



# *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  
Monday thru Friday 8:00am – 5:00pm Closed Noon – 1:00pm daily  
17656 303<sup>rd</sup> St. Shafer, MN 55074*

## **City of Shafer**

### **City Council and Staff**

**Mayor: Dan Vogel** 651-257-6228

**Assistant Mayor/Councilmember: Tim O'Connor** 651-955-6849

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

**Councilmember: Terry Smith** 651-257-7113

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

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

**City Hall Office Assistant: Jamie Woodbeck** 651-257-4726

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

**Public Works Director: Dan Cooper** 651-257-4726

**Public Works Employee: to be named March 2018** 651-257-4726

**City Engineer: Jon Herdegen** 612-549-3124

**Engineer: Brian Miller** 612-548-3120

**City Attorney: Ted Alliegro** 651-257-1160

**City Building Official and City Zoning Admin.: 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 7:30 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 last 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.

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

### **Water & Sewer:**

Our water supply is pumped from 2 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 of January, April, July, and October.

Payment of water and sewer bills is due in the same month as 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 \$250.00, \$15.00 for the couplings and \$100.00 for the installation inspection. The second water meter is billed for water only, not sewer.

## **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.

### **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 Permits:**

Building Permits are required. Contact the clerk's office for details.

### **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.

#### **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.

#### **Sidewalks:**

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 help the fire department and

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.

**Utilities**

<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