

CITY OF ST. FRANCIS CITY
COUNCIL AGENDA

APRIL 20, 2015

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 16, 2015
 - b. 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 three minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
 - a. Martinson Easement Vacation – Public Hearing
 - b. SFYBA Request to have their field usage fee waived in 2015
7. Ordinances & Resolution
 - a. Ordinance 201, Second Series: Amending Sec 2-9-1 of the City Code Regarding the Fee Schedule-1st Reading
8. Reports of Consultants & Staff Members
 - a. Engineer: 1) Stormwater Partnership Project with Anoka Conservation District
2) Kerry Street and 232nd Lane Improvements- Resolution 2015-15 Receiving Preliminary Engineering Report and Calling for a Public Hearing
3) 239th Avenue and Bittersweet Street Improvements- Resolution 2015-16 Receiving Preliminary Engineering Report and Calling for a Public Hearing
 - b. Attorney:
 - c. Staff:
 - Building Official:
 - Finance Dept.
 - Fire Dept.: Fire Chief Replacement and Extension of Fire Chief's contract
 - Public Works:
 - Liquor Store:
 - Police:
 - City Administrator Report:
9. Reports from Council Members
10. Report from Mayor
11. Old Business
 - a. Students serving on Commissions
12. New Business
13. Adjournment

Calendar of Events

Apr 18: SF Lioness Spring Salad Luncheon and Style Show @ SF American Legion 11:00 – 1:30 pm
Apr 18: Saints Track and Field Invitational @ SFHS 10:00 am
May 2: Spring Recycling Day @ 4020 St. Francis Blvd. 8 am to 2 pm
May 2: Pet Clinic @ St. Francis Fire Station 9 am to Noon
May 4: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
May 18: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
May 20: Planning Comm. Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
May 29: SFHS Graduation Ceremony

TO: Mayor & City Council
FROM: Paul Teicher, Acting City Administrator
RE: Agenda Memorandum – April 20, 2015 Meeting

Agenda Items:

4. Consent Agenda:

6. Petitions, Requests, Applications:

a. *Martinson Easement Vacation-Public Hearing*: Martinson Machine LLLP has made an application for a vacation of the roadway easement for Zea Street and the former location of Stark Drive. This is related to the recently approved preliminary plat for the Martinson Addition. Planner Nate Sparks provided a memorandum in regards to their request. A public hearing is required for the vacation of the easements related to the replat. The final plat will be brought forward at a later date along with a resolution for the vacation. Mayor Pro-Tem Brown will open up the public hearing for any public comment on this topic. After public comment is heard Brown will then close the public hearing. The recommended action is for the city council to direct staff to bring back a resolution of approval for the easement vacation at the same time as the consideration of the final plat.

b. *SFYBA Request to have their field usage fee waived in 2015*: The St. Francis Youth Baseball Association would like to use the Hidden Park this year three nights a week. A letter was received from the president of the St. Francis Youth Baseball Association asking the fee be waived this year due to their committed donation of \$3,000 to the City for the improvements this year to this park. If the council agrees to waive the fee for 2015 a motion would be in order.

7. Ordinances & Resolutions:

a. *Ordinance 201, Second Series: Amending Section 2-9-1 of the City Code Regarding the Fee Schedule- First Reading*: In the packet is an amended Fee Schedule reflecting the changes in the water/sewer fees, excavation/mining, trunk line charge along with a couple minor changes. The strike through amounts are the old amounts with the new fees in red. A motion would be in order to adopt the first reading of Ordinance 201, Second Series.

8. Reports:

a. **Engineer:** 1) *Stormwater Partnership Project with Anoka Conservation District*: The Anoka County Conservation District (ACD) has secured Clean Water Legacy Funding for Stormwater retrofit studies and has approached the city regarding a partnership opportunity to conduct a study within the city. The Stormwater Retrofit Analysis Project is an opportunity to partner with ACD to complete a study which will provide valuable data require for the MS\$ Permit process. The purpose of the project is to improve Stormwater quality and reduce the volume of runoff from areas within the city which drain to the Rum River with little or no treatments. The City's share of the cost is \$6,000. A motion would be in order to authorize the Public Works Director to execute the Contract for Services for the St. Francis Stormwater Retrofit Analysis Project between the City and Anoka Conservation District.

2) *Kerry Street and 232nd Lane Improvements- Resolution 2015-15 Calling for a Public Hearing*: City Engineer Jared Voge provided a memorandum on the Kerry Street and 232nd Lane Improvements. Back on May 20, 2013 the City Council authorized a Preliminary Engineering Report be prepared for the Kerry Street and 232nd Lane Improvements. The council decided not to move forward with this project at that time. However, this project was identified in the Financial Management Plan as a project for 2015. The Preliminary Engineering Report has been updated to more accurately reflect 2015 unit prices. If the City Council chooses to move forward

at this time a motion would be in order to adopt Resolution 2015-15 receiving preliminary engineering report and calling a public hearing on the Kerry Street NW and 232nd Lane NW Improvements project.

3) *239th Avenue and Bittersweet Street Improvements- Resolution 2015-16 calling for a Public Hearing:* This project too had a Preliminary Engineering Report prepared by the City Council on May 20, 2013. The Financial Management Plan identifies this project for 2015. The prices were updated to more accurately reflect 2015 unit prices. If the City Council chooses to move forward at this time a motion would be in order to adopt resolution 2015-16 receiving preliminary engineering report and calling a public hearing on the 239th Avenue NW Improvements project.

b. **Attorney:**

c. **Staff:**

Building Official:

Fire: *Fire Chief Search and Extension of Fire Chief's contract:* Fire Chief Dean Kapler provided an agenda report in regards to the fire chief search. Chief Kapler is recommending conducting an outside search at this time. With that being said a contract extension will need to be addressed for an additional 60-90 days.

Public Works:

Liquor Store:

Police:

City Administrator:

11. **Old Business:**

a. *Students serving on Commissions:* City Attorney Scott Lepak provided a memorandum on this topic.

12. **New Business:**

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

CITY COUNCIL MINUTES

April 6, 2015

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Steve Kane at 6:00 pm.
2. **Roll Call:** Present were Mayor Steve Kane Council members Richard Orpen, Rich Skordahl, Tim Brown, and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk), City Planner Nate Sparks (Northwest Associated Consultants), Police Chief Jeff Harapat, Acting City Administrator/Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY BROWN SECOND McCLISH TO ADOPT THE APRIL 6, 2015 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY SKORDAHL SECOND McCLISH TO APPROVE THE APRIL 6, 2015, CITY COUNCIL CONSENT AGENDA AS A-D AS FOLLOWS:
 - a. City Council Minutes – March 16, 2015
 - b. City Council Work Session Notes – March 15, 2015
 - c. Accepting the Financial Management Plan
 - d. Approve the Payment of Claims for \$\$454,591.36 (Checks 68791-68896)Motion carried 5 -0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **St. Francis Ambassador Program:** Mayor Kane presented the St. Francis Ambassador program a check in the amount of \$100.00. Kane thanked the Ambassadors for all they do for the City of St. Francis. These funds are from the 2015 Mayors Trail Ride. Even though the event did not take place due to the lack of snow, the Sno-Ghost Snowmobile Club in St. Francis wanted their donation to this event to still go out to the individual charities from the Mayors cities involved.

Kane reported the St. Francis Ambassador Program is now a 501c3. Jacquie Goedel the St Francis Ambassador Coordinator is asking for up to \$800 for the repair of the springs for the float. Ms. Goedel also asked for a joint cooperation with the St. Francis City Council for a couple of years to help with the funding of taking over the float. Kane said the funding for the float always came out of the Pioneer Day Fund. Now that we no longer have a Pioneer Day Fund, I would ask that we help them over a period of time the same as we are helping with the St. Francis Chamber. Brown asked the condition of the float and if they received another quote for the repairs. Ms. Goedel said the quote was received from St. Francis Collision and they indicated to her the frame was in very good shape. They tried to get a quote from Gerdins but they are unable to get the springs that are needed. MOTION BY SKORDAHL SECOND

ORPEN APPROVING THE ST. FRANCIS AMBASSADORS TO REPAIR THE FLOAT, PAY THEM \$1,200 THIS YEAR AND THE NEXT TWO YEARS \$1,000 EACH WITH FUNDING COMING FROM THE LIQUOR STORE FUNDS. Orpen asked do we take ownership for the three years. Kane said they would take ownership this year. Motion carried 5-0.

b. Variolite Street: Temporary Housing Application: City Planner Nate Sparks reported Robert Bierwerth has made a request for a temporary habitation at 23316 Variolite St NW. The house on the property was damaged by fire. Mr. Bierwerth would like to place a 12.6' x 41.6' park model mobile home on the property while construction activities occur on the site. A temporary habitation permit allows for the erection of and habitation in temporary structures needed for emergency purposes or for temporary use during the construction of a permanent structure. The zoning permit to allow for this temporary structure may only be initially approved by the City Council. Kane asked does this have to go to Planning Commission first. Sparks said it is usually in an emergency situation so no it does not need to go to the Planning Commission first. Kane said for future thought we could always hold a special meeting to expedite the process in cases like this. MOTION BY BROWN SECOND McCLISH TO ADOPT RESOLUTION 2015-12 A RESOLUTION APPROVING THE TEMPORARY HABITATION FOR 23316 VARIOLITE STREET NW. Motion carried 5-0.

c. Martinson Addition: Preliminary Plat: City Planner Nate Sparks reported Martinson Machine LLLP has made an application for a preliminary plat located at Stark Drive and Ambassador Blvd. The site is located at an unaddressed property to the south of 3845 Stark Drive. The site currently consists of the Northland Screw facility (on two parcels), the Stark Drive right-of-way, the former Stark Drive right-of-way, and an empty lot. Stark Drive was relocated about 250 feet south in 2007. Its former location is to be vacated as part of the final plat. The current location of the road is proposed to be platted as right-of-way as part of this process. The Planning Commission found the plat to be generally consistent with the review criteria and recommended approval with four conditions. MOTION BY BROWN SECOND SKORDAHL TO ADOPT RESOLUTION 2015-13 A RESOLUTION APPROVING THE PRELIMINARY PLAT OF MARTINSON ADDITION. Motion carried 5-0.

d. Northland Securities: Calling for a Public Hearing on Issuance of G.O. Capital Improvement Plan Bonds: George Eilertson of Northland Securities was present asking for the City Council to adopt Resolution 2015-14 a resolution calling for a public hearing on May 4, 2015 that relates to the issuance of general obligation capital improvement plan bonds. The capital improvement plan and subsequent issuance of bonds will be for a not to exceed \$550,000 in funds to remodel the existing fire hall and make exterior improvements to the parking lot and alley. Also, to allow for the City to acquire the police and public works facility which is currently owned by the St. Francis Economic Development Authority with a cost not to exceed \$8.1 million. The benefit is by acquiring the facility through the issuance of general obligation bonds, annual debt service may be reduced by approximately \$40,000 per year or \$800,000 over the remaining term of the bonds. MOTION BY ORPEN SECOND BROWN TO ADOPT RESOLUTION 2015-14 A RESOLUTION CALLING A PUBLIC HEARING ON THE ADOPTION OF A FIVE-YEAR CAPITAL IMPROVEMENT PLAN AND THE ISSUANCE OF GENERAL OBLIGATION BONDS THEREUNDER. Motion carried 5-0.

7. **Ordinances & Resolution:** None.

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

a. Engineer: Bridge Street Trail: City Engineer Jared Voge provided a memorandum on the proposed trails that will be constructed during the Bridge Street Improvement Project.

Voge asked if the City Council would be interested in constructing a trail between Dollar General and Zion Parkway that was not identified before. This would fill the gap in the trail network. If this is, something you want to move forward with authorization is needed for staff to prepare plans, specifications, and the easements necessary for the trail construction. The funding source would be potential Municipal State Aid (MSA) funding or the Park Dedication Fund. McClish asked about the north side in this general area from Kerry Street to Arrowhead Street. Skordahl asked if we still have a trail and park plan. Voge stated yes, there is a plan in place. The City Council would like the north side of this general area looked at too for a possible trail. Consensus was for staff to prepare plans, specifications, and the easements necessary for the trail construction.

b. Attorney: Consideration of Contract and Appointment of City Administrator: City Attorney Scott Lepak stated before you is an employment agreement for the City Administrator position. If approved I will contact him this evening and he would contact the other city where he is a finalist. Lepak stated his contract has a start date of May 11, 2015 but we will try to start get him involved as soon as possible. MOTION BY McCLISH SECOND BROWN TO APPROVE THE EMPLOYMENT AGREEMENT WITH JOSEPH KOHLMANN. Motion carried 5-0.

c. Staff:

Bldg. Official:

Fire Dept.:

Public Works:

Liquor Store:

Police Dept: Police Chief Harapat first wanted to comment on the Eddie Eagle Safety Training that was held at the police department last week. This was a program to educate 2nd and 3rd graders of what to do when they see a gun. Officer Jody Cole did an excellent job of educating not only the 2nd and 3rd graders but also their parents and the newspaper reporter that was there.

Temporary Full Time Patrol Officer: Police Chief Jeff Harapat stated the Police Department has one officer on paid leave, one officer on paid medical leave and one that is on a hiring list with another agency. With the current two-officer shortage we are posting approximately 20 hours of overtime a week, if the third officer accepts an offer from another agency we will have to schedule 20+ additional mandatory overtime hours. This would maintain school contracts and a single officer for 24-hour coverage and nothing else. Chief Harapat is asking for authorization to hire a temporary six-month full time officer to help reduce overtime cost. This is not a budgeted item. Orpen asked if the temporary full time would perform the field training. Harapat said yes, for two months. Orpen said so for two months you have two officers in the same car. Orpen asked if you considered hiring just part time officers so you do not have to pay the insurance and benefits. Harapat said with many part time officers they already have full time jobs. If you have a temporary full time and a full time opening should occur you already have a trained officer. Brown asked so this temporary position could be potentially a full time person. McClish said I would be in favor of this position. Orpen asked if you are going through a regular hiring process. Orpen said I am not in favor of the temporary hiring. MOTION BY McCLISH AUTHORIZING THE POLICE DEPARTMENT TO HIRE A TEMPORARY SIX-MONTH FULL TIME OFFICER. Motion failed for a lack of a second. Skordahl asked if we hire a full time officer and everyone comes back, we have an extra officer. Skordahl asked if there was any more information on the officer on leave. Lepak said there is a hearing set for June 25, 2015 for the police officer on paid administrative leave. Skordahl asked isn't there help from the county until June 25.

Harapat said we have reserves that may be qualified and gain some experience. If we go off the list from the last hire, we may have to pay higher than Step 1. I feel there is merit in the plan that is laid out before you. Brown stated Chief Harapat guided us well in the past. I will trust your judgement. MOTION BY BROWN SECOND McCLISH AUTHORIZING THE POLICE DEPARTMENT TO HIRE TEMPOARY FULL TIME. Motion carried 4-1. Orpen voting nay.

Full Time Police Records/Public Works Clerk: In regards to the police department, this position is not a budgeted item but in the public works department, it is. Therefore, when public works needed office support the most logical solution was to hire a police clerk/public works clerk. In order for an employee to work in the front area of the police department they would need clearance. This way if we train them for the police records too we can cross train so when someone is gone any one can fill in. The intermediate supervisor would be the police department administrative assistant. This position would be handling the public works calls. The public works department has needed help for some time on the clerical side of the department. This position would be placed at a Grade 5, Step 1. This position would eliminate the part time staff in the police department and was budgeted in the public works department budget. Brown said we just hired a city administrator a short time ago and I think we should table this until our new city administrator starts. Kane and Skordahl feel there should be someone always in the office and not have the doors locked during business hours. Skordahl doesn't feel we really need to wait for the new city administrator. McClish said I thought this was our plan some time ago. MOTION BY McCLISH SECOND SKORDAHL TO APPROVE THE HIRING OF A FULL TIME POLICE RECORDS/PUBLIC WORKS CLERK. Kane said I do believe Mr. Brown has a very good point but the new city administrator will have many items to address. Harapat asked Lepak if we could offer this position to the part time personnel. Lepak said you could reclassify the position. Motion carried 4-1. Brown voting nay.

City Administrator Report: Economic Development Plan Proposal: We have a plan before us developed by Northwest Associated Consultants. This would provide some consistency on telling people what the city has to offer. In addition, would be a guide on where they can be located and help guide them through the process. Kane said during my tenure I have seen where we have been approached and we do not have anything prepared. Kane said they want to see a city that has a plan. When they come into city hall we can have staff show them what we have available. Orpen said when I first read this I thought it was a study but now that I know that we can give them a document I am ok with it. Skordahl asked why have we not had a plan like this before. MOTION BY KANE SECOND ORPEN TO MOVE FORWARD WITH A ECONOMIC DEVELOPMENT PLAN. Motion carried 5-0.

9. **Reports from Council Members:** Skordahl said he will miss May 4, 2015 City Council meeting possibly the May 18 meeting along with the May 20 Planning Commission meeting.

As part of the URRWMO they have had discussion on the audit and whether or not we want to have this audit done. It will now only be required only every five years instead of every year. It is recommend that the URRWMO comply with the BWSR requirement for a 2014 audit. Direction of the city council to continue with the mandatory audit.

Skordahl asked are the Local Government meetings, something we should attend. Kane said it is a nice networking group with cities within Anoka County.

10. **Report from Mayor:** Kane stated he had the pleasure of attending Ms. Schmoll's 5th grade class along with the mayor and a council member of Oak Grove. It was a lot of fun and they asked really good questions.

Kane said he would not be at the next city council meeting.

11. **Old Business:** Kane asked if we have an update on students on commissions. Lepak said we would report back.

12. **New Business:** None.

13. **Adjournment:** The regular City Council meeting adjourned at 7:12 pm

Barbara I. Held, City Clerk



PAYMENT BATCH AP 04-20-15

ABDO, EICK & MEYERS, LLP

04/10/2015	345151	E 101-41540-301	Auditing and Acct g Services	2014 AUDIT SERVICES	6,600.00
04/10/2015	345151	E 601-49440-301	Auditing and Acct g Services	2014 AUDIT SERVICES	1,100.00
04/10/2015	345151	E 602-49490-301	Auditing and Acct g Services	2014 AUDIT SERVICES	1,100.00
04/10/2015	345151	E 609-49750-301	Auditing and Acct g Services	2014 AUDIT SERVICES	2,200.00
					\$11,000.00

AIRGAS NORTH CENTRAL

03/31/2015	9926430662	E 101-43100-217	Other Operating Supplies	SUPPLIES	5.19
03/31/2015	9926430662	E 101-43210-217	Other Operating Supplies	SUPPLIES	5.19
03/31/2015	9926430662	E 101-45200-217	Other Operating Supplies	SUPPLIES	5.19
03/31/2015	9926430662	E 601-49440-217	Other Operating Supplies	SUPPLIES	5.19
03/31/2015	9926430662	E 602-49490-217	Other Operating Supplies	SUPPLIES	5.19
					\$25.95

ALLIED BLACKTOP COMPANY

03/31/2015	20152	E 101-43100-403	Street Sweeping	SPRING SWEEPING	9,424.25
					\$9,424.25

ALLINA HEALTH

04/03/2015	273264097	E 101-43100-441	Miscellaneous	MCDONAGH	99.25
04/03/2015	273264097	E 101-45200-441	Miscellaneous	MCDONAGH	99.25
					\$198.50

AMERICAN PUBLIC WORK ASSOC.

04/09/2015	686918.0415	E 101-43100-433	Dues and Subscriptions	DUES	111.88
04/09/2015	686918.0415	E 101-45200-433	Dues and Subscriptions	DUES	111.87
					\$223.75

ANOKA COUNTY TREASURY DEPT.

04/02/2015	B150402W	E 101-42110-321	Telephone	BROADBAND	37.50
04/02/2015	B150402W	E 101-42210-321	Telephone	BROADBAND	37.50
04/02/2015	B150402W	E 101-43100-321	Telephone	BROADBAND	37.50
04/02/2015	B150402W	E 101-45200-321	Telephone	BROADBAND	37.50
04/02/2015	B150402W	E 601-49440-321	Telephone	BROADBAND	37.50
04/02/2015	B150402W	E 602-49490-321	Telephone	BROADBAND	37.50
					\$225.00

ASPEN MILLS

04/03/2015	163370	E 101-42210-437	Uniform Allowance	WICKS UNIFORMS	78.50
04/06/2015	163369	E 101-42210-437	Uniform Allowance	ISUM UNIFORMS	78.50
					\$157.00

BELLBOY CORPORATION

03/31/2015	47557700	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.45
03/31/2015	47557700	E 609-49751-251	Liquor For Resale	LIQUOR	1,009.60
03/31/2015	91759300	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.74
03/31/2015	91759300	E 609-49751-254	Miscellaneous Merchandise	MISC	48.93

\$1,079.72

BGS (BARNA GUZY)

03/31/2015	143819	E 101-41600-312	Criminal Legal Fees	PROSECUTION/MISC	4,950.00
03/31/2015	144012	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,850.00
03/31/2015	144013	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	508.00
03/31/2015	144014	E 101-41600-304	Civil Legal Fees	2015 POLICE NEGOTIATIONS	135.00
03/31/2015	144015	E 101-41600-304	Civil Legal Fees	CITY ADMIN INVESTIGATION	3,163.98
03/31/2015	144016	E 101-41600-304	Civil Legal Fees	CITY ADMIN SEARCH 2015	13,000.00
03/31/2015	144017	E 101-41600-304	Civil Legal Fees	GENNERO	526.50
03/31/2015	144019	E 101-41600-304	Civil Legal Fees	MEADOWS OF ST FRANCIS PUF	511.65
03/31/2015	144195	E 101-41600-304	Civil Legal Fees	HOMEOWNERS ASSOC	832.00
					<u>\$25,477.13</u>

BOLTON & MENK, INC.

03/20/2015	109331	E 101-43100-303	Engineering Fees	PEDERSON DRIVE IMPROVE 20'	3,286.00
03/20/2015	176303	E 420-43000-303	Engineering Fees	RUM RIVER BLUFFS DEVELOP C	142.50
03/20/2015	176304	G 602-16500	Construction in Progress	2015 BRIDGE ST IMP	8,086.50
03/20/2015	176305	E 601-49440-303	Engineering Fees	WATER SYSTEM MODEL	1,050.00
03/20/2015	176310	E 101-41910-303	Engineering Fees	2015 GEN ENGINEERING	2,216.00
03/20/2015	176310	E 101-43100-303	Engineering Fees	2015 GEN ENGINEERING	464.00
03/20/2015	176310	E 101-45200-303	Engineering Fees	2015 GEN ENGINEERING	464.00
03/20/2015	176310	E 602-49490-303	Engineering Fees	2015 GEN ENGINEERING	512.00
03/31/2015	176692	G 602-16500	Construction in Progress	WASTEWATER FACILITY IMP	200,000.00
					<u>\$216,221.00</u>

BUCKET MAN

04/13/2015	212	E 101-45200-311	Contract	SUMMER BANNERS	400.00
					<u>\$400.00</u>

BUREAU OF CRIM APPREHENSION

03/31/2015	230112	E 101-42110-311	Contract	3 MO	270.00
					<u>\$270.00</u>

COCA COLA REFRESHMENTS

04/08/2015	108334816	E 609-49751-254	Miscellaneous Merchandise	MISC	269.68
					<u>\$269.68</u>

COUNTY MARKET - CITY ACCOUNT

04/01/2015	224.0315	E 101-42210-212	Motor Fuels	FUEL	244.03
					<u>\$244.03</u>

COURIER, THE

04/01/2015	70791	E 101-43210-439	Recycling Days	RECYCLING ADS	379.00
					<u>\$379.00</u>

CRYSTAL SPRINGS ICE

03/31/2015	49232	E 609-49751-254	Miscellaneous Merchandise	MISC	46.72
					<u>\$46.72</u>

DAHLHEIMER DIST. CO. INC.

03/31/2015	107374	E 609-49751-252	Beer For Resale	BEER	(169.90)
04/01/2015	107412	E 609-49751-252	Beer For Resale	BEER	8,759.10
04/01/2015	107412	E 609-49751-254	Miscellaneous Merchandise	MISC	84.00
04/01/2015	107412	E 609-49751-255	N/A Products	N/A	16.30
04/07/2015	40715	E 609-49751-252	Beer For Resale	BEER	(48.00)
04/08/2015	107735	E 609-49751-252	Beer For Resale	BEER	4,484.25
					<u>\$13,125.75</u>

DAY DISTRIBUTING CO.

03/27/2015	796253	E 609-49751-252	Beer For Resale	BEER	1,603.80
03/27/2015	796253	E 609-49751-255	N/A Products	N/A	36.80
					<u>\$1,640.60</u>

DE LAGE LANDEN

04/11/2015	45192893	E 101-42110-200	Office Supplies	POLICE COPIER	237.00
					<u>\$237.00</u>

DEX MEDIA EAST LLC

04/05/2015	110097517.0415	E 609-49750-340	Advertising	ADVERTISING	66.60
					<u>\$66.60</u>

EAGLE GARAGE DOOR CO.

03/27/2015	3862	E 101-42110-401	Repairs/Maint Buildings	REPAIRS	57.00
03/27/2015	3862	E 101-43100-401	Repairs/Maint Buildings	REPAIRS	57.00
03/27/2015	3862	E 101-45200-401	Repairs/Maint Buildings	REPAIRS	57.00
03/27/2015	3862	E 601-49440-401	Repairs/Maint Buildings	REPAIRS	57.00
03/27/2015	3862	E 602-49490-401	Repairs/Maint Buildings	REPAIRS	57.00
					<u>\$285.00</u>

ECM PUBLISHERS, INC.

04/03/2015	203754	G 803-22126	Martinson Subdivision	MARTINSON HEARING	75.25
04/03/2015	203755	G 803-22127	Blue Ribbon Pines-Mining	JORDAN TURT FARMS APRIL 15	43.00
04/03/2015	203756	E 101-41400-352	General Notices and Pub Info	TEMP SIGN	48.38
					<u>\$166.63</u>

ELITE SANITATION

04/06/2015	22379	E 101-45200-402	Janitorial Service	RENTAL	293.00
					<u>\$293.00</u>

FERGUSON WATERWORKS

03/30/2015	129773	E 601-49440-259	Water Meters	WATER METERS	2,098.01
03/31/2015	127710	E 601-49440-259	Water Meters	SUPPLIES	68.18
03/31/2015	129721	E 601-49440-259	Water Meters	WATER METERS	505.20
					<u>\$2,671.39</u>

FIRE SAFETY USA, INC.

04/09/2015	78060	E 101-42210-437	Uniform Allowance	LEATHER SHEILDS	375.00
					<u>\$375.00</u>

G&K SERVICES, INC

04/07/2015	1043160235	E 609-49750-219	Rug Maintenance	RUGS	11.23
04/07/2015	1043160236	E 601-49440-402	Janitorial Service	RUGS	27.84
04/07/2015	1043160237	E 101-41940-219	Rug Maintenance	RUGS	16.96
04/07/2015	1043160238	E 101-42110-402	Janitorial Service	RUGS	8.52
04/07/2015	1043160238	E 101-43100-402	Janitorial Service	RUGS	8.52
04/07/2015	1043160238	E 101-45200-402	Janitorial Service	RUGS	8.52
04/07/2015	1043160238	E 601-49440-402	Janitorial Service	RUGS	8.52
04/07/2015	1043160238	E 602-49490-402	Janitorial Service	RUGS	8.52
04/07/2015	1043160239	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
04/07/2015	1043160239	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
					<u>\$108.43</u>

GOPHER STATE ONE-CALL

03/31/2015	133531	E 601-49440-442	Gopher State	EMAIL	21.08
03/31/2015	133531	E 602-49490-442	Gopher State	EMAIL	21.07
					<u>\$42.15</u>

GRANITE CITY JOBBING CO.

03/31/2005	851275	E 609-49750-210	Operating Supplies	OPERATING	104.40
03/31/2005	851275	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
03/31/2005	851275	E 609-49751-254	Miscellaneous Merchandise	MISC	80.45
03/31/2005	851275	E 609-49751-256	Tobacco Products For Resale	TOBACCO	283.63
03/31/2005	851275	G 101-20810	Sales Tax Payable	TAX	(0.44)
04/07/2015	851911	E 609-49750-210	Operating Supplies	OPERATING	56.78
04/07/2015	851911	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
04/07/2015	851911	E 609-49751-254	Miscellaneous Merchandise	MISC	24.60
04/07/2015	851911	E 609-49751-256	Tobacco Products For Resale	TOBACCO	619.77
					\$1,177.69

HD SUPPLY WATERWORKS, LTD

04/08/2015	D738195	E 601-49440-229	Project Repair & Maintenance	SUPPLIES	406.04
					\$406.04

INNOVATIVE OFFICE SOLUTIONS, L

04/06/2015	760092	E 101-42110-200	Office Supplies	SUPPLIES	77.80
04/08/2015	761877	E 101-42110-200	Office Supplies	SUPPLIES	233.13
04/08/2015	761877	E 601-49440-200	Office Supplies	SUPPLIES	21.73
04/10/2015	764299	E 101-42110-200	Office Supplies	SUPPLIES	70.43
					\$403.09

ISD #15

04/07/2015	1968	E 101-42110-221	Vehicle Repair & Maintenance	2013 DODGE CHARGER	133.22
04/09/2015	1969	E 101-42110-221	Vehicle Repair & Maintenance	2011 CHEVROLET TAHOE	331.82
					\$465.04

JJ TAYLOR DISTRIBUTING

04/08/2015	2327477	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
04/08/2015	2327477	E 609-49751-252	Beer For Resale	BEER	264.60
					\$267.60

JOHNSON BROS WHLSE LIQUOR

04/01/2015	5128328	E 609-49751-206	Freight and Fuel Charges	FREIGHT	74.47
04/01/2015	5128328	E 609-49751-251	Liquor For Resale	LIQUOR	4,552.50
04/01/2015	5128330	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.72
04/01/2015	5128330	E 609-49751-254	Miscellaneous Merchandise	MISC	327.50
04/05/2015	5128329	E 609-49751-206	Freight and Fuel Charges	FREIGHT	31.92
04/05/2015	5128329	E 609-49751-253	Wine For Resale	WINE	1,108.95
04/08/2015	5133497	E 609-49751-206	Freight and Fuel Charges	FREIGHT	38.26
04/08/2015	5133497	E 609-49751-251	Liquor For Resale	LIQUOR	2,734.85
04/08/2015	5133498	E 609-49751-206	Freight and Fuel Charges	FREIGHT	74.48
04/08/2015	5133498	E 609-49751-253	Wine For Resale	WINE	1,922.55
04/08/2015	5133499	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.60
04/08/2015	5133499	E 609-49751-254	Miscellaneous Merchandise	MISC	149.88
					\$11,039.68

MCDONALD DIST CO.

04/02/2015	169363	E 609-49751-252	Beer For Resale	BEER	5,481.15
04/09/2015	170566	E 609-49751-252	Beer For Resale	BEER	9,648.11
04/09/2015	170566	E 609-49751-254	Miscellaneous Merchandise	MISC	102.00
					\$15,231.26

MN CHIEFS OF POLICE ASSN.

04/02/2015	4299	E 101-42110-208	Training and Instruction	MEDIA TRAINING	35.00
					\$35.00

MN DEPT OF HEALTH

04/30/2015	719585	E 602-49490-313	Sample Testing	MAINTENACE PERMITS	250.00
					<u>\$250.00</u>

MN U C FUND

04/08/2015	7984131.0415	E 609-49750-441	Miscellaneous	QUARTER 1	165.28
					<u>\$165.28</u>

NORTH METRO TREE SERVICE INC.

04/15/2012	041215	E 101-45200-311	Contract	SERVICES	2,055.00
04/13/2015	041315	E 101-45200-311	Contract	SERVICES	1,275.00
					<u>\$3,330.00</u>

OPUS 21

04/06/2015	150310	E 601-49440-382	Utility Billing	UTILITY BILLING	1,431.79
04/06/2015	150310	E 602-49490-382	Utility Billing	UTILITY BILLING	1,431.79
					<u>\$2,863.58</u>

PACE ANALYTICAL SERVICES

04/01/2015	151248089	E 602-49490-313	Sample Testing	TESTING	103.00
					<u>\$103.00</u>

PAUSTIS & SONS

03/30/2015	8492603	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.50
03/30/2015	8492603	E 609-49751-253	Wine For Resale	WINE	603.01
					<u>\$613.51</u>

PHILLIPS WINE & SPIRITS CO.

04/01/2015	2765938	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.60
04/01/2015	2765938	E 609-49751-251	Liquor For Resale	LIQUOR	643.31
04/08/2015	2769472	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.24
04/08/2015	2769472	E 609-49751-251	Liquor For Resale	LIQUOR	1,510.14
04/08/2015	2769473	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.04
04/08/2015	2769473	E 609-49751-253	Wine For Resale	WINE	148.80
					<u>\$2,331.13</u>

PRINTING UNLIMITED

04/06/2015	7425	E 101-42400-200	Office Supplies	SSTS REPORTS	62.60
04/06/2015	7425	E 101-43210-439	Recycling Days	CARDS	140.70
					<u>\$203.30</u>

RJM DISTRIBUTING INC.

04/06/2015	IND006719	E 609-49751-252	Beer For Resale	BEER	330.70
04/06/2015	IND006719	E 609-49751-254	Miscellaneous Merchandise	MISC	37.50
					<u>\$368.20</u>

ROSEVILLE, CITY OF

04/02/2015	220102	E 101-41110-310	Computer Consulting Fees	IT SERVICES	290.25
04/02/2015	220102	E 101-41400-310	Computer Consulting Fees	IT SERVICES	967.50
04/02/2015	220102	E 101-42110-310	Computer Consulting Fees	IT SERVICES	1,306.12
04/02/2015	220102	E 101-42210-310	Computer Consulting Fees	IT SERVICES	241.87
04/02/2015	220102	E 101-43100-310	Computer Consulting Fees	IT SERVICES	241.87
04/02/2015	220102	E 101-45200-310	Computer Consulting Fees	IT SERVICES	241.87
04/02/2015	220102	E 601-49440-310	Computer Consulting Fees	IT SERVICES	241.87
04/02/2015	220102	E 602-49490-310	Computer Consulting Fees	IT SERVICES	241.87
04/02/2015	220102	E 609-49750-310	Computer Consulting Fees	IT SERVICES	290.28
04/02/2015	220139	E 101-41110-321	Telephone	IT SERVICES	67.81
04/02/2015	220139	E 101-41400-321	Telephone	IT SERVICES	226.03
04/02/2015	220139	E 101-42110-321	Telephone	IT SERVICES	305.14

04/02/2015	220139	E 101-42210-321	Telephone	IT SERVICES	56.50
04/02/2015	220139	E 101-43100-321	Telephone	IT SERVICES	56.50
04/02/2015	220139	E 101-45200-321	Telephone	IT SERVICES	56.50
04/02/2015	220139	E 601-49440-321	Telephone	IT SERVICES	56.50
04/02/2015	220139	E 602-49490-321	Telephone	IT SERVICES	56.50
04/02/2015	220139	E 609-49750-321	Telephone	IT SERVICES	67.87
					\$5,012.85

SOUTHERN WINE & SPIRITS OF MN

04/02/2015	1270716	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.25
04/02/2015	1270716	E 609-49751-253	Wine For Resale	WINE	1,168.00
04/09/2015	1272958	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.26
04/09/2015	1272958	E 609-49751-251	Liquor For Resale	LIQUOR	1,373.17
					\$2,573.68

ST. FRANCIS TRUE VALUE HARDWAR

03/02/2015	30012	E 601-49440-217	Other Operating Supplies	SUPPLIES	6.51
03/02/2015	30012	E 602-49490-217	Other Operating Supplies	SUPPLIES	6.50
03/02/2015	30013	E 602-49490-229	Project Repair & Maintenance	SUPPLIES	45.58
03/02/2015	30046	E 602-49490-217	Other Operating Supplies	SUPPLIES	13.27
03/02/2015	30867	E 602-49490-217	Other Operating Supplies	SUPPLIES	12.33
03/02/2015	31114	E 601-49440-229	Project Repair & Maintenance	SUPPLIES	43.68
03/10/2015	31057	E 101-42210-217	Other Operating Supplies	SUPPLIES	38.30
03/10/2015	31057	E 101-42210-401	Repairs/Maint Buildings	SUPPLIES	8.54
					\$174.71

STRAUGHAN HARDWARE, INC

03/18/2015	230271	E 101-43100-402	Janitorial Service	KEY BLANKS	22.24
03/18/2015	230271	E 101-45200-402	Janitorial Service	KEY BLANKS	22.24
03/18/2015	230271	E 601-49440-402	Janitorial Service	KEY BLANKS	22.23
03/18/2015	230271	E 602-49490-402	Janitorial Service	KEY BLANKS	22.23
					\$88.94

THE AMERICAN BOTTLING COMPANY

04/02/2015	5449818220	E 609-49751-254	Miscellaneous Merchandise	MISC	351.32
					\$351.32

TIERNEY

04/02/2015	687673	E 101-42110-237	Small Equipment	EPSON PROJECTOR	226.80
04/02/2015	687673	E 101-43100-237	Small Equipment	EPSON PROJECTOR	226.80
04/02/2015	687673	E 101-43210-237	Small Equipment	EPSON PROJECTOR	226.80
04/02/2015	687673	E 101-45200-237	Small Equipment	EPSON PROJECTOR	226.80
04/02/2015	687673	E 601-49440-237	Small Equipment	EPSON PROJECTOR	226.79
04/02/2015	687673	E 602-49490-237	Small Equipment	EPSON PROJECTOR	226.79
					\$1,360.78

US DEPT OF EDUCATION

		G 101-21716	Other Deductions	WAGE LEVY 4-09-15	297.63
					\$297.63

WIRTZ BEVERAGE MN

04/01/2015	1080306309	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.35
04/01/2015	1080306309	E 609-49751-251	Liquor For Resale	LIQUOR	326.95
04/09/2015	1080309268	E 609-49751-206	Freight and Fuel Charges	FREIGHT	52.32
04/09/2015	1080309268	E 609-49751-251	Liquor For Resale	LIQUOR	3,286.64
					\$3,670.26

\$337,436.85

FUND SUMMARY

101 GENERAL FUND	\$60,904.50
420 RUM RIVER BLUFFS DEVELOPMENT	\$142.50
601 WATER FUND	\$7,440.56
602 SEWER FUND	\$212,242.54
609 MUNICIPAL LIQUOR FUND	\$56,588.50
803 ESCROW	\$118.25
Total	<u>337,436.85</u>

CITY OF ST. FRANCIS
4/20/2015

Checks cut since last Council Meeting

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
TOTAL				0.00

Disbursements via Debits to 4M Account

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
TOTAL		0.00

Disbursements via Debits to Checking Account

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Visa	Credit Card	8,513.82
Federal Tax	Payroll	17,344.32
PERA	Payroll	14,070.98
ING	Payroll	1,500.00
ICMA	Payroll	584.20
State Tax	Payroll	3,544.04
MSRS	Payroll	602.98
Federal Tax	Payroll	1,981.52
PERA	Payroll	360.18
State Tax	Payroll	186.50
Sales Tax	Sales Tax	12,466.00
Federal Tax	Payroll	17,589.81
PERA	Payroll	13,970.83
ING	Payroll	1,500.00
ICMA	Payroll	585.49
State Tax	Payroll	3,561.26
MSRS	Payroll	603.88
Village Bank	March Fees	83.35
PSN	March Fees	153.95
TOTAL		99,203.11



PLANNING REPORT

TO: St Francis City Council
FROM: Nate Sparks
DATE: April 15, 2015
MEETING DATE: April 20, 2015
RE: Martinson Easement Vacation Public Hearing

Background / Description of Request

Martinson Machine LLLP has made an application for a vacation of the roadway easement for Zea Street and the former location of Stark Drive. This is related to the recently approved preliminary plat for the Martinson Addition.

The applicant intends to plat Stark Drive in its current location on the south side of their property. It is currently dedicated by a roadway easement. With the replat of the property, it will be simpler to dedicate it as platted right-of-way. The former location of Stark Drive has not yet been formally vacated, which this action is intended to accomplish.

The applicant also intends to plat Zea Street in its current location. Zea is dedicated by an easement and the platting of the right-of-way will replace this easement document. This will not change the location of the roadway but rather only change the means by which it is dedicated to the public.

Final Plat

The vacation of the easements related to the replat requires a public hearing which was noticed for the April 20th Council meeting. The City will be taking action on the final plat at a later date. If the vacation is considered to be acceptable, the resolution for the vacation will be presented to Council at the same time as the final plat resolution. The City recently received comments from other agencies related to the plat and once these comments are addressed, the final plat will be brought to the City Council.

Recommended Action

It is recommended that the Council direct Staff to bring back a resolution of approval for the easement vacation at the same time as the consideration of the final plat.

ATTACHMENTS

Easement Vacation Exhibit

PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the St. Francis City Council will be conducting a public hearing on April 20 at 6:00 PM or shortly thereafter. The public hearing will be conducted at the Independent School District #15 Offices located at 4115 Ambassador Blvd, St. Francis, MN 55070.

The purpose of the public hearing is to consider a vacation of a right-of-way easement for the former location of Stark Drive related to the Martinson Addition final plat.

All interested parties are encouraged to attend the public hearing. Verbal and written testimony regarding the vacation will be accepted during the hearing. Additional information regarding the vacation can be obtained by contacting the City of St. Francis, 23340 Cree St NW, St. Francis, MN 55070 or by calling (763) 753-2630.



-Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed, please contact us prior to deadline at Cambridge (763) 691-6000 or email at publicnotice@ecm-inc.com

Ad Proof

Enlarged

CITY OF ST. FRANCIS PUBLIC HEARING

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Published in the
Anoka County Union Herald
March 27, April 3, 2015
368594

Date: 03/25/15

Account #: 367257

Customer: CITY ST FRANCIS/BARB HELD ~

Address: 23340 CREE STREET NW
SAINT FRANCIS

Telephone: (763) 753-2630

Fax:

Publications:
Anoka County Union Herald

Ad ID: 368594

Copy Line: Martinson Hearing

PO Number:

Start: 03/27/15

Stop: 04/03/2015

Total Cost: \$75.25

of Lines: 30

Total Depth: 3.333

of Inserts: 2

Ad Class: 150

Phone #: (763) 691-6000

Email: publicnotice@ecm-inc.com

Rep No: CA700

Contract-Gross

St. Francis Youth Baseball Association

www.stfrancisbaseball.org

April 13, 2015

City of St. Francis Mayor & City Council

Re: Waive 2015 Permit Fees for Hidden Ponds

The St. Francis Youth Baseball Association (SFYBA) requests the City of St. Francis waive the \$300 permit fee for the use of Hidden Ponds baseball field three (3) days per week (Tuesday – Thursday) starting April 7, 2015 and ending July 23, 2015. SFYBA has committed to a donation of \$3,000 in 2015 for improvements made to this field, primarily to new fencing, benches and concrete to form an upgraded dugout/bench area for St. Francis youth teams as well as visiting teams from the surrounding area.

Hidden Ponds will be used by 10U and 11U traveling baseball teams for practices and in games against teams from cities such as Andover, Anoka, Blaine, Forest Lake and other cities in the northern metro area.

SFYBA has enjoyed a long and successful partnership with the City of St. Francis, including the use of Community Park over the last decade. SFYBA would expect to resume paying the annual permit fee for the use of Hidden Ponds in 2016.

Respectfully Yours,



Luke Scardigli
President

St. Francis Youth Baseball Association
763-923-4278

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

ORDINANCE 201, SECOND SERIES

AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE
REGARDING THE FEE SCHEDULE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That all previously adopted versions of the fee schedule are deleted and Section 2-9-1, Second Series shall hereby be added to read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect 30 days after its publication or as noted in the amendment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS ____
DAY OF _____, 2015.

APPROVED:

Steve Kane
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

SECTION 9
FEE SCHEDULE

SECTION:

2-9-1: Fee Schedule

2-9-1: FEE SCHEDULE.

A. Administrative Penalties.

1. Administrative Enforcement Penalties:
 - a. 1st Offense \$100
 - b. 2nd Offense \$200
 - c. 3rd Offense \$500
 - d. 4th Offense \$1,000
 - e. 5th Offense and Beyond \$2,000
2. Administrative Hearing Fee \$100

B. Animal Impound Fees.

1. Administrative Fee \$50/day
2. Pick Up Service Fee:
 - a. 8 AM to 6 PM \$60/hour
 - b. 6 PM to 8 AM \$80/hour
3. Boarding Fee \$25/day

C. Animal License:

1. Dog License (May to April)
\$10/1-2 year vaccinations
\$15/3 year vaccination
~~\$3 discount for seniors~~
(age of owner)
2. Kennel:
 - a. First 10 Dogs \$100/year
 - b. Each Additional Dog \$10/year

D. Amusement and Recreation.

1. Amusement Machine \$15/location + \$15/machine
2. Dance:
 - a. Annual \$100/year
 - b. Per Event \$10/event

E. Business and Service License.

1.	Investigation Fee	\$25
2.	Adult Entertainment Use	\$2,000/year
3.	Sauna/Massage Parlors	\$2,000/year
4.	Fireworks – Retail/Tent	\$50/occurrence
5.	Fireworks – Pyrotechnic Display	\$50/occurrence
6.	Pawnbroker	\$1,000/year
7.	Refuse Hauler	\$200/year + \$50/truck
8.	Massage Therapist	\$200/year
9.	Taxicab Driver License Fee	\$150/year
10.	Taxicab Operator License Fee	\$150/year
11.	Towing/Impound	\$150/year
12.	Finger Printing	\$15 and customer provides fingerprint card
13.	Transient Merchant/Peddler:	
	a. Week	\$50
	b. Month	\$150
	c. Year	\$300
14.	<u>Excavations/Mining:</u>	
	a. <u>Active Area Fee</u>	<u>\$50/acre</u>
	b. <u>Inactive Area Fee</u>	<u>\$25/acre</u>
	c. <u>Restoration Credit</u>	<u>\$25/acre</u>

F. Liquor License.

1.	3.2% Malt – Off Sale	\$50/year
2.	3.2% Malt – Off Sale – Special Event	\$25/event
3.	3.2% Malt – On Sale	\$200/year
4.	Club License	\$200/year
5.	Wine License	\$200/year
6.	Intoxicating Liquor – On Sale	\$4,000/year
7.	Intoxicating Liquor – Sunday Sales	\$200/year
8.	Investigation Fee:	
	a. Single Application	\$200
	b. Partnership	\$300
	c. Corporation	\$400

G. Tobacco License. \$150/year

H. Street Disruption.

1.	Road Right-of-Way – Registration	\$35 + \$2,000 escrow
2.	Road Right-of-Way – Permit Application	\$150 + Consultant Fees
3.	Street Opening	\$50 + Bond or Deposit and Consultant Fees

I. Document Services.

1.	Accident, Police and Fire Reports	\$.25/page; over 100 pages TBD
2.	Copies	\$.25/page copied
a.	CDs	\$15
b.	Colored Copies of Photos	\$3/page
c.	Certificate of Survey (non-homeowner)	\$2
d.	City Council Agenda & Minutes (mailed):	
	1) Resident	\$25/year
	2) Non-Resident	\$25/year + postage
e.	Planning/Park Commission Agenda and Minutes (mailed):	
	1) Resident	\$12/year
	2) Non-Resident	\$12/year + postage

J. General and Miscellaneous.

1.	Lockouts	\$25
2.	Mileage Reimbursement for Personal Vehicle	Current IRS Rate
3.	Notary	\$2/document
4.	Public Nuisance Violation Administration Fee (assessable)	\$75/occurrence
5.	Certify Delinquent Invoices (except utilities)	Lesser of 10% of delinquency or \$75
6.	Certify Delinquent Invoices	10% of delinquency
7.	Fire Department Charges	See Ordinance 138
8.	Returned Checks	\$30/check
9.	Snowmobile Permit	\$15
10.	Special Assessment Administrative Fee	\$100
11.	Special Assessment Search	\$20/each

K. Equipment and Staff Use.

1.	One Ton Truck with Plow	\$55/hour
2.	Belos with Attachment	\$55/hour
3.	Crane Truck	\$45/hour
4.	Electric Generator	\$60/hour
5.	Grader	\$90/hour
6.	Kubota/Attachments Mower	\$50/hour
7.	Pick Up Truck	\$40/hour
8.	Single Axle Truck	\$65/hour

- | | | |
|-----|--|-------------------------------------|
| 9. | Single Axle Truck with Plow | \$85/hour |
| 10. | Tool Cat/Skid Steer w/Attachments | \$60/hour |
| 11. | Tractor with Loader or Attachments | \$60/hour |
| 12. | Pay Loader | \$90/hour |
| | * Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas | |
| 13. | Staff Time | Two Times Step 8 of Their Pay Grade |

L. Council / Commission Pay.

- | | | |
|----|---|---|
| 1. | City Council Per Diems Per Day | \$35 for four hours or less;
\$70 for more than four hours |
| a. | Special Council Meetings | |
| b. | Council Retreats/Work Sessions | |
| c. | Economic Development Authority Meeting (EDA) | |
| d. | League of MN Cities Functions | Prior Approval Required |
| e. | Labor Negotiations | Prior Approval Required |
| f. | Employee Interviews | Prior Approval Required |
| g. | Mayor Only: | |
| | 1) School/County Liaison | Mayor may appoint Council members to fulfill his obligations and approve attendance |
| | 2) MN Mayors Association | |
| | 3) Speaking Engagements at Other Civic Org. | |
| | 4) Closing of Property Acquisition | |
| | 5) Fire District Study Group | |
| 2. | Planning Commission: | |
| a. | Chairman | \$25/meeting paid annually |
| b. | Member | \$20/meeting paid annually |
| 3. | Park Commission: | |
| a. | Chairman | \$25/meeting paid annually |
| b. | Member | \$20/meeting paid annually |
| 4. | Economic Development Authority | \$20/meeting paid annually |
| 5. | Upper Rum River Watershed – Resident Appointed by Council | \$20/meeting paid annually |

M. Parks and Recreation.

- | | <u>Resident</u> | <u>Non-Resident</u> |
|----|--------------------------------------|------------------------|
| 1. | Concession | \$25 |
| 2. | Ball Park Use – Outside Organization | \$50 |
| | | \$100/night for season |
| | | \$200/night for Season |
| 3. | Clean Up Deposit | \$50 - refundable |
| 4. | Key Replacement | \$75 - refundable |
| 5. | Football Field | \$50 |
| 6. | Football Youth Program | \$25/each |
| | | \$43/week per team |

- | | | | |
|-----|----------------------------------|-------------------------------------|-------------------------------------|
| 7. | Gazebo Rental | \$50 | \$100 |
| 8. | Rink Rental for
Reserved Time | \$25/hour for after
hours rental | \$50/hour for after
hours rental |
| 9. | Shelter | \$25 | \$50 |
| 10. | Soccer | \$34/week per team | |
| 11. | Soccer Field | \$25/each | \$35/each |
| 12. | Warming House | \$50 | \$100 |
- *St. Francis City Council has the authority to charge an annual fee of \$100 for non-profits.*
 - *St. Francis City Council has the authority to waive any fees for non-profits.*

N. Community Center.

- | | | | |
|----|---|--|---|
| 1. | Resident | | \$30/event |
| 2. | Non-Resident | | \$55/event |
| 3. | Damage Deposit | | \$100 |
| 4. | Late Key Return | | \$25 if not returned
within 2 business
days of event |
| 5. | City Purposes | | Free |
| 6. | City Benefit: | | |
| | a. St. Francis Lions/Lioness | | Fees will be waived
for these uses unless
the Council
specifically
determines that the
fees should be
imposed |
| | b. St. Francis Senior Citizens Group | | |
| | c. St. Francis Area Jaycees | | |
| | d. St. Francis Youth Association
(4-H, Scouts, Hockey, etc.) | | |
| | e. St. Francis Ambassador Program | | |
| | f. St. Francis Area Chamber of Commerce | | |
| | g. Other Governmental Agencies | | |
| | h. Local Church Organizations | | |
| | i. Local Business/Non-Profit Organizations | | |
| 7. | Priority for Use in Event of Conflict: | | |
| | a. City of St. Francis | | Based on earliest
request if more than
one applicant of the
same class seeks
conflicting dates |
| | b. Non-Profit located within City limits | | |
| | c. Residents (individuals or groups) | | |
| | d. Non-Profit located outside City limits | | |
| | e. Non-Residents (individuals or groups) | | |

O. Division and Use of Property.

	<u>Fee</u>	<u>Escrow</u>
1. Administrative Subdivision	\$200	\$250
2. Annexation	\$250	\$300
3. Appeal	\$200	\$250
4. Comprehensive Plan Amendment	\$450	\$650
5. Conditional Use Permit	\$350	\$650
6. Dock Permit	\$50	\$100
7. Driveway Permit	\$50	\$200 (may be waived by staff)
8. Environmental Review	\$350	\$650
9. Excavation/Fill Permit (Admin)	\$100	\$250
10. Excavation/Fill Permit (IUP)	\$350	\$650
11. Fence-Under Six Feet in Height	\$50	
12. Home Occupation (IUP)	\$350	\$650
13. Interim Use	\$350	\$650
14. Minor Subdivision	\$350	\$400
15. Ordinance Amendment	\$350	\$650
16. Planned Unit Development	\$350	\$650
17. Rental Housing Licensing:		
a. License	\$150	
b. License Renewal	\$100	
c. License Renewal Multiple Family	\$75	
18. Sign Permit Zoning Review (Admin)	\$75	
19. Sign Permit Zoning Review (Full)	\$250	\$350
20. Sign Permit Zoning Review (Temporary)	\$25	
21. Rezoning	\$350	\$650
22. Site and Building Plan Review (Admin)	\$100	\$250
23. Site and Building Plan Review (Regular)	\$350	\$450
24. Street/Utility Easement Vacation	\$350	\$650
25. Subdivision:		
a. Sketch Plan	\$300	\$500
b. Preliminary Plat (Rural)	\$400	\$400 + \$125/lot
c. Preliminary Plat (Urban)	\$400	\$425 + \$175/lot
d. Final Plat	\$350	\$650
26. Temporary Habitation Permit	\$200	\$5,000
27. Temporary Outdoor Sales Permit/ License	\$50	
28. Wetland Replacement Plan Review With Plat	\$350	\$650
29. Wetland Replacement Plan and Excavation	\$350	\$650
30. Vacant Building Registration Fee;		
a. First Year	\$125	
b. Second Year Renewal	\$175	

c.	Third Year Renewal	\$250	
d.	Fourth Year Renewal	\$350	
e.	Fifty Year Renewal and Beyond	\$500	
31.	Vacant Building Administration Fee	\$100	
32.	Variance Application	\$350	\$650
33.	Park Dedication	\$2,500/lot	
34.	TIF Application	\$2,500	\$2,500
35.	Landscaping Escrow Admin Fee	\$100	

• Applicants are responsible for all costs incurred by the City for consultant fees.

P. Building Permits.

	<u>Fee</u>	<u>Escrow</u>	
1.	Basement Finishes Permit	\$140	**See Below
2.	Building Demolition	\$95	**See Below
3.	Building Demolition – Commercial	By Valuation	
4.	Contractor Verification Fee	\$10	
5.	Fence – Residential	\$40	
	a. Over Six Feet in Height	By Valuation	
	b. Commercial	By Valuation	
6.	Fireplace	\$95	**See Below
7.	Fuel Tank Removal	\$95	**See Below
8.	Engineer's Grading Review of Building Permit	\$130	
9.	Water Heater	\$75	**See Below
10.	HVAC – Heating Installations	\$95/each	**See Below
	HVAC – Air Conditioning	\$55/each	**See Below
11.	Inspections – After Hours	\$70/hour, minimum 2 hours	
12.	Investigation Fee	Not to exceed permit fee	
13.	Irrigation	\$50 back flow preventer	**See Below
14.	Mobile Home Setup	By Valuation	
15.	On-Site Septic:		
	a. Type I – IV	\$275	**See Below
	b. Type V	By cost incurred	
	c. Operating Permit	\$125/year	**See Below
16.	Plumbing	\$95	
17.	Pools	\$75	**See Below
	• Letter must be submitted annually stating that an above ground pool will be placed in the same location each year as per the initial site plan.		
18.	Pools – In Ground	By Valuation	
19.	Re-inspection Fee	Not to exceed \$75/trip	
20.	Roofing:		
	a. Residential	\$95	**See Below
	b. Commercial	By Valuation	
21.	Septic System Pumping Verification	\$20	

- | | | |
|---|-----------------------|-------------|
| 22. Siding: | | |
| a. Residential | \$95 | **See Below |
| b. Commercial | By Valuation | |
| 23. Signs | By Valuation | |
| 24. Water Softener Permit: | | |
| a. Residential | \$15 by State Statute | **See Below |
| b. Commercial | By Valuation | |
| 25. Windows/Exterior Doors | \$95 | **See Below |
| 26. Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.) | By Valuation | |

- *Anything not listed above will be based on valuation + plan review + State surcharge.*
- *Permits over 180 days of inactivity are null and void with no refund.*
- *Permit extension not to exceed ½ permit fee and Building Inspector makes determination.*
- *No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for State surcharges.*

**** STATE SURCHARGE collected in accordance with MN Statutes 326B.148 which is currently \$5 per permit.**

Q. Escrow Deposits.

- | | |
|-----------------------------|-----------------|
| 1. Urban: | |
| a. Curb Box and Meter | \$1,500 |
| b. Final Grading | \$500 - \$1,000 |
| c. Litter/Debris Cleanup | \$100 - \$300 |
| d. 2" Caliper Tree (new) | \$300 |
| e. Sod | \$2,000 |
| f. Seeding/Sprinkler | \$2,000 |
| g. 3" Black Dirt | \$500 |
| h. Erosion Control in Place | \$300 |
| i. Street Cleaned | \$200 |
| j. Driveway Installed | \$1,500 |
| 2. Rural: | |
| a. Final Grading | \$500 - \$1,000 |
| b. Litter/Debris Cleanup | \$100 - \$300 |
| c. 2" Caliper Tree (new) | \$300 |
| d. Sod/Seeding | \$300 - \$2,000 |
| e. Erosion Control in Place | \$300 |
| f. Culvert | \$1,500 |
| g. Driveway Installed | \$1,500 |

R. Utility Fees.

1.	Access Charge:		
	a. Sewer Equivalent Connection	\$4,200	<u>\$4,284</u>
	b. Water Equivalent Connection	\$3,000	<u>\$3,060</u>
2.	Trunk Line Charge:		
	a. Water Trunk Line Availability	\$2,956	
	b. Sanitary Sewer Trunk Line Availability	\$4,150	
2-3.	Tapping and Connection Permits:		
	a. Tapping and Water Connection	\$125	
	b. Tapping and Sewer Connection	\$125	
	c. Water Connection	\$50	
	d. Sewer Connection	\$50	
3-4.	Meter Deposit:		
	a. 3/4"	Cost	
	b. 1" and larger	Cost + 10%	
4-5.	Water Shutoff (7:00 am - 3:30 pm)	\$35	
5-6.	Water Reconnect (7:00 am - 3:30 pm)	\$35	
	• <i>The disconnect and reconnect fee for water shall be waived if a resident leaves for two consecutive months during the time from October to March. This is to promote the idea of shutting off these snowbird residences to reduce the chance for freeze ups and bursting of pipes.</i>		
6-7.	Meter Repair (not removal or Installation)	Time and materials with \$50 minimum	
7-8.	Curb Stop Locate:		
	a. Summer	\$25 minimum	
	b. Winter	\$50 minimum	
8-9.	Curb Stop Driveway Cover	Cost	
9 10.	Curb Stop Repair	Time and materials with \$50 minimum	
10 11.	Curb Stop Box	Cost	
11 12.	Hydrant and Gate Valve Repair	Time and materials with \$50 minimum	
12 13.	Hydrant Meter Deposit	\$800	
13 14.	Non-Response to Tagging Notice	\$250/month until resolved	
14 15.	Unmetered Use of City Water	\$200	

S. Water Rates.

1.	Monthly Base Fee	\$13.75	<u>\$19.94</u>
	a. State Test Fee	\$.53	
2.	Charge per 1,000 Gallons Used per Equivalent Connection:		
	a. 0 – 14,999	\$4.25/	<u>\$6.16</u> equivalent connection
	b. 15,000 – 29,999	\$4.45/	<u>\$6.45</u> equivalent connection



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

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MEMORANDUM

Date: April 16, 2015
To: Honorable Mayor Kane and Members of the City Council
City of St. Francis
From: Jared Voge, P.E.
City Engineer
Subject: Anoka Conservation District Partnership Project
St. Francis, Minnesota
BMI Project No: R18.106740

INTRODUCTION:

The Anoka Conservation District (ACD) has secured Clean Water Legacy Funding for stormwater retrofit studies and has approached the city regarding a partnership opportunity to conduct a study within the city.

BACKGROUND:

The ACD applied for and obtained Clean Water Legacy Funding for stormwater retrofit studies within Anoka County. ACD has identified an area within the city with little or no stormwater treatment prior to discharge to the Rum River. The Stormwater Retrofit Analysis Project is an opportunity to partner with ACD to complete a study which will provide valuable data required for the MS4 Permit process. The purpose of the project is to improve stormwater quality and reduce the volume of runoff from areas within the city which drain to the Rum River with little or no treatment. The goal of the study is to identify and prioritize projects that provide the greatest amount of stormwater treatment per dollar spent. The study will assist in identifying stormwater improvements which can be incorporated into future improvement projects or be completed as stand-alone projects. In addition, the completed study will provide an opportunity to apply for grant monies from the Clean Water Legacy Fund and other funding programs. Please find attached a Project Summary and Contract for your review.

RECOMMENDATION:

We recommend that by passing a motion, the City Council authorize the Public Works Director to execute the Contract for Services for the St. Francis Stormwater Retrofit Analysis Project between the City and Anoka Conservation District.

BUDGET IMPACT:

The city's portion of the costs associated with the Stormwater Retrofit Analysis Project is \$6,000. Funds from the stormwater budget line item within the Streets Department budget will be used for funding the analysis.

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

JAV/kg

Enclosure

PROJECT SUMMARY

CITY OF ST. FRANCIS

STORMWATER RETROFIT ANALYSIS

The purpose of this project is to improve stormwater quality and reduce the volume of runoff from areas within the City of St. Francis which drain to the Rum River with little or no treatment. The goal is to identify and prioritize projects that provide the greatest amount of stormwater treatment per dollar spent, allowing the implementation of projects in a systematic way that maximizes the use of limited financial resources.

TASKS TO BE COMPLETED BY THE ANOKA CONSERVATION DISTRICT

STORMWATER RETROFIT ANALYSIS PROCESS*	
STEP AND PURPOSE	KEY TASKS
TAC Meeting 1 Kickoff and scoping	<ul style="list-style-type: none"> • Overview of process • Define core retrofitting objectives • Identify preferred retrofit treatment options • Establish focus area
Desktop Analysis Search for potential retrofit sites throughout the subwatershed	<ul style="list-style-type: none"> • Delineate subwatershed focus area • Secure GIS and other mapping • Conduct desktop search for potential retrofit sites • Prepare base maps for reconnaissance
TAC Meeting 2 Desktop review	<ul style="list-style-type: none"> • Present drainage area delineations and potential retrofits identified as part of the desktop analysis
Subwatershed Reconnaissance Investigate retrofit sites in the field	<ul style="list-style-type: none"> • Verify drainage areas and mapping data • Assess site constraints • Search for additional retrofit opportunities
Treatment Analysis/Cost Estimates Create project concepts and model for treatment potential	<ul style="list-style-type: none"> • Develop project concepts • Utilize a water quality computer model for determining pollution and volume reduction (WinSLAMM) • Develop project cost estimates
Evaluation and Ranking Compare projects throughout the subwatershed	<ul style="list-style-type: none"> • Conduct cost/removal analysis for project concepts • Rank projects by cost-effectiveness • Compare results to restoration objectives
TAC Meeting 3 Review of Complete Draft	<ul style="list-style-type: none"> • Review of the draft report
Presentation	<ul style="list-style-type: none"> • Presentation of final report

*Process modified from The Center for Watershed Protection's Urban Stormwater Retrofit Practices Manuals (2005 and 2007)

FOCUS AREA

The area of the City of St. Francis that will be analyzed is shown in the map to the right. This area is 898 acres, of which 660 is developed (not purple or the river) and would be the focus of study. Final study area boundaries will be based on data provided by the city (e.g. storm sewer pipes, catch basins, etc.) and watershed delineation.

WORK PRODUCTS

- Detailed report including:
 - Methods used
 - Catchment summaries including estimated pollutant and volume loads
 - Retrofit recommendations
 - Maps with identified project sites
 - Treatment analysis including estimated pollutant and volume reductions
 - Site selection guidance
 - Retrofit project ranking
- One presentation of the analysis findings



PARTNERSHIP BUDGET

- Proposed \$13,000 project total, including:
 - \$6,500 – City of St. Francis
 - \$6,500 – Anoka Conservation District via Metro Conservation Districts Clean Water Funding



Contract for Services

between the

City of St. Francis

and the

Anoka Conservation District

For the

St. Francis Stormwater Retrofit Analysis Project

This AGREEMENT is made and entered into by and between the CITY OF ST. FRANCIS, with a regular place of business at 23340 Cree Street NW, St. Francis, MN 55070, hereinafter referred to as CITY and the

ANOKA CONSERVATION DISTRICT, a subdivision of state government organized under MN Statute 103C with a regular place of business at 1318 McKay Drive NE, suite 300, Ham Lake, MN 55304, hereinafter referred to as ACD.

WITNESSETH

WHEREAS, the CITY and the ACD have the common objective of properly and efficiently managing natural resources for the long term good; and

WHEREAS, the ACD has secured Clean Water Legacy Funding for stormwater retrofit studies; and

WHEREAS, the CITY is interested in participating in a stormwater retrofit study; and

WHEREAS, the parties agree that it is in their best interest to define their respective responsibilities and obligations; and

WHEREAS, the parties are authorized to enter into agreements for joint exercise of powers common to them pursuant to the Minnesota Joint Powers Act, Minn. Stat. §471.59;

NOW, THEREFORE, it is mutually stipulated and agreed;

1 Purpose

The parties agree that they have joined together for the purpose of implementing the St. Francis Stormwater Retrofit Analysis, which is described in the attached Project Summary and incorporated herein by reference.

2 Term

- 2.1 **Effective date:** The date of contract execution by all parties.
- 2.2 **Expiration date:** December 31, 2017.
- 2.3 **Early termination.** Either party may terminate this agreement or portion thereof at any time with 30 days written notice, or shorter time if mutually agreed. Both parties are responsible for their duties through the date of termination.
- 2.4 **Survival of terms.** The following clauses survive the expiration or cancellation of this agreement: liability, disposition of work products, employees.

3 CITY's Duties

The CITY is responsible to:

- 3.1 Compensate ACD per this agreement. Compensation to the ACD will be limited to the amount specified in this agreement.
- 3.2 Provide ACD staff with GIS shapefiles of stormwater infrastructure in the city, to the extent it is available.
- 3.3 Participate in project meetings.

4 ACD's Duties

The ACD is responsible to:

- 4.1 Carry out the tasks outlined in the Project Summary, including a final project report.
- 4.2 Invoice CITY in a timely manner.
- 4.3 Maintain detailed accounting of all financial transactions.

5 Disbursement of Funds

The ACD will invoice the CITY on the following schedule:

- 5.1 The ACD will invoice the CITY on the following execution of this contract. Payment shall be due within 30 days of invoice.
- 5.2 The ACD must refund to the CITY any fees paid for work that is not completed to the terms specified in this agreement.

6 Contracts and Purchases

All contracts let and purchases made pursuant to this agreement shall be made by the ACD in conformance with requirements applicable to the ACD. Any equipment purchased will become property of the ACD.

7 Liability

- 7.1 In the performance of this agreement the CITY and ACD mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement. Nothing herein shall be deemed a waiver by either party of the limitations on liability set forth in Minnesota Statutes, Chapter 466; and neither party shall be required to indemnify the other for any claims in excess of the limitations set forth in Minnesota Statutes, Chapter 466, less any amounts the indemnifying party is required to pay on behalf of itself, its officers, agents, and employees for damages arising out of the same occurrence.

7.2 ACD shall maintain compliance with Minn. Stat 176.181, subd. 2, pertaining to worker's compensation insurance coverage. ACD employees will not be considered CITY employees. Any claims that arise under the Minnesota Worker's Compensation Act on behalf of these employees are in no way the CITY's obligation or responsibility.

8 Disposition of Work Products

8.1 At the time of completion or termination of the work, the ACD shall make available to the CITY all maps, tracings, reports, resource materials and other documents pertaining to the work. Any adaptation or interpretation will be at the third party's sole risk and without liability or legal exposure to the ACD.

8.2 All data and information obtained by the ACD in the performance of the work herein may be kept and used by the ACD at its discretion to the benefit of the public.

9 Employees

9.1 ACD staff engaged in work under this agreement are independent contractors and not CITY employees. ACD staff are subject to ACD policies.

10 Entire Agreement

The entire agreement of the parties is contained herein including the attached "Project Summary." Any alterations, variations, modifications or waivers of the provisions of this agreement shall be valid only when they have been reduced to writing and duly signed by the parties herein.

City of St. Francis

Anoka Conservation District

By: _____

By: _____

Date: _____

Date: _____



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MEMORANDUM

Date: April 16, 2015
To: Honorable Mayor Kane and Members of the City Council
City of St. Francis
From: JW Jared Voge, P.E.
City Engineer
Subject: Kerry Street and 232nd Lane Improvements
St. Francis, Minnesota
BMI Project No: R18.106740

INTRODUCTION:

As authorized by the City Council at the May 20, 2013 City Council meeting, a Preliminary Engineering Report has been prepared for the Kerry Street and 232nd Lane Improvements.

BACKGROUND:

At the April 6, 2015 City Council meeting, the City's Financial Management Plan was adopted. The Financial Management Plan identifies street improvement projects for 2015 through 2024. One of the projects identified in the plan for 2015 is the Kerry Street NW and 232nd Lane NW Improvements. The Kerry Street NW and 232nd Lane NW Improvements project was previously discussed with council at the July 1, 2013 City Council meeting. At that time, council did not pursue the improvements. The Preliminary Engineering Report has been updated to more accurately reflect 2015 unit prices. The proposed improvements are consistent with those previously discussed for the project.

RECOMMENDATION:

We recommend that Council adopt the enclosed Resolution Receiving Preliminary Engineering Report and Calling Public Hearing on the Kerry Street NW and 232nd Lane NW Improvements project.

BUDGET IMPACT:

The improvements are identified in the City's Financial Management Plan which identifies General Obligation Bonds and assessments as the funding sources for the improvements.

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

JAV/kg

Enclosure

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

A general meeting of the City Council of the City of St. Francis, Minnesota was called to order by Mayor Steve Kane at 6:00 p.m. in the Council Chambers of City Hall, St. Francis, Minnesota, on Monday, April 20, 2015. The following Council Members were present: _____ . The following Council Members were absent: _____. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

**CITY OF ST. FRANCIS
RESOLUTION 2015-15**

**RESOLUTION RECEIVING PRELIMINARY REPORT AND CALLING PUBLIC
HEARING ON THE KERRY STREET AND 232ND LANE IMPROVEMENTS PROJECT**

WHEREAS, the City Council deems it necessary and expedient that the City of St. Francis, Minnesota, construct certain improvements, to-wit:
in the City as described in and in accordance with the preliminary plans and report prepared by Bolton & Menk, consulting engineers; and

WHEREAS, the Council has been advised by the consulting engineers that said Kerry Street and 232nd Lane Improvements are necessary, cost-effective, and feasible and should best be made as proposed, and the consulting engineers' report to this effect has heretofore been received by the Council, and filed with the City Clerk; and

WHEREAS, the statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof, and the area proposed to be assessed, and that a reasonable estimate of the total amount to be assessed, and a description of the methodology used to calculate individual assessments for affected parcels (the "Impact of Assessments") has been made available at the hearing, all in accordance with law; and

WHEREAS, this City Council has heretofore discussed and made determinations about the Impact of Assessments.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota, that:

1. A public hearing will be held on Monday, May 18, 2015 at 6:15 p.m. in the St.

Francis City Council Chambers of the St. Francis Independent School District No. 15 District Office, 4115 Ambassador Boulevard N.W. to consider said proposed improvements.

2. The nature of the improvements, the estimated cost of each major portion thereof, and the areas proposed to be assessed therefore are described in the form of Notice of Hearing hereto attached.
3. The notice of said public hearing shall be in substantially the form contained in the notice hereto attached.
4. The City Engineer is hereby authorized and directed to cause notice of said hearing to be given two publications in the official newspaper. Said publications shall be one week apart and at least three days shall elapse between the last publication and the hearing. Not less than ten days before the hearing the City Engineer shall mail notice of the hearing to the owner of each parcel of land within the area proposed to be assessed as described in the notice. For the purpose of giving such mailed notice, owners shall be those shown to be such on the records of the County Auditor or, if the tax statements in the County are mailed by the County Treasurer, on the records of the County Treasurer. As to properties not listed on the records of the County Auditor or the County Treasurer, the City Engineer shall ascertain such ownership by any practicable means and give mailed notice to such owners.
5. The City Engineer is hereby authorized and directed to cause to be prepared the Impact of Assessments, consistent with the determinations of this City Council on and prior to the date hereof.

Adopted by the St. Francis City Council this 20th day of April, 2015.

Mayor Steve Kane

Attest:

Barb Held, City Clerk

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

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 council chambers of the St. Francis Independent School District No. 15 District Office, 4115 Ambassador Blvd. NW, at 6:15 p.m. on Monday, May 18 2015, to consider making improvements on Kerry Street between the north line of 231st Street NW and the north line of Kerry Street and on 232nd Lane NW between the east line of Kerry Street and the west line of Ivywood Street, and on Ivywood Street between the east line of 232nd Lane NW and the south line of 233rd Lane NW, 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 \$228,401. 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 April 24, 2015 and May 1, 2015.

BOLTON & MENK, INC.

Consulting Engineers & Surveyors

Kerry Street N.W. & 232nd Lane N.W.
Street Improvements

Preliminary Engineering Report

April 2015



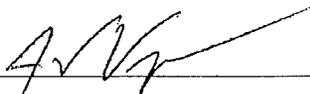
 City of
St. Francis

Feasibility Report

Kerry Street N.W. Street Improvements & 232nd Street Improvements in St. Francis, Minnesota

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: 04/16/2015

Bolton & Menk, Inc.

Consulting Engineers & Surveyors

Mankato – Fairmont - Sleepy Eye – Burnsville – Brainerd - Maplewood – Willmar – Ramsey –
Chaska – Ames, IA,

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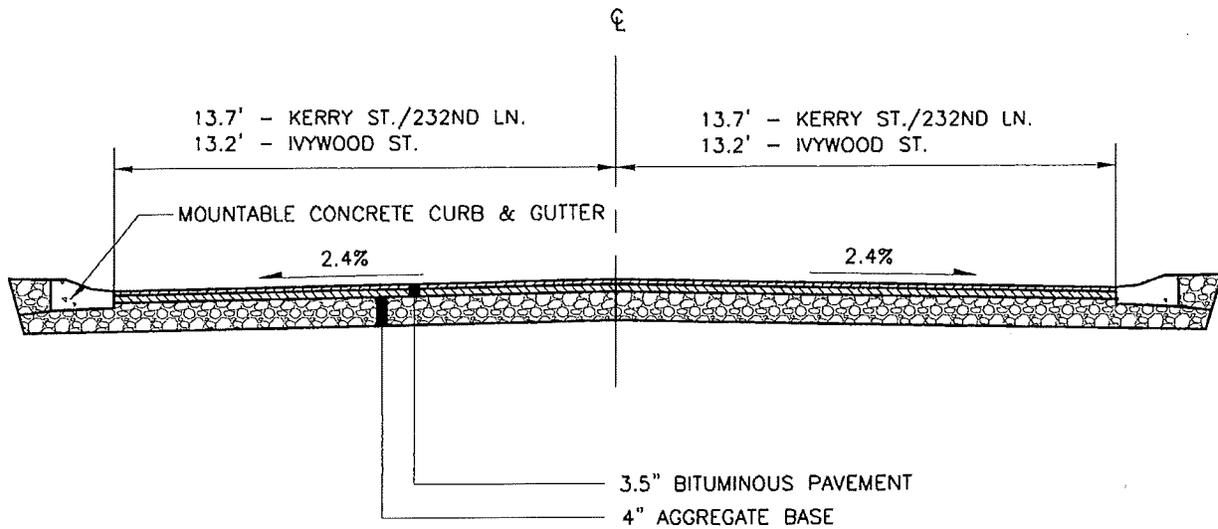
APPENDIX

FIGURE NO. 1	LOCATION MAP
FIGURE NO. 2	PROPOSED IMPROVMENTS
FIGURE NO. 3	TYPICAL STREET SECTION
FIGURE NO. 4	KERRY STREET ASSESSMENT ROLL MAP
FIGURE NO. 5	232 ND LANE N.W. & IVYWOOD STREET ASSESSMENT ROLL MAP
	DETAILED COST ESTIMATE
	PRELIMINARY ASSESSMENT ROLL



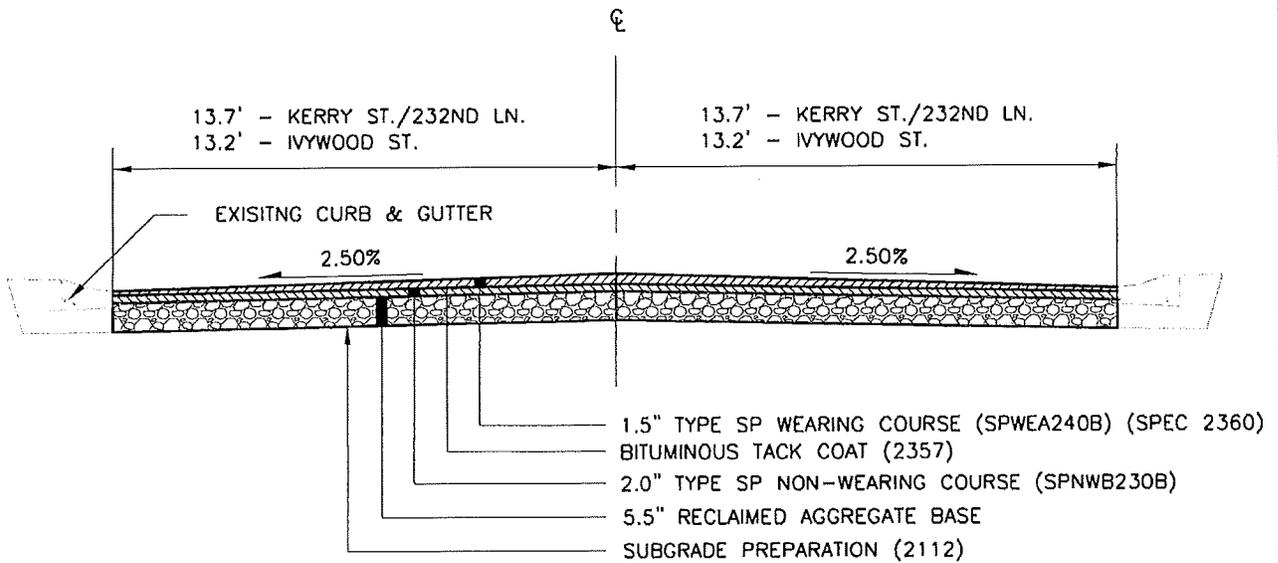
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 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND
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CITY OF ST. FRANCIS, MINNESOTA
KERRY ST. N.W./232ND LN. STREET IMPROVEMENTS
PROPOSED IMPROVEMENTS
 APRIL, 2015 FIGURE NO.2



EXISTING STREET SECTION (TYPICAL)

NTS



PROPOSED STREET SECTION (TYPICAL)

NTS



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MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN
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 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

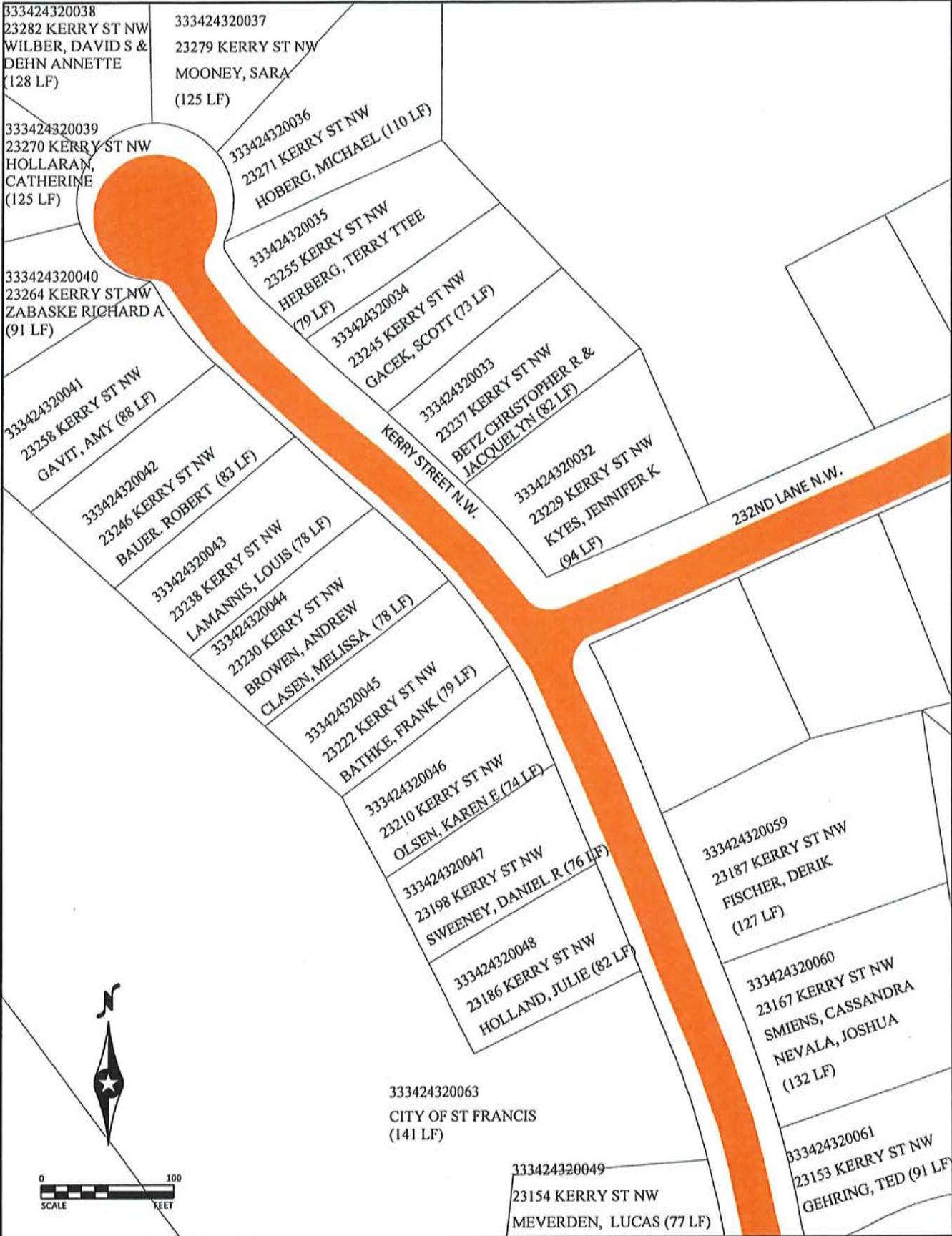
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CITY OF ST. FRANCIS, MINNESOTA
 KERRY ST. N.W./232RD LN. STREET IMPROVEMENTS
 EXISTING/PROPOSED CROSS SECTIONS

APRIL, 2015

FIGURE NO. 3



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CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN
AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

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CITY OF ST. FRANCIS, MINNESOTA
KERRY ST. N.W./232ND LN. STREET IMPROVEMENTS
KERRY ST. ASSESSMENT ROLL MAP

APRIL, 2015

FIGURE NO. 4



233RD LANE N.W.

333424230049
23298 IVYWOOD ST NW
ENGEN, MATTHEW
(90 LF)

333424230050
23296 IVYWOOD ST NW
JENSEN III KENNETH &
JENSEN BONNIE (78 LF)

333424230051
23294 IVYWOOD ST NW
GAMBONI, JOHNATHAN
(80 LF)

333424230046
23299 IVYWOOD ST NW
GUENTHER, FREDERICK
(89 LF)

333424230047
23297 IVYWOOD ST NW
MOLIN, ROBIN
(79 LF)

333424230048
23295 IVYWOOD ST NW
RADYSYUK, VLADIMIR
(79 LF)

333424320050
23291 IVYWOOD ST NW
CONNOLLY, STEPHEN
(80 LF)

333424320051
23283 IVYWOOD ST NW
WATTENHOFER, WILLIAM
(90 LF)

333424320052
23271 IVYWOOD ST NW
WESTBROOK CHRISTIAN E &
ANGELA (103 LF)

333424320053
23259 IVYWOOD ST NW
FALKOWSKI, WILLIAM & LIBBY K J
(116 LF)

333424320054
3038 232ND LN NW
AGUIRRE, FRANCIS
(117 LF)

33424220055
3046 232ND LN NW
BUKOWSKI, JORDAN M
(85 LF)

333424320056
3060 232ND LN NW
LONEY, FELICIA
(114 LF)

333424320057
3074 232ND LN NW
JULES PROPERTIES LLC
(113 LF)

333424320058
3090 232ND LN NW
MCCELLEND, TINA
(125 LF)

333424320030
3051 232ND LN NW
PROVOST, CHRISTY (92 LF)

333424320031
3067 232ND LN NW
HANSEN, DAVID A &
HEIDI J (85 LF)

333424320062
CITY OF ST FRANCIS
(140 LF)

333424320029
23260 IVYWOOD ST NW
LESLIN, DOUGLAS & GAIL
(74 LF)

333424320028
23278 IVYWOOD ST NW
GATZ, AMANDA (75 LF)

333424320027
23292 IVYWOOD ST NW
VLASYUK, PAVEL (76 LF)

IVYWOOD STREET

232ND LANE N.W.

KERRY STREET N.W.

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
 KERRY ST. N.W./232ND LN. STREET IMPROVEMENTS
 232ND LN./IVYWOOD ST. ASSESSMENT ROLL MAP
 APRIL, 2015 FIGURE NO. 5

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PRELIMINARY ENGINEER'S ESTIMATE

KERRY ST. N.W. / 232ND LANE N.W. STREET IMPROVEMENTS
CITY OF ST. FRANCIS, MINNESOTA
BMI PROJECT NO. R18.106740

DATE: 4/16/2015

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	MOBILIZATION	1	LS	\$7,012.50	\$7,012.50
2	TRAFFIC CONTROL	1	LS	\$1,512.50	\$1,512.50
3	7 1/2 INCH FULL DEPTH RECLAIM	6920	SY	\$7.22	\$49,953.75
4	SALVAGE RECLAIM MATERIAL TO CITY	385	CY	\$11.83	\$4,552.63
5	2 INCH BITUMINOUS BASE COURSE	6920	SY	\$13.48	\$93,247.00
6	1 1/2 INCH BITUMINOUS WEAR COURSE	6920	SY	\$9.08	\$62,799.00
7	TACK COAT	415	GAL	\$8.25	\$3,425.40
8	INLET PROTECTION	13	EA	\$453.75	\$5,898.75

TOTAL ESTIMATED COST: \$228,401.53

Kerry St. NW/232nd lane NW STREET IMPROVEMENTS
Preliminary Assessment Roll
Bolton & Menk Project # R18.106740
04/16/15

NUMBER	PID	Property Owner	Site Address	Mailing Address if Different than Site Address	Corner Lot	Assessable Short Side Frontage (LF)	Assessable Side Frontage (-150 ft.) (LF)	Total Assessable Frontage (LF)	40% Total Cost/ Total Frontage	Total Assessment
1	333424320049	MEVERDEN LUCAS	23154 KERRY ST NW			77		77	\$1,719.41	\$1,719.41
2	333424320048	HOLLAND, JULIE	23186 KERRY ST NW	1100 VIRGINIA DR. PO BOX 8300 FORT WASHINGTON PA, 19034						
3	333424320047	SWEENEY, DANIEL R.	23198 KERRY ST NW			82		82	\$1,831.06	\$1,831.06
4	333424320046	OLSEN, KAREN E.	23210 KERRY ST NW			76		76	\$1,697.08	\$1,697.08
5	333424320045	BATHKE, FRANK	23222 KERRY ST NW			74		74	\$1,652.42	\$1,652.42
6	333424320044	BOWEN, ANDREW & CLASEN, MELISSA	23230 KERRY ST NW			79		79	\$1,764.07	\$1,764.07
7	333424320043	LAMANNIS, LOUIS	23238 KERRY ST NW			78		78	\$1,741.74	\$1,741.74
8	333424320042	BAUER, ROBERT	23246 KERRY ST NW			83		83	\$1,853.39	\$1,853.39
9	333424320041	GAVIT, AMY	23258 KERRY ST NW			88		88	\$1,965.04	\$1,965.04
10	333424320040	ZABASKE, RICHARD A	23264 KERRY ST NW			91		91	\$2,032.03	\$2,032.03
11	333424320039	HOLLARAN, CATHERINE	23270 KERRY ST NW	10790 RANCHO BERNARDO RD. SAN DIEGO CA, 92127						
12	333424320038	WILBER, DAVID S & DEHN ANNETTE	23282 KERRY ST NW			125		125	\$2,791.25	\$2,791.25
13	333424320037	MOONEY, SARA	23279 KERRY ST NW			128		128	\$2,858.24	\$2,858.24
14	333424320036	HOBERG, MICHAEL	23271 KERRY ST NW							
15	333424320035	HERBERG TRUSTEE TERRY	23255 KERRY ST NW	3331, 44TH AVE. S MINNEAPOLIS MN, 55406						
16	333424320034	GACEK, SCOTT	23245 KERRY ST NW			79		79	\$1,764.07	\$1,764.07
17	333424320033	BETZ, CHRISTOPHER R & JACQUELYN	23237 KERRY ST NW			73		73	\$1,630.09	\$1,630.09
18	333424320032	KYES, JENNIFER K	23229 KERRY ST NW		YES	94	0	94	\$2,099.02	\$2,099.02
19	333424320059	FISCHER, DERIK	23187 KERRY ST NW							
20	333424320060	NEVALA, JOSHUA	23167 KERRY ST NW			127		127	\$2,835.91	\$2,835.91
21	333424320061	GEHRING, TED	23153 KERRY ST NW		YES	91	0	91	2032.03	\$2,032.03
22	333424320058	MCCLELLAND, TINA	3090 232ND LN NW		YES	125	0	125	\$2,791.25	\$2,791.25
23	333424320057	JULES PROPERTIES LLC	3074 232ND LN NW			113		113	\$2,523.29	\$2,523.29
24	333424320056	LONEY, FELICIA	3060 232ND LN NW			114		114	\$2,545.62	\$2,545.62
25	333424320055	BUKOWSKI, JORDAN M	3046 232ND LN NW			83		83	\$1,853.39	\$1,853.39
26	333424320054	AGUIRRE, FRANCIS	3038 232ND LN NW			117		117	\$2,612.61	\$2,612.61
27	333424320053	HANSEN, DAVID A & HEIDI J	3067 232ND LN NW			85		85	\$1,898.05	\$1,898.05
28	333424320052	PROVOST, THOMAS M & CHRISTY B	3051 232ND LN NW			92		92	\$2,054.36	\$2,054.36
29	333424320029	LESJIN, DOUGLAS & GAIL	23260 IVYWOOD ST NW			74		74	\$1,652.42	\$1,652.42
30	333424320028	GAITZ, AMANDA	23278 IVYWOOD ST NW			75		75	\$1,674.75	\$1,674.75
31	333424320027	VLASYUK, PAVEL	23292 IVYWOOD ST NW			76		76	\$1,697.08	\$1,697.08
32	333424320051	GAMBONI, JOHNATHAN	23294 IVYWOOD ST NW			80		80	\$1,786.40	\$1,786.40
33	333424320050	JENSEN III KENNETH & JENSEN BONNIE	23296 IVYWOOD ST NW			78		78	\$1,741.74	\$1,741.74

Kerry St. NW/ 232nd lane NW STREET IMPROVEMENTS
 Preliminary Assessment Roll
 Bolton & Menk Project # R18.106740
 04/16/15

NUMBER	PID	Property Owner	Site Address	Mailing Address if Different than Site Address	Corner Lot	Assessable Short Side Frontage (LF)	Assessable Side Frontage (-150 ft.) (LF)	Total Assessable Frontage (LF)	40% Total Cost/ Total Frontage	Total Assessment
34	333424230049	MATTHEW ENGEN	23298 IVYWOOD ST NW		YES	90	0	90	\$2,009.70	\$2,009.70
35	333424230046	GUENTHER, FREDERICK H & CLAUDIA	23299 IVYWOOD ST NW	21475 IBIS ST NW CEDAR MN, 55011	YES	89	0	89	\$1,987.37	\$1,987.37
36	333424230047	MOLIN, JAMES J & ROBIN L	23297 IVYWOOD ST NW			79		79	\$1,764.07	\$1,764.07
37	333424230048	RADYSYUK, VLADIMIR	23295 IVYWOOD ST NW			79		79	\$1,764.07	\$1,764.07
38	333424320050	CONNOLLY, STEPHEN	23291 IVYWOOD ST NW	23363 ARROWHEAD ST NW ST. FRANCIS MN, 55070		80		80	\$1,786.40	\$1,786.40
39	333424320051	WATTENHOFER, WILLIAM	23283 IVYWOOD ST NW			90		90	\$2,009.70	\$2,009.70
40	333424320052	WESTBROOK, CHRISTIAN E & ANGELA	23271 IVYWOOD ST NW			103		103	\$2,299.99	\$2,299.99
41	333424320053	FALKOWSKI, WILLIAM & LIBBY K J	23259 IVYWOOD ST NW			116		116	\$2,590.28	\$2,590.28
42	333424320062	ST FRANCIS CITY OF	232ND LN NW PARK	PO BOX 730 ST. FRANCIS MN, 55070		140		140	\$3,126.20	\$3,126.20
43	333424320063	ST FRANCIS CITY OF	KERRY ST NW PARK	PO BOX 730 ST. FRANCIS MN, 55071		141		141	\$3,148.53	\$3,148.53
Totals						4,091		4,091.0	\$91,352.03	\$91,352.03
Estimated Annual Cost Per \$1,000 Assessment = \$133 Period (years) = 10 Interest Rate = 5.75%										
((
AVERAGE \$2,124.47 HIGH \$3,148.53 LOW \$1,650.09										



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: April 16, 2015
To: Honorable Mayor Kane and Members of the City Council
City of St. Francis
From:  Jared Voge, P.E.
City Engineer
Subject: 239th Avenue NW Improvements
St. Francis, Minnesota
BMI Project No: R18.106739

INTRODUCTION:

As authorized by the City Council at the May 20, 2013 City Council meeting, a Preliminary Engineering Report has been prepared for the 239th Avenue NW Improvements.

BACKGROUND:

At the April 6, 2015 City Council meeting, the City's Financial Management Plan was adopted. The Financial Management Plan identifies street improvement projects for 2015 through 2024. One of the projects identified in the plan for 2015 is the 239th Avenue NW Improvements. The 239th Avenue NW Improvements project was previously discussed with council at the July 1, 2013 City Council meeting. At that time, council did not pursue the improvements. The Preliminary Engineering Report has been updated to more accurately reflect 2015 unit prices. The proposed improvements are consistent with those previously discussed for the project.

RECOMMENDATION:

We recommend that Council adopt the enclosed Resolution Receiving Preliminary Engineering Report and Calling Public Hearing on the 239th Avenue NW Improvements project.

BUDGET IMPACT:

The improvements are identified in the City's Financial Management Plan which identifies General Obligation Bonds and assessments as the funding sources for the improvements.

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

JAV/kg

Enclosure

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

A general meeting of the City Council of the City of St. Francis, Minnesota was called to order by Mayor Steve Kane at 6:00 p.m. in the Council Chambers of City Hall, St. Francis, Minnesota, on Monday, April 20, 2015. The following Council Members were present: _____ . The following Council Members were absent: _____. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

**CITY OF ST. FRANCIS
RESOLUTION 2015-16**

**RESOLUTION RECEIVING PRELIMINARY REPORT AND CALLING PUBLIC
HEARING ON THE 239TH AVENUE IMPROVEMENTS PROJECT**

WHEREAS, the City Council deems it necessary and expedient that the City of St. Francis, Minnesota, construct certain improvements, to-wit:
in the City as described in and in accordance with the preliminary plans and report prepared by Bolton & Menk, consulting engineers; and

WHEREAS, the Council has been advised by the consulting engineers that said 239th Avenue Improvements are necessary, cost-effective, and feasible and should best be made as proposed, and the consulting engineers' report to this effect has heretofore been received by the Council, and filed with the City Clerk; and

WHEREAS, the statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof, and the area proposed to be assessed, and that a reasonable estimate of the total amount to be assessed, and a description of the methodology used to calculate individual assessments for affected parcels (the "Impact of Assessments") has been made available at the hearing, all in accordance with law; and

WHEREAS, this City Council has heretofore discussed and made determinations about the Impact of Assessments.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota, that:

1. A public hearing will be held on Monday, May 18, 2015 at 6:10 p.m. in the St. Francis City Council Chambers of the St. Francis Independent School District No. 15 District Office, 4115 Ambassador Boulevard N.W. to consider said proposed improvements.
2. The nature of the improvements, the estimated cost of each major portion thereof, and the areas proposed to be assessed therefore are described in the form of Notice of Hearing hereto attached.
3. The notice of said public hearing shall be in substantially the form contained in the notice hereto attached.
4. The City Engineer is hereby authorized and directed to cause notice of said hearing to be given two publications in the official newspaper. Said publications shall be one week apart and at least three days shall elapse between the last publication and the hearing. Not less than ten days before the hearing the City Engineer shall mail notice of the hearing to the owner of each parcel of land within the area proposed to be assessed as described in the notice. For the purpose of giving such mailed notice, owners shall be those shown to be such on the records of the County Auditor or, if the tax statements in the County are mailed by the County Treasurer, on the records of the County Treasurer. As to properties not listed on the records of the County Auditor or the County Treasurer, the City Engineer shall ascertain such ownership by any practicable means and give mailed notice to such owners.
5. The City Engineer is hereby authorized and directed to cause to be prepared the Impact of Assessments, consistent with the determinations of this City Council on and prior to the date hereof.

Adopted by the St. Francis City Council this 20th day of April, 2015.

Mayor Steve Kane

Attest:

Barb Held, City Clerk

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

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 council chambers of the St. Francis Independent School District No. 15 District Office, 4115 Ambassador Blvd. NW, at 6:10 p.m. on Monday, May 18, 2015, to consider making improvements on 239th Avenue between the east line of Rum River Boulevard (CR 72) and the west line of Xavis St, on Bittersweet Street between the north line of 239th Avenue NW and the north line of Bittersweet Street, and on Xavis Street between the east line of 239th Avenue and the north line of Xavis Street, 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 \$473,119.00. Such persons desiring to be heard with reference to the proposed improvements will be heard at this meeting.

Barb Held
City Clerk

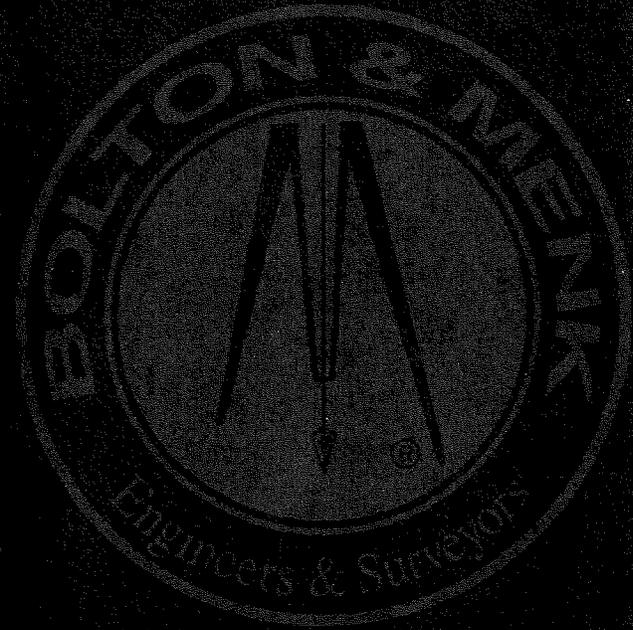
Published in the Anoka County Union on April 24, 2015 and May 1, 2015.

BOLTON & MENK, INC.

Consulting Engineers & Surveyors

239th Avenue N.W. Street Improvements
Preliminary Engineering Report

April 2015



Feasibility Report

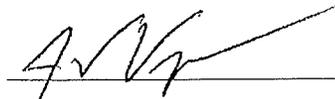
239th Avenue N.W.

in

St. Francis, Minnesota

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:

04/16/2015

Bolton & Menk, Inc.

Consulting Engineers & Surveyors

Mankato – Fairmont - Sleepy Eye – Burnsville – Brainerd - Maplewood – Willmar – Ramsey –
Chaska – Ames, IA,

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APPENDIX

FIGURE NO. 1	LOCATION MAP
FIGURE NO. 2	PROPOSED IMPROVEMENTS
FIGURE NO. 3	TYPICAL STREET SECTION
FIGURE NO. 4	ASSESSMENT MAP
	DETAILED COST ESTIMATE
	PRELIMINARY ASSESSMENT ROLL

I. PROJECT INTRODUCTION

This Preliminary Engineering Report prepared by Bolton & Menk, Inc., as authorized by the St. Francis City Council, provides an initial analysis of the feasibility, cost-effectiveness and necessity of the proposed infrastructure improvements. The City has been actively pursuing street improvement projects as part of their Capital Improvement Plan. The streets identified to be improved with this project have been considered for improvements for some time. See Figure No. 1 in the Appendix for a project location map. A portion of the improvement costs will be assessed to benefiting property owners. Public assessments applied to the properties described in this report are subject to the requirements of Minnesota State Statute, Chapter 429 (MS 429). This Preliminary Engineering Report is required by the MS 429 and is the first step in the special assessment process.

A. BACKGROUND

The City has been actively pursuing street improvement projects as part of their Capital Improvement Plan. The streets identified to be improved with this project have been considered for improvements for some time.

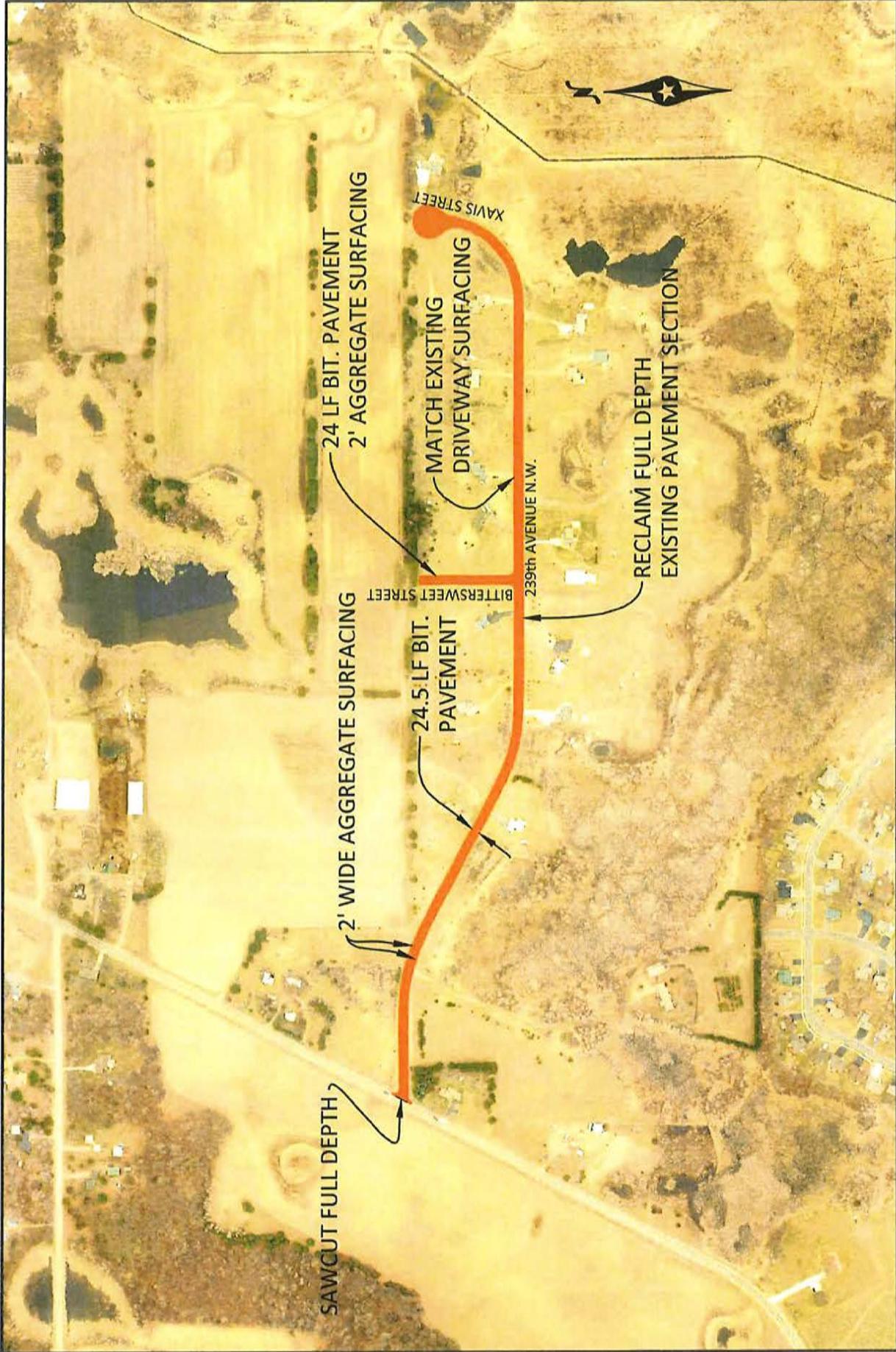
The streets to be evaluated are:

- 239th Avenue N.W.
- Bittersweet Street
- Xavis Street

B. SCOPE

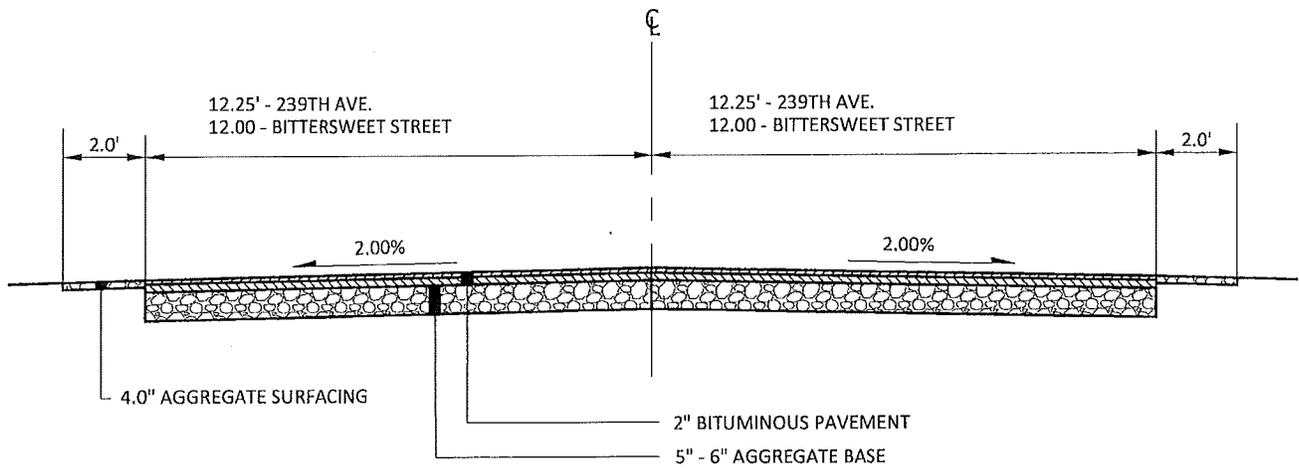
Included in this report is a description of the proposed improvements along with the estimated costs for each of the proposed infrastructure elements. The specific objectives of this report are to:

- Evaluate the need for the project.
- Determine the necessary infrastructure improvements.
- Prepare a cost estimate for the proposed improvements.
- Prepare a preliminary assessment roll.
- Develop a project schedule.
- Determine the feasibility of all improvements.



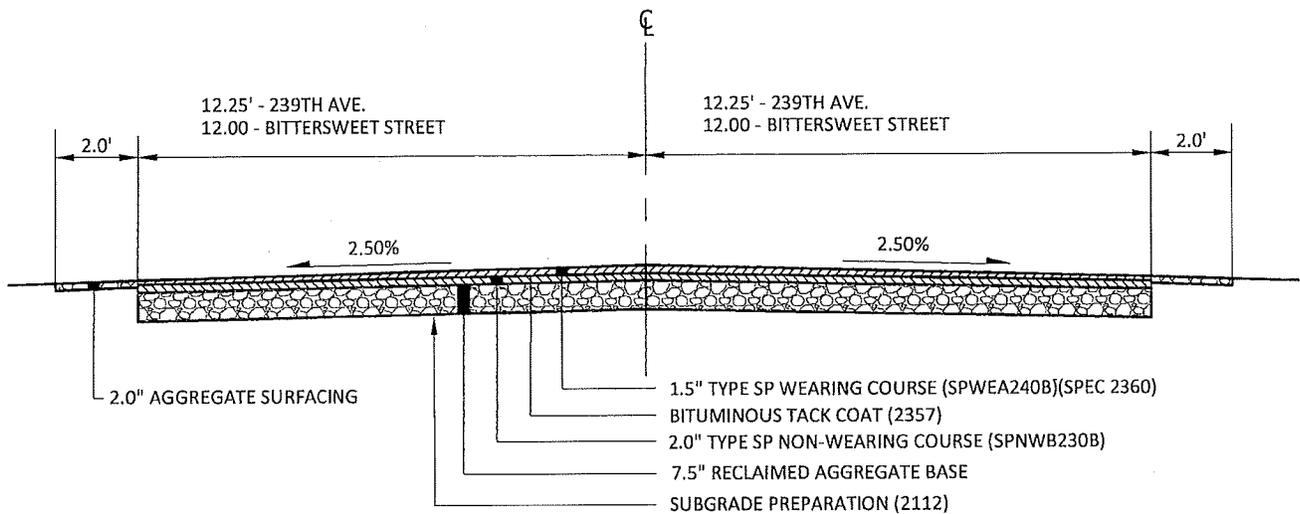
<p>BOLTON & MENK, INC. Consulting Engineers & Surveyors MANIKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND</p>	<p>CITY OF ST. FRANCIS, MINNESOTA 239TH AVENUE N.W. STREET IMPROVEMENTS PROPOSED IMPROVEMENTS</p>	<p>APRIL, 2015</p>
<p>FIGURE NO. 2</p>		

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EXISTING STREET SECTION (TYPICAL)

NTS



PROPOSED STREET SECTION (TYPICAL)

NTS



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

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CITY OF ST. FRANCIS, MINNESOTA
239TH AVENUE N.W. STREET IMPROVEMENTS
EXISTING/PROPOSED CROSS SECTIONS

APRIL, 2015

FIGURE NO. 3

PRELIMINARY ENGINEER'S ESTIMATE

239TH AVENUE N.W. STREET IMPROVEMENTS
CITY OF ST. FRANCIS, MINNESOTA
BMI PROJECT NO. R18.106739

DATE: 4/16/2015

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	MOBILIZATION	1	LS	\$16,500.00	\$16,500.00
2	TRAFFIC CONTROL	1	LS	\$1,650.00	\$1,650.00
3	7 1/2 INCH FULL DEPTH RECLAIM	12285	SY	\$7.22	\$88,682.34
4	2 INCH AGGREGATE SURFACING	315	CY	\$35.75	\$11,261.25
5	2 INCH BASE COURSE	12285	SY	\$13.48	\$165,540.38
6	1 1/2 WEAR COURSE	12285	SY	\$9.08	\$111,486.38
7	TACK COAT	650	GAL	\$6.88	\$4,468.75
8	DRIVEWAY RESTORATION	16	SY	\$49.50	\$792.00
9	DITCH GRADING/CULVERT CLEANING	1	LS	\$71,500.00	\$71,500.00
10	SILT FENCE	200	LF	\$4.13	\$825.00
11	BIO ROLL	100	LF	\$4.13	\$412.50

Total Estimated Cost \$473,118.59

239TH AVENUE N.W. STREET IMPROVEMENTS

Preliminary Assessment Roll

Bolton & Menk Project # R18.106739

04/16/15

NUMBER	PID	Property Owner	Site Address	Corner Lot	Assessable Short Side Frontage (LF)	150' CAP ASSESSIBLE FRONTAGE (LF)	Long Side Frontage (LF)	Assessable Side Frontage (-150 ft.) (LF)	150' CAP ASSESSIBLE FRONTAGE (LF)	Total Assessable Frontage (LF)	40% Total Cost/ Total Frontage \$	Total Assessment
1	283424340002	LARSON LEONARD G & PATRICIA	23865 RUM RIVER BLVD NW		103	103				103	\$6,445.95	\$6,445.95
2	283424340003	LARSON LEONARD G & PATRICIA	23865 RUM RIVER BLVD NW		71	71				71	\$4,443.32	\$4,443.32
3	283424340004	EITTREIM, JOANNE & EITTREIM, KENT	2930 239TH AVE NW		830	150				150	\$9,387.30	\$9,387.30
4	283424340006	DEGONDA DARYL A & CHRISTINE N	2850 239TH AVE NW		472	150				150	\$9,387.30	\$9,387.30
5	283424340007	LIGHTFOOT, TIMOTHY	2768 239TH AVE NW		401	150				150	\$9,387.30	\$9,387.30
6	283424340004	ESNOUGH, WILLIAM	2720 239TH AVE NW		322	150				150	\$9,387.30	\$9,387.30
7	283424340005	HENSLEER ERIC L	2660 239TH AVE NW		300	150				150	\$9,387.30	\$9,387.30
8	283424340006	WICKS SHAWN L & RACHEL D	2614 239TH AVE NW		300	150				150	\$9,387.30	\$9,387.30
9	283424400005	RYCHMAN DAVID J & TAMARA J	2566 239TH AVE NW		308	150				150	\$9,387.30	\$9,387.30
10	283424400006	MCALISTER JAN	2546 239TH AVE NW		820	150				150	\$9,387.30	\$9,387.30
11	283424400007	EGAN PATRICK A & KELLI M	23901 XAVIS ST NW		365	150				150	\$9,387.30	\$9,387.30
12	283424400004	NATHE MARSHALL & VICKI	2543 239TH AVE NW		345	150				150	\$9,387.30	\$9,387.30
13	283424400003	NYE JAMES D & CAROL M	2595 239TH AVE NW		300	150				150	\$9,387.30	\$9,387.30
14	283424430003	MEYER THOMAS R	2633 239TH AVE NW		300	150				150	\$9,387.30	\$9,387.30
15	283424340002	HANE JOHN F & TURNER SHANNAH J	2665 239TH AVE NW	YES	300	150	363	213	150	300	\$18,774.60	\$18,774.60
16	283424430008	GRIFFITH GARY M & NANETTE	2709 239TH AVE NW	YES	300	150	363	213	150	300	\$18,774.60	\$18,774.60
17	283424340007	DOTSETH LONNIE L	2781 239TH AVE NW		310	150				150	\$9,387.30	\$9,387.30
18	283424340008	PETERSON PAUL W & PHYLLIS L	2853 239TH AVE NW		554	150				150	\$9,387.30	\$9,387.30
19	283424310012	LADELY BETSY			519	150				150	\$9,387.30	\$9,387.30
Totals					7,220	2,724	726	436.0	300	3,024.0	\$189,247.97	\$189,247.97

Estimated Annual Cost Per \$1,000 Assessment =

\$133

Period =

10 Years

Interest Rate =

5.75%

AVERAGE	\$9,960.42
HIGH	\$18,774.60
LOW	\$4,443.32

AGENDA REPORT

TO: Paul Teicher, Acting City Administrator
FROM: Dean Kapler, Fire Chief
SUBJECT: Update on Fire Chief Replacement Process
DATE: April 20, 2015

INTRODUCTION

The process to name a replacement Fire Chief continues. This report serves as an update and an explanation of the process moving forward.

BACKGROUND

At the Council meeting of March 2, 2015, staff was directed to perform an internal search process to determine if any internal staff were interested and qualified. That has been completed. Staff will explain this step at the April 20 meeting. Staff is now recommending to expand the search to outside departments.

RECOMMENDATION

Direct Fire Chief to continue the replacement process by making inquiries to outside departments.

BUDGET IMPACT

There is no budget impact at this point.

Attachments:

JEFFREY S. JOHNSON
RUSSELL H. CROWDER
MICHAEL F. HURLEY
DOUGLAS G. SAUTER
HERMAN L. TALLE
CHARLES M. SEYKORA
DANIEL D. GANTER, JR.
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MEMORANDUM

TO: St. Francis Planning and Zoning and Heritage Preservation Commission members
FROM: Scott Lepak, City Attorney
RE: Student Service on Commissions
DATED: April 9, 2015

At the March 2, 2015 City Council meeting, the City Council expressed interest in having students serve on the Parks, Planning and Zoning and Heritage Preservation Committee as full voting members. Student applicants would need to be appointed utilizing the same process as existing members. In addition, Council is also interested in working with the school district in establishing parameters for recommending student service and potential candidates to serve.

At the moment, the Council has noted vacancies on the Parks Commission. Planning and Zoning currently has one vacancy.

Council is also interested in potentially expanding the number of Commission members to accommodate student interest.

Prior to implementing this process, Council asked me to contact the Commissions and ask for input on this potential use of students as a pool of candidates. The memo and attachments I submitted to the Council on this issue is online under the City Council packets for March 2, 2015 if you would like further information. One area the Commissions may wish to consider is whether it would be beneficial to put together expectations of candidates, pay, etc. for each respective Commission member.

Please let me know if you have any comments or concerns. In the alternative, please add this as an agenda item at your next meeting so that the meeting minutes reflect any thoughts you may have. Thank you.

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