard@hotmail.com) or 763-232-5285.

Website: [www.chisagolakesbtyr.org](http://www.chisagolakesbtyr.org)