

CITY OF ST. FRANCIS

CITY COUNCIL AGENDA

March 3, 2014

ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW

6:00 pm

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes – February 18, 2014
 - b. Acknowledging the Purchase of two Tazers from the Drug Forfeiture Fund
 - c. Payment of Claims
5. Meeting Open to the Public - *Open Forum is an opportunity for citizens to sign up before the Council meeting and present an issue or concern to City Council. Each presentation should be limited to no more than four minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
 - a. Aztec Street Improvement:
 - Resolution 2014-06 Receiving Amended Preliminary Engineering Report
 - Public Hearing on Aztec Street Improvement
 - Resolution 2014-07 Ordering Improvement and Directing Preparation of Plans and Specifications
 - b. Anoka County Highway Department: Bridge Street Roundabout Update
 - c. St. Francis Auto & Collision: Conditional Use Permit for Auto Sales – Resolution 2014-08
7. Ordinances & Resolution
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney:
 - c. Staff:
 - Building Official:
 - Fire Dept.:
 - Public Works:
 - Liquor Store:
 - Police: Department Report
 - City Administrator Report:
9. Reports from Council Members
10. Report from Mayor:
11. Old Business
12. New Business
 - a. Councilmember Kane – Supporting Legislation on Establishment of Municipal Street Imp. Districts
13. Adjournment

Calendar of Event

- Mar 9: Daylight Savings Time Starts
Mar 17: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Mar 19: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
Apr 7: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Apr 16: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
Apr 21: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Apr 26: St. Francis Business and Community Expo @ SFHS 9 am - 2 pm
May 3: Recycling Day 8 am to 2 pm @ 4020 St. Francis Blvd.
May 3: Pet Clinic @ SF Fire Department 9 am - Noon

TO: Mayor & City Council

FROM: Matthew L. Hylan,
City Administrator

RE: Agenda Memorandum – March 3, 2014 Meeting

Agenda Items:

4. Consent Agenda:

6. Petitions, Requests, Applications:

- a. *AZTEC Street Improvement Project:*
Resolution 2014-06: Attached is an amended Preliminary Engineering Report from City Engineer Jared Voge with Resolution 2014-06 approving this amended report. A motion would be in order to approve this resolution.

Public Hearing: At the February 3, 2014 City Council meeting the Council called for a Public Hearing on the Aztec Street Improvements. City Engineer Jared Voge will give some background information to the Council and citizens. Following the brief presentation, Mayor Pro-Tem Brown should open the public hearing and take any public input. At the conclusion of the public input the hearing should be declared closed.

Resolution 2014-07: Attached is Resolution 2014-07 ordering improvements and direction preparation of final plans and specifications for the Aztec Street Improvement Project. A motion would be in order to approve this resolution pending any new information from the public hearing.

- b. *Anoka County Bridge Street Round Abouts Update:* Project representatives will be present to give a project update to the Council and answer any questions.
- c. *St. Francis Collision-Auto Sales CUP:* Attached is a memorandum from City Planner Nate Sparks and Resolution 2014-08 approving a Conditional Use Permit for CNJ Properties LLC to allow for auto sales at 23615 St. Francis Boulevard. A motion would be in order to approve the recommended action from the Planning Commission as Resolution 2014-08.

7. Ordinances & Resolutions

8. Reports:

- a. **Engineer: Attorney: Staff:**
Finance Director:
Building Official:
Fire:
Public Works:
Liquor Store:
Police:
City Administrator:

11. Old Business:

12. New Business:

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

CITY COUNCIL MINUTES

February 18, 2014

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Steve Kane, Amy Lazere, Tim Brown and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk, Inc.), Police Chief Jeff Harapat, Police Sergeant Jake Rehling, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY LAZERE SECOND McCLISH TO ADOPT THE FEBRUARY 18, 2014 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND KANE TO APPROVE THE FEBRUARY 18, 2014 CITY COUNCIL CONSENT AGENDA AS A – D AS FOLLOWS:
 - a. Approve the City Council Minutes of February 3, 2014
 - b. Accept the Resignation of Public Works Employee Denis Backsen and declaring the vacancy.
 - c. Authorization to Advertise and fill the Public Works Water/Waste Water vacancy
 - d. Payment of Claims \$312,999.50 (Check #66847-66900 \$162,808.88 \$ and ACH 78E & 79E \$150,190.62) Motion carried 5-0.
5. **Meeting Open to the Public:** David Roberts was before the City Council on behalf of ISD #15 and SFCDA Group. The school board voted at our last meeting to approve the funding for an additional officer for the schools. This was received very positive and wanted to show our (school districts) support on the hiring of a new officer.
6. **Petitions, Requests, Applications:**
 - a. **St. Francis Ambassador Program – Presentation of Donation:** Jerry Tveit presented a check in the amount of \$700.00 to the St. Francis Ambassador Program from the Mayor's Snowmobile Trail Ride. The money collected during this fundraiser were divided up among the participating cities.
 - b. **St. Francis Basketball Association:** Mark Bothun, current vice president of the St. Francis Basketball Association stated my wife and I have three very active boys in the community. I am a community member, coach and mentor. The reason I am before the City Council is the St. Francis Basketball Association would like to explore the idea of adding a community recreation center in St. Francis. This would be a multi-use facility for the entire community and for all ages. We are also hoping to provide a place where kids could go to release of their energy instead of hanging out with idol hands. This facility could also provide a positive impact for the city and business community. There are tournaments going on every weekend and why not here. This could also be a draw for people that are looking at moving into

the community. We along with the other associations feel a crunch for gym space as our community grows there is not enough space for all the events. Tonight I am here to ask for a partnership with the City of St. Francis. We know there are many dollars that are spent in different communities and why not here. St. Francis Basketball Association realizes it is a major undertaking and will not happen overnight.

Tveit said he is not sure what the next step would be. Maybe meet with the Chamber and all the youth organizations. Tveit asked how does the city start a coalition of all these group to research the next step. Bothun said I could get a list of all the youth organization and coaches and maybe hold a meeting. Tveit said the only caution I see is the city itself cannot proceed alone with a project like this. I like that you came forward and your organization be the driving force. Bothun stated we know the basketball organization itself cannot afford this alone that is why it needs to be a joint cooperation. Lazere thought it would be good to involve the businesses maybe come to a Chamber Breakfast and it is an absolute need in this community. I think starting at the Chamber and then set a meeting and get the right people involved. Lazere thought it would be good to have Public Works Director Paul Teicher involved right from the start. Tveit said I don't think you are off base and I think the time has come for a facility like this. Sandoval has talked about a sports facility for a number of years. Tveit asked Hylen to give Bothun his card for a contact. Bothun thanked the city council for listening.

7. **Ordinances & Resolution:**

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

a. **Engineer: Wastewater Treatment Facility Plan:** MOTION KANE BY SECOND LAZERE TO ADOPT RESOLUTION 2014-05 A RESOLUTION CALLING FOR A PUBLIC HEARING ON MARCH 17, 2014 FOR THE WASTEWATER FACILITY PLAN. Motion carried 5-0.

Voge also reported that we are happy to report we just received from the MPCA the wastewater limits that we had been waiting for. Therefore, our engineering firm along with the public works department have a lot of work to do in a short period of time.

b. **Attorney:**

c. **Staff:**

Building Official:

Fire Dept.:

Public Works:

Liquor Store:

Police Dept.: Squad Camera Discussion: This report is information on digital (in-squad) audio and video camera systems for squad cars. These systems are currently being used by the majority of law enforcement agencies in the country. The purpose of these cameras is to protect the public as well as the officers who are working our streets. They provide video and audio evidence of traffic incidents, pursuits, and assist officers with report writing as well as court testimony. The communities that have these... We have also been working with our new IT director who would be overseeing the system and has informed us that the Panasonic Arbitrator is the unit that works best with their system. They have experience with these units

and several other departments they work with are currently using this Panasonic system with positive results. We have had cameras in the squads before but they were VHS. This is not a budgeted item in 2014. If other funds cannot be located for this purchase, it will be in the 2015 budget. After speaking with our new IT who can purchase these units at a discounted rate, the cost would be approximately \$45,000 dollars to have the full system installed and up running in six squad cars. Brown asked what is the life expectancy of these cameras. Looks around five years but we wouldn't have to replace the system but maybe just a software or equipment upgrade. McClish said he works with a system similar to this. These cameras also work as a DVR. McClish stated this is a very good purchase for the department. Kane said he too supports this camera system. Kane asked Hylen do we have a way to fund this. Hylen said he would caution the council being this is not a budgeted item. Just so, the council knows upfront that we may go over budget or you can budget these for 2015. Another option is to utilize liquor funds. Tveit ask what is the lead-time to order and receive the cameras. Rehling said I am not sure what the lead-time is but the company is out of Wisconsin. Tveit stated we could use the funds from drug forfeiture but I do not know how much is in the fund. Tveit ask could we purchase just one now and budget the rest for next year. Rehling stated our goal is to have a turnkey system which would be for all cars to have them except for the current Chiefs car. Brown thinks we should move forward. MOTION BY BROWN SECOND McCLISH AUTHORIZING THE POLICE DEPARTMENT TO PURCHASE THE PANASONIC ARBITRATOR IN-SQUAD VIDEO SYSTEM WITH FUNDS COMING FROM THE LIQUOR STORE. Lazere asked could we find out how much is in the drug forfeiture fund. Mulvihill said she does not know exactly but maybe around \$9,000. Kane said do we know what we have in the liquor store fund that is not already earmarked for another project. Hylen said we would have enough in the liquor store fund to purchase these cameras. Tveit stated maybe we could use some from each fund. McClish agreed with the mayor. McClish stated the cost of this equipment is cheap if something happens and we are sued. In addition, I think we are the only department in Anoka County that does not have cameras in the car. Council asked the finance director if the liquor store fund would have enough funds for this purchase. Mulvihill stated she did not know the exact amount but there would be enough in the fund for the purchase of the cameras. Brown said I am not sure why we are worried about it when we have liquor store funds available. Tveit said the liquor store funds could be used for a broader scope of purchases than the drug forfeiture fund. Brown wanted to keep his motion as where the funds are coming from for this purchase. Motion carried 5-0.

ISD #15 Request for an additional Liaison Officer: Police Chief Jeff Harapat stated on February 10, 2014, Independent School District 15 discussed and approved funding to expand the current liaison program. This topic actually started in November 2013. The school district requested an increase from one full time liaison officer to two officers for the remainder of this school year and for the upcoming 2014/2015 contract. School District #15 previously contracted with the City for up to three officers working in the liaison program. I have never seen the school board so supportive of helping the city pay for these officers. Over the years, the school district amended their needs and reduced liaison officer time. This would be an officer that would educate students whether it is about drugs, park vandalism, etc. Chief Harapat stated who is St. Francis? We are a community of communities. We need to educate our kids on all sorts of topics. As this is a joint collaboration between the city and the school district, the budget impact to the city in 2014 would be approximately \$12,000.00 which is a non-budgeted expenditure.

For the 2014-2015 liaison contract, the City can budget the increase of approximately \$27,000 in the 2015 City Budget. MOTION BY KANE SECOND McCLISH AUTHORIZING THE POLICE DEPARTMENT TO HIRE A NEW POLICE/SCHOOL RESOURCE OFFICER. Lazere asked if we are going to have someone from the school be part of the interviewing process. Chief Harapat stated we usually do. We did when we hired our last officer. Lepak said the City already has a contract with ISD #15 and that will have to be amended. McClish I think it is great to see the school district and city working together and thanked David Roberts who was here on behalf of the school district to help support the officer. McClish asked how would this officer be used during the summer. Chief Harapat stated I believe it would be useful for patrol and to keep them very involved in the community all year around. Motion carried 5-0.

City Administrator: Update on the 4020-233rd Avenue Site (“Old” Food-n-Fuel): City Administrator Matt Hylen reported that MPCA has now taken over the petroleum investigation at 4020-233rd Avenue. As of Friday, February 7, 2014, they hired a contractor to complete a leaking petroleum tank release investigation. Until we know the future costs of the contamination clean up, I would recommend waiting for the costs associated with clean up before taking any next step. I have researched what the City of Fridley completed with their dilapidated fuel station and the “magic” to their success: there was not pollution in the soil when the fuel tanks were removed.

City Owned Property: City Administrator Matt Hylen showed a power point presentation on City owned parcels. A map was also provided showing school and county property. Maps were handed out to the City Council.

Bridge Street Round About Update: City Administrator Matt Hylen provided the City Council with the most current map from Anoka County showing the preliminary design layout of the Bridge Street Improvement. Representatives will be at the next City Council meeting. There have been changes made by Anoka County since they were last here. Anoka County will be at next week’s school board meeting. Hylen read an email from Anoka County on the changes made. One being a sidewalk along Bridge Street, Anoka County chose not to pay for it and it would be at the city’s expense. The access to Kerry Street did not have a sidewalk on the original plan. The County has designed one on the map and shows that too as a city expense. There were also sidewalks east and south of Super America were supposed to connect but the County also identified that as a city expense. I will take any input and submit it back to Anoka County. Tveit said it seems the county is willing do this as long as we pay for it. Let’s do it right but feel the additional sidewalks should be part of the overall cost. Frustrated that Anoka County would not include these trails and sidewalks as part of the whole project. Was it just last year we approved the Anoka County Park Trail system. Also Tveit said the street does not line up with 230th. We just had a similar situation with Aztec Street. It is just good planning to align the streets up. Tveit said overall it is a good plan but I would like to see some things changed. Brown said when they (Anoka County) came to us they were pushing public safety and had funding for it. This is not the most popular project anyway. Tveit said I think what we should pay for things over and above the project. Such as improving lighting, water/sewer lines, etc.. If you have any other, questions

please let me know. Hylen said the engineers are evaluating what exactly what the City may need and possibly change underground in cooperation with this project.

9. **Reports from Council Members:** McClish said he received an email back from Anoka County and hopefully within a couple weeks they will have more than just a temporary fix for the potholes. Nice to see the Super American took over the Reliant Store.

Lazere would like to invite everyone to a Pioneer Day meeting this Thursday, February 20, 2014 at Patriot Lanes 7:00 pm.

10. **Report from Mayor:**

a. **Mayor's State of the Cities Presentation:** Mayor Tveit showed a power point that he gave at a St. Francis Area Chamber of Commerce breakfast and at the Anoka Area Chamber of Commerce luncheon.

I enrolled in a class at Anoka-Hennepin and I will be missing the next city council meeting. I also put in an article in the Courier for next month. I am asking for your help if you have any information you would like me to address in my article.

11. **Old Business:** None.

12. **New Business:** None.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:44 pm.

Barbara I. Held, City Clerk



PAYMENT BATCH AP 03-03-14

ALEX AIR APPARATUS INC.

02/13/2014	25197	E 101-42210-580	C-O-L Other Equipment	CYLINDERS	15,839.91
					<u>\$15,839.91</u>

ANOKA COUNTY CENTRAL COMM.

01/16/2014	2014-218	G 101-20200	Accounts Payable	INTERNET ACCESS DEC 2013	192.08
02/06/2014	2014-228	E 101-42110-321	Telephone	INTERNET ACCESS JAN 2014	192.08
					<u>\$384.16</u>

ASPEN MILLS

02/09/2014	146012	E 101-42110-437	Uniform Allowance	REHLING-UNIFORMS	149.94
					<u>\$149.94</u>

ASSURANT EMPLOYEE BENEFITS

02/25/2014	5447229.0314	E 101-41400-130	Employer Paid Insurance	MARCH INSURANCE	160.60
02/25/2014	5447229.0314	E 101-41500-130	Employer Paid Insurance	MARCH INSURANCE	60.97
02/25/2014	5447229.0314	E 101-42110-130	Employer Paid Insurance	MARCH INSURANCE	626.81
02/25/2014	5447229.0314	E 101-42400-130	Employer Paid Insurance	MARCH INSURANCE	54.15
02/25/2014	5447229.0314	E 101-43100-130	Employer Paid Insurance	MARCH INSURANCE	87.94
02/25/2014	5447229.0314	E 101-43210-130	Employer Paid Insurance	MARCH INSURANCE	19.55
02/25/2014	5447229.0314	E 101-45200-130	Employer Paid Insurance	MARCH INSURANCE	87.94
02/25/2014	5447229.0314	E 601-49440-130	Employer Paid Insurance	MARCH INSURANCE	72.40
02/25/2014	5447229.0314	E 602-49490-130	Employer Paid Insurance	MARCH INSURANCE	72.40
02/25/2014	5447229.0314	E 609-49750-130	Employer Paid Insurance	MARCH INSURANCE	105.24
					<u>\$1,348.00</u>

BAUER BUILT INC.

01/30/2014	9400020887	E 101-42110-221	Vehicle Repair & Maintenance	TIRES-POLICE	487.16
					<u>\$487.16</u>

BELLBOY CORPORATION

02/11/2014	89731400	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.15
02/11/2014	89731400	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	30.50
02/14/2014	41712800	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.45
02/14/2014	41712800	E 609-49751-251	Liquor For Resale	LIQUOR	522.75
02/14/2014	41712800	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	270.00
02/18/2014	41811900	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.25
02/18/2014	41811900	E 609-49751-251	Liquor For Resale	LIQUOR	1,742.00
					<u>\$2,609.10</u>

BOLTON & MENK, INC.

10/23/2013	161056	G 803-22105	O Reilly Escrow	OREILLY ESCROW	3,943.00
01/31/2014	163740	E 602-49490-303	Engineering Fees	WASTEWATER FACILITY PLAN	9,481.50
					<u>\$13,424.50</u>

CENTERPOINT ENERGY

02/17/2014	5944643-5.0214	E 609-49750-383	Gas Utilities	LIQUOR	393.47
02/17/2014	5945449-6.0214	E 101-42210-383	Gas Utilities	FIRE	2,036.93
02/17/2014	5963820-5.0214	E 101-45200-383	Gas Utilities	WARMING HOUSE	353.89

02/17/2014	6002544-2.0214	E 601-49440-383	Gas Utilities	PUBLIC WORKS	212.90
02/17/2014	6002544-2.0214	E 602-49490-383	Gas Utilities	PUBLIC WORKS	212.91
02/17/2014	6002548-3.0214	E 602-49490-383	Gas Utilities	WWTP	931.57
02/17/2014	6886465-1.0214	E 101-41940-383	Gas Utilities	CITY HALL	61.54
02/17/2014	6886468-5.0214	E 101-41940-383	Gas Utilities	CITY HALL	44.73
02/17/2014	6886472-7.0214	E 101-41940-383	Gas Utilities	CITY HALL	53.91
02/17/2014	6886475-0.0214	E 101-41940-383	Gas Utilities	CITY HALL	59.39
02/17/2014	7900331-5.0214	E 601-49440-383	Gas Utilities	WATER	1,087.23
02/17/2014	8964221-9.0214	E 602-49490-383	Gas Utilities	LIFT STATION	37.08
02/17/2014	9680285-5.0214	E 101-42110-383	Gas Utilities	POLICE/PW	2,234.75
02/17/2014	9680285-5.0214	E 101-43100-383	Gas Utilities	POLICE/PW	558.69
02/17/2014	9680285-5.0214	E 101-45200-383	Gas Utilities	POLICE/PW	558.69
02/17/2014	9680285-5.0214	E 601-49440-383	Gas Utilities	POLICE/PW	558.69
02/17/2014	9680285-5.0214	E 602-49490-383	Gas Utilities	POLICE/PW	558.68

\$9,955.05

COCA COLA REFRESHMENTS

02/18/2014	198248927	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	256.70
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\$256.70

CONSTRUCTION & GENERAL

G 101-21707	Union Dues	MARCH DUES	160.00
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\$160.00

CRYSTAL SPRINGS ICE

02/11/2014	31764	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	23.36
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\$23.36

DAHLHEIMER DIST. CO. INC.

02/12/2014	1064547	E 609-49751-252	Beer For Resale	BEER	3,099.00
02/12/2014	1064547	E 609-49751-255	N/A Products	N/A	16.50
02/19/2014	18078	E 609-49751-252	Beer For Resale	BEER	5,730.10
02/19/2014	18078	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00

\$8,887.60

DAY DISTRIBUTING CO.

02/14/2014	739559	E 609-49751-252	Beer For Resale	BEER	1,829.80
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\$1,829.80

DELTA DENTAL

02/15/2014	5430129	G 101-21711	Dental Insurance	MARCH INSURANCE	497.00
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\$497.00

EAGLE GARAGE DOOR CO.

02/03/2014	3623	E 101-43100-401	Repairs/Maint Buildings	REPAIRS	26.25
02/03/2014	3623	E 101-45200-401	Repairs/Maint Buildings	REPAIRS	26.25
02/03/2014	3623	E 601-49440-401	Repairs/Maint Buildings	REPAIRS	26.25
02/03/2014	3623	E 602-49490-401	Repairs/Maint Buildings	REPAIRS	26.25

\$105.00

ECM PUBLISHERS, INC.

02/21/2014	76192	E 101-41910-351	Legal Notices Publishing	AZTEC HEARING	102.00
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\$102.00

FERGUSON WATERWORKS

02/11/2014	68911	E 601-49440-259	Water Meters	METERS	556.73
02/11/2014	69048	E 601-49440-259	Water Meters	METERS	292.23
02/11/2014	69082	E 601-49440-229	Project Repair & Maintenance	METERS	51.46

					\$900.42
FREEDOM SERVICES, INC.-FD					
02/24/2014	11262	G 101-21706	Flex Account	MARCH	566.68
					\$566.68
FREEDOM SERVICES, INC-MA					
02/24/2014	11263	E 101-41540-301	Auditing and Acct g Services	MARCH ADMIN	74.40
					\$74.40
G&K SERVICES, INC					
02/18/2014	1043PRE002	E 601-49440-402	Janitorial Service	RUGS	8.40
02/18/2014	1043PRE002	E 602-49490-402	Janitorial Service	RUGS	8.40
					\$16.80
GERDIN AUTO SERVICE, INC.					
01/24/2014	70455	E 208-42110-436	Towing Charges	2006 FORD ESCAPE TOW	331.00
01/29/2014	70535	E 208-42110-436	Towing Charges	2012 CHEVY TRUCK TOW	154.00
					\$485.00
GR MECHANICAL					
02/14/2014	11876	E 101-42110-401	Repairs/Maint Buildings	INS CLAIM-BUILDING	487.50
					\$487.50
GRANITE CITY JOBBING CO.					
02/11/2014	799898	E 609-49750-210	Operating Supplies	OPERATING	73.90
02/11/2014	799898	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.08
02/11/2014	799898	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	7.38
02/11/2014	799898	E 609-49751-256	Tobacco Products For Resale	TOBACCO	486.25
02/11/2014	799898	G 101-20810	Sales Tax Payable	USE TAX	(0.44)
02/15/2014	801542	E 609-49750-210	Operating Supplies	OPERATING	58.29
02/15/2014	801542	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.33
02/15/2014	801542	E 609-49751-254	Miscellaneous Merchandise	MISC	30.02
02/15/2014	801542	E 609-49751-256	Tobacco Products For Resale	TOBACCO	609.41
02/18/2014	800670	E 609-49750-210	Operating Supplies	OPERATING	30.50
02/18/2014	800670	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
02/18/2014	800670	E 609-49751-256	Tobacco Products For Resale	TOBACCO	570.29
					\$1,880.26
HAWKINS, INC.					
02/17/2014	3564210	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	2,179.42
					\$2,179.42
INNOVATIVE OFFICE SOLUTIONS, L					
02/06/2014	462178	E 101-42110-200	Office Supplies	SUPPLIES	95.44
02/17/2014	469084	E 101-42110-200	Office Supplies	SUPPLIES	45.65
					\$141.09
ISD #15					
01/29/2014	1384	E 101-42110-221	Vehicle Repair & Maintenance	2013 DODGE CHARGER	45.13
					\$45.13
JJ TAYLOR DISTRIBUTING					
02/12/2014	2160559	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
02/12/2014	2160559	E 609-49751-252	Beer For Resale	BEER	393.80
					\$396.80
JOHNSON BROS WHLSE LIQUOR					
02/12/2014	1781236	E 609-49751-206	Freight and Fuel Charges	FREIGHT	48.51

02/12/2014	1781236	E 609-49751-251	Liquor For Resale	LIQUOR	2,365.00
02/12/2014	1781237	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.95
02/12/2014	1781237	E 609-49751-253	Wine For Resale	WINE	331.70
02/12/2014	1781238	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.47
02/12/2014	1781238	E 609-49751-254	Miscellaneous Merchandise	MISC	37.25
02/19/2014	1786387	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.88
02/19/2014	1786387	E 609-49751-251	Liquor For Resale	LIQUOR	345.29
02/19/2014	1786388	E 609-49751-206	Freight and Fuel Charges	FREIGHT	102.90
02/19/2014	1786388	E 609-49751-253	Wine For Resale	WINE	3,111.30
					\$6,364.25

JONES, JAMES

02/25/2014	022514	G 803-22103	Jones-Minor Subdivision	REFUND ESCROW	179.04
					\$179.04

JONES, NORMA

02/25/2014	022514	G 803-22106	ESC-N Jones (Lot Split)	REFUND ESCROW	292.92
					\$292.92

LAW ENFORCEMENT LABOR SVCS.

		G 101-21707	Union Dues	MARCH DUES	360.00
					\$360.00

LOFFLER

01/17/2014	1687745	E 101-42110-218	Equipment Repair & Maintenance	BATTERY PACK	66.00
02/14/2014	1702969	E 101-42110-311	Contract	SUPPLIES	845.00
					\$911.00

MCDONALD DIST CO.

02/13/2014	349527	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
02/13/2014	349527	E 609-49751-252	Beer For Resale	BEER	3,311.70
02/20/2014	350003	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
02/20/2014	350003	E 609-49751-252	Beer For Resale	BEER	5,083.85
02/21/2014	350072	E 609-49751-252	Beer For Resale	BEER	408.00
					\$8,809.55

MN NCPERS LIFE INSURANCE

02/20/2014	733400.0214	G 101-21713	MN Life	MARCH PREMIUM	48.00
					\$48.00

MN POLLUTION CONTROL AGENCY

02/14/2014	4400114477	E 602-49490-434	Permit Fees	ANNUAL FEE	1,450.00
					\$1,450.00

MY ALARM CENTER

02/25/2014	3029126	E 609-49750-445	Security	MONITORING	29.94
					\$29.94

PACE ANALYTICAL SERVICES

02/10/2014	141236757	E 601-49440-313	Sample Testing	TESTING	120.00
02/12/2014	141236826	E 602-49490-313	Sample Testing	TESTING	103.00
02/12/2014	141236827	E 602-49490-313	Sample Testing	TESTING	345.50
					\$568.50

PAUSTIS & SONS

02/10/2014	8436289	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.50
02/10/2014	8436289	E 609-49751-253	Wine For Resale	WINE	1,117.74
02/12/2014	8436632	E 609-49751-253	Wine For Resale	WINE	(216.25)

\$913.99

PHILLIPS WINE & SPIRITS CO.

02/12/2014	2559394	E 609-49751-206	Freight and Fuel Charges	FREIGHT	41.16
02/12/2014	2559394	E 609-49751-251	Liquor For Resale	LIQUOR	3,986.24
02/12/2014	2559395	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.78
02/12/2014	2559395	E 609-49751-253	Wine For Resale	WINE	962.95
02/19/2014	2562721	E 609-49751-206	Freight and Fuel Charges	FREIGHT	269.75
02/19/2014	2562721	E 609-49751-251	Liquor For Resale	LIQUOR	12,561.61
02/19/2014	2562722	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.41
02/19/2014	2562722	E 609-49751-253	Wine For Resale	WINE	102.45
					<hr/>
					\$17,951.35

ROYAL SUPPLY

02/22/2014	14273	E 101-41940-210	Operating Supplies	PAPER TOWELS	7.14
02/22/2014	14273	E 101-42110-217	Other Operating Supplies	PAPER TOWELS	14.28
02/22/2014	14273	E 101-43100-217	Other Operating Supplies	PAPER TOWELS	7.14
02/22/2014	14273	E 101-45200-217	Other Operating Supplies	PAPER TOWELS	7.14
02/22/2014	14273	E 601-49440-217	Other Operating Supplies	PAPER TOWELS	7.14
02/22/2014	14273	E 602-49490-217	Other Operating Supplies	PAPER TOWELS	7.16
					<hr/>
					\$50.00

SCHARBER & SONS

02/19/2014	37820	E 101-45200-218	Equipment Repair & Maintenance	SUPPLIES	422.66
02/19/2014	37821	E 101-45200-218	Equipment Repair & Maintenance	REPAIRS	820.80
					<hr/>
					\$1,243.46

SKINNER, MARLINE

02/25/2014	022514	E 101-42700-311	Contract	FEB 20014	500.00
					<hr/>
					\$500.00

SOUTHERN WINE & SPIRITS OF MN

02/13/2014	1131132	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.25
02/13/2014	1131203	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.37
02/13/2014	1131203	E 609-49751-251	Liquor For Resale	LIQUOR	752.72
02/20/2014	1133365	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.46
02/20/2014	1133365	E 609-49751-251	Liquor For Resale	LIQUOR	922.80
					<hr/>
					\$1,697.60

TASER INTERNATIONAL

02/05/2014	1347704	E 208-42110-441	Miscellaneous	TASERS	1,977.05
					<hr/>
					\$1,977.05

THE AMERICAN BOTTLING COMPANY

02/20/2014	2449723006	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	103.50
					<hr/>
					\$103.50

THOMSON WEST

02/04/2014	829041054	E 101-42110-200	Office Supplies	LEGAL BOOKS FOR PATROL	178.00
					<hr/>
					\$178.00

VINOCOPIA, INC.

02/14/2014	92887	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.00
02/14/2014	92887	E 609-49751-251	Liquor For Resale	LIQUOR	663.92
					<hr/>
					\$675.92

WINE MERCHANTS

02/12/2014	491421	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.41
02/12/2014	491421	E 609-49751-253	Wine For Resale	WINE	360.00

\$364.41

WIRTZ BEVERAGE MN

02/13/2014	1080143492	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.80
02/13/2014	1080143492	E 609-49751-251	Liquor For Resale	LIQUOR	867.46
02/13/2014	2080032031	E 609-49751-251	Liquor For Resale	LIQUOR	(421.47)
02/13/2014	2080032034	E 609-49751-251	Liquor For Resale	LIQUOR	(215.00)
02/13/2014	2080032037	E 609-49751-251	Liquor For Resale	LIQUOR	(537.20)
02/20/2014	1080145881	E 609-49751-206	Freight and Fuel Charges	FREIGHT	58.00
02/20/2014	1080145881	E 609-49751-251	Liquor For Resale	LIQUOR	3,754.06
02/20/2014	1080145881	E 609-49751-253	Wine For Resale	WINE	265.75
02/20/2014	1080145881	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	63.09
					<u>\$3,840.49</u>

ZIEGLER INC.

02/11/2014	200103898	E 101-43100-218	Equipment Repair & Maintenance	PARTS	279.87
02/18/2014	50213641	E 602-49490-228	Equipment Maintenance	REPAIRS	617.68
					<u>\$897.55</u>

\$112,639.30

FUND SUMMARY

101 GENERAL FUND	\$29,603.54
208 POLICE FORFEITURE	\$2,462.05
601 WATER FUND	\$2,993.43
602 SEWER FUND	\$16,031.55
609 MUNICIPAL LIQUOR FUND	\$57,133.77
803 ESCROW	\$4,414.96
Total	<u>112,639.30</u>



BOLTON & MENK, INC.
Consulting Engineers & Surveyors

7533 Sunwood Drive NW, Suite 206 • Ramsey, MN 55303
Phone (763) 433-2851 • Fax (763) 427-0833
www.bolton-menk.com

MEMORANDUM

Date: February 25, 2014
To: Honorable Mayor Tveit
Members of the City Council
From:  Jared Voge, P.E.
City Engineer
Subject: Aztec Street Improvements
Amended Preliminary Engineering Report
St. Francis, Minnesota
BMI Project No.: R18.107800

INTRODUCTION:

As authorized by City Council at the January 6, 2014 Council meeting, a Preliminary Engineering Report has been prepared for the above referenced project. The report was approved by the Council at the February 3, 2014 Council Meeting. An amended report has been prepared based on additional information received and is attached for your review.

BACKGROUND:

O'Reilly is currently constructing a facility located south of the City municipal liquor store on the south side of 233rd Avenue. During the development process, O'Reilly platted the property and dedicated right-of-way to the City of St. Francis. The dedicated right-of-way does not line up with the existing right-of-way of Aztec Street located north of 233rd Avenue. In order to provide the safest intersection possible, the City Council authorized City Staff to work with the Abbey Field Townhomes property owner to obtain the property necessary to ensure that Aztec Street south of 233rd Avenue aligns with Aztec Street north of 233rd Avenue. The attached Preliminary Engineering Report, dated February 2014, is provided to identify project costs, estimated land acquisition impacts, and assessment information related to the extension of Aztec Street.

RECOMMENDATION:

Since the project funding will include assessments to private property owners, Minnesota State Statute Chapter 429 procedures must be followed. An example resolution receiving the amended report is attached.

BUDGET IMPACT:

The costs associated with the Aztec Street Improvements and property acquisition have been identified in the Preliminary Engineering Report. The project costs are proposed to be assessed to the benefiting properties.

If you have any questions on the above, please call.

JAV/nh

Enclosures

BOLTON & MENK, INC.

Consulting Engineers & Surveyors



**Preliminary Engineering Report:
Aztec Street
Improvements**

February, 2014

BMI Project No.: R18.107800

Bolton & Menk, Inc.

7533 Sunwood Drive NW

Suite 206

Ramsey, MN 55303

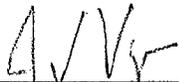
Preliminary Engineering Report

AZTEC STREET IMPROVEMENTS

City of St. Francis, Minnesota

BMI Project No. R18.107800

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.

By:  _____

Jared Voge, P.E.

License No. 45063

Date: 2/24/14 _____

TABLE OF CONTENTS

I.	PROJECT INTRODUCTION	1
II.	BACKGROUND	1
III.	STREET IMPROVEMENTS	2
IV.	STORM SEWER IMPROVEMENTS	2
V.	LAND ACQUISITION.....	2
VI.	COST ESTIMATE.....	3
VII.	FUNDING/ASSESSMENTS	3
VIII.	PROJECT SCHEDULE.....	4
IX.	RECOMMENDATION	4

APPENDIX

Attachments:

Exhibit A: Preliminary Quantity & Cost Estimate

Exhibit B: Easement Acquisition Cost Estimate

Figures:

Figure No. 1 – Project Area

Figure No. 2 – Street Improvements

Figure No. 3 – Typical Section

Figure No. 4 – Storm Sewer Improvements

Figure No. 5 – Proposed Easement Acquisition

Figure No. 6 – Proposed Assessment Figure

I. PROJECT INTRODUCTION

This Preliminary Engineering Report has been prepared at the direction of the City Council to identify project costs and assessments related to the extension of Aztec Street south of 233rd Avenue. The project limits are illustrated in Figure No. 1, included in the Appendix of this report. The project scope includes construction of a new street segment including concrete curb & gutter, bituminous pavement, sidewalk, driveways, and turf restoration. In addition, storm sewer is proposed to be constructed to collect surface water generated by the new street.

II. BACKGROUND

During the planning stages for the development of the property located in the southeast corner of 233rd Avenue NW and Trunk Highway 47, the need for a safe access to the property was discussed. The property which was platted into two lots by O'Reilly Automotive Stores, Inc. does not have access to Trunk Highway 47, and access to 233rd Avenue NW is not desirable since it would not line up with the existing Aztec Street to the north. Any access along the north property line creates a safety concern. As part of the Aztec Commercial Park plat, a 50-foot Right-of-Way was dedicated to the City. The platted Right-of-Way does not line up with Aztec Street located north of 233rd Avenue NW. In order to provide the safest intersection possible, the City Council authorized staff to approach the adjacent Abbey Field Townhomes property owner regarding the acquisition of property to ensure that Aztec Street south of 233rd Avenue aligns with Aztec Street north of 233rd Avenue. During initial discussions with the Abbey Fields Townhomes property owner, he indicated that he was potentially interested in constructing garages on the south side of the property. Without the construction of Aztec Street along the Abbey Field west property line, the construction of garages would not be possible since there is no access along the south side of the property. In addition in its current configuration, the property does not have a secondary access for emergency vehicles. The existing configuration of the Abbey Fields Townhomes property can be seen on Figure No. 1, included in the Appendix. In order to access future garages, Aztec Street must be extended south of the south lot line of Lot 1 Block 1 Aztec Commercial Park to the south lot line of Lot 2 Block 1 Aztec Commercial Park. The City Council authorized the preparation of this Preliminary Engineering Report in January 2014. Construction for a new O'Reilly Automotive Stores is currently underway on Lot 1 Block 1 of the Aztec Commercial Park plat.

III. STREET IMPROVEMENTS

The proposed street improvements consist of constructing a new 32-foot wide urban section street with bituminous surfacing. Surfacing improvements will include removal of the in-place topsoil, installation of aggregate base, construction of concrete curb and gutter, sidewalk installation, and bituminous surfacing.

Concrete driveway pavement will be constructed to reconfigure the existing property access and to provide additional access to the Abbey Field Townhomes property at locations noted on the attached Figure No. 2. Turf areas will be re-graded to facilitate drainage. All turf disturbed by construction will be restored with topsoil, seed, and hydromulch or erosion control blanket.

The proposed street improvements, driveway layout, and typical sections are shown in Figure Nos. 2 and 3, in the Appendix of this report.

IV. STORM SEWER IMPROVEMENTS

The proposed storm sewer improvements include the construction of a new storm sewer network consisting of manholes, catch basins, and storm sewer pipes ranging in size from 12 inches to 15 inches in diameter. Catch basins will be installed at strategic locations to adequately collect stormwater runoff. The proposed storm sewer system will include new storm sewer pipes, manholes, and catch basins to manage the stormwater within the project area. The stormwater generated by the new street surfacing will be collected by the new storm network and will outlet to a pond located on the boundary between Lot 1 Block 1 and Lot 2 Block 1 Aztec Commercial Park.

Best Management Practices (BMP's) will be utilized during construction to minimize erosion and sediment runoff from the construction site. These BMP's will include silt fence, storm water structure inlet protection, and appropriate turf reinforcement and turf establishment.

Figure No. 4, included in the Appendix, illustrates the proposed storm sewer improvements.

V. LAND ACQUISITION

As noted previously, the right-of-way dedicated as Aztec Street does not line up with the existing right-of-way of Aztec Street, located north of 233rd Avenue. In order to provide the safest intersection possible, City Staff is working with the Abbey Field Townhomes property owner to obtain the property necessary to ensure that Aztec Street south of 233rd Avenue aligns with Aztec

Street to the north of 233rd Avenue. The easement acquisition necessary to construct the improvements include permanent roadway easement, slope easement for grading adjacent areas to facilitate drainage, and temporary construction easements for construction. Easement acquisition costs have not been finalized and have been estimated for the purposes of this report. Discussions with the property owner of the Abbey Field Townhomes property regarding easement acquisition costs are on-going. An Easement Acquisition Cost Estimate for the project is included in Appendix A.

Figure No. 5, included in the Appendix, illustrates the easements required to construct the improvements.

VI. COST ESTIMATE

The table below summarizes the estimated costs for the project. The costs represented in this section are based on projects similar in nature and are subject to change. A contingency factor of 10% has been included to account for construction items not included, and variances in unit prices. Easement acquisition, engineering, and administrative fees have also been included in these preliminary costs. A Preliminary Quantity & Cost Estimate for the project is included in Appendix A.

COST SUMMARY

ITEM	AMOUNT
STREET	\$171,500.00
STORM SEWER	\$59,685.00
EASEMENT ACQUISITION	\$11,805.00

\$242,990.00

VII. FUNDING/ASSESSMENTS

The project will be funded by special assessments levied to the adjacent benefitting property owners. Since assessment agreements have not been completed with each of the affected property owners, the City must follow the Minnesota State Statute Chapter 429 process to notify property owners and conduct meetings on the proposed assessments. Project costs will be assessed to benefitting properties according to the City's Comprehensive Assessment Policy and Subdivision Ordinance. Benefitting property owners will be assessed for 100-percent of the project costs.

Figure No. 6 illustrates the assessed parcels for this project.

VIII. PROJECT SCHEDULE

A summary of the proposed schedule for the project is identified in the table below.

PROPOSED SCHEDULE	
Present Preliminary Engineering Report to Council for Consideration	February 3, 2014
Council Call for Public Hearing for the Project	February 3, 2014
Hold Public Hearing for the Project	March 3, 2014
Council Authorize Preparation of Plans and Specifications	March 3, 2014
Project Design	March 2014 - April 2014
Present Plans and Specifications to Council for Authorization to Advertise	April 21, 2014
Advertise for Bids	April 25; May 2; May 9, 2014
Open Bids	May 14, 2014
Award Contract	May 19, 2014
Begin Construction	June, 2014
Complete Construction	August, 2014

IX. RECOMMENDATION

Based on the findings presented in this report, the proposed improvements are feasible from an engineering perspective and are practical for meeting the needs of the adjacent property owners and the City. The proposed improvements will benefit adjacent properties by improving the access to properties within the project area. Bolton & Menk, Inc. recommends that, if these improvements are determined to be financially feasible, the City Council approve this report and proceed to order the preparation of final plans and specifications.

APPENDIX

EXHIBIT A:**PRELIMINARY QUANTITY & COST ESTIMATE**

AZTEC STREET EXTENSION- 233rd AVENUE TO SOUTH

ST. FRANCIS, MINNESOTA

BMI PROJECT NO. R18.107800

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT
1	MOBILIZATION	1	LUMP SUM	\$7,900.00	\$7,900.00
2	TRAFFIC CONTROL	1	LUMP SUM	\$1,400.00	\$1,400.00
3	SAW CUT BITUMINOUS PAVEMENT	150	LIN FT	\$4.30	\$645.00
4	REMOVE BITUMINOUS PAVEMENT	740	SQ YD	\$4.00	\$2,960.00
5	REMOVE CURB & GUTTER	65	LIN FT	\$6.60	\$429.00
6	COMMON EXCAVATION	780	CU YD	\$13.00	\$10,140.00
7	COMMON BORROW	800	CU YD	\$9.00	\$7,200.00
8	AGGREGATE BASE, CL 5	585	CU YD	\$28.00	\$16,380.00
9	TOPSOIL BORROW	150	CU YD	\$20.00	\$3,000.00
10	BITUMINOUS BASE COURSE	385	TON	\$85.00	\$32,725.00
11	BITUMINOUS WEARING COURSE	255	TON	\$89.00	\$22,695.00
12	BITUMINOUS TACK COAT	105	GAL	\$3.00	\$315.00
13	CONSTRUCT CONCRETE CURB AND GUTTER	1271	LIN FT	\$14.00	\$17,794.00
14	CONSTRUCT CONCRETE DRIVEWAY	290	SQ YD	\$67.00	\$19,430.00
15	CONSTRUCT CONCRETE WALK	3530	SQ FT	\$5.00	\$17,650.00
16	TRUNCATED DOMES	32	SQ FT	\$59.00	\$1,888.00
17	12" STORM PIPE	405	LIN FT	\$41.00	\$16,605.00
18	15" STORM PIPE	295	LIN FT	\$43.00	\$12,685.00
19	12" APRON	2	EACH	\$853.00	\$1,706.00
20	15" APRON	1	EACH	\$980.00	\$980.00
21	STORM CATCH BASIN	7	EACH	\$1,310.00	\$9,170.00
22	STORM MANHOLE	4	EACH	\$1,575.00	\$6,300.00
23	STORM CASTING	11	EACH	\$720.00	\$7,920.00
24	SALVAGE & RELOCATE HYDRANT	1	EACH	\$1,840.00	\$1,840.00
25	6" WATERMAIN	22	LIN FT	\$40.00	\$880.00
26	SIGN PANELS, TYPE C	12	SQ FT	\$71.00	\$852.00
27	TURF RESTORATION (SEED FERTILIZE AND BLANKET)	2424	SQ YD	\$4.00	\$9,696.00
LAND ACQUISITION COSTS:					
1	EASEMENT ACQUISITION	1	LUMP SUM	\$11,805.00	\$11,805.00

TOTAL ESTIMATED PROJECT COST: \$242,990.00

EXHIBIT B:

EASEMENT ACQUISITION COST ESTIMATE

AZTEC STREET EXTENSION- 233rd AVE TO SOUTH
ST. FRANCIS, MINNESOTA
BMI PROJECT NO. R18.107800

DESCRIPTION	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT
TEMPORARY EASEMENT	11,824	SQ FT	\$0.50	\$5,912.00
PERPETUAL ROADWAY EASEMENT	4042	SQ FT	\$1.00	\$4,042.00
SLOPE EASEMENT	1851	SQ FT	\$1.00	\$1,851.00

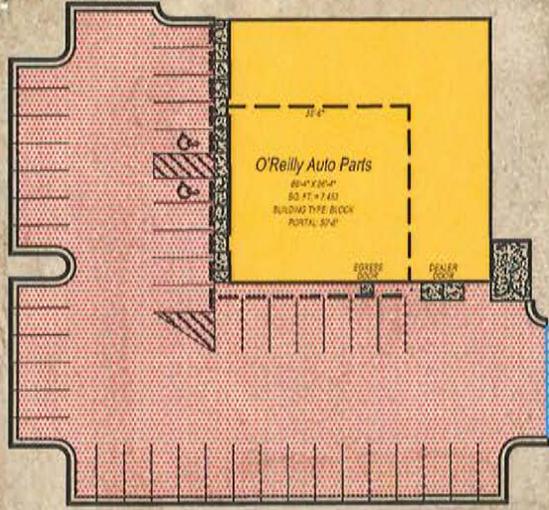
TOTAL ESTIMATED EASEMENT ACQUISITION COST: \$11,805.00



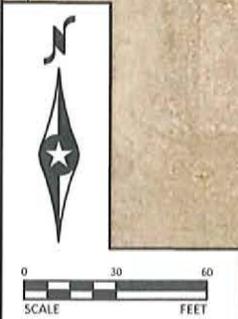
BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN
 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

CITY OF ST. FRANCIS, MINNESOTA
AZTEC STREET NW
PROJECT AREA

233RD AVENUE NW



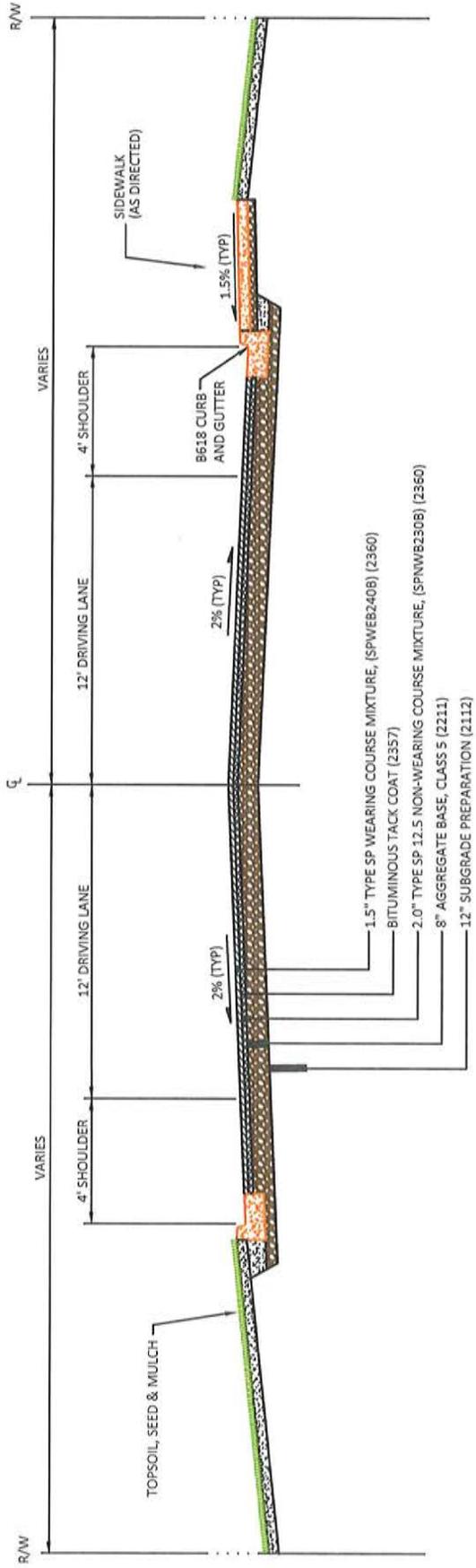
AZTEC STREET NW



LEGEND	
	PROPOSED B618 CURB & GUTTER
	PROPOSED BITUMINOUS ROADWAY
	PROPOSED DRIVEWAY
	PROPOSED CONCRETE WALK

BOLTON & MENK, INC.
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 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN
 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

CITY OF ST. FRANCIS, MINNESOTA
 AZTEC STREET NW
 STREET IMPROVEMENTS
 FEBRUARY, 2014



AZTEC STREET NW

CITY OF ST. FRANCIS, MINNESOTA
 AZTEC STREET NW
 TYPICAL SECTION

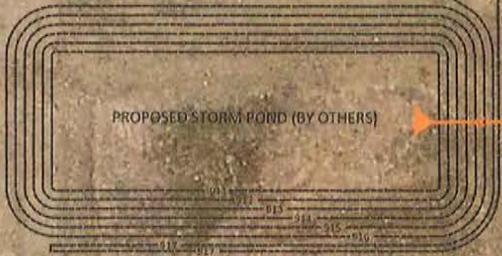
BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAKTER, MN ROCHESTER, MN
 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

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 P:\STFR\B1307807\CAD\Concepts\Detail\PER FIGURES.dwg

FEBRUARY, 2014

FIGURE NO. 3

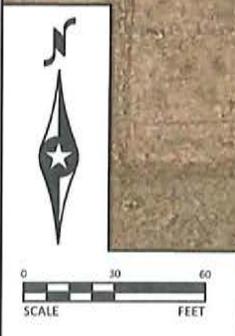
233RD AVENUE NW



AZTEC STREET NW

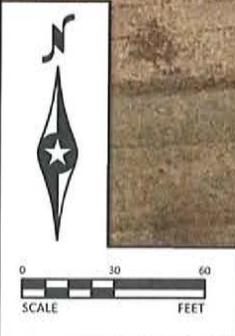
LEGEND

- PROPOSED B618 CURB & GUTTER
- PROPOSED BITUMINOUS ROADWAY
- PROPOSED DRIVEWAY
- PROPOSED CONCRETE WALK
- PROPOSED CATCH BASIN
- PROPOSED STORM MANHOLE
- PROPOSED STORM SEWER PIPE
- PROPOSED FLARED END SECTION



BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN
 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

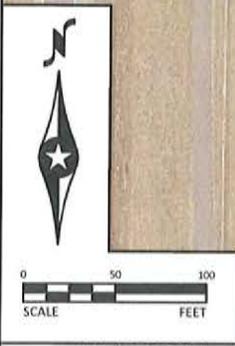
CITY OF ST. FRANCIS, MINNESOTA
 AZTEC STREET NW
 STORM SEWER IMPROVEMENTS
 FEBRUARY, 2014



BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN
 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

CITY OF ST. FRANCIS, MINNESOTA
 AZTEC STREET NW
 PROPOSED EASEMENT ACQUISITION
 FEBRUARY, 2014
 FIGURE NO. 5

H:\STFR\13107800\CAD\Concepts-Display\PER FIGURES.dwg ©Bolton & Menk, Inc. 2014. All Rights Reserved



LEGEND	
	AZTEC COMMERCIAL PARK/O'REILLY PARCELS
	ABBAY FIELD LTD PARTNERSHIP PARCEL

BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN
 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

CITY OF ST. FRANCIS, MINNESOTA
 AZTEC STREET NW
 PROPOSED ASSESSMENT FIGURE

FEBRUARY, 2014

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE
CITY OF ST. FRANCIS, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Anoka County, Minnesota, was duly called and held at the St. Francis Independent School District Office, 4115 Ambassador Boulevard NW, in said City on the 3rd day of March, 2014, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption.

**RESOLUTION RECEIVING AMENDED
REPORT ON IMPROVEMENT
CITY OF ST. FRANCIS, MINNESOTA
RESOLUTION 2014-06**

WHEREAS, pursuant to resolution of the council adopted January 6, 2014, a report has been prepared by the City Engineer with reference to the improvement of Aztec Street NW between the south line of 233rd Avenue NW and approximately 550 feet south of 233rd Avenue NW by the construction of street, sidewalk, and utilities and this report was received by the council on February 3, 2014. Based on additional information the report was amended and the amended report was received by Council on March 3, 2014.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, MINNESOTA:

1. The Council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a part of the cost of the improvement pursuant to Minnesota Statutes Chapter 429 at an estimated total cost of the improvement of \$242,990.00.
2. A public hearing shall be held on such proposed improvement on the 3rd day of March, 2014 at the St. Francis Independent School District No. 15 District Office, 4115 Ambassador Boulevard NW, in the City of St. Francis at 6:00 p.m as resolved on February 3, 2014 by Resolution No. 2014-04.

Adopted by the St. Francis City Council the 3rd day of March, 2014.

Jerry Tveit, Mayor of St. Francis

Barbara I. Held, City Clerk

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

The motion for the adoption of the foregoing resolution was duly seconded by member _____, and upon vote being taken thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes related to the receiving of a report and the calling of a public hearing on proposed Aztec Street Improvements of said City.

WITNESS my hand and the seal of said City this _____ day of _____, 20__.

City Clerk

(SEAL)



BOLTON & MENK, INC.
Consulting Engineers & Surveyors

7533 Sunwood Drive NW, Suite 206 • Ramsey, MN 55303
Phone (763) 433-2851 • Fax (763) 427-0833
www.bolton-menk.com

MEMORANDUM

Date: February 25, 2014
To: Honorable Mayor Tveit
Members of the City Council
From: Jared Voge, P.E.
City Engineer
Subject: Aztec Street Improvements
Resolution Ordering Improvement
St. Francis, Minnesota
BMI Project No.: R18.107800

INTRODUCTION:

At the February 3, 2014 City Council meeting, Resolution No. 2014-04 was adopted by the City Council. Resolution No. 2014-04 called for a Public Hearing to be held at the March 3, 2014 City Council meeting. I will present an overview of the proposed project, the cost associated with the proposed project, and the proposed project schedule. Following the presentation, those in attendance wishing to comment regarding the project will be provided an opportunity to do so.

BACKGROUND:

O'Reilly is currently constructing a facility located south of the City municipal liquor store on the south side of 233rd Avenue. As part of the development process, O'Reilly platted property and dedicated right-of-way to the City of St. Francis. Since the dedicated right-of-way does not line up with the existing right-of-way of Aztec Street north of 233rd Avenue and in order to construct the safest intersection possible, the City Council authorized Staff to work with the adjacent Abbey Field Townhomes property owner to obtain property necessary to facilitate a safe intersection. Subsequently the City Council authorized the preparation of a Preliminary Engineering Report and called a Public Hearing on the improvements to satisfy MN Statute 429 requirements since assessments are associated with the project. The Preliminary Engineering Report was presented to Council to identify project costs, estimated land acquisition impacts, and assessments related to the extension of Aztec Street.

RECOMMENDATION:

Since the project funding will include assessments to private property owners, Minnesota State Statute Chapter 429 procedures must be followed. Staff recommends that after all public testimony has been received during the public hearing, that the public hearing be closed and the City Council adopt the enclosed resolution ordering the preparation of plans and specifications.

BUDGET IMPACT:

The costs associated with the Aztec Street Improvements and property acquisition have been identified in the Preliminary Engineering Report. The project costs are proposed to be assessed to the benefiting properties.

If you have any questions on the above, please call.

JAV/nh

Enclosures

**EXTRACT OF MINUTES OF MEETING OF
THE CITY COUNCIL OF THE
CITY OF ST. FRANCIS, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Anoka County, Minnesota, was duly called and held at the St. Francis Independent School District Office, 4115 Ambassador Boulevard NW, in said City on the 3rd day of March, 2014,

The following members were present:

and the following were absent:

The meeting was held pursuant to resolution adopted calling a public hearing on the proposed Aztec Street Improvements in said City, as more particularly described in the Notice of a Public Hearing ordered at the February 3, 2014 meeting, a copy of which is attached hereto. The Mayor announced that the Council would hear all persons who cared to be heard for or against the improvements as outlined in the Notice of Hearing. All persons present were afforded an opportunity to present their views and objections to the making of said improvements, and no objections were presented, except as follows:

<u>Name of Objector</u>	<u>Property</u>	<u>Objection</u>
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Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION ORDERING IMPROVEMENT AND DIRECTING
PREPARATION OF FINAL PLANS AND SPECIFICATIONS CITY OF
ST. FRANCIS, MINNESOTA
RESOLUTION 2014-07**

WHEREAS, a resolution of the city council adopted the 3rd day of February, 2014, fixed a date for a council hearing on the proposed improvement of Aztec Street NW between the south line of 233rd Avenue NW and approximately 550 feet south of 233rd Avenue NW by the construction of street, sidewalk, and utilities.

AND WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 3rd day of March, 2014 at which all persons desiring to be heard were given an opportunity to be heard thereon.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA:

1. Such improvement is necessary, cost effective, and feasible as detailed in the Preliminary Engineering Report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted this 3rd day of March, 2014.
3. Jared Voge (Bolton & Menk, Inc.) is hereby designated as the engineer for this improvement. He shall prepare plans and specifications for the making of such improvement.

Adopted by the St. Francis City Council this 3rd day of March, 2014.

Jerry Tveit, Mayor of St. Francis

Barbara I. Held, City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to ordering the improvement and directing preparation of the final plans and specifications for Aztec Street Improvements in said City.

WITNESS my hand and the seal of the said City this _____ day of _____, 20____.

City Clerk

(SEAL)

NOTICE OF PUBLIC HEARING ON IMPROVEMENT
CITY OF ST. FRANCIS, MINNESOTA

Notice is hereby given that the City Council of St. Francis will meet in the St. Francis Independent School District No. 15 District Office, 4115 Ambassador Blvd. NW, at 6:00 p.m. on Monday, March 3, 2014, to consider making improvements on Aztec Street NW between the south line of 233rd Avenue NW and approximately 550 feet south of 233rd Avenue NW by the construction of street, sidewalk, and utilities, pursuant to Minnesota Statutes, sections 429.011 to 429.111. The area proposed to be assessed for such improvements consists of all properties abutting the improvements. The estimated cost of the improvements is \$242,990.00. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons desiring to be heard with reference to the proposed improvements will be heard at this meeting.

Barb Held
City Clerk

Published in the Anoka County Union on February 14, 2014 and February 21, 2014.



PLANNING MEMO

TO: St. Francis City Council
Matt Hysten, City Administrator

FROM: Nate Sparks, Consulting Planner

DATE: February 25, 2014

MEETING DATE: March 3, 2014

RE: St. Francis Collision – Auto Sales CUP

BACKGROUND

St. Francis Collision has made an application for a conditional use permit (CUP) to allow for auto sales at their body shop located at 23615 St. Francis Blvd. The site was granted a CUP in 2002 to allow for the auto body shop use. The building is currently a two tenant structure with the body shop in one bay and the other is currently vacant. The proposed auto sales are intended to be operated by the auto body shop owner. The proposal is to have cars for sale displayed in the front part of the parking lot adjacent to Stark Drive.

GENERAL REQUIREMENTS

The site is zoned B3, Business Park. In the Business Park District, Auto Sales are only permitted with a CUP. In order to be granted a CUP, the applicant must demonstrate compliance with the City's CUP review criteria:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Official City Comprehensive Plan.
- B. The proposed use is or will be compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance.
- D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

REQUIRED PARKING

Generally, the request appears to generally conform with all the review criteria and performance standards as proposed. One area of concern is related to the required parking. The Zoning Ordinance requires a certain amount of parking on site based on the uses within the buildings. In Section 10-19, the auto body shop is required to have four stalls for every primary work station

plus two additional stalls. The empty space in the building had been used for office with warehousing or manufacturing in the past.

The applicant states the office-warehouse area has about 900 square feet in office area with about 4300 square feet in warehousing. The office space requires one parking stall for every 200 square feet of office and the warehouse requires one space for every 1000 square feet. This would mean a requirement of 5 for each the office and warehouse for a total of 10 required stalls.

The operator of the business states there is about 4 primary work stations within the building. There may be more cars in the building awaiting repair, but there are typically four cars worked on at one time. This would result in a need for 18 stalls. The ordinance requires all stalls to be accessible and 9 feet by 19 feet wide with two-way drive aisles of 24 feet in width. Handicapped parking is also required.

Upon reviewing the site and dimensions it appears that there are about 39 stalls available. The car sales lot requires one additional parking stall meaning the required parking on site would be 29 stalls. This would leave 10 extra stalls on site that could be used for car sales. The applicant states that this is sufficient.

When the Auto Body CUP was approved in 2002, the site had demonstrated 25 parking stalls on the site. The fenced area that is now behind the building was then envisioned to be even with the front of the building. By moving this to the rear of the building there is more parking available for an additional use such as this.

RECOMMENDED ACTION

The Planning Commission recommended approval of the auto sales CUP on the St. Francis Collision site with the following conditions:

1. Cars on display for sale shall be limited to 10 unless the applicant demonstrates a parking plan showing more parking availability and has the lot striped in conformance with Section 10-19 of the Zoning Ordinance.
2. Junk or severely damaged vehicles that are not in compliance with Chapter 8 of the City Code are prohibited from outdoor display.
3. The Auto Sales may only be conducted with a license from the State.
4. All fees related to the review of this application shall be paid by the applicant.

Attached:
Applicant's Letter
Site & Parking Analysis
Resolution

ST. FRANCIS COLLISION & GLASS

January 29, 2014

PH: (763) 753-6116
FAX: (763) 753-9739

23615 HIGHWAY 47
ST. FRANCIS, MN 55070

To Whom It May Concern:

Joseph & Connie Tillman are current owners of a 2-suite (11,200 sq. ft.) commercial building located at 23615 St. Francis Boulevard NW and Stark Drive NW. Suite #1 is occupied by St. Francis Collision & Glass. The remaining 50% of the building has been vacant for almost six years, due to the economic slow-down. As there has been no interested in the vacant space, we are looking for solutions to off-set the loss of rental income. The addition of a small number of used cars for sale would be a good fit for our current business, as well as for the area.

St. Francis Collision & Glass is a full-service auto body repair and restoration business. We repair accident damaged vehicles, restore "collector" cars, repair and re-paint late model cars for cosmetic reasons, replace auto glass, and handle light mechanical work. We currently have "loaner cars" available for customer use, while vehicles are in the shop for repairs. As these vehicles get older, we need to sell them and upgrade with newer models. On occasion, we will also sell a vehicle to a customer who has lost a car due to excessive collision damage (total loss).

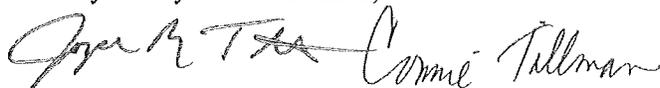
We would like to take the "occasional" sale to the next level to help off-set the loss of rental income. The auto sales business would be compatible with the current auto body & paint business, and not infringe on parking. We would like to have two or three "collector" vehicles on hand, to repair and sell, as we are already in the antique car restoration business. In addition, we would like to have five or six late model vehicles available to sell to people in need of a daily use vehicle.

The property site has room for about 70 parking spaces, eight feet wide. The south parking lot has room for 29 spaces, which are typically 80%-90% empty. Seven spaces are used for employees and owners on a daily basis. Zero to four customer cars may be parked in front of the building, off-and-on during the week, as they drop-off or pick up vehicles. Zero to three loaner vehicles may be parked outside waiting for customer pickup. Damaged vehicles are typically inside, being repaired. As you can see, there is easily ample room for seven to nine vehicles "for sale", as well as excess parking for potential car buyers. The addition of seven to nine vehicles for sale will not impact current parking and will still leave 35 to 45 parking spaces overall.

We would like to allocate one row of parking spaces along the south property line which borders Stark Drive NW, for used car sales, as this area is otherwise seldom used and would allow exposure to prospective buyers as they drive past the building. We would display five to nine vehicles in this area, anticipating the sales volume to be only two to four vehicles per month, with low numbers of "shoppers". Neither current on-site parking, nor street parking will be impacted by this use.

Since this site and those to the north, east and south are zoned B3-Business Park (commercial), and the property to the west across Highway 47 is zoned B2-General Commercial, we feel the addition of a small number of used vehicles for sale would be a compatible use, and helpful to the local economy.

Thank you for your consideration,



Joseph & Connie Tillman
St. Francis Collision & Glass
CNJ Properties, LLC.

Complete Auto Body Repairs & Restorations

Parking Analysis
Meeting Sec 10-19
Standards



SAINT FRANCIS B

23671

Revised Storage Area

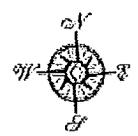
23615

3045

STARK DR NW

Scale 1:600

Parking Stalls 9' x 19'



Prepared by Anoka County GIS Department

This is a compilation of records as they appear in the Anoka County Office of the Assessor's Office. The data is to be used only for reference purposes and the County is not responsible for any errors or omissions.



Aerial Photo: Flown Spring 2011

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

RESOLUTION 2014-08

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR
CNJ PROPERTIES LLC TO ALLOW FOR AUTO SALES
AT 23615 ST. FRANCIS BLVD**

WHEREAS, CNJ Properties LLC (“the Applicant”) has made an application for a Conditional Use Permit (“CUP”) for Auto Sales at 23615 St. Francis Blvd; and

WHEREAS, the subject site is legally described as Lot 2, Block 1 Saints Addition (“the Property”); and

WHEREAS, the site is zoned B-3, Business Park; and

WHEREAS, auto sales are only allowed in the B-3 District upon receipt of a Conditional Use Permit; and

WHEREAS, the Property currently has a CUP for an auto body repair business; and

WHEREAS, the St. Francis Planning Commission held a public hearing during on February 19, 2014 and recommended approval of the request; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the CUP based on the following findings of fact:

- A. The proposed action has been found to be consistent with the Comprehensive Plan.
- B. The proposed use is and will be compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance.
- D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

BE IT FURTHER RESOLVED that the City Council of the City of St. Francis hereby approves the CUP with the following conditions:

1. Cars on display for sale shall be limited to 10 unless the applicant demonstrates a parking plan showing more parking availability and has the lot striped in conformance with Section 10-19 of the Zoning Ordinance.
2. Junk or severely damaged vehicles that are not in compliance with Chapter 8 of the City Code are prohibited from outdoor display.
3. The Auto Sales business may only be conducted with a license from the State.
4. All fees related to the review of this application shall be paid by the applicant.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY OF MARCH, 2014.

APPROVED

Jerry Tveit
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk



CONNECTING & INNOVATING
SINCE 1913

Briefing paper---2014

Minnesota cities and street improvement districts

League position

The League supports HF 745 (Erhardt, DFL-Edina) and SF 607 (Carlson, DFL-Eagan), legislation that would allow cities to create street improvement districts. This authority would allow cities to collect fees from property owners within a district to fund municipal street maintenance, construction, reconstruction, and facility upgrades. If enacted, this legislation would provide cities with an additional tool to build and maintain city streets.

Supporters

HF 745/SF 607 is also supported by the following organizations:

- Association of Metropolitan Municipalities
- Coalition of Greater Minnesota Cities
- Minnesota Association of Small Cities
- North Metro Mayors
- Minnesota Transportation Alliance
- City Engineers Association of Minnesota
- Minnesota Chapter of the American Public Works Association

Background

Just as the state has fallen behind in making transportation investments, some cities faced with budget challenges have made the difficult decision in recent years to hold off on scheduled street improvement projects. Maintenance projects, such as seal coating and overlays, can prolong the lifecycle of streets to 50 to 60 years. Without ongoing maintenance, the average life expectancy of local streets is approximately 25 to 30 years. For every \$1 spent on maintenance, a road authority saves \$7 in repairs. But this maintenance requires a reliable dedicated funding source other than the current volatile property tax system.

For the same reasons, cities are also falling behind on the reconstruction projects necessary to help keep property values stable; and, cities lack viable options for building new transportation infrastructure to attract and retain the investments by businesses that keep Minnesota's economy strong.

Existing funding mechanisms for street maintenance and reconstruction are inadequate. Special assessments can be onerous to property owners and are difficult to implement for some cities. Special assessments are not always useful for funding collector streets and other streets that do not abut private property. Property tax dollars are generally not dedicated and are sometimes diverted to more pressing needs such as public safety, water quality and cost participation in state and county highway projects. Municipal state aid (MSA) is limited to cities over 5,000 population--147

of 853 cities in Minnesota--and cannot be applied to more than 20% of a MSA city's lane miles. Existing MSA is not keeping up with needs on the MSA system.

Key messages

- This is enabling legislation. No city would be required to create a municipal street improvement district.
- The street improvement district authority legislation is modeled after Minn. Stat. 435.44, which allows cities to establish sidewalk improvement districts.
- This authority would provide a funding mechanism that is fair. It establishes a clear relationship between who pays fees and where projects occur, but stops short of the benefit test that sometimes makes special assessments vulnerable to legal challenges. It also does not prohibit cities from collecting fees from tax exempt properties within a district.
- This tool allows cities to perform maintenance and reconstruction on schedule. Timely maintenance is essential to preserving streets and thereby protecting taxpayer investments.
- This tool would allow property owners to fund expensive projects by paying relatively small fees over time. The tool could be used to mitigate or eliminate the need for special assessments.

LMC Contact: Anne Finn, Assistant IGR Director, 651-281-1263, afinn@lmc.org

Updated February 10, 2014

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

RESOLUTION 2014-09

**A RESOLUTION SUPPORTING LEGISLATION AUTHORIZING THE
ESTABLISHMENT OF MUNICIPAL STREET IMPROVEMENT DISTRICTS**

WHEREAS, Minnesota contains over 135,000 miles of roadway, and over 19,000 miles— or 14 percent--are owned and maintained by Minnesota's 853 cities; and

WHEREAS, 84 percent of municipal streets are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, maintenance costs increase as road systems age, and no city--large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, for every one dollar spent on maintenance, a road authority saves seven dollars in repairs; and

WHEREAS, the Council of the City of St. Francis finds it is difficult to develop adequate funding systems to support the City's needed street improvement and maintenance programs while complying with existing State statutes; and

WHEREAS, cities need flexible policies and greater resources in order to meet growing demands for municipal street improvements and maintenance.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. FRANCIS supports enabling legislation that would authorize cities to establish street improvement districts to fund municipal street maintenance, construction and reconstruction.

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

and the following voted against the same:
and the following abstained:
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd
DAY OF MARCH, 2014.

APPROVED

Jerry Tveit
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk