

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
April 21, 2014
ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW
6:00 pm

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes – April 7, 2014
 - b. Final Pay Request and Change Order No. 2 for \$1,569.75 to Magney Construction, Inc. of Chanhassen -Woodhaven Metering Manhole Replacement Project.
 - c. Payment of Claims
5. Meeting Open to the Public - *Open Forum is an opportunity for citizens to sign up before the Council meeting and present an issue or concern to City Council. Each presentation should be limited to no more than four minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
7. Ordinances & Resolution
 - a. Ordinance 195, Second Series: Amending Section 3-4-1 through 3-4-8 of the City Code Regarding Individual Sewage Treatment Systems Ordinance (1st Reading)
8. Reports of Consultants & Staff Members
 - a. Engineer: Aztec Street Improvements: Resolution 2014-13 Approving Plans and Specifications and Ordering Advertisement for Bids
 - b. Attorney:
 - c Staff:
 - Building Official:
 - Finance Dept.
 - Fire Dept.:
 - Public Works:
 - Liquor Store: Department Report
 - Police: Department Report: New Hire Conditional Offer pending successful background and testing
 - City Administrator Report: Update on the Bridge Street Roundabouts
9. Reports from Council Members
10. Report from Mayor:
11. Old Business
12. New Business
13. Adjournment

Calendar of Event

- Apr 24: Pioneer Days Meeting @ Police/Public Works Building 6:00 pm
Apr 26: St. Francis Business and Community Expo @ SFHS 9 am - 2 pm
May 3: Recycling Day 8 am to 2 pm @ 4020 St. Francis Blvd.
May 3: Pet Clinic @ SF Fire Department 9 am - Noon
May 5: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
May 19: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
May 21: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
May 26: City Offices Closed for the Memorial Day Holiday

TO: Mayor & City Council

FROM: Matthew L. Hysten, *Matt*
City Administrator

RE: Agenda Memorandum – April 21, 2014 Meeting

Agenda Items:

4. Consent Agenda:

- b. *Final Pay Request & Change Order #2:* Attached is Change Order #2 and the Final Pay Request in the amount of \$1,569.75 for the Woodhaven Metering Manhole Replacement project.

6. Petitions, Requests, Applications:

7. Ordinances & Resolutions

- a. *Ordinance 195, Second Series (first reading):* Attached are Ordinance 195 and a memorandum from City Planner Nate Sparks regarding septic system installation and maintenance. The Planning Commission has recommended this Ordinance for approval. A roll call vote is required to approve the first reading of Ordinance 194, Second Series.

8. Reports:

- a. **Engineer:** *Aztec Street Improvement:* Attached is a memorandum from City Engineer Jared Voge regarding Council approval of the plan and specifications of the Aztec Street Improvement project. A motion to approve the attached Resolution 2014-13, approving plans and specifications and ordering advertisement for bids is recommended.

- b. **Attorney:**

- c. **Staff:**

Finance Director:

Building Official:

Fire:

Public Works:

Liquor Store: *Department Report:* Liquor Store Manager John Schmidt will be present to give a department report.

Police: *Police School Resource Officer Conditional Offer of Employment:* Attached is an Agenda Report from Sergeant Jake Rehling regarding the recommended police officer and compensation package. A motion is in order to approve the hiring of Jody Cole.

City Administrator: *Update on Roundabout Open House:* On April 10, 2014 another open house was conducted to gather community input on the proposed improvements to Bridge Street in 2015. The meeting was less attended compared to the November 2013 open house. I would estimate about 40 people in attendance. The next step is for the City Council to review project cost estimates (when available) and to enter into a Joint Powers agreement with Anoka County sometime in June to continue this project.

Administrative Internship: In the packet you will find an ad for an Administrative Intern. Next week Councilmember Lazere and I will be meeting with a consultant to market the City through social media. This consultant and an intern could work together to market our City in a number of ways. The intern would be utilized in all departments.

11. Old Business:

12. New Business:

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

CITY COUNCIL MINUTES

April 7, 2014

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Amy Lazere, Tim Brown and Chris McClish. Council member Steve Kane excused. Also present were City Engineer Cody Holmes (Bolton & Menk, Inc.), Police Sergeant Jake Rehling, Fire Chief Dean Kapler, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hylen and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY LAZERE SECOND BROWN TO ADOPT THE APRIL 7, 2014 CITY COUNCIL AGENDA. Mayor Tveit asked the New Hire report from tonight's agenda. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND McCLISH TO APPROVE THE APRIL 7, 2014 CITY COUNCIL CONSENT AGENDA AS A – H AS FOLLOWS:
 - a. Approve the City Council Minutes of March 17, 2014
 - b. City Council Work Session Notes – February 18, 2014
 - c. City Council Work Session Notes – March 31, 2014
 - d. Receive and File URRWMO Minutes January 7, 2014 and draft Minutes of March 4, 2014
 - e. TNT Fireworks Retail Sale Permit in County Market Parking Lot
 - f. V3 Triathlon (MinneMan) Event June 28, 2014 – Biking portion comes through St. Francis
 - g. Renewal Agreement for Interim Fire Chief Services between the City of Ramsey and St. Francis
 - h. Payment of Claims \$196,057.87 (Checks 67029-67113)Motion carried 4-0.
5. **Meeting Open to the Public:** Angela Willenbring, 23127 Eldorado Street NW was before the council to address having the City of St. Francis to have an Off-Leash Dog Park. Right now, I have to drive to Ramsey's Dog Park. I have met St. Francis residents at the Ramsey Dog Park. We do not have a yard to along our dog to run. Tveit stated I have had contact with Ms. Willenbring and invited her here to the meeting tonight. Maybe we can have the St. Francis Recreation group look at this type of park.
6. **Petitions, Requests, Applications:**
7. **Ordinances & Resolution:**
 - a. **Ordinance 194, Second Series: Adopting Section 4-7 regarding Vacant Building Registration (2nd Reading):** The Planning Commission has been studying a Vacant Building Registration Ordinance. The ordinance would require the registration of properties within 60

days of vacancy. With the registration, vacant buildings would need to meet certain minimum standards and keep contact information on file with the City. Planner Nate Sparks provided an agenda report explaining the ordinance in more detail. The Planning Commission recommended the draft ordinance. MOTION BY McCLISH SECOND LAZERE TO APPROVE THE SECOND READING OF ORDINANCE 194, SECOND SERIES ADOPTING SECTION 4-7 REGARDING VACANT BUILDING REGISTRATION. Roll Call: Ayes: Brown, Lazere, McClish, Tveit Nays: None.

b. **Resolution 2014-11 : Authorizing Summary Publication of Ordinance 194, Second Series:** MOTION BY BROWN SECOND McCLISH ADOPTING RESOLUTION 2014-11 A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 194, SECOND SERIES. Motion carried 4-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Building Official:

Finance Dept.: OPUS 21 Management Services Agreement: Finance Director Darcy Mulvihill provided an agenda report on the OPUS 21 Contract Extension for Utility Billing. Mulvihill reported the City has been using OPUS 21 for Utility Billing since 2009. They handle the readings, billings and some of the payments to all water and sewer accounts. MOTION BY LAZERE SECOND McCLISH ENTER INTO A CONTRACT EXTENSION WITH OPUS 21 FOR UTILITY BILLING. Motion carried 4-0.

Credit Card Payments Implementation: Finance Director Darcy Mulvihill provided an agenda report on the City accepting credit cards as a form of payment. Mulvihill has been working with Payment Service Network (PSN) on the implementation of accepting credit cards. The City also has been in discussion with OPUS 21 on how this would work. The one area of consideration for the City Council is how and who will cover the fees associated with taking credit cards for payment. The three options Mulvihill reported on how to cover the fees are; 1) Fees absorbed by the City, 2) Free eChecks for the customers, but the credit card fees are paid by the customer, 3) All fees paid by the customer. To start, Mulvihill is recommending the second option. The eCheck fee of \$.50-\$1.50 depending on the way the transaction is initiated would be paid by the City. Credit card payments would show an additional charge to the consumer of 2.75%. Kane did contact me this morning about the possibility of fraud. I did contact other cities using this same system and they have not had any problems. It is all web based off their system not ours. MOTION BY LAZERE SECOND BROWN APPROVING THE PROPOSAL SUBMITTED BY PAYMENTS SERVICE NETWORK FOR CREDIT CARD PROCESSOR FOR UTILITY BILLING AND OTHER MISCELLANEOUS RECEIPTS ALONG WITH THE eCHECKS BEING PAID BY THE CITY AND THE OTHER CREDIT CARD FEES BEING PAID BY THE CUSTOMER. Tveit stated his only concern is the eCheck fee would be coming from water/sewer fund. Lazere asked if we could use this system for building permits too. Mulvihill stated yes. Mulvihill stated PSN would also help with the marketing of the credit card implementation. Motion carried 4-0.

MOTION BY LAZERE SECOND McCLISH TO ADOPTING THE CREDIT CARD ACCEPTENCE POLICY. Motion carried 4-0.

Fire Dept.: Architectural Services for Remodel: Chief Dean Kapler reported with the fire station remodeling project being part of the 2014 budget, staff is recommending hiring a consultant to create architectural drawings. These drawings would be used to solicit bids for the project. Chief Kapler met with the owner of Distinctive Drafting and Design to discuss the scope of the project. We received a quote of \$2,430 to complete the architectural drawings. Our building official has experience working with this company and did not have any issues with them. MOTION BY McCLISH SECOND BROWN AUTHORIZING STAFF TO ENTER INTO A CONTRACT WITH DISTINCTIVE DRAFTING AND DESIGN TO CREATE ARCHITECTURAL DRAWINGS FOR THE FIRE STATION REMODEL IN AN AMOUNT OF \$2,430. Tveit stated previously Chief Kapler gave us all a tour and explained what was going to be changed and was very impressed with the information provided. Motion carried 4-0.

Public Works: Truck Replacement: Public Works Director Paul Teicher provided an agenda report on the truck replacement of the 2006 Ford F-450 4x4 pickup truck. Teicher stated this truck has had several large mechanical failures over the last few years making it unreliable as an emergency snow removal vehicle. Therefore, we will be keeping the 2002 and trade in the 2006. We also will be keeping the current plow. To help us be more efficient and safe, we have added a few pieces of equipment to this new truck. Added were an external fuel tank/tool box for filling equipment in the field rather than trailering and or driving the equipment to the gas station. Also added was a road length measuring tool. Staff obtained State bid pricing from Dodge and Chevrolet and is recommending the purchase of a 2014 Dodge pickup outfitted with the additional equipment for \$27,318. This price includes sales tax, license and trade in value of the 2006 Ford. The Chevrolet pricing is higher and does not include the road length measuring tool. MOTION BY TVEIT SECOND McCLISH AUTHORIZING STAFF TO PURCHASE THE 2014 DODGE PICKUP OUTFITTED WITH THE ADDITIONAL EQUIPMENT FOR \$27,318 OFF STATE BID. Brown said the 2006 motor is known to have issues and is a good idea to replace it. Lazere asked if it was a 2015 or 2014. Teicher stated the Chevrolet was a 2015 the Dodge is a 2014. Tveit asked if we could get extended warranties. Teicher said we have never added an extended warranty. I can check into it more if you want me to. Motion carried 4-0.

Woodbury Park Fountain Replacement: Public Works Director Paul Teicher reported due to the vandalism, deterioration from the environment, age and ease of maintenance the fountain and basin at Woodbury Park needs to be replaced. The fountain is about 14 years old and has several large cracks in the bowls and last year vandals destroyed the top three sections of the fountain. The company which supplied the fountain is no longer in business and replacement parts could not be found. We had this project in the 2015 CIP however; due to the vandalism we are recommending using Park Dedication funds to pay for this new project this spring. The City did receive \$7,000 from our insurance company due to the vandalism. Two estimates were obtained. They are Hidden Falls Inc. of Blaine \$36,289 and Tru Renovations, LLC of East Bethel \$38,278. MOTION BY TVEIT SECOND LAZERE TO ACCEPT THE TWO BIDS FOR THE WATER FOUNTAIN REPLACEMENT FROM HIDDEN FALLS INC OF BLAINE \$36,289 AND TRU RENOVATIONS, LLC OF EAST BETHEL \$38,278. Motion carried 4-0.

MOTION BY BROWN SECOND LAZERE APPROVING THE PURCHASE OF A NEW FOUNTAIN FOR WOODBURY PARK FROM HIDDEN FALLS INC FOR \$36,289 WITH \$7,000 FROM THE INSURANCE CLAIM AND THE BALANCE BEING PAID FOR FROM

THE PARK DEDICATION FUND. Lazere said it is a shame that it was vandalized. Motion carried 4-0.

Well Head Protection Joint Powers Agreement: Public Works Director Paul Teicher reported that provided in your packet is a resolution authorizing the City of St. Francis to enter into a Joint Powers Agreement with the Anoka County Municipal Wellhead Group. This Group is comprised of Anoka County and currently six cities within Anoka County. The purpose of this group is to implement common elements of their wellhead protection plans; establish a joint user group to address common activities related to this agreement, authorized the County to act as a facilitator and as agent contracting for any consultant services or applying for any common or jointly pursued grants, allocated the cost, and receive the disburse grant funds. The City already has a Wellhead Protection Plan as required by the Department of Health. St. Francis is currently completing the required update and amendment process of this ten-year plan. By joining this group are will be able to network and share the information of what works and what does not for Wellhead Protections Plan implementation purposes. Right now, there is no cost. MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2014-12 A RESOLUTION AUTHORIZING JOINDER OF THE WELLHEAD PROTECTION IMPLEMENTATION JOINT POWERS AGREEMENT BETWEEN ANOKA COUNTY AND VARIOUS CITIES. Tveit asked how often does this group meet? Tveit said through the Wellhead Protection Plan we have a manager and that person would be attending these meetings. Motion carried 4-0.

Tveit also added keep up the good work on the trails.

Liquor Store:

Police Dept.: New Hire Conditional Offer pending successful background and testing: This item was pulled from the agenda.

City Administrator: URRWMO 2015 Draft Budget: The Upper Rum River Watershed Management Organization (URRWMO) is developing their 2015 Budget. They are asking for any comments on this budget be sent to them by May 1. Looks like the budget for 2015 will be the same as 2014.

Request for Special Meeting Notices: A form was in your packet that allows individuals to request a notice of special meetings. The question is should the City have an end date to these request. Staff is suggesting having an annual expiration of these request. MOTION BY TVEIT SECOND McCLISH TO THE REQUEST FOR SPECIAL MEETING NOTICES BE RENEWED ANNUALLY. Motion carried 4-0.

Part Time Community/Economic Development Specialist Position: Based on the input from the City Council at the past work session on how do we expand our social media and marketing, staff is recommending hiring a part-time Community/Economic Specialist. In 2007, we had a full time job description for a Community/Economic Development Director created. Staff took that job description and made some changes. First by making it a part time position, and included the social media and marketing to this position. Tveit said I think we have been talking about a position like this for some time. Hylen said we could keep this person busy from the social media to marketing our City. I am not sure how many hours this position could be. It is whatever you want and whatever the budget can handle. If you were comfortable with a position like this, the council would first have to approve the job description. Tveit stated I would be in favor of creating this position. McClish asked if they would be working with our website. Hylen stated yes. McClish I think it would be good to have one person handle this. Tveit asked or should this be outsourced. Lazere would like to

hire a marketing specialist and contract with them for six months to start with. Brown would like to start out slow like 10-15 hours a month. We also need to identify how we are going to pay for this. Tveit thinks 10-15 is going to be enough. McClish stated maybe staff can get ahold of a couple firms to see what their price and how many hours they think it will take. Lazere said a couple firms that she is familiar with would do an analysis and give you a report. Tveit how do you give them the information. Council would like staff to investigate an outside firm to handle the social media, mailer, YouTube and website. Hylen said in order to expedite this I would prefer to work with council member Lazere because I don't know about these firms or would you want to go out for proposals. Consensus was for Hylen to work with Lazere on getting proposals.

Bridge Street Roundabouts: An Open House will be held this Thursday, April 10 on the Bridge Street Roundabouts at the St. Francis High School. The open house is from 6-8 pm with a short presentation at 6:30 pm. Hylen stated he would encourage the council to attend.

9. **Reports from Council Members:** Lazere reported there will be a Pioneer Days meeting, April 24, 6:00 pm at the Police/Public Works Building. We do need volunteers for Pioneer Days. We will have a sign-up sheet at the Chamber Business and Community Expo April 26.

10. **Report from Mayor:** I apologize for leaving the work session early. A Professional BMX person contacted me for information on Pioneer Days; I forwarded the information onto Lazere. I think there is a lot of excitement for Pioneer Days.

Another plug for our trails, there was a lot of use this past weekend. The fence along Pederson Drive that was damaged this winter, when will this be fixed. Teicher stated as soon as the frost is out it will be repaired. The footings were damaged and that is why we need to wait so hopefully within the next month.

11. **Old Business:** None.

12. **New Business:** Tveit asked about the availability of permits online. Is that something we will be looking at in the near future? Let's maybe look at the software, so forms would be available to be completed online. McClish said it would be a great idea and more convenient for people. Tveit said I know it cannot be available tomorrow but would like to get us thinking about it and have staff look into it.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:14 pm.



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2040 Highway 12 East • Willmar, MN 56201-5818

Phone (320) 231-3956 • Fax (320) 231-9710

www.bolton-menk.com

April 3, 2014

Mr. Matt Hylan
City Administrator
City of St. Francis
23340 Cree Street
St. Francis, MN 55070

RE: Woodhaven Metering Manhole Replacement
St. Francis, MN, Minnesota
BMI Project No: R13.104233

Dear Matt:

Please find enclosed three (3) copies of the Final Payment Application and Change Order No. 2 for the above referenced project. The Pay Estimate and Change Order include all work completed to date. The Change Order reconciles the final contract price. I recommend that the Pay Estimate and Change Order be approved as shown. If you agree, please sign all copies and return one each with payment to the Contractor and one each to me for our files.

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

Sincerely,

BOLTON & MENK, INC.


Jared Voge, P.E.
City Engineer

JAV/kg

Enclosures

CONTRACTOR'S PAY REQUEST
 WOODHAVEN METERING MANHOLE REPLACEMENT
 CITY OF ST. FRANCIS
 BMI PROJECT NO. R13.104233

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$	156,143.18
TOTAL, COMPLETED WORK TO DATE.....	\$	156,975.18
TOTAL, STORED MATERIALS TO DATE.....	\$	-
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....	\$	-
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$	156,975.18
RETAINED PERCENTAGE (0%).....	\$	-
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$	156,975.18
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$	155,405.43
PAY CONTRACTOR AS ESTIMATE NO..... FINAL	\$	1,569.75

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Magney Construction, Inc.
 1401 Park Road
 Chanhassen, MN 55317

By  PROJECT MANAGER 4/3/14
 Name KEVIN VRANICAR Title Date

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
 BOLTON & MENK, INC., ENGINEERS, 7533 SUNWOOD DRIVE, SUITE 206, RAMSEY, MN 55303

By  CITY ENGINEER 4/3/14
 Jared A. Voge Title Date

APPROVED FOR PAYMENT:
 Owner: CITY OF ST. FRANCIS

By _____ CITY ADMINISTRATOR _____
 Matthew Hylen Title Date

PAY ESTIMATE NO.

FINAL

WOODHAVEN METERING MANHOLE REPLACEMENT
 CITY OF ST. FRANCIS
 BMI PROJECT NO. R13.104233

WORK COMPLETED THROUGH MARCH 5, 2013

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY PREVIOUS ESTIMATE	QUANTITY COMPLETED TO DATE	DIFFERENCE QUANTITY TO DATE	DIFFERENCE AMOUNT TO DATE
			BID QUANTITY	BID AMOUNT				
1	MOBILIZATION/DEMOLITION	\$10,000.00	1	LUMP SUM \$10,000.00	-	1	LUMP SUM \$ 10,000.00	\$0.00
2	CLEAR AND GRUB	\$500.00	1	EACH \$500.00	-	1	EACH \$ 500.00	\$0.00
3	REMOVE BITUMINOUS PAVEMENT	\$10.00	40	SQ YD \$400.00	-	92	SQ YD \$ 920.00	\$520.00
4	REMOVE EXISTING METERING STRUCTURE (INCLUDES EX. W/ANN PIPING & VALVES)	\$2,500.00	1	LUMP SUM \$2,500.00	-	1	LUMP SUM \$ 2,500.00	\$0.00
5	REMOVE & REPLACE CONCRETE CURB & GUTTER, DESIGN SURMOUNTABLE. (INCLUDES AGG BASE, CL-5)	\$37.00	35	LIN FT \$1,295.00	-	41	LIN FT \$ 1,517.00	\$222.00
6	REMOVE & REPLACE 5" CONCRETE WALK. (INCLUDES AGG BASE, CL-5)	\$10.00	130	SQ FT \$1,300.00	-	137	SQ FT \$ 1,370.00	\$70.00
7	SALVAGE AND INSTALL SIGN	\$125.00	2	EACH \$250.00	-	2	EACH \$ 250.00	\$0.00
8	BITUMINOUS PATCH (INCLUDES AGGREGATE BASE & BITUMINOUS BASE COURSE)	\$50.00	40	SQ YD \$2,000.00	-	92	SQ YD \$ 4,600.00	\$2,600.00
9	8" DIP WATERMAIN CL 52	\$125.00	15	LIN FT \$1,875.00	-	15	LIN FT \$ 1,875.00	\$0.00
10	ADJUST GATE VALVE	\$200.00	2	EACH \$400.00	-	0	EACH \$ -	-\$400.00
11	VALVE STEM EXTENSION	\$200.00	2	EACH \$400.00	-	0	EACH \$ -	-\$400.00
12	MANHOLE STRUCTURE (INCLUDES METER, ACCESS HATCH, VALVE, VENT, PIPING AND FITTINGS)	\$73,800.00	1	LUMP SUM \$73,800.00	-	1	LUMP SUM \$ 73,800.00	\$0.00
13	TRAFFIC CONTROL	\$400.00	1	LUMP SUM \$400.00	-	1	LUMP SUM \$ 400.00	\$0.00
14	SILT FENCE	\$3.00	60	LIN FT \$180.00	-	60	LIN FT \$ 180.00	\$0.00
15	MINDOT 260 SEED WITH CAT 3 BLANKET & FERTILIZER	\$2.50	1,250	SQ YD \$3,125.00	-	538	SQ YD \$ 1,345.00	-\$1,780.00
16	DECIDUOUS TREE 2" CAL 8&E (AUTUMN BLAZE MAPLE)	\$500.00	1	EACH \$500.00	-	1	EACH \$ 500.00	\$0.00
SUBTOTAL:				\$88,925.00	\$ -	\$ 98,737.00	\$832.00	

CHANGE ORDER NO. 1

1	REPAIR WATERMAIN BREAK - EXISTING SYSTEM	\$ 57,218.18	1	LUMP SUM \$ 57,218.18	0	1	LUMP SUM \$ 57,218.18	\$ -
SUBTOTAL:				\$ 57,218.18	\$ -	\$ 57,218.18	\$ -	
TOTAL:				\$ 156,143.18	\$ -	\$ 156,975.18	\$832.00	

CHANGE ORDER

No. 2 (Two)

PROJECT Woodhaven Metering Manhole Replacement (R13.104233)

DATE OF ISSUANCE: April 2, 2014 EFFECTIVE DATE: April 2, 2014

OWNER City of St. Francis

Owner's Contract No. Same as above

CONTRACTOR Magney Construction Inc.,

ENGINEER Bolton & Menk, Inc.

You are directed to make the following changes in the Contract Documents.

1.	Description:	Final Compensating Change Order	
	Cost:	\$832.00	
		Total Construction Cost:	\$156,975.18
		Contract Amount with Change Order No. 1,	\$156,143.18
		Total - Change Order No. 2:	\$ 832.00

TOTAL - CHANGE ORDER NO. 2: \$832.00

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$98,925.00	Original Contract Times Substantial Completion: <u>October 19, 2012</u> Ready for final payment: <u>October 19, 2012</u>
Net changes from previous Change Orders No. <u>0</u> to No. <u>1</u> \$57,218.18	Net changes from previous Change Orders No. <u>0</u> to No. <u>1</u> 0 (zero) Days
Contract Price Prior to this Change Order \$156,143.18	Contract Times prior to this Change Order Substantial Completion: <u>October 19, 2012</u> Ready for final payment: <u>October 19, 2012</u>
Net Increase of this Change Order \$832.00	Net Increase of this Change Order 0 (zero) Days
Contract Price with all approved Change Orders \$156,975.18	Contract Times with all approved Change Orders Substantial Completion: <u>October 19, 2012</u> Ready for final payment: <u>October 19, 2012</u>

RECOMMENDED:
By: [Signature]
Engineer (Authorized Signature)
Date: 4/3/14

APPROVED:
By: _____
Owner (Authorized Signature)
Date: _____

ACCEPTED:
By: [Signature]
Contractor (Authorized Signature)
Date: 4/3/14



PAYMENT BATCH AP 04-21-14

ABDO, EICK & MEYERS, LLP

04/08/2014	326033	E 101-41540-301	Auditing and Acct g Services	Annual audit services	3,600.00
04/08/2014	326033	E 601-49440-301	Auditing and Acct g Services	Annual audit services	3,700.00
04/08/2014	326033	E 602-49490-301	Auditing and Acct g Services	Annual audit services	3,700.00
04/08/2014	326033	E 609-49750-301	Auditing and Acct g Services	Annual audit services	5,200.00
					\$16,200.00

AIRGAS NORTH CENTRAL

03/31/2014	9917882690	E 101-43100-217	Other Operating Supplies	RENTAL	4.98
03/31/2014	9917882690	E 101-43210-217	Other Operating Supplies	RENTAL	4.98
03/31/2014	9917882690	E 101-45200-217	Other Operating Supplies	RENTAL	4.98
03/31/2014	9917882690	E 601-49440-217	Other Operating Supplies	RENTAL	4.98
03/31/2014	9917882690	E 602-49490-217	Other Operating Supplies	RENTAL	5.01
					\$24.93

ANCOM TECHNICAL CENTER

04/03/2014	44427	E 101-42210-237	Small Equipment	TRAVEL CHARGERS	255.25
					\$255.25

ANDERSON, SANDRA

		E 101-42110-331	Travel Expenses	MILEAGE	18.48
					\$18.48

ANOKA COUNTY CENTRAL COMM.

03/27/2014	2014-238	E 101-42110-321	Telephone	INTERNET	221.66
04/08/2014	2014-262	E 101-43100-311	Contract	2014 800 MHz Radio	72.96
04/08/2014	2014-262	E 101-45200-311	Contract	2014 800 MHz Radio	72.96
04/08/2014	2014-262	E 601-49440-311	Contract	2014 800 MHz Radio	72.96
04/08/2014	2014-262	E 602-49490-311	Contract	2014 800 MHz Radio	72.96
04/08/2014	2014-273	E 101-42110-321	Telephone	3 MONTHS ACCESS	180.00
					\$693.50

ANOKA COUNTY HWY DEPT.

		E 101-45230-217	Other Operating Supplies	PARADE PERMIT	50.00
					\$50.00

ANOKA COUNTY TREASURY DEPT.

04/08/2014	B140408Q	E 101-42110-321	Telephone	BROADBAND	37.50
04/08/2014	B140408Q	E 101-42210-321	Telephone	BROADBAND	37.50
04/08/2014	B140408Q	E 101-43100-321	Telephone	BROADBAND	37.50
04/08/2014	B140408Q	E 101-45200-321	Telephone	BROADBAND	37.50
04/08/2014	B140408Q	E 601-49440-321	Telephone	BROADBAND	37.50
04/08/2014	B140408Q	E 602-49490-321	Telephone	BROADBAND	37.50
					\$225.00

BELLBOY CORPORATION

03/26/2014	42360200	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.54
03/26/2014	42360200	E 609-49751-251	Liquor For Resale	LIQUOR	340.50
03/26/2014	42360200	E 609-49751-253	Wine For Resale	WINE	440.00

\$797.04

BERNICK COMPANIES, THE

04/07/2014	125243	E 609-49751-252	Beer For Resale	BEER	481.10
					<u>\$481.10</u>

BGS (BARNA GUZY)

04/01/2014	129459	E 101-41600-312	Criminal Legal Fees	PROSECUTION	4,950.00
04/01/2014	129553	E 101-41600-304	Civil Legal Fees	VILLAS	104.00
04/01/2014	129587	E 101-41600-304	Civil Legal Fees	ABBEY FIELDS	2,080.00
04/01/2014	129588	G 803-22105	O Reilly Escrow	OREILLY	182.00
04/01/2014	129735	E 101-41600-312	Criminal Legal Fees	MISC FORFEITURES	663.00
04/01/2014	129736	E 101-41600-312	Criminal Legal Fees	HANSON FORFEITURE	91.00
04/01/2014	129780	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,850.00
04/01/2014	129781	E 101-41600-304	Civil Legal Fees	REIMANN HEARING	374.28
					<u>\$10,294.28</u>

BOLTON & MENK, INC.

03/28/2014	0165064	E 602-49490-303	Engineering Fees	WW FACILITY PLAN	20,681.48
					<u>\$20,681.48</u>

BUCKET MAN

04/14/2014	.0414	E 101-43100-311	Contract	BANNER CHANGE	245.00
04/14/2014	.0414	E 101-45200-311	Contract	BANNER CHANGE	245.00
					<u>\$490.00</u>

BUREAU OF CRIM APPREHENSION

03/31/2014	161372	E 101-42110-311	Contract	3 MO CJDN	270.00
					<u>\$270.00</u>

CENTURY LINK

04/07/2014	.0414	E 601-49440-321	Telephone	PHONE	58.01
04/07/2014	.0414	E 602-49490-321	Telephone	PHONE	58.01
					<u>\$116.02</u>

CHETS SAFETY SALES, INC.

03/01/2014	S11626	E 101-43100-417	Uniform Clothing & PPE	SAFETY BOOTS	179.28
03/01/2014	S11626	E 101-43210-417	Uniform Clothing & PPE	SAFETY BOOTS	179.28
03/01/2014	S11626	E 101-45200-417	Uniform Clothing & PPE	SAFETY BOOTS	179.28
03/01/2014	S11626	E 601-49440-417	Uniform Clothing & PPE	SAFETY BOOTS	179.28
03/01/2014	S11626	E 602-49490-417	Uniform Clothing & PPE	SAFETY BOOTS	179.28
					<u>\$896.40</u>

CMI, INC.

04/01/2014	798113	E 101-42110-218	Equipment Repair & Maintenance	SUPPLIES	79.00
					<u>\$79.00</u>

COCA COLA REFRESHMENTS

04/01/2014	0148091321	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	407.16
					<u>\$407.16</u>

CRYSTAL SPRINGS ICE

04/08/2014	45726	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	108.80
					<u>\$108.80</u>

DAHLHEIMER DIST. CO. INC.

04/02/2014	1101044	E 609-49751-252	Beer For Resale	BEER	5,792.22
04/02/2014	1101044	E 609-49751-255	N/A Products	N/A	15.50
04/09/2014	1101089	E 609-49751-252	Beer For Resale	BEER	11,638.05

04/09/2014	1101089	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	288.80
04/09/2014	1101089	E 609-49751-255	N/A Products	N/A	32.00
					<hr/>
					\$17,766.57

DAY DISTRIBUTING CO.

03/28/2014	745485	E 609-49751-252	Beer For Resale	BEER	1,662.02
					<hr/>
					\$1,662.02

DEPT OF EMPLOYMENT AND

04/08/2014	.0414	E 601-49440-441	Miscellaneous	SKORSETH	1,173.92
04/08/2014	.0414	E 602-49490-441	Miscellaneous	SKORSETH	1,173.91
					<hr/>
					\$2,347.83

DEX MEDIA EAST LLC

04/05/2014	.0414	E 609-49750-340	Advertising	ADVERTISING	64.35
					<hr/>
					\$64.35

F.I.R.E.

04/02/2014	628	E 101-42210-208	Training and Instruction	TRAINING-AUTO EXTRICATION	700.00
					<hr/>
					\$700.00

FOREMOST EQUIPMENT

03/24/2014	49704	E 101-42110-237	Small Equipment	BATTERY	287.00
					<hr/>
					\$287.00

FREEDOM SERVICES, INC.-FD

04/08/2014	12374	G 101-21706	Flex Account	MAY 2014	83.32
					<hr/>
					\$83.32

FREEDOM SERVICES, INC.-MA

04/08/2014	12375	E 101-41540-301	Auditing and Acct g Services	MAY 2014	79.20
					<hr/>
					\$79.20

G&K SERVICES, INC

04/08/2014	1043682303	E 601-49440-402	Janitorial Service	COVERALLS	3.50
04/08/2014	1043682303	E 602-49490-402	Janitorial Service	COVERALLS	3.50
04/08/2014	1043682305	E 101-41940-219	Rug Maintenance	RUGS	16.96
04/08/2014	1043682306	E 609-49750-219	Rug Maintenance	RUGS	11.23
04/08/2014	1043682312	E 101-42110-402	Janitorial Service	RUGS	21.32
04/08/2014	1043682312	E 101-43100-402	Janitorial Service	RUGS	5.32
04/08/2014	1043682312	E 101-45200-402	Janitorial Service	RUGS	5.32
04/08/2014	1043682312	E 601-49440-402	Janitorial Service	RUGS	5.32
04/08/2014	1043682312	E 602-49490-402	Janitorial Service	RUGS	5.32
04/08/2014	1043682313	E 601-49440-402	Janitorial Service	RUGS	25.33
					<hr/>
					\$103.12

GERDIN AUTO SERVICE, INC.

03/31/2014	71394	E 208-42110-436	Towing Charges	TOW FORFEITURE	137.00
					<hr/>
					\$137.00

GOPHER STATE ONE-CALL

03/31/2014	99965	E 601-49440-442	Gopher State	MARCH TICKETS	18.13
03/31/2014	99965	E 602-49490-442	Gopher State	MARCH TICKETS	18.12
					<hr/>
					\$36.25

GRANITE CITY JOBBING CO.

04/01/2014	805971	E 609-49750-210	Operating Supplies	OPERATING	40.79
04/01/2014	805971	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
04/01/2014	805971	E 609-49751-254	Miscellaneous Merchandise	MISCELLAENOUS	10.23

04/01/2014	805971	E 609-49751-256	Tobacco Products For Resale	TOBACCO	745.97
04/08/2014	806806	E 609-49750-210	Operating Supplies	OPERATING	125.58
04/08/2014	806806	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
04/08/2014	806806	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	8.16
04/08/2014	806806	E 609-49751-256	Tobacco Products For Resale	TOBACCO	622.00
04/08/2014	806806	G 101-20810	Sales Tax Payable	USE TAX	(0.88)
					\$1,560.35

HEWLETT-PACKARD COMPANY

04/02/2014	54147422	E 609-49750-240	Office Equip	COMPUTER-LIQUOR	709.18
04/07/2014	54164246	E 101-42110-237	Small Equipment	COMPUTER-TAHOE	1,052.32
04/07/2014	54167980	E 101-42210-237	Small Equipment	PRINTER-FIRE	1,849.75
					\$3,611.25

HYLEN, MATT

		E 101-41400-331	Travel Expenses	MILEAGE	80.64
					\$80.64

INNOVATIVE OFFICE SOLUTIONS, L

03/28/2014	IN0497097	E 101-42110-200	Office Supplies	SUPPLIES	23.52
04/02/2014	IN0500161	E 101-42110-200	Office Supplies	SUPPLIES	26.48
04/02/2014	IN0500161	E 101-43210-200	Office Supplies	SUPPLIES	49.68
					\$99.68

IRON MOUNTAIN INFO. MGMT.

03/31/2014	KDR1828	E 101-42110-311	Contract	SHREDDING	125.35
					\$125.35

JJ TAYLOR DISTRIBUTING

04/09/2014	2187248	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
04/09/2014	2187248	E 609-49751-252	Beer For Resale	BEER	305.20
					\$308.20

JOHNSON BROS WHLSE LIQUOR

03/31/2014	1814147	E 609-49751-251	Liquor For Resale	LIQUOR	1,044.00
03/31/2014	1814148	E 609-49751-253	Wine For Resale	WINE	128.00
04/02/2014	1817757	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.88
04/02/2014	1817757	E 609-49751-251	Liquor For Resale	LIQUOR	479.12
04/02/2014	1817758	E 609-49751-206	Freight and Fuel Charges	FREIGHT	57.33
04/02/2014	1817758	E 609-49751-253	Wine For Resale	WINE	2,678.00
04/04/2014	614585	E 609-49751-253	Wine For Resale	WINE	(54.00)
04/09/2014	1823325	E 609-49751-206	Freight and Fuel Charges	FREIGHT	52.92
04/09/2014	1823325	E 609-49751-251	Liquor For Resale	LIQUOR	3,493.25
04/09/2014	1823326	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.82
04/09/2014	1823326	E 609-49751-253	Wine For Resale	WINE	253.05
04/09/2014	1823327	E 609-49751-252	Beer For Resale	BEER	123.00
					\$8,269.37

KAZA FIRE EQUIPMENT

04/01/2014	75852	E 101-42210-437	Uniform Allowance	ID SHIELDS	250.00
					\$250.00

LEAGUE OF MN CITIES

04/01/2014	198425	E 101-43100-208	Training and Instruction	WORKSHOPS	10.00
04/01/2014	198425	E 101-45200-208	Training and Instruction	WORKSHOPS	10.00
04/01/2014	198425	E 601-49440-208	Training and Instruction	WORKSHOPS	10.00
04/01/2014	198425	E 602-49490-208	Training and Instruction	WORKSHOPS	10.00
04/07/2014	198579	E 101-41400-208	Training and Instruction	TRAINING	15.00

04/07/2014	198579	E 101-42110-208	Training and Instruction	TRAINING	15.00
04/07/2014	198579	E 101-42400-208	Training and Instruction	TRAINING	15.00
					\$85.00

LMC INSURANCE TRUST

01/28/2014	C0028728	E 101-42110-360	Insurance	DEDUCTIBLE	500.00
					\$500.00

MCDONALD DIST CO.

03/27/2014	352396	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
03/27/2014	352396	E 609-49751-252	Beer For Resale	BEER	4,298.75
03/27/2014	352396	E 609-49751-254	Miscellaneous Merchandise	MISCELLAENOUS	102.00
04/03/2014	352878	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
04/03/2014	352878	E 609-49751-252	Beer For Resale	BEER	7,249.25
04/03/2014	352878	E 609-49751-255	N/A Products	N/A	88.30
04/10/2014	353348	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
04/10/2014	353348	E 609-49751-252	Beer For Resale	BEER	6,800.10
04/10/2014	353348	E 609-49751-255	N/A Products	N/A	18.55
					\$18,565.95

MWOA

		E 602-49490-433	Dues and Subscriptions	MEMBERSHIP	25.00
					\$25.00

PACE ANALYTICAL SERVICES

04/08/2014	141238008	E 602-49490-313	Sample Testing	TESTING	109.00
04/10/2014	141238078	E 601-49440-313	Sample Testing	TESTING	120.00
					\$229.00

PAUSTIS & SONS

04/07/2014	8443455	E 609-49751-206	Freight and Fuel Charges	WINE	7.00
04/07/2014	8443455	E 609-49751-253	Wine For Resale	WINE	422.00
					\$429.00

PHILLIPS WINE & SPIRITS CO.

03/28/2014	3524118	E 609-49751-206	Freight and Fuel Charges	LIQUOR	(0.73)
03/28/2014	3524118	E 609-49751-251	Liquor For Resale	LIQUOR	(53.30)
03/28/2014	3524119	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.47)
03/28/2014	3524119	E 609-49751-251	Liquor For Resale	LIQUOR	(192.80)
03/28/2014	3524120	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.47)
03/28/2014	3524120	E 609-49751-253	Wine For Resale	WINE	(23.95)
04/02/2014	2583096	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.58
04/02/2014	2583096	E 609-49751-251	Liquor For Resale	LIQUOR	1,653.58
					\$1,400.44

PRINTING UNLIMITED

04/04/2014	7062	E 101-41400-200	Office Supplies	ENVELOPES	33.30
04/04/2014	7062	E 101-42400-200	Office Supplies	ENVELOPES	33.30
					\$66.60

SOUTHERN WINE & SPIRITS OF MN

04/03/2014	1147481	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.62
04/03/2014	1147482	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.00
04/03/2014	1147482	E 609-49751-251	Liquor For Resale	LIQUOR	325.91
04/10/2014	1149831	E 609-49751-206	Freight and Fuel Charges	FREIGH	3.75
04/10/2014	1149831	E 609-49751-251	Liquor For Resale	LIQUOR	359.81
04/10/2014	1149832	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.00
04/10/2014	1149832	E 609-49751-253	Wine For Resale	WINE	282.00

\$982.09

ST. FRANCIS TRUE VALUE HARDWAR

03/24/2014	26463	E 101-42210-218	Equipment Repair & Maintenance	SUPPLIES	54.97
					<u>54.97</u>

STAN MORGAN & ASSOCIATES, INC.

03/28/2014	57800	E 609-49750-240	Office Equip	PARTS FOR BEER SHELVES	1,036.69
					<u>\$1,036.69</u>

STREICHER S

04/02/2014	11083023	E 101-42110-437	Uniform Allowance	HOLSTERS & HOLDERS	223.95
					<u>\$223.95</u>

THE AMERICAN BOTTLING COMPANY

04/07/2014	2451014285	E 609-49751-254	Miscellaneous Merchandise	MISCELLAENOUS	162.56
					<u>\$162.56</u>

THORPE DISTRIBUTING COMPANY

03/28/2014	813497	E 609-49751-252	Beer For Resale	BEER	233.08
					<u>\$233.08</u>

US DEPT OF EDUCATION

		G 101-21716	Other Deductions	LEVY PAYROLL 04-10-14	280.38
					<u>\$280.38</u>

WIRTZ BEVERAGE MN

04/03/2014	1080162264	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.72
04/03/2014	1080162264	E 609-49751-251	Liquor For Resale	LIQUOR	1,048.92
04/03/2014	1080162264	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	27.09
04/10/2014	1080164734	E 609-49751-206	Freight and Fuel Charges	FREIGHT	31.65
04/10/2014	1080164734	E 609-49751-251	Liquor For Resale	LIQUOR	1,848.51
04/10/2014	1080164734	E 609-49751-253	Wine For Resale	WINE	304.00
					<u>\$3,269.89</u>

\$117,204.54

FUND SUMMARY

101 GENERAL FUND	\$21,971.57
208 POLICE FORFEITURE	\$137.00
601 WATER FUND	\$5,408.93
602 SEWER FUND	\$26,079.09
609 MUNICIPAL LIQUOR FUND	\$63,425.95
803 ESCROW	\$182.00
Total	<u>117,204.54</u>



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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

PLANNING MEMO

TO: St. Francis Planning Commission
Matt Hylan, City Administrator

FROM: Nate Sparks, City Planner

DATE: April 16, 2014

MEETING DATE: April 21, 2014

RE: Septic Ordinance Amendments

BACKGROUND

Anoka County has adopted a new ordinance regarding septic system installation and maintenance. Minnesota Statutes and Rules require all cities with septic programs to adopt an ordinance consistent with the County Ordinance. The City's existing ordinance needs to be updated to be consistent with the new ordinance adopted by Anoka County. The Planning Commission reviewed the ordinance at their March meeting and recommended approval.

DRAFT ORDINANCE

Generally, the ordinance is a reflection of the minimum standards required by cities by the State of Minnesota. It outlines general permit requirements and procedures. The State requires individuals to maintain their septic system every three years, which is included in this ordinance. It is the responsibility of the City to monitor the inspection requirement.

POINT OF SALE INSPECTIONS

Many area cities and counties require a compliance inspection prior to the sale of the property. This is not mandatory but it may allow for the City to have problem septic systems repaired. This inspection is greater in scope than the general maintenance provisions mandated by the State. According to a PCA survey, slightly over half of the jurisdictions in Minnesota require point of sale inspections with some only requiring the inspection in Shoreland Districts. Currently, the City of St. Francis does not require a point of sale inspection and it is not required by Anoka County. The Planning Commission recommended not to include such a requirement at this time but that if the Council wanted to explore this option, they would review a draft ordinance in the near future as a separate ordinance.

RECOMMENDED ACTION

The Planning Commission recommended approval of the septic ordinance.

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

ORDINANCE 195, SECOND SERIES

AN ORDINANCE AMENDING SECTIONS 3-4-1 THROUGH 3-4-8 OF THE CITY CODE
REGARDING INDIVIDUAL SEWAGE TREATMENT SYSTEMS

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 3-4-1 through 3-4-8 be amended to read as follows:

3-4-1: PURPOSE, APPLICABILITY, AND AUTHORITY:

- A. Purpose. It is the purpose and intent of this ordinance to establish standards for the design, location, construction, operation, and maintenance of Subsurface Sewage Treatment Systems (SSTS).
- B. Applicability. The sewer provisions of this ordinance shall apply to any premises in the City that are not served by the municipal wastewater treatment system.
- C. Authority. This ordinance is adopted pursuant to the authorization and requirements contained in Minnesota Statutes §145A.05, 115.55 and Minnesota Administrative Rules Chapter 7082.

3-4-2: GENERAL PROVISIONS:

- A. Treatment Required. All sewage generated in unsewered areas shall be treated and dispersed by an approved SSTS or a system permitted by the Minnesota Pollution Control Agency.
- B. Administration. This Ordinance shall be administered by the St. Francis City Building Official or any such designee of the Building Official or City Administrator.
- C. Compliance. No person shall cause or permit the location, construction, alteration, extension, conversion, operation, or maintenance of a subsurface sewage treatment system, except in full compliance with the provisions of this ordinance.
- D. Conditions. Violation of any condition imposed by the City on a license, permit, or variance, shall be deemed a violation of this ordinance and subject to the penalty provisions set forth in this ordinance.
- E. Site Evaluation, System Design, Construction, Inspection, and Servicing. Site evaluation, and system design, construction, inspection and system servicing shall be performed by Minnesota Pollution Control Agency licensed SSTS businesses or qualified employees of local governments or persons exempt from licensing in Minn. R. 7083.0700. For lots platted after April 1, 1996, a design shall evaluate and locate space for a second soil treatment area.

F. Inspection. No part of an individual sewage treatment system shall be covered until it has been inspected and approved by the Building Official. If any part of the system is covered before being inspected and approved as herein provided, it shall be uncovered upon the direction of the Building Official. The Building Official shall cause such inspections as are necessary to determine compliance with this ordinance. It shall be the responsibility of the permittee to notify the Building Official that the system is ready for inspection. If the integrity of the system is threatened by adverse weather if left open and the Building Official is unable to conduct an inspection, the permittee may, after receiving permission from the Building Official document compliance with the ordinance by photographic means that show said compliance and submit that evidence to the Building Official prior to final approval being sought.

G. Compliance Inspection Required. A SSTS compliance inspection is required:

1. For a new or replacement SSTS.
2. When altering an existing structure to add a bedroom.
3. When a parcel having an existing system undergoes development, subdivision, or split.

H. Imminent Public Health and Safety Threat; Failing System; and Surface Discharge.

1. A subsurface sewage treatment system which poses an imminent threat to public health and safety shall immediately abate the threat according to instructions by the Building Official and be brought into compliance with this ordinance in accordance with a schedule established by the Building Official, which schedule will not exceed ten (10) months.
2. A failing system, an SSTS that is not protective of groundwater, shall be brought into compliance within twenty-four months after receiving notice from the Building Official.
3. An SSTS discharging raw or partially treated wastewater to ground surface or surface water is prohibited unless permitted under the National Pollution Discharge Elimination System.

I. Conflict Resolution. For SSTS systems regulated under this Ordinance, conflicts and other technical disputes over new construction, replacement and existing systems will be managed in accordance with Minnesota Rules 7082.0700 Subpart 5.

J. Septic Tank Maintenance.

1. Periodic Maintenance Required. The owner of a sewage tank or tanks, shall regularly, but not less frequently than every three years, inspect the tank(s) and measure the accumulations of sludge and scum by an individual licensed to do such work in the State of Minnesota. If the system is pumped, measurement is not needed. The owner shall remove and sanitarily dispose of septage whenever the top of the sludge layer is less than 12 inches below the bottom of the outlet baffle or the bottom of the scum layer is less than 3 inches above the bottom of the outlet baffle. Removal of septage shall include complete removal of scum and sludge.

2. Maintenance Record Required. Maintenance activities are required to be recorded on forms supplied by the City of St. Francis and submitted to the City within 30 days of the maintenance activity. The maintenance record shall be supplied by an individual licensed by the state to do such

work. One copy of the maintenance record shall be given to the City and one to the property owner. A recording fee shall be paid in accordance with the City's Fee Schedule.

- K. Non-Complying Systems. Existing systems which are non-complying, but not an imminent health or safety threat, failing, or discharging to surface, may continue in use so long as the use is not changed or expanded. If the use changes or is expanded, the non-complying elements of the existing system must be brought into compliance.
- L. Non-Complying Work. New individual sewage treatment system construction that is non-compliant, or other work on a system that is non-complying, must be brought into compliance with this ordinance in accordance with a schedule established by the Building Official, which schedule will not exceed seven days unless the Building Official finds extenuating circumstances.
- M. Change In Use. A Certificate of Compliance may be voided if, subsequent to the issuance of the certificate, the use of the premises or condition of the system has changed or been altered.
- N. Setback Reduction. Where conditions prevent the construction, alteration, and/or repair of an individual sewage treatment system on an existing developed parcel of real property, the Building Official may reduce property line and building setbacks and system sizing requirements provided said reduction does not endanger or unreasonably infringe on adjacent properties and with the concurrence of the affected properties. In no instance will a setback reduction be allowed from the standards of Section 10-82-4-B-6 except in cases where a variance is approved following the procedure established by Section 10-82-9-D.
- O. Floodplain. An SSTS shall not be located in a floodway or floodplain. Location within the flood fringe is permitted provided that the design complies with this ordinance and all of the rules and statutes incorporated by reference.
- P. Class V Injection Wells. All owners of new or replacement SSTS that are considered to be Class V injection wells, as defined in the Code of Federal Regulations, title 40, part 144, are required by the Federal Government to submit SSTS inventory information to the Environmental Protection Agency.

3-4-3 STANDARDS ADOPTED

- A. Minnesota Rules Adopted. Minnesota Rules, Chapters 7080 and 7081, that are in effect on the date of passage of this ordinance, relating to subsurface sewage treatment systems, are hereby adopted by reference and made a part of this ordinance as if fully set forth herein.
- B. Rules Amended. The rules, adopted in Section 3.01 are amended as follows:
 - 1. Compliance Inspection - 15 Percent Vertical Separation Reduction. MR 7080.1500 Subp. 4D is amended to allow 15 percent reduction of vertical separation (separation distance no less than 30.6 inches) may be determined to be compliant for existing systems to account for settling and variable interpretation of soil characteristics.
- C. Holding Tanks. Holding tanks may be allowed for the following applications: as replacement to a failing existing system, an SSTS that poses an imminent threat to public health and safety, or for an existing lot in which a SSTS cannot feasibly be installed and the Building Official finds extenuating circumstances. Holding tanks require an operating permit as which defines routine maintenance activities as approved by the City Building Official. Failure to adhere to the operating permit is a violation of this Ordinance.

D. System Abandonment. An SSTS, or component thereof, that is no longer intended to be used must be abandoned in accordance with MN Rules 7080.2500. Replacement systems which result in discontinued use of any or all existing components shall initiate requirement of maintenance recoding and abandonment procedures as specified in MN Rules 7080.2500. The standards in Section 3-3-2-E shall also be followed when a system is abandoned due to the property being connected to the public sewer system.

3-4-4: PERMITS

- A. Permit Required. No person shall cause or allow the location, construction, alteration, extension, conversion, or modification of any subsurface sewage treatment system without first obtaining a permit for such work from the Building Official. No person shall construct, alter, extend, convert, or modify any structure which is or will utilize subsurface sewage treatment system without first obtaining a permit.
1. All work performed on an SSTS shall be done by an appropriately licensed business, qualified employees or persons exempt from licensing pursuant to MN Rules 7083.0700. Permit applications shall be submitted by the person doing the individual subsurface sewage treatment system construction on forms provided by the Building Official and accompanied by required site and design data, and permit fees.
 2. Permits shall only be issued to the person doing the individual sewage treatment system construction.
 3. Permit applications for new and replacement SSTS shall include a management plan for the owner that includes a schedule for septic tank maintenance.
 4. A permit is not required for minor repairs or replacement of damaged or deteriorated components that do not alter the original function, change the treatment capacity, change the location of system components or otherwise change the original system's design, layout, or function.
- B. Operating Permit. An operating permit shall be required of all owners of new holding tanks, Type IV and V systems; MSTs and other SSTS that the Building Official has determined requires operational oversight.
1. Application. Application for an operating permit shall be made on a form provided by the Building Official.
 2. Holding Tanks. The owner of holding tanks installed after the effective date of this Ordinance shall provide the Building Official with a copy of a contract with a licensed sewage maintenance business for monitoring and removal of holding tank contents.

3-4-5: VIOLATIONS AND PENALTIES. The City may seek to have violations of this Ordinance corrected by any means found in the City Code including, but not limited to:

- A. Misdemeanor. Any person who fails to comply with the provisions of this ordinance may be charged with a misdemeanor and upon conviction thereof, shall be punished therefore, as provided by law. A separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.

- B. Injunctive Relief. In the event of a violation or a threat of violation of this ordinance, the Building Official may institute appropriate actions or proceedings to include injunctive relief to prevent, restrain, correct or abate such violations or threatened violations; and the City Attorney may institute a civil action.
- C. Civil Action. In the event of a violation of this ordinance, the City may institute appropriate actions or proceedings to include injunctive relief to prevent, restrain, correct, or abate such violations, or threatened violations, and the City Attorney may institute such action.

3-4-6: RESERVED

3-4-7: RESERVED

3-4-8: RESERVED

Section 2. Effective Date. This Ordinance shall take effect 30 days after its publication.

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

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

7533 Sunwood Drive NW, Suite 206 • Ramsey, MN 55303

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

www.bolton-menk.com

MEMORANDUM

Date: April 16, 2014

To: Honorable Mayor Tveit
Members of the City Council

From: Jared Voge, P.E.
City Engineer

Subject: Aztec Street Improvements
St. Francis, Minnesota
BMI Project No.: R18.107800

INTRODUCTION:

At the March 3, 2014 City Council meeting a public hearing was held regarding the Aztec Street Improvements. Following the close of the public hearing, the City Council adopted a resolution authorizing the preparation of plans and specifications. Plans and specifications for the project have been prepared.

BACKGROUND:

O'Reilly has constructed a facility located south of the City Municipal Liquor Store on the south side of 233rd Avenue. As part of the development process, O'Reilly platted property and dedicated right-of-way to the City of St. Francis. Since the dedicated right-of-way does not line up with the existing right-of-way of Aztec Street north of 233rd Avenue and in order to construct the safest intersection possible, the City Council authorized staff to work with the adjacent Abbeyfield Townhomes property owner to obtain property to facilitate a safe intersection. Subsequently the City Council authorized the preparation of a Preliminary Engineering Report, called for a public hearing on the improvements to satisfy Minnesota Statute 429 requirements, held the public, and ordered the preparation of plans and specifications.

RECOMMENDATION:

We recommend that the City Council approve the final plans and specifications and authorize advertisement for bids by adopting the enclosed resolution.

BUDGET IMPACT:

The costs associated with the Aztec Street Improvements and property acquisition are proposed to be assessed to the benefiting properties.

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

JAV/kg

Enclosure

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

HELD: April 21, 2014

Pursuant to due call and notice thereof, a regular meeting of the City Council of City St. Francis, Minnesota, was duly called and held in the Council Chambers of the St. Francis Independent School District No. 15 District Office in said City on the 21st day of April, 2014, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS
CITY OF ST. FRANCIS, MINNESOTA
RESOLUTION 2014-13**

WHEREAS, pursuant to a resolution passed by the council on March 3, 2014, the City Engineer (consulting engineer retained for the purpose) has prepared plans and specifications for the Aztec Street Improvements between the south line of 233rd Ave NW and approximately 550 feet south of 233rd Ave NW by the construction of street, sidewalk and utilities and has presented such plans and specifications to the Council for approval;

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

1. Such plans and specifications are hereby approved and ordered placed on file in the office of the City Clerk
2. The City Clerk shall prepare and cause to be inserted in the official paper and in the Finance & Commerce trade publication an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for twenty-one days, shall specify the work to be done, shall state that bids will be publicly opened on May 22, 2014 at 10:00 a.m. at City Hall in said City and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashiers check, bid bond, or certified check payable to the Clerk for 5% of the amount such bid.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Jerry Tveit, Mayor of St. Francis

Barbara I. Held, City Clerk

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

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

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

City Clerk

(SEAL)



Administrative Internship Program

Interested in a career that makes a difference in local government?

Look no further than the City of Saint Francis' Administrative Internship program. This program is designed specifically to provide a rich, engaging, hands-on learning experience in the northern Anoka County suburb of 7,218. No filing papers here... Program participants will have the opportunity to explore the field of professional municipal management and develop their skills through a unique experience that blends technical project work, strategic operations thinking, and mentorship as well as networking opportunities with other professionals already working in this exciting career field. Sample project work includes assignments in the following program areas:

- Community and Economic Development.
- Administration and Finance.
- Public Works and Parks-Recreation.

The hiring salary will be \$12.00 per hour including affiliate membership to the International City and County Management Association as well as the Association of Public Management Professionals. Applicants should currently be enrolled in a Master's in Public Administration program. Past City internship participants have gone on to successful local government careers.

Accelerate your learning experience and career potential today!



For questions or to submit interest, contact City Administrator Matt Hylan directly via phone at (763) 235-2301 or e-mail at mhylan@stfrancismn.org. Position is open until filled.