

CITY OF ST. FRANCIS

CITY COUNCIL AGENDA

March 17, 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 – March 3, 2014
 - b. Authorization to Hire a Part Time Liquor Store Clerk Katie Rextraw
 - 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. Waste Water Facility Plan: Public Hearing
7. Ordinances & Resolution
 - a. Ordinance 194, Second Series: Adopting Section 4-7 regarding Vacant Building Registration (1st Rdg.)
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney:
 - c. Staff:
 - Building Official:
 - Finance Department: Document Imaging
 - Fire Dept.: Department Update
 - Public Works: Business District Signage
 - Liquor Store:
 - Police: Department Report
 - City Administrator Report: 4020-233rd Avenue (Old Food-n-Fuel) Update
9. Reports from Council Members
10. Report from Mayor:
11. Old Business
12. New Business
13. Adjournment

Calendar of Event

- Mar 18: Pioneer Days Meeting @ Patriot Lanes 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, *Matt* *Be*
City Administrator

RE: Agenda Memorandum – March 7, 2014 Meeting

Agenda Items:

4. Consent Agenda:

6. Petitions, Requests, Applications:

- a. *Wastewater Facility Plan Public Hearing:* At the February 17, 2014 City Council meeting the Council called for a Public Hearing on the Wastewater Facility Plan. City Engineer staff Paul Saffert will give some background information to the Council and citizens. Following the brief presentation, Mayor Tveit should open the public hearing and take any public input. At the conclusion of the public input the hearing should be declared closed.

Resolution 2014-10: Attached is Resolution 2014-10 approving the wastewater treatment facility plan. A motion would be in order to approve this resolution pending any new information from the public hearing.

7. Ordinances & Resolutions

- a. *Ordinance 194, Second Series (first reading):* Attached are Ordinance 194 and a memorandum from City Planner Nate Sparks outlining the establishment of a vacant building registration. The Planning Commission has recommended this Ordinance for approval. A roll call vote is required to approve this first reading of Ordinance 194, Second Series.

8. Reports:

- a. **Engineer: Attorney: Staff:**

Finance Director: Document Imaging: Attached is an Agenda Report regarding document imaging from Finance Director Darcy Mulvihill. Darcy has been the lead organizer for our city to seek the best system for St. Francis.

Building Official:

Fire:

Public Works: Business District Signage: Attached is an Agenda Report from Public Works Director Paul Teicher regarding the East Business District Signs as requested from Council. Paul will be available to answer questions.

Liquor Store:

Police:

City Administrator: 4020 233rd Avenue NW: On March 13, 2014, work was being completed to address the pollution issues with this property. The State of MN is funding this work and they will be seeking reimbursement from the property owner.

11. Old Business:

12. New Business:

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

CITY COUNCIL MINUTES

March 3, 2014

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Pro Tem Tim Brown at 6:00 pm.
2. **Roll Call:** Present were Mayor Pro Tem Tim Brown, Council members Steve Kane, Amy Lazere, and Chris McClish. Mayor Jerry Tveit excused. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk, Inc.), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hylan and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY LAZERE SECOND KANE TO ADOPT THE MARCH 3, 2014 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY KANE SECOND McCLISH TO APPROVE THE MARCH 3, 2014 CITY COUNCIL CONSENT AGENDA AS A – C AS FOLLOWS:
 - a. Approve the City Council Minutes of February 18, 2014
 - b. Acknowledging the Purchase of two Tazers from the Drug Forfeiture Fund
 - c. Payment of Claims \$143,205.93 (Check #66901- 66963)Motion carried 4-0.

Councilmember Kane stated he might be receiving a work phone call during the meeting. Just wanted to let the council know that he does need to take and will excuse himself from the meeting and come back as soon as the call has ended.

5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **Aztec Street Improvement: Resolution 2014-06 Receiving Amended Preliminary Engineering Report:** The City Council received on January 6, 2014 a preliminary report prepared by the City Engineer. The City Council approved the engineering report on February 3, 2014. However, an amended report has been prepared based on additional information received since the report was prepared. A copy was provided to the Council as part of the packet. MOTION BY S LAZERE ECOND KANE TO ADOPT RESOLUTION 2014-06 A RESOLUTION RECEIVING THE AMENDED PRELIMINARY ENGINEERING REPORT FOR THE AZTEC STREET IMPROVEMENTS. Motion carried 4-0.
Public Hearing on Aztec Street Improvement: Mayor Pro Tem Tim Brown opened the public hearing on the Aztec Street Improvement at 6:03 pm. This report referenced the improvement of Aztec Street NW between the south line of 233rd Avenue NW and approximately 550 feet south of 233rd Avenue NW that includes the construction of street, sidewalk, and utilities. 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 safety intersection possible, the

City Council authorized City Staff to work with the Abbey Field Townhomes property owner to obtain the property necessary to ensure the Aztec Street south of 233rd Avenue aligns with Aztec Street north of 233rd. 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.

Mayor Pro Tem asked if there was anyone in the audience that was here to comment on the project during the public hearing.

Ken Talle, one of the owners of the Abby Field Townhomes asked to speak. Mr. Talle stated he does not have a problem with the project except with the amount of the proposed assessments. We have been working with your representative Mr. Wilson on the easement. This property has been there for 30 years without a second access or sidewalk. We do not feel the amount of the assessment being proposed to the property will increase the value of our property by that amount. Mayor Pro Tem closed the public hearing at 6:12 pm after no more public comment.

Resolution 2014-07 Ordering Improvement and Directing Preparation of Plans and Specifications: MOTION BY KANE SECOND McCLISH ADOPT RESOLUTION 2014-07 ORDERING IMPROVEMENT AND DIRECTING PREPARATION OF PLANS AND SPECIFICATIONS FOR THE AZTEC STREET IMPROVEMENT. Motion carried 4-0.

b. **Anoka County Highway Department: Bridge Street RoundABOUTS Update:** Curt Kobilarcsik of Anoka County Highway Department gave a brief update on the history of this project and the funding Anoka County received. We were here last October and in November held a public open house on the project. We also have met with the St. Francis Chamber of Commerce and ISD #15 School Board. Derek Schmidt, an engineer of WSB & Associate gave a power point presentation on the proposed Bridge Street Improvement that includes two roundabouts. We are looking at holding another public open house in late March/Early April 2014. Brown is concerned about the pedestrian crossing and not sure if they are going to go to the roundabouts to cross. Curt Kobilarcsik also explained how the trails that are mark as the city's responsibility. An option is they would be paid for by the City and then the City could apply for grant money from Anoka County and Met Council. Hylan asked Derek Schmidt where the links to this presentation could be found so residents can view the presentation. Schmidt stated he would forward that information onto to the City.

c. **CNJ Properties LLC: Conditional Use Permit for Auto Sales – Resolution 2014-08:** CNJ Properties LLC 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. In 2002, this site was granted a CUP to allow for the auto body shop use (St. Francis Collision). 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. 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.

MOTION BY KANE SECOND LAZERE TO ADOPT RESOLUTION 2014-08 A
RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR CNJ PROPERTIES LLC
TO ALLOW FOR AUTO SALES AT 23617 ST. FRANCIS BLVD. Motion carried 4-0.

7. **Ordinances & Resolution:**

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Building Official:

Fire Dept.:

Public Works:

Liquor Store:

Police Dept.: Department Report: Chief Harapat wanted to update the City Council on a couple items. The squad camera project is moving along. The police department did order the Tazers that were replacement purchases. The ad for the new police/school resource officer has been posted and are currently receiving applications. Applications close on March 12. Chief Harapat reported that I am sure you may have heard I was going to be retiring this year. However, PERA has changed my mind and will not be retiring for two years. I am excited to be staying on.

City Administrator: Hysten reported the Joint Fire Group is proceeding quite well. Working on a cost models and the communities seem to be quite excited about was is being presented. There still needs to be more research done on the relief association retirement portion.

McClish asked how our snowplow budget is doing. Hysten said our awesome public works crew has been flexing their time and working very well not accruing much overtime. McClish said and I have heard that we have had no frozen pipes. Hysten stated yes. Kane said the public works staff has been working hard and doing a good job. I would like to have drafted some type of thank you to them for all their hard work on keeping the streets in good condition.

9. **Reports from Council Members:** Last week Council member Lazere and I were part of a grassroots group in regards to the St. Francis Community Recreation Center that Mr. Bothun talked about at the last City Council meeting. We have another meeting next Monday. We are going at this very slowly to make sure we do not miss anything. I think this process will help us see this project succeed. Last Thursday, City Administrator and I attended the Joint Legislative Conference. We meet with our local State Representatives Michelle Benson and Kurt Daudt. We did talk to them about the recreation center and will keep them updated on the progress.

Lazere reported the next Pioneer Day meeting is scheduled for Tuesday, March 18, 2014 at Patriot Lanes starting at 6:00 pm.

Brown attended the last Planning Commission meeting. The Planning Commission Chair again this year Rich Skordahl and vice chair is Ray Steinke.

10. **Report from Mayor:** None.

11. **Old Business:** None.

12. **New Business:** None.

a. **Council member Kane – Supporting Legislation on Establishment of Municipal Street Imp. Districts:** Kane reported on the establishment of municipal street improvement districts. The League of MN Cities is asking for support for 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. This would provide cities with an addition tool to build and maintain city streets. MOTION BY KANE SECOND McCLISH TO SUPPORT LEGISLATION ON THE ESTABLISHMENT OF MUNICIPAL STREET IMPROVEMENT DISTRICTS. Motion carried 4-0.

Brown stated in regards the recreation center I was blindsided at a local business a week or so ago about a meeting on this topic. I was not aware of the meeting and feel we all should be made aware when these meeting are being held.

Lazere wanted to thank St. Francis Foods for all their years of service and to their employees.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:53 pm.

Barbara I. Held, City Clerk



PAYMENT BATCH AP 03-17-14

ACE SOLID WASTE, INC.

03/01/2014	11164832	E 101-42110-384	Refuse/Garbage Disposal	SOLID WASTE	61.48
03/01/2014	11164832	E 101-42210-384	Refuse/Garbage Disposal	SOLID WASTE	41.14
03/01/2014	11164832	E 101-43100-384	Refuse/Garbage Disposal	SOLID WASTE	41.22
03/01/2014	11164832	E 101-43100-384	Refuse/Garbage Disposal	SOLID WASTE	15.36
03/01/2014	11164832	E 101-43210-384	Refuse/Garbage Disposal	SOLID WASTE	35.73
03/01/2014	11164832	E 101-45200-384	Refuse/Garbage Disposal	SOLID WASTE	41.22
03/01/2014	11164832	E 101-45200-384	Refuse/Garbage Disposal	SOLID WASTE	15.37
03/01/2014	11164832	E 601-49440-384	Refuse/Garbage Disposal	SOLID WASTE	15.37
03/01/2014	11164832	E 601-49440-384	Refuse/Garbage Disposal	SOLID WASTE	64.68
03/01/2014	11164832	E 602-49490-384	Refuse/Garbage Disposal	SOLID WASTE	15.37
03/01/2014	11164832	E 602-49490-384	Refuse/Garbage Disposal	SOLID WASTE	64.67
03/01/2014	11164832	E 609-49750-384	Refuse/Garbage Disposal	SOLID WASTE	132.00
					\$543.61

ALEX AIR APPARATUS INC.

03/06/2014	25307	E 101-42210-218	Equipment Repair & Maintenance	REPAIR/EXCHANGE CYLINDER '1	160.00
					\$160.00

APPLELAND LAW ENFORCEMENT

02/24/2014	2269	E 101-42110-208	Training and Instruction	KITS	597.00
					\$597.00

BANYON DATA SYSTEMS, INC

		E 101-41500-208	Training and Instruction	MULVIHILL-MEETING	75.00
					\$75.00

BELLBOY CORPORATION

03/04/2014	41989700	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.05
03/04/2014	41989700	E 609-49751-251	Liquor For Resale	LIQUOR	1,133.50
					\$1,150.55

BERNICK COMPANIES, THE

03/03/2014	116853	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	80.00
03/03/2014	116854	E 609-49751-252	Beer For Resale	BEER	303.50
					\$383.50

BGS (BARNA GUZY)

02/28/2014	128146	E 101-41600-312	Criminal Legal Fees	PROSECUTION	4,864.00
02/28/2014	128373	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,873.92
02/28/2014	128374	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	585.00
02/28/2014	128375	E 101-41600-304	Civil Legal Fees	REIMANN HEARING	2,223.00
02/28/2014	128376	E 101-41600-304	Civil Legal Fees	OREISKE FIRE	402.00
02/28/2014	128377	E 101-41600-304	Civil Legal Fees	BASS CLAIM	182.00
02/28/2014	128397	E 101-41600-312	Criminal Legal Fees	MISC FORFEITURES	286.00
02/28/2014	128546	E 101-41600-304	Civil Legal Fees	VILLAS	780.00
02/28/2014	128586	E 101-41600-304	Civil Legal Fees	CELL TOWER	91.00
02/28/2014	128587	E 101-41600-304	Civil Legal Fees	ABBEY FIELDS	2,126.00
02/28/2014	128588	G 803-22105	O Reilly Escrow	O REILLY	189.00

\$13,601.92

BOLTON & MENK, INC.

02/20/2014	164188	E 420-43000-303	Engineering Fees	RUM RIVER BLUFFS DEVELP CC	987.50
02/20/2014	164190	E 101-43100-303	Engineering Fees	2015 BRIDGE ST IMPROVEMENT	2,178.50
02/20/2014	164193	E 101-43100-303	Engineering Fees	2014 STATE AID	2,457.50
02/20/2014	164194	E 101-43100-303	Engineering Fees	AZTEC ST IMPROVEMENTS	4,922.50
					<u>\$10,546.00</u>

CAMPBELL KNUTSON

02/28/2014	.0214	E 101-41600-304	Civil Legal Fees	Hearing	420.50
					<u>\$420.50</u>

COCA COLA REFRESHMENTS

03/04/2014	138099431	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	303.32
03/04/2014	138099432	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	(27.60)
					<u>\$275.72</u>

COUNTY MARKET - CITY ACCOUNT

03/01/2014	0227.0214	E 101-45200-212	Motor Fuels	FUEL	212.71
03/04/2014	0224.0214	E 101-42210-212	Motor Fuels	FUEL	136.18
					<u>\$348.89</u>

COURIER, THE

03/07/2014	56639	E 101-43210-439	Recycling Days	RECYCLING AD	89.00
					<u>\$89.00</u>

CRYSTAL SPRINGS ICE

02/27/2014	31807	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	58.40
					<u>\$58.40</u>

DAHLHEIMER DIST. CO. INC.

02/20/2014	10412	E 609-49751-252	Beer For Resale	BEER	1,695.00
02/26/2014	1097432	E 609-49751-252	Beer For Resale	BEER	9,687.20
02/26/2014	1097432	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	42.00
03/05/2014	1097472	E 609-49751-252	Beer For Resale	BEER	4,203.10
03/05/2014	1097472	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	246.80
					<u>\$15,874.10</u>

DAY DISTRIBUTING CO.

02/28/2014	741565	E 609-49751-252	Beer For Resale	BEER	1,147.26
					<u>\$1,147.26</u>

DE LAGE LANDEN

03/08/2014	40549989	E 101-42110-200	Office Supplies	POLICE COPIER MARCH	237.00
03/08/2014	40600185	E 101-41400-240	Office Equip	CITY HALL COPIER MARCH	244.50
					<u>\$481.50</u>

DEX MEDIA EAST LLC

03/05/2014	.0314	E 609-49750-340	Advertising	ADVERTISING	71.50
					<u>\$71.50</u>

EAGLE GARAGE DOOR CO.

02/05/2014	3640	E 101-42110-401	Repairs/Maint Buildings	REPAIR	504.20
02/05/2014	3640	E 101-43100-401	Repairs/Maint Buildings	REPAIR	504.20
02/05/2014	3640	E 101-45200-401	Repairs/Maint Buildings	REPAIR	504.20
02/05/2014	3640	E 601-49440-401	Repairs/Maint Buildings	REPAIR	504.20
02/05/2014	3640	E 602-49490-401	Repairs/Maint Buildings	REPAIR	504.20
02/25/2014	3646	E 101-42110-401	Repairs/Maint Buildings	SHOP DOORS	247.60

02/25/2014	3646	E 101-43100-401	Repairs/Maint Buildings	SHOP DOORS	247.60
02/25/2014	3646	E 101-45200-401	Repairs/Maint Buildings	SHOP DOORS	247.60
02/25/2014	3646	E 601-49440-401	Repairs/Maint Buildings	SHOP DOORS	247.60
02/25/2014	3646	E 602-49490-401	Repairs/Maint Buildings	SHOP DOORS	247.60
					\$3,759.00

ECM PUBLISHERS, INC.

03/07/2014	80377	E 101-41910-351	Legal Notices Publishing	TREATMENT HEARING	51.13
					\$51.13

ELECTRIC SIGN & LIGHTING, INC.

03/07/2014	17552	E 101-41940-401	Repairs/Maint Buildings	CITY HALL SIGN DRAWING	200.00
					\$200.00

FREEDOM SERVICES, INC.-FD

03/10/2014	11629	G 101-21706	Flex Account	APRIL 2014	325.00
					\$325.00

FREEDOM SERVICES, INC-MA

03/10/2014	11630	E 101-41540-301	Auditing and Acct g Services	APRIL, 2014	79.20
					\$79.20

G&K SERVICES, INC

03/04/2014	1043655822	E 601-49440-402	Janitorial Service	MATS	3.50
03/04/2014	1043655822	E 602-49490-402	Janitorial Service	MATS	3.50
03/11/2014	1043661099	E 601-49440-402	Janitorial Service	COVERALLS	3.50
03/11/2014	1043661099	E 602-49490-402	Janitorial Service	COVERALLS	3.50
03/11/2014	1043661101	E 101-41940-219	Rug Maintenance	RUGS	16.96
03/11/2014	1043661108	E 101-42110-402	Janitorial Service	RUGS	21.32
03/11/2014	1043661108	E 101-43100-402	Janitorial Service	RUGS	5.32
03/11/2014	1043661108	E 101-45200-402	Janitorial Service	RUGS	5.32
03/11/2014	1043661108	E 601-49440-402	Janitorial Service	RUGS	5.32
03/11/2014	1043661108	E 602-49490-402	Janitorial Service	RUGS	5.32
03/11/2014	1043661109	E 601-49440-402	Janitorial Service	RUGS	25.33
					\$98.89

GERDIN AUTO SERVICE, INC.

02/27/2014	70999	E 208-42110-436	Towing Charges	2004 CHEV TRUCK	129.00
					\$129.00

GOPHER STATE ONE-CALL

02/28/2014	93785	E 601-49440-442	Gopher State	EMAIL	4.35
02/28/2014	93785	E 602-49490-442	Gopher State	EMAIL	4.35
02/28/2014	96462	E 601-49440-442	Gopher State	EMAIL	5.08
02/28/2014	96462	E 602-49490-442	Gopher State	EMAIL	5.07
					\$18.85

GRANITE CITY JOBBING CO.

03/04/2014	802400	E 609-49750-210	Operating Supplies	OPERATING	61.47
03/04/2014	802400	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
03/04/2014	802400	E 609-49751-256	Tobacco Products For Resale	TOBACCO	443.45
03/04/2014	802400	G 101-20810	Sales Tax Payable	USE TAX	(0.44)
					\$508.73

HACH COMPANY

03/05/2014	8724959	E 601-49440-235	Lab Supplies	SUPPLIES	934.83
					\$934.83

HAWKINS, INC.

02/24/2014	3566923	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	1,584.91
					\$1,584.91

HENRYS WATERWORKS, INC.

03/10/2014	16980	E 101-43100-406	Asphalt Repair & Maint	COLD PATCH	877.00
					\$877.00

INNOVATIVE OFFICE SOLUTIONS, L

02/27/2014	476132	E 101-42110-200	Office Supplies	SUPPLIES	26.66
					\$26.66

ISD #15

03/10/2014	1416	E 101-43100-221	Vehicle Repair & Maintenance	2006 FORD	708.06
03/10/2014	1416	E 101-45200-221	Vehicle Repair & Maintenance	2006 FORD	708.06
03/10/2014	1417	E 101-43100-218	Equipment Repair & Maintenance	2007 INTERNATIONAL	118.36
03/10/2014	1418	E 601-49440-228	Equipment Maintenance	2005 JD TRACTOR	22.89
03/10/2014	1418	E 602-49490-228	Equipment Maintenance	2005 JD TRACTOR	22.88
03/10/2014	1419	E 601-49440-221	Vehicle Repair & Maintenance	2007 DODGE	110.45
03/10/2014	1419	E 602-49490-221	Vehicle Repair & Maintenance	2007 DODGE	110.45
03/10/2014	1420	E 101-42110-218	Equipment Repair & Maintenance	GEN SET SHOP	258.13
03/10/2014	1420	E 101-43100-218	Equipment Repair & Maintenance	GEN SET SHOP	258.13
03/10/2014	1420	E 101-45200-218	Equipment Repair & Maintenance	GEN SET SHOP	258.13
03/10/2014	1420	E 601-49440-228	Equipment Maintenance	GEN SET SHOP	258.13
03/10/2014	1420	E 602-49490-228	Equipment Maintenance	GEN SET SHOP	258.09
					\$3,091.76

JJ TAYLOR DISTRIBUTING

02/26/2014	2173039	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
02/26/2014	2173039	E 609-49751-252	Beer For Resale	BEER	370.55
					\$373.55

JOHNSON BROS WHLSE LIQUOR

02/16/2014	1791454	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.05
02/16/2014	1791454	E 609-49751-251	Liquor For Resale	LIQUOR	1,867.48
02/26/2014	1791455	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.41
02/26/2014	1791455	E 609-49751-253	Wine For Resale	WINE	127.90
02/26/2014	1791456	E 609-49751-253	Wine For Resale	WINE	104.95
03/05/2014	1796747	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.94
03/05/2014	1796747	E 609-49751-251	Liquor For Resale	LIQUOR	308.53
03/05/2014	1796748	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.17
03/05/2014	1796748	E 609-49751-253	Wine For Resale	WINE	475.30
					\$2,929.73

KANE, STEVE

03/11/2014	031114	E 101-41110-331	Travel Expenses	MILEAGE	56.24
					\$56.24

LEAGUE OF MN CITIES

03/01/2014	200051127	E 101-42110-360	Insurance	REHLING	12.00
03/06/2014	030614	E 101-41400-208	Training and Instruction	MATT HYLEN CONFERENCE	325.00
					\$337.00

LITTLE FALLS MACHINE INC.

03/05/2014	00053430	E 101-43100-218	Equipment Repair & Maintenance	SPINNER MOTOR	346.57
					\$346.57

LMC INSURANCE TRUST

03/05/2014	27014	E 101-41400-160	Work Comp Insurance	3RD INSTALL WC	333.00
03/05/2014	27014	E 101-41410-160	Work Comp Insurance	3RD INSTALL WC	3.25

03/05/2014	27014	E 101-41500-160	Work Comp Insurance	3RD INSTALL WC	140.25
03/05/2014	27014	E 101-42110-160	Work Comp Insurance	3RD INSTALL WC	5,361.25
03/05/2014	27014	E 101-42210-160	Work Comp Insurance	3RD INSTALL WC	2,338.75
03/05/2014	27014	E 101-42400-160	Work Comp Insurance	3RD INSTALL WC	97.25
03/05/2014	27014	E 101-43100-160	Work Comp Insurance	3RD INSTALL WC	2,353.50
03/05/2014	27014	E 101-43210-160	Work Comp Insurance	3RD INSTALL WC	77.75
03/05/2014	27014	E 101-45200-160	Work Comp Insurance	3RD INSTALL WC	745.50
03/05/2014	27014	E 601-49440-160	Work Comp Insurance	3RD INSTALL WC	946.25
03/05/2014	27014	E 602-49490-160	Work Comp Insurance	3RD INSTALL WC	1,021.50
03/05/2014	27014	E 609-49750-160	Work Comp Insurance	3RD INSTALL WC	988.00
03/05/2014	46059	E 101-41110-360	Insurance	3RD INSTALLMENT PROPERTY	35.41
03/05/2014	46059	E 101-41120-360	Insurance	3RD INSTALLMENT PROPERTY	1.57
03/05/2014	46059	E 101-41400-360	Insurance	3RD INSTALLMENT PROPERTY	456.05
03/05/2014	46059	E 101-41410-360	Insurance	3RD INSTALLMENT PROPERTY	10.44
03/05/2014	46059	E 101-41500-360	Insurance	3RD INSTALLMENT PROPERTY	130.16
03/05/2014	46059	E 101-41600-360	Insurance	3RD INSTALLMENT PROPERTY	124.87
03/05/2014	46059	E 101-41910-360	Insurance	3RD INSTALLMENT PROPERTY	88.17
03/05/2014	46059	E 101-41940-360	Insurance	3RD INSTALLMENT PROPERTY	560.42
03/05/2014	46059	E 101-42110-360	Insurance	3RD INSTALLMENT PROPERTY	3,272.39
03/05/2014	46059	E 101-42210-360	Insurance	3RD INSTALLMENT PROPERTY	1,559.94
03/05/2014	46059	E 101-42400-360	Insurance	3RD INSTALLMENT PROPERTY	123.67
03/05/2014	46059	E 101-43100-360	Insurance	3RD INSTALLMENT PROPERTY	2,647.26
03/05/2014	46059	E 101-43210-360	Insurance	3RD INSTALLMENT PROPERTY	41.03
03/05/2014	46059	E 101-45000-360	Insurance	3RD INSTALLMENT PROPERTY	3.50
03/05/2014	46059	E 101-45200-360	Insurance	3RD INSTALLMENT PROPERTY	3,618.68
03/05/2014	46059	E 101-49200-360	Insurance	3RD INSTALLMENT PROPERTY	6.34
03/05/2014	46059	E 601-49440-360	Insurance	3RD INSTALLMENT PROPERTY	3,297.52
03/05/2014	46059	E 602-49490-360	Insurance	3RD INSTALLMENT PROPERTY	1,669.87
03/05/2014	46059	E 609-49750-360	Insurance	3RD INSTALLMENT PROPERTY	2,427.46
					<hr/>
					\$34,481.00

MCDONALD DIST CO.

02/27/2014	350548	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
02/27/2014	350548	E 609-49751-252	Beer For Resale	BEER	1,110.80
02/27/2014	350548	E 609-49751-254	Miscellaneous Merchandise	MISC	102.00
03/03/2014	350470	E 609-49751-252	Beer For Resale	BEER	840.00
03/03/2014	350473	E 609-49751-252	Beer For Resale	BEER	2,432.00
03/06/2014	351015	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
03/06/2014	351015	E 609-49751-252	Beer For Resale	BEER	5,480.60
03/06/2014	351015	E 609-49751-254	Miscellaneous Merchandise	MISC	(34.00)
03/06/2014	351015	E 609-49751-255	N/A Products	N/A	69.75
03/17/2014	350472	E 609-49751-252	Beer For Resale	BEER	1,920.00
					<hr/>
					\$11,927.15

MEDTOX LABORATORIES, INC.

02/28/2014	02201495907	E 101-43100-441	Miscellaneous	MED TESTING	19.91
02/28/2014	02201495907	E 101-45200-441	Miscellaneous	MED TESTING	19.91
02/28/2014	02201495907	E 601-49440-441	Miscellaneous	MED TESTING	19.91
02/28/2014	02201495907	E 602-49490-441	Miscellaneous	MED TESTING	19.92
					<hr/>
					\$79.65

METRO SALES, INC.

02/24/2014	586831	E 101-42110-311	Contract	COPIES	183.58
					<hr/>
					\$183.58

MN DEPT OF HEALTH

03/13/2014	.0314	E 602-49490-313	Sample Testing	CONNECTIONS	2,450.00
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					\$2,450.00
M-R SIGN COMPANY, INC.					
02/24/2014	180130	E 101-41940-401	Repairs/Maint Buildings	SIGN	172.91
					\$172.91
NORTHWEST ASSOC. CONSULTANTS					
03/04/2014	21216	E 101-41910-311	Contract	CITY PROJECTS	8,069.83
03/04/2014	21217	E 101-41910-311	Contract	MEETINGS	200.00
03/04/2014	21218	G 803-22107	ESC-Oreilly (Project Admin)	O REILLYS	1,681.50
03/04/2014	21218	G 803-22113	ESC-STF COLLISION (CUP)	STF COLLISION	202.43
					\$10,153.76
OPUS 21					
03/09/2014	140243	E 601-49440-382	Utility Billing	FEBRUARY, 2014	1,459.92
03/09/2014	140243	E 602-49490-382	Utility Billing	FEBRUARY, 2014	1,459.92
					\$2,919.84
PAUSTIS & SONS					
02/24/2014	8438068	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.75
02/24/2014	8438068	E 609-49751-253	Wine For Resale	WINE	447.00
					\$460.75
PHILLIPS WINE & SPIRITS CO.					
02/26/2014	2566114	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.46
02/26/2014	2566114	E 609-49751-251	Liquor For Resale	LIQUOR	1,515.00
02/26/2014	2566115	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.17
02/26/2014	2566115	E 609-49751-253	Wine For Resale	WINE	960.00
03/05/2014	2569276	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.17
03/05/2014	2569276	E 609-49751-251	Liquor For Resale	LIQUOR	1,109.94
03/05/2014	2569277	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.41
03/05/2014	2569277	E 609-49751-253	Wine For Resale	WINE	176.15
					\$3,824.30
POSTMASTER - ST. FRANCIS					
		E 101-41400-322	Postage	NEWSLETTER POSTAGE	217.16
		E 101-42110-322	Postage	NEWSLETTER POSTAGE	62.07
		E 101-43100-200	Office Supplies	NEWSLETTER POSTAGE	124.09
		E 101-43210-439	Recycling Days	NEWSLETTER POSTAGE	62.04
		E 101-45200-200	Office Supplies	NEWSLETTER POSTAGE	31.02
		E 601-49440-200	Office Supplies	NEWSLETTER POSTAGE	62.04
		E 602-49490-200	Office Supplies	NEWSLETTER POSTAGE	31.02
		E 609-49750-322	Postage	NEWSLETTER POSTAGE	31.02
					\$620.46
RAMSEY, CITY OF					
03/11/2014	031114	E 101-42210-311	Contract	CHIEF KAPLER'S SERVICES -FE	666.00
					\$666.00
RICK JOHNSON DEER & BEAVER					
03/06/2014	030614	E 101-43100-311	Contract	REMOVAL OF DEER	90.00
					\$90.00
ROBERTS, LORI					
03/06/2014	030614	E 101-42110-331	Travel Expenses	MILEAGE	33.60
					\$33.60
SCHREDER, ANDY					
03/13/2014	.0314	E 101-42400-200	Office Supplies	43 CLAMPS	46.44

					\$46.44
SOUTHERN WINE & SPIRITS OF MN					
02/27/2014	1135654	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.00
02/27/2014	1135654	E 609-49751-251	Liquor For Resale	LIQUOR	426.16
03/06/2014	1137958	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.75
03/06/2014	1137958	E 609-49751-253	Wine For Resale	WINE	1,300.00
03/06/2014	1137959	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.75
03/06/2014	1137959	E 609-49751-251	Liquor For Resale	LIQUOR	772.33
					<u>\$2,535.99</u>
ST. FRANCIS AREA CHAMBER OF					
03/13/2014	.0315	E 609-49750-340	Advertising	PIONEER DAYS COUPON BOOK	20.00
					<u>\$20.00</u>
ST. FRANCIS TRUE VALUE HARDWAR					
02/19/2014	27335	E 101-42210-217	Other Operating Supplies	DRIVER BIT	1.89
					<u>\$1.89</u>
THE AMERICAN BOTTLING COMPANY					
02/27/2014	2449723284	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	117.92
03/10/2014	2449723432	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	209.46
					<u>\$327.38</u>
THORPE DISTRIBUTING COMPANY					
02/28/2014	807980	E 609-49751-252	Beer For Resale	BEER	532.50
					<u>\$532.50</u>
US DEPT OF EDUCATION					
		G 101-21716	Other Deductions	WAGE LEVY 03-13-14	304.72
					<u>\$304.72</u>
WIRTZ BEVERAGE MN					
02/27/2014	1080148486	E 609-49751-206	Freight and Fuel Charges	FREIGHT	62.35
02/27/2014	1080148486	E 609-49751-251	Liquor For Resale	LIQUOR	4,573.37
02/27/2014	1080148486	E 609-49751-253	Wine For Resale	WINE	168.00
02/27/2014	1080148486	E 609-49751-255	N/A Products	N/A	36.00
03/06/2014	1080151073	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.88
03/06/2014	1080151073	E 609-49751-251	Liquor For Resale	LIQUOR	630.05
03/06/2014	1080151073	E 609-49751-253	Wine For Resale	WINE	661.75
					<u>\$6,156.40</u>
					<u>\$139,540.82</u>

FUND SUMMARY

101 GENERAL FUND	\$66,741.95
208 POLICE FORFEITURE	\$129.00
420 RUM RIVER BLUFFS DEVELOPMENT	\$987.50
601 WATER FUND	\$9,575.78
602 SEWER FUND	\$7,897.23
609 MUNICIPAL LIQUOR FUND	\$52,136.43
803 ESCROW	\$2,072.93
Total	<u>139,540.82</u>



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303

Phone (763) 433-2851 • Fax (763) 427-0833

www.bolton-menk.com

MEMORANDUM

Date: March 11, 2014

To: Honorable Mayor Tveit
Members of the City Council

From: Jared Voge, P.E.
City Engineer

Subject: Wastewater Treatment Facility Plan
St. Francis, Minnesota
BMI Project No.: R21.106660

INTRODUCTION:

We have completed the Wastewater Treatment Facility Plan for submittal to the Minnesota Pollution Control Agency. Prior to submitting the Facility Plan a public hearing is required to obtain public comment regarding the Facility Plan. The public hearing will be held on March 17, 2014.

BACKGROUND:

In Spring 2012, City Staff in conjunction with the Minnesota Pollution Control Agency began working on revisions to the Wastewater Treatment Facility permit. As a result of the requirements associated with the new permit, it became clear that improvements would be required at the existing wastewater treatment facility to meet the new permit requirements. Prior to completing any improvements at the Wastewater Treatment Facility, the MPCA requires that a Facility Plan be completed for the improvements. A Facility Plan is also required for the project to be eligible for Public Facilities Authority (PFA) financing. One component of the Facility Plan requires that a public hearing be held to obtain public comment regarding that the Facility Plan. At the February 17, 2014 City Council meeting, the City Council called a public hearing for the March 17, 2014 City Council meeting.

RECOMMENDATION:

We recommend the City Council adopt the enclosed resolution approving the Facility Plan.

BUDGET IMPACT:

The estimated costs associated with the improvements to the Wastewater Treatment Facility range from \$15,950,000 to \$22,200,000. The recommended option for improvements has an estimated cost of \$15,950,000.

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

JAV/kg

enclosure

**City of St. Francis, Minnesota
Notice of Public Hearing
St. Francis Wastewater Treatment Facility Plan**

**St. Francis Council Chambers
St Francis Independent School District No. 15 District Office
4115 Ambassador Blvd NW
St. Francis, MN
Monday, March 17, 2014
6:15 p.m.**

The City of St. Francis will hold a public hearing to accept comments on the St. Francis Wastewater Treatment Facility Plan. The Facility Plan, prepared by Bolton & Menk Inc., addresses capital improvements, such as process equipment, structures, utilities and support systems, that are necessary to maintain essential infrastructure.

All interested parties are encouraged to attend the public hearing and provide comments. You may submit written comments, which must be received by no later than March 24, 2014.

- Send written comments to: Paul Saffert, P.E. at Bolton & Menk, Inc., 7533 Sunwood Dr. Ste. 206, Ramsey, MN 55303.
- Fax comments to: Paul Saffert, P.E. at (763) 427-0833

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

RESOLUTION 2014-10

**A RESOLUTION APPROVING THE WASTEWATER
TREATMENT FACILITY PLAN**

NOW THEREFORE, BE IT RESOLVED, by the City of St. Francis City Council as follows:

1. The City Council does hereby approve the Wastewater Treatment Facility Plan as presented by Bolton & Menk, Inc. as Consulting Engineers.
2. The City Council hereby authorized and directed to submit the Wastewater Treatment Facility Plan to the Minnesota Pollution Control Agency for review and approval.

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 17th DAY OF MARCH, 2014.

APPROVED

Jerry Tveit
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4800 Olson Memorial Highway, Suite 202, Golden Valley, MN 55422
Telephone: 763.231.2555 Facsimile: 763.231.2561 planners@nacplanning.com

PLANNING MEMO

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

FROM: Nate Sparks, City Planner

DATE: March 12, 2014

MEETING DATE: March 17, 2014

RE: Vacant Building Registration Ordinance

BACKGROUND

The Planning Commission has been studying a Vacant Building Registration Ordinance. The ordinance would require the registration of properties with a vacant building. With the registration, vacant buildings would need to meet certain minimum standards and keep contact information on file with the City.

DRAFT ORDINANCE

The draft ordinance requires the registration of all vacant buildings within 60 days of vacancy. With the registration an inspection and a plan for maintenance for the property are required. The maintenance plan is required to correct any violations on the property and to ensure the building is not maintained as blight or a nuisance. The minimum standards proposed for the maintenance of vacant buildings are intended to require that the building be kept in a condition where the building could be re-occupied without major investment and the building has an occupied appearance. Included are standards requiring boarded up windows and doors are only allowed as a temporary condition and removed or damaged plumbing pipes must be replaced. The registration requirement states that the owner of a vacant building keeps on file with the City contact information for correction of issues or violations that may arise.

The Planning Commission considered a requirement that graffiti be removed from vacant buildings but instead recommended this standard be required for all properties in the general nuisance code. Also, the Planning Commission discussed extending the provision limiting the external appearance of boarded up windows to include all properties at a later date.

RECOMMENDED ACTION

The Planning Commission recommended approval of the draft ordinance.

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

ORDINANCE 194, SECOND SERIES

AN ORDINANCE ADOPTING SECTION 4-7
REGARDING VACANT BUILDING REGISTRATION

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Adopted. That Section 4-7 shall hereby be adopted to read as follows:

VACANT BUILDING REGISTRATION

4-7-1: PURPOSE & FINDINGS. The City of St. Francis is enacting this section to protect the public health, safety and welfare by establishing a program for the identification and regulation of vacant buildings. The city finds that vacant buildings are a major cause and source of blight in residential and non-residential neighborhoods. Neglect of vacant buildings, as well as use of vacant buildings by transients and criminals creates a risk of fire, explosion or flooding for the vacant building and adjacent properties. There is a substantial cost to the city for monitoring vacant buildings. This cost should not be borne by the general taxpayers of the community; but, rather, these costs should be borne by owners of the buildings.

4-7-2: DEFINITIONS. For the purposes of this Section, the terms defined in this subsection have the meanings given them and shall apply in the interpretation and enforcement of this article.

- A. “Abandoned property” means property not lawfully occupied that the owner has surrendered, voluntarily relinquished, disclaimed, or ceded all right, title, claim, and possession, with the intention of not reclaiming it.
- B. “Building” is any roofed structure used or intended for supporting or sheltering any use or occupancy. Building, for purposes of this Chapter, shall include a portion of a building that is separately titled such as a condominium or townhouse unit that is part of a larger building structure.
- C. “Compliance official” means the City Administrator and the City Administrator's designated agents authorized to administer and enforce this section.

- D. “Owner” or “property owner” is the owner of record of a property on which a building is located according to County property tax records, those identified as owner or owners on a vacant building registration form, a holder of recorded or an unrecorded contract for deed, a mortgagee or vendee in possession, a mortgagor or vendor in possession, an assignee of rents, a receiver, an executor, a trustee, a lessee, or other person, firm or corporation in control of the freehold of the premises or lesser estate therein. Owner also means any person, partnership, association, corporation or fiduciary having a legal or equitable title or any interest in the property or building. This includes any partner, officer or director of any partnership, corporation, association or other legally constituted business entity. All owners shall have joint and several obligations for compliance with the provisions of this section.
- E. “Responsible party” is an owner, entity or person acting as an agent for the owner who has direct or indirect control or authority over the building or real property, upon which the building is located, or any other person or entity having a legal or equitable interest in the property. Responsible party may include but is not limited to a realtor, service provider, mortgagor, leasing agent, management company, or similar person or entity.
- F. “Unoccupied building” is a building which is not being used for legal occupancy as defined in the St. Francis City Code.
- G. “Vacant building” means a building, other than a building under construction pursuant to a valid building permit that is unoccupied for 60 consecutive days.

4-7-3: VACANT BUILDING REGISTRATION.

- A. Application. The owner or responsible party shall register a vacant building with the city no later than 60 days after the building becomes vacant. The registration shall be submitted on a form provided by the city and shall include the following information supplied by the owner or responsible party.
 - 1. The name, address, telephone number and email address, if applicable, of each owner and each owner's representative.
 - 2. The names, addresses, telephone numbers and email addresses, if applicable, of all known lien holders and all other persons or entities with any legal interest in the building.
 - 3. The name, address, telephone number and email address, if applicable, of a local agent or person responsible for managing or maintaining the property.

4. Property identification number and street address of the premises on which the building is situated.
 5. The date the building became vacant, the period of time the building is expected to remain vacant, and a written property plan and timetable as described in subsection 4-7-3-D for returning the building to lawful occupancy or use, or for demolition of the building.
 6. The status of water, sewer, natural gas and electric utilities.
- B. Notification. The owner shall notify the compliance official within 30 days of changes in any of the information supplied as part of the vacant building registration.
- C. Administrative registration. If the compliance official determines that a building has been vacant for at least 60 days and has not been registered by its owner or responsible parties, the compliance official may administratively register the building and attempt to notify the owner of that registration based on such information as is reasonably available to the compliance official. Properties registered administratively will be charged a registration fee and an administrative fee as established in the City's fee schedule.
- D. Property plan. The property plan identified above in Section 4-7-3-A-5 shall meet the following requirements:
1. General provisions. The plan shall comply with all applicable regulations as determined by the building official. It shall contain a timetable regarding use or demolition of the buildings on the property. All actions necessary for compliance with this section shall be completed within 30 days after the building is registered.
 2. Maintenance of building. The plan shall identify the means and timetable for addressing all maintenance and nuisance-related items identified in the application or arising since application, or as identified by the building official including correcting all conditions to be in compliance with Section 4-7-4 of this Code. Any repairs, improvements or alterations to the property shall comply with State Building Code provisions and applicable city regulations.
 3. Plan changes. If the property plan or timetable for the vacant building is revised in any way for any purpose, the revisions shall be submitted to the city in writing and meet the approval of the compliance official.

4. Demolition. Vacant buildings that are hazardous or substandard may be demolished pursuant to Minn. Stats. §§ 463.15 through 463.261. As part of a property plan, the owner may request or consent to demolition of a structure and the city may commence abatement and cost recovery proceedings for the abatement in accordance with Section 8-2-2 of the City Code and Minn. Stats. § 429.101.
- E. Fees. The owner of vacant buildings or responsible parties shall pay a fee at the time of registration. In subsequent years, fees shall be due on the anniversary date of the original registration. The fees must be paid in full prior to the issuance of any building permits. The registration fee will be in an amount set forth in the City's fee schedule. The amount of the registration fee shall be reasonably related to the city's costs incurred in the administration and enforcement of the vacant buildings registration and monitoring program described in this article.
- F. Assessment. If the registration fee or any portion is not timely paid, the city council may certify the unpaid fees against the property in accordance with Minn. Stats. § 429.101.

4-7-4: MAINTENANCE OF VACANT BUILDINGS. The owner or responsible party shall comply with all City Ordinances and additionally ensure the property is maintained to the following standards:

- A. Appearance. All vacant buildings shall be maintained as required in Chapter 8 of the City Code. All vacant buildings shall be maintained and kept as to appear to be occupied.
- B. Security. All vacant buildings shall be secured from unauthorized entry. Security shall be ensured by normal building amenities such as windows and doors having adequate strength to resist intrusion. All doors and windows shall remain locked. There shall be at least one operable door into every building and into each room within the building. Exterior doors, walls, windows, and roofs shall be without holes or significant structural defects.
- C. Temporary Securing. Untreated plywood or similar structural panels or temporary construction fencing may be used to secure windows, doors, and other openings for a maximum period of 30 days.
- D. Emergency Securing. The compliance official may take immediate steps to secure a vacant building at his or her discretion in emergency circumstances with such costs for securing at the expense of the property owner plus any administrative fees as set forth in the City's fee schedule.

- E. Fire Safety.
 - 1. Owners of non-residential vacant buildings shall maintain all fire protection systems, appliances, and assemblies in operating condition.
 - 2. The owner of any vacant building shall remove all hazardous material and hazardous refuse that could constitute a fire hazard or contribute to the spread of fire.
- F. Plumbing Fixtures. Plumbing fixtures and pipes shall be maintained in sound condition and good repair. The water system shall be protected from freezing.
- G. Electrical. Electrical service lines, wiring, outlets, or fixtures shall be maintained in good condition or repaired.
- H. Heating. Heating systems shall be maintained in good condition or repaired.
- I. Discontinuance of Utilities. Utilities may be discontinued in a vacant building but the plumbing, electrical, and heating systems and fixtures shall be maintained or repaired as to be capable of competent operation when utility services are restored.
- J. Termination of Utilities. The Compliance Official may order the termination of water, sewer, electricity, or gas service to the vacant building. Prior to the termination of any utility service, written notice must be given to the owner. The Compliance Official may authorize immediate termination of utilities in emergency circumstances. No utility terminated by order or action of the Compliance Official may be restored without consent of the Compliance Official.
- K. Exterior Maintenance. The owner must comply with all applicable property maintenance regulations and City Codes including but not limited to the maintenance of vegetation as required by Section 8-2-3 and ice and snow removal as required by Section 7-2-1.

4-7-5: INSPECTION OF VACANT BUILDINGS.

- A. Inspection. Registration of a vacant building shall constitute consent by the owner or responsible party to the city to go upon the property for inspection purposes. The compliance official may inspect any vacant building in the city for the purpose of enforcing and assuring compliance with this article and other applicable regulations. Upon the request of the compliance official, an owner or responsible party shall provide access to all interior portions of the building(s) and the exterior of the property in order to

complete an inspection. If the owner or responsible party is not available, is unresponsive, or refuses to provide access to the interior of the building, the city may use any legal means to gain entrance to the building for inspection purposes.

- B. Notice of Violation. All violations found by the compliance official during the inspection in Section 4-7-4-A shall be corrected by the owner within the period of time established by the compliance official in the notice of violation. The period to correct the violations shall follow the procedure established in Section 2-11-3 of the City Code.
- C. Re-occupancy Inspection. Prior to any re-occupancy or reuse, the owner or responsible party shall request an inspection of the vacant building by the compliance official to determine the building is fit for human occupation consistent with the Minnesota State Building Code. All applicable building permit fees as needed shall be paid prior to building occupancy.

4-7-6: PENALTIES. Any person or responsible party who violates the provisions of this Chapter is subject to penalty as provided under Section 2-1-2 of this Code. Nothing in this section, however, is deemed to impair other remedies available to the city under this Code or state law including, but not limited to, Minn. Stats. §§ 463.15 through 463.261 and City Code Section 2-11.

Section 2. Code Amended. That Section 2-9-1, the Fee Schedule, is hereby amended to include the following fees:

Vacant Building Registration Fee: \$125 first year
 \$175 second year renewal
 \$250 third year renewal
 \$350 fourth year renewal
 \$500 fifth year renewal and beyond

Vacant Building Administration Fee: \$100

Section 3. Effective Date. This Ordinance shall take effect 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS _____ DAY OF _____, 2014.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

AGENDA REPORT

TO: Matt Hylen, City Administrator
FROM: Darcy Mulvihill, Finance Director *DM*
SUBJECT: Laserfiche Agency Cost Contributions
DATE: March 13, 2014

INTRODUCTION

As part of the City of St. Francis's continuing technology advancement, Metro I-Net (city's IT Provider) is upgrading their Laserfiche product. This enables them to allow more cities to access the document management program.

BACKGROUND

The attached document was sent by Terre Heiser from the City of Roseville. It outlines the costs for the City of St. Francis to have document management available to use. The city has wanted to add this to our network, but the City of Roseville needed to upgrade the license and servers to add additional clients. They are going to have this project at their next council meeting. The time frame for the city to start using this is mid-April. This program will be used to scan documents to store and retrieve digitally, thus eliminating the need to keep paper copies.

RECOMMENDATION

Approve the attached City costs of \$6,257.09.

BUDGET IMPACT

This will be paid by all departments involved through their IT budgets.

Attachments:

1. Agency Cost Contributions

**2014 Laserfiche Upgrade and Deployment
Agency Cost Contributions**

Agency	Agency Population	Share (Population Based)	Required Laserfiche Rio Named Full User License	TOTAL CAPITAL CHARGE	TOTAL ANNUAL CHARGE	Total 2014
Arden Hills	9,552	3.98%	6	\$ 10,056.29	\$ 1,917.05	\$ 11,973.34
East Bethel	11,626	4.85%	2	\$ 7,380.86	\$ 1,352.28	\$ 8,733.14
Falcon Heights	5,321	2.22%	2	\$ 4,371.93	\$ 819.57	\$ 5,191.50
Forest Lake	18,375	7.66%	4	\$ 12,434.27	\$ 2,292.51	\$ 14,726.78
Hugo	13,332	5.56%	2	\$ 8,195.01	\$ 1,496.42	\$ 9,691.43
Lake Elmo	8,069	3.36%	2	\$ 5,683.36	\$ 1,051.75	\$ 6,735.11
Lauderdale	2,379	0.99%	1	\$ 2,051.63	\$ 386.00	\$ 2,437.63
Lino Lakes	20,216	8.42%	4	\$ 13,312.85	\$ 2,448.05	\$ 15,760.90
Little Canada	9,773	4.07%	2	\$ 6,496.55	\$ 1,195.72	\$ 7,692.28
Mahtomedi	7,676	3.20%	2	\$ 5,495.81	\$ 1,018.55	\$ 6,514.35
Mounds View	12,155	5.07%	4	\$ 9,465.91	\$ 1,766.98	\$ 11,232.89
MWMO	2,195	0.91%	2	\$ 2,880.12	\$ 555.46	\$ 3,435.57
North Oaks	4,469	1.86%	1	\$ 3,049.03	\$ 562.59	\$ 3,611.62
North St Paul	11,460	4.78%	8	\$ 12,799.44	\$ 2,448.26	\$ 15,247.70
Oakdale	27,378	11.41%	6	\$ 18,563.36	\$ 3,423.17	\$ 21,986.53
Roseville	33,660	14.03%	25	\$ 39,886.01	\$ 7,688.94	\$ 47,574.95
RWMWD	3,625	1.51%	2	\$ 3,562.55	\$ 676.28	\$ 4,238.83
St Anthony	8,226	3.43%	2	\$ 5,758.28	\$ 1,065.02	\$ 6,823.30
St Francis	7,218	3.01%	2	\$ 5,277.24	\$ 979.85	\$ 6,257.09
Vadnais Heights	12,302	5.13%	2	\$ 7,703.47	\$ 1,409.40	\$ 9,112.86
White Bear Twp.	10,949	4.56%	2	\$ 7,057.78	\$ 1,295.08	\$ 8,352.86
			83	\$ 191,481.75	\$ 35,848.91	\$ 227,330.66

CITY OF ST FRANCIS
TOTAL 2014: \$6,257.09

Acknowledged by: (Printed Name) _____

Signature: _____

Date: _____

Purchase Order Number (if required) _____

Distribution of Costs

Chargebacks for shared costs will be based on agency population. This value was compared to using other fixed values including using the total number of computers in Active Directory or number of users in Active Directory. But given a major shared cost is the availability of the public portal software (license cost of \$50,000 and annual LSAP of \$10,000) and the portal provides external access to query public documents, population based sharing is a reasonable calculation method. And compared to other methods, the overall share percentage is roughly the same regardless of the factor used. For service districts that cover multiple jurisdictions (fire districts and watershed districts) the share of Active Directory users was used instead to derive a corresponding population value.

The accompany cost summary document provides the cost share and the number of requested named user licenses and additionally shows each agencies contribution to the deployment of the Laserfiche Rio upgrade. This also includes the first year of LSAP and other software maintenance (Microsoft and VMWare) in addition to the required capital expense for the underlying servers required for the deployment. None of the charges cover capital depreciation of the hardware servers OR document storage costs. The required Laserfiche server components will be installed to both existing virtual server hosts as well as one new hardware host supporting 3 additional virtual servers. The cost recovery for the replacement of the servers will be charged when the actual physical server is replaced. The first servers (hardware currently in use) are not expected to be replaced until 2016 therefore the costs listed in the summary statement will be valid for the 2014/2015 budget years. Storage costs are variable depending on the size of the agency and the number of stored documents. Laserfiche does not require a significant amount of storage for electronics documents. The cost of disk drive storage and backup with disaster recovery is approximately \$1.50 per GB per year. Currently most agency repositories are less than 10 GB equating to a storage cost of less than \$15 per year. There is sufficient disk storage in the current and planned deployment to accommodate a reasonable amount of data storage for each agency of approximately 10GB. If necessary, additional charges may be assessed to agencies that require more storage.

Additional Costs

Cities Digital, the software reseller, will assist Roseville IT Staff in the setup of the 7 servers required for this project. Additionally IT staff will work with each agency to install client software for those users that will be issued named user licenses or in the case of a scanning workstation, to setup the necessary software and hardware to deploy the central station.

Due to the significant number of agencies participating in this program it will be difficult, if not impossible, to accommodate individual document management projects. This includes scanning of current paper documents into Laserfiche, creating forms or workflows, or training. WE have only 1 full-time person that will be deploying this proje3ct and with 23 involved agencies, it will be hard to accommodate everyone at the same time. Cities Digital can provide additional paid assistance to work with you on these projects. We will coordinate with Cities Digital these projects. Please begin the process by creating a work/project ticket with the HelpDesk and if necessary we will involve Cities Digital if we cannot meet the project time requirements. Cities Digital will provide a quote directly to the requesting agency for any additional time or materials necessary to complete the project.

Acknowledgement of Cost Contribution

Included in this report you will find an individual cost statement. It will be required that you approve your portion of the costs and return the order with a purchase order # (if you require a PO). This form needs to be returned before March 19th as the complete order will be submitted to Roseville City Council on March 24th for review and approval.

Change in Cost Contribution

Costs are shared amongst the agencies that will use the document management application. The cost share will change depending on participation levels. If additional agencies participate, individual shared costs will decrease. **If an agency declines to participate, the individual shared costs will increase.** This is similar to all other shared applications provided through the Metro-INET collective.

Deployment Schedule

March 24 to March 28 – Setup and installation of the seven required servers

March 31 to April 4 – Installation of Laserfiche software and setup for **NEW** repositories

April 7 to April 11 – New agency Laserfiche orientation and client setup

April 28 to May 2 – Migration of current agencies to Rio

Schedule is subject to change depending on weekly outcomes.

AGENDA REPORT

TO: Matt Hylan, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: East Business District Signs
DATE: March 17th, 2014

INTRODUCTION: Council had asked staff to check into installing signs along the Highway 47 Corridor saying "East Business District".

BACKGROUND: Over the last few months, City Staff has been working with MNDOT to see if placement of these signs were possible. In the attachments you will find a letter and information regarding our request for East Business District signing. MNDOT has denied our request to place "East Business District" signs at the intersection of 229th Ave / Hwy 47. This intersection was the only intersection that preliminarily qualified for this type of signing. Upon field verification and engineering review by MNDOT it was determined that there was insufficient space available for the signs, therefore our request was denied. However, because this intersection was denied, we requested MNDOT to review the engineering standards and spacing at the intersections that did NOT preliminarily qualify for this type of signing. These intersections were Ambassador Blvd / Hwy 47 and 233rd Ave / Hwy 47. In an email from MNDOT, we received this statement; "We checked the Highway 47 approaches to both Ambassador Blvd and 233rd Ave for sign spacing, as discussed previously. There is spacing for additional signs available on the southbound approaches only. Unfortunately, the northbound approaches lack sufficient room for placement of additional signs. Therefore, if you wish to make an appeal to the ESVC, you may do so for signs at those intersections in the southbound direction only."

This sign could ONLY say DOWNTOWN or BUSINESS DISTRICT, if we were to successfully appeal our request to have the sign say EAST BUSINESS DISTRICT, we could only place a sign in the southbound direction and we would likely have to choose only 1 intersection for the sign. Please keep in mind if we succeeded in our appeal, we will have to pay for the sign, installation and additionally pay for moving of any other signs already in the MNDOT road right of way. We will also have to consult with the County to install "trailblazing" signs along the County road directing motorists to the east side of town.

RECOMMENDATION: How would the City Council like Staff to proceed if at all?

BUDGET IMPACT: Currently; none.



Minnesota Department of Transportation

Metro District

Waters Edge

1500 County Road B-2

Roseville, MN 55113-3174

February 24, 2014

Paul Teicher
Public Works Director
City of St. Francis
4058 St. Francis Blvd NW
St. Francis, MN 55070

Re: Request for East Business District Signing on Highway 47

Dear Mr. Teicher,

This letter is in response to your request for the signing of your East Business District on Highway 47 at several potential locations: 229th Ave, 233rd Ave, and Ambassador Blvd. It was discussed that motorists could be signed to turn on to one of these roads, and the city would provide trailblazer signs toward Bridge St, along which the East Business District is located. I regret to inform you that MnDOT is denying your request for signing based on the reasons noted below.

There is tremendous demand for signing along our highway system; many businesses, organizations and agencies request signs to inform and/or aid the motorist in locating their establishment. Given this demand, MnDOT has developed policies which provide consistency in the types of businesses, organizations and services eligible for signs along our highways. Additionally, these policies help manage the placement of the requested signs.

The main purpose of signing is to inform motorists of regulations such as speed limits and stops, warn them of any impending dangers such as sharp curves and steep grades, and help them find their destination by clearly marking routes and cross streets. Signs must be properly spaced and the messages on them must be clear so that motorists have time to perceive the information on the signs and make the appropriate driving maneuvers. This leaves limited space for other types of signing and sign messages. Excessive sign clutter can lead to driver distraction and can become a serious safety issue.

MnDOT's Minor Traffic Generator signing program allows for signing of downtown / business districts, provided they meet certain criteria. This request failed to meet the following criteria of the signing program:

- A. *Signing shall be allowed only from the nearest trunk highway intersection*
- B. *Signing must designate the primary business center only, not any other area*
- C. *Sign legend must specify "DOWNTOWN" or "BUSINESS DISTRICT" only*

An Equal Opportunity Employer



Re: Request for East Business District Signing on Highway 47

229th Avenue is the nearest trunk highway intersection to Bridge Street and qualifies under the program. However, it was determined during a field visit to the site that there is insufficient space available for additional signs on both the northbound and southbound approaches to the intersection. Therefore, signing is denied at 229th Avenue based upon engineering standards.

Based upon MnDOT policy, 233rd Avenue and Ambassador Boulevard are denied as possible alternative sign locations because they do not meet *Criteria A*, above.

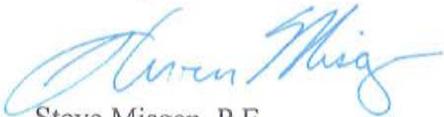
Based on MnDOT policy, the East Business District is denied signing because it does not meet *Criteria B*, above.

Based on MnDOT policy, the requested sign legend is denied because it does not meet *Criteria C*, above.

MnDOT policy does provide an opportunity for oversight review of denied sign requests by a committee comprised of non-MnDOT business representatives. This External Sign Variance Committee determines if there is an over-riding public good that would merit recommending an exception to our policy. The variance process allows the requester an opportunity to present their signing request for consideration by the committee. Please contact Ms. Joani Nilan, chairperson of the External Sign Variance Committee at 651-234-7384 if you desire to pursue this option.

If you have further questions regarding this issue, please contact Eric Peterson, North Area Signing Engineer at 651-234-7382.

Sincerely,



Steve Misgen, P.E.
Metro District Traffic Engineer

An Equal Opportunity Employer



Paul Teicher

From: Peterson, Eric (DOT) <eric.peterson@state.mn.us>
Sent: Monday, March 10, 2014 7:11 AM
To: Paul Teicher
Subject: RE: St. Francis East Business District Signs

Paul,

We checked the Highway 47 approaches to both Ambassador Blvd and 233rd Ave for sign spacing, as discussed previously. There is spacing for additional signs available on the southbound approaches only. Unfortunately, the northbound approaches lack sufficient room for placement of additional signs.

Therefore, if you wish to make an appeal to the ESVC, you may do so for signs at those intersections in the southbound direction only.

Please let me know if you have any questions.

Sincerely,

*Eric Peterson
North Area Signing Engineer
MnDOT Metro District Traffic Engineering
1500 W County Rd B2
Roseville, MN 55113*

*Email: Eric.peterson@state.mn.us
Phone: 651-234-7382*

From: Peterson, Eric (DOT)
Sent: Tuesday, February 25, 2014 4:00 PM
To: pteicher@stfrancismn.org
Subject: St. Francis East Business District Signs

Paul,

Attached is the response to your request for signing on Highway 47, in addition to information on how to request a variance from our policy.

Please feel free to call me if you have any questions.

Sincerely,

*Eric Peterson
North Area Signing Engineer
MnDOT Metro District Traffic Engineering
1500 W County Rd B2
Roseville, MN 55113*

Email: Eric.peterson@state.mn.us

Paul,

We checked the Highway 47 approaches to both Ambassador Blvd and 233rd Ave for sign spacing, as discussed previously. There is spacing for additional signs available on the southbound approaches only. Unfortunately, the northbound approaches lack sufficient room for placement of additional signs.

Therefore, if you wish to make an appeal to the ESVC, you may do so for signs at those intersections in the southbound direction only.

Please let me know if you have any questions.

Sincerely,

Eric Peterson

North Area Signing Engineer

MnDOT Metro District Traffic Engineering

1500 W County Rd B2

Roseville, MN 55113

Email: Eric.peterson@state.mn.us

Phone: 651-234-7382

APPEAL PROCESS

MnDOT retains the authority to deny requests for signing where acceptable standards cannot be met, including locations where other supplemental guide signs are already in place. Requests denied based on Minnesota statutes or engineering standards (i.e. insufficient space and design standards) may not be appealed. At the discretion of the District Traffic Engineer, signing requests denied based on MnDOT policy may be appealed to the External Sign Variance Committee (ESVC).

The ESVC is composed of persons outside of MnDOT who meet periodically to consider various requests for signing. The group serves as a variance committee making recommendations to the Commissioner's Office on signing requests that have been denied by the district office. They review requests to see if the denials can be substantiated to have negative effects on the requester and/or motorists. The ESVC also reviews policies and criteria on informational signing matters.

The Chairperson is a MnDOT employee who serves in a non-voting capacity to organize and schedule all functions of the ESVC. This individual serves as secretary and records decisions on sign variance requests. The chair represents the ESVC, not MnDOT, on all matters pertaining to the ESVC. If you have been denied signing by the District Traffic Office and desire to appeal, you should contact the Chairperson listed below. The procedures for this Committee are as follows:

1. A requester who has been denied signing by the district office and is interested in appealing the decision must submit a written request for a hearing by the ESVC. The requester should contact the chair of the ESVC directly, and will then be advised of procedures and meeting date. The ESVC hears the requester's appeal and MnDOT's presentation separately. The recommendations of the ESVC will be based on pertinent factors, and will always consider the degree of financial hardship to the requester and safety implications.
2. For each signing request, the recommendations made by the ESVC and the State Traffic Engineer are forwarded to the Commissioner's Office for review. Presentations on each request are made to a special committee (Internal Sign Variance Committee) appointed by the Commissioner for final concurrence or denial. The requester and the district involved will be notified by the chair of the ESVC of the decision made by the Commissioner.
3. If the ESVC and the Commissioner approve the variance, the letter from the ESVC will notify the requester and the District Traffic Engineer with additional instructions. The requester will then work with the MnDOT District responsible for installing the sign to complete the process. All costs pertaining to signing will be the responsibility of the requester.
4. If the ESVC and the Commissioner deny the variance, the requester will be unable to reapply unless there is a significant change in the request.
5. If the requestor is unable to attend the appointed ESVC meeting, they are required to notify the ESVC Chairperson at least 48 hours prior to the meeting date. Nonattendance without prior notification will result in an automatic denial for the facility. The requestor cannot present to the ESVC again unless there is a significant change in their request.

Joani K. Nilan
Chairperson, External Sign Variance Committee
Office of Traffic, Safety & Technology
1500 West County Rd. B-2
Roseville, MN 55113
Joani.Nilan@state.mn.us
Office: (651)234-7384
Fax: (651)234-7370