

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
**MAY 6, 2013**  
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 15, 2013
  - b. Receive and File Charter Commission Minutes-January 24, 2013
  - c. V3 Triathlon- June 29, 2013 (Biking portion comes through St. Francis)
  - d. St. Francis Lions 3.2 Permit for Pioneer Days at Community Park and Fire Station-June 8 & 9
  - e. Contract Extension for Interim Fire Chief Dean Kapler
  - f. Contract with the City of Elk River for back up Building Inspection Service
  - g. Pay Request # 16 from Amcon Construction Management for \$12,500 to Overhead Door of the Northland, St. Cloud Refrigeration, Electrical Solutions Inc., and Brothers Fire Protection
  - h. Bobcat Guaranteed Buyback Program
  - i. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
  - a. DNR Land Acquisition: 40 Acres east of the Carl Bonnell WMA
  - b. Abdo, Eick & Meyers: 2012 Annual Audit Review
  - c. Meridian Behavioral Health Applications: Ord.184, SS (1<sup>st</sup> Rdg) ; Resolutions 2013-10, 2013-11& 2013-12
  - d. Jones Lot Line Adjustment with Variance: 23725 Nacre Street NW: Resolution 2013-13
7. Ordinances & Resolution
  - a. Ordinance 182, Second Series: Amending Section 8-2-2 and adding Section 8-2-6 of the St. Francis City Code Regarding Nuisance & Abatement (Second Reading)
  - b. Resolution 2013-14: Authorizing the Summary Publication of Ordinance 182, Second Series
  - c. Ordinance 185, Second Series: Amending the St. Francis Zoning Ordinance Section 10-8 Regarding Variance Review Criteria (First Reading)
8. Reports of Consultants & Staff Members
  - a. Engineer: WWTP Facility Plan  
Eminent Domain  
Kerry Street & 232<sup>nd</sup>: Street Condition
  - b. Attorney:
  - c. Staff:  
Fire Dept.:  
Public Works:  
Liquor Store:  
Police:  
City Administrator Report: Update on lot South of Post Office
9. Reports from Council Members
10. Report from Mayor:
11. Old Business
12. New Business
13. Adjournment

*Calendar of Events*

- May 4: Recycling Day @ Public Works 4020 St. Francis Blvd. 8 am – Noon  
May 4: Pet Clinic @ Fire Station 9 am – Noon  
May 4: Fire Department Spaghetti Dinner @ Fire Station 5 pm – 8 pm  
May 6: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm  
May 15: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm  
May 17: Car Show Starts and goes through September 6 in City Centre Mall Parking Lot  
May 20: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council  
FROM: Matthew L. Hylan,   
City Administrator  
RE: Agenda Memorandum – May 6, 2013 Meeting

**Agenda Items:**

**4. Consent Agenda:**

- e. *Fire Chief Services Agreement:* Attached is a renewal of the Interim Fire Chief Agreement with the City of Ramsey. This arrangement is operating very efficiently.
- f. *Building Official Agreement:* Attached is an agreement between the City of St. Francis and the City of Elk River for substitute Building Official duties in the absence of our Building Official due to vacation, sick or training absences.
- g. *Police/Public Works Building Pay Request:* Attached is Pay Request #16 from Amcon Construction in the amount of \$12,500 for the Police/Public Works Building.

**6. Petitions, Requests, Applications:**

- a. *DNR Land Acquisition:* Mr. Tim Marion, Area Wildlife Supervisor MN Department of Natural Resources will be present to discuss a purchase option the State DNR has on land within the municipal boundaries.
- b. *2012 Annual Audit Presentation:* Mr. Andy Berg, Abdo, Eick & Meyers will be presenting the 2012 Audit for Council review.
- c. *Meridian Behavioral Health Application:* Attached is an overview memorandum from Nate Sparks, City Planner of the Meridian Behavioral Health Applications and the recommendations from the Planning Commission.

*Ordinance 184, Second Series:* Attached is Ordinance 184, Second Series (first reading) which amends the City Zoning Map to rezone Outlot A, Meadows of St. Francis to R-4, High Density Residential. This change is consistent with our City Comprehensive Plan. A roll call vote is recommended to approve Ordinance 2013-184.

*Resolution 2013-10:* Attached is Resolution 2013-ZZ adopting the findings of fact for a rezoning of Outlot A, Meadows of St. Francis. A motion would be in order to approve Resolution 2013-10.

*Resolution 2013-11:* Attached is Resolution 2013-11 approving a preliminary plat for Meridian Behavioral Health on Outlot A, Meadows of St. Francis. A motion would be in order to approve Resolution 2013-11.

*Resolution 2013-12:* Attached is Resolution 2013-12 approving a conditional use permit & site plan for Meridian Behavioral Health on Outlot A, Meadows of St. Francis. A motion would be in order to approve Resolution 2013-12.

- d. *Resolution 2013-13:* Attached is a memorandum from Nate Sparks, City Planner regarding the Planning Commission recommendation regarding 23725 Nacre Street NW. Also attached is Resolution 2013-13 approving a lot line adjustment with a variance for a property division at 23725 Nacre Street NW. A motion would be in order to approve Resolution 2013-13.

**7. Ordinances & Resolutions:**

- a. *Ordinance 182, Second Series:* Attached is Ordinance 182, Second Series (second reading) amending the Nuisance and Abatement Ordinance. The Planning Commission has recommended this from their February meeting. A memorandum from City Planner Nate Sparks is also attached for review. A motion would be in order to approve the second reading of this Ordinance. A roll call vote is required.
- b. *Resolution 2013-14:* Attached is Resolution 2013-14 authorizing summary publication of Ordinance 182, second series amending the city code regarding nuisance and abatement. A motion would be in order to approve Resolution 2013-14.

- c. *Ordinance 185, Second Series:* Attached is Ordinance 185, Second Series (first reading) amending the St. Francis Zoning Ordinance Section 10-8 Regarding Variance Review Criteria. The Planning Commission has recommended this from their April meeting. A memorandum from City Planner Nate Sparks is also attached for review. A motion would be in order to approve the first reading of this Ordinance. A roll call vote is required.

**8. Reports:**

- a. **Engineer:** *Wastewater Treatment Facility Plan:* Attached is a report from City Engineer Jared Voge regarding the wastewater treatment facility plan. Voge will not be able to attend the meeting if there are questions regarding this facility plan we can table until this until the next City Council meeting.

- b. **Attorney:**

- c. **Staff:**

**Building Official:**

**Fire:**

**Public Works:**

**Liquor Store:**

**Police:**

**City Administrator:** *Lot Behind Post Office:* The City Council has previously declared this property surplus as required by our City Charter. Now we need to decide how to practically dispose of the property (auction, realtor, etc).

**11. Old Business:**

**12. New Business:**

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

CITY COUNCIL MINUTES

April 15, 2013

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 Mike Haggard, Tim Brown and Chris McClish. Council member Amy Lazere excused. Also present were City Engineer Jared Voge (Bolton & Menk, Inc.), City Attorney Scott Lepak (Barna, Guzy & Steffen), Police Chief Jeff Harapat, Fire Chief Dean Kapler, Finance Director Darcy Mulvihill, City Administrator Matt Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY McCLISH SECOND HAGGARD TO ADOPT THE APRIL 15, 2013 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND McCLISH TO APPROVE THE APRIL 15, 2013, CITY COUNCIL CONSENT AGENDA AS A-D AS FOLLOWS:
  - a. Approve the City Council Minutes of April 1, 2013.
  - b. Approve the appointment of Fire Fighter George Bichler to the position of Fire Lieutenant
  - c. Hire Jennifer Baker as a Part Time Liquor Store Clerk
  - d. Approve the Payment of Claims for \$262,187.16 (Check #'s 65431-65502 \$171,345.10 and ACH 1, 56E & 57E \$90,842.06 )Motion carried 4-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
7. **Ordinances & Resolution:**
8. **Reports of Consultants & Staff Members:**
  - a. **Engineer: Wastewater Treatment Plan Facility Plan Discussion:** Voge reported as stated by City Administrator Matt Hysten at the last City Council meeting, since the beginning of 2013 there has been a significant increase in development interest. Growth is occurring much quicker than anticipated based on development interest and applications. Voge explained the process and the various discharge options of the wastewater effluent the City had available. Voge stated based on their experience, MPCA permitting requirements are becoming increasingly stringent. In order to meet the MPCA permitting requirements, modifications to the City Wastewater Treatment Facility is inevitable which would require a Facility Plan be completed. A facility Plan explores options for wastewater treatment and identifies cost associated with the treatment options. A Facility Plan is also required to be eligible for Minnesota Public Facilities Authority (PFA) Funding. MPCA is updating the City's NPDES permit for the Wastewater Treatment Facility along with City staff to help finalize the permit. The facility planning process is the initial step in the process that will last for approximately five years from the Facility Plan to the potential construction of improvements. The costs associated with meeting MPCA

regulations will be identified in the Facility Plan. There is no action needed tonight on the Facility Plan. This will likely be brought back to the May 6, 2013 City Council meeting.

**Rum River Bluffs: 429 Special Assessment Process Request:** The developer of the Rum River Bluffs subdivision is requesting to initiate the 429 bonding process for the area that does not have existing streets and utilities. This development was developed in phases. I would like to answer any questions before an agreement would be brought forward.

b. **Attorney:**

c. **Staff:**

**Fire Dept.: Isanti Area Joint Operating Fire District Automatic Mutual Aid Agreement:** Chief Kapler presented the agreement to the City Council. This automatic mutual aid agreement is for confirmed structure fires only. The key point here is that it is automatic call out. Brown asked if all vehicles would be disbursed to the fire. Chief Kapler said there would always be at least one vehicle left at the station, we would not leave the city unprotected. MOTION BY BROWN SECOND HAGGARD TO ENTER INTO WITH ISANTI AREA JOINT OPERATING FIRE DISTRICT AN AUTOMATIC MUTUAL AID AGREEMENT. Motion carried 4-0.

**Department Report:** Fire Chief Dean Kapler stated this auto aid is a great example of why departments do not have to gear up with particular vehicles and equipment for an event that may happen once in a great while, which in turn is a cost savings. We continue to look at opportunities like this. Tveit said this is the same type of discussion we have been having in the Rum River Joint Fire Service.

**Public Works: Water Appropriation Fee Increases:** City Administrator Matt Hylen reported the State House Environment, Natural Resources and the Agriculture Finance committee has proposed a bill (HF1679 and SF1549) to increase water appropriation fees that would financially affect our municipal water system. The Council had given direction to keep water rates as stable as possible and try to minimize increases in residential water bills. With this new proposal, the City's permit fee would raise from \$900 to around \$4,100. This would increase residential water bills by about \$2 per year per household. The "new moneys" would be collected by the City and forwarded on to the State. This potentially could be another unfunded mandate forced upon our ratepayers. If you have a strong opinion on this and want to contact our State Senator for State Representative, please do so. This does not have a recommendation in the agenda report because it is in current legislation. Tveit said this is frustrating because we would be forced to pay the permit increase. How many unfunded mandates do we have? Tveit asked staff to come up with a list associated with the cost of unfunded mandates. Consensus of the City Council to prepare a letter opposing this unfunded mandate in regards to the permit fee increase.

**Liquor Store:**

**Police Dept.:**

**City Administrator: Discussion on the Lot South of the Post Office off Woodbine Street:** Hylen reported earlier this year, the City Council requested staff research options for the City lot south of the post office. Hylen stated in researching how the city obtained the parcel we found out this property was not acquired with CDBG as we thought it might have been. Hylen noted there are a number of options. Option 1: do nothing-allow the regular parking on an unimproved surface to continue (against City Code); Option 2: improve the lot to a city code legal parking lot and seek a lease from the Post Office to have employee/customer parking; Option 3: declare the property surplus

and proceed to sell the property; or Option 4: Request the illegal parking to cease, if no compliance then ticket and/or tow the vehicles. Haggard asked how big is the lot. Hylen stated he did not have the dimensions of the lot. Consensus of the council members would like to see the lot declared surplus property.

9. **Reports from Council Members:** No reports.
10. **Report from Mayor:** Tveit stated he attended the Community and Business Expo on April 6. Tveit said he heard positive comments on our staff and the City as he walked around the Expo.
11. **Old Business:** None.
12. **New Business:** None.
13. **Adjournment:** The Regular City Council meeting adjourned at 6:30 pm.

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Barbara I. Held, City Clerk

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

CHARTER COMMISSION MINUTES

JANUARY 24, 2013

**Call to Order:** The Charter Commission meeting was called to order at 6:00 pm by Malcolm Beck.

**Roll Call:** Present were Malcolm Beck, Randy Dressen, Gary Zimmerman and Tim Brown. Rebecca Havlik was present. Also present was City Administrator Matt Hylan.

**Approve Minutes of January 25, 2012:** Motion by Brown second Dressen to approve the January 25, 2012 Charter Commission Minutes. Motion carried unanimously.

**Appointment of Chair and Vice Chair:** Dressen nominated Malcolm Beck as Chair. Nominations closed after three times of calling for nominations. Motion by Dressen second Brown to appoint Malcolm Beck as the Chair for the Charter Commission. Motion carried unanimously.

Brown nominated Randy Dressen as Vice Chair. Nominations closed after three times of calling for nominations. Motion by Brown second Beck to appoint Randy Dressen as the Vice Chair for the Charter Commission. Motion carried unanimously.

**Review Proposed Changes to the Charter:** Board discussed a couple of amendments.

1) **Beginning of the year appointments:** Beck stated we should clarify how and who does the appointments at the beginning of the year. There seems to be some discrepancies of who makes the appointments. A section of the City Code states the council would vote on some of the appointments versus how it has been done for a number of years with the mayor making the appointment with the city council's ratification. Consensus of the Commission was to get this resolved and agreed with the mayor making the appointments with ratification of the city council.

2) **Primary Elections:** Members revisited adding a primary election. The attorney's opinion was you can go back to the City Council for a vote. Dressen, Brown and Beck agreed to have it ready for the 2014 Ballot if the council votes it down again.

Motion by Dressen second Havlik to adjourn the Charter Commission meeting at 6:10 pm.

Submitted by,

Matt Hylan  
City Administrator



23340 Cree Street NW, St. Francis, MN 55070  
763-753-2630

**PARADE / BIKE-SNOWMOBILE RIDE / TRIATHLON PERMIT  
5k RUN-WALK**

**APPLICATION**

Please complete the following form for: (Circle one) Parade-Bike/Snowmobile Ride-Triathlon:

Name of Organization V3 Triathlon  
Contact Person Satin Taylor Date of Event 6/29/2013  
Address 2908 80th Ave N Brooklyn Park MN 55444  
(Street) (City) (State & Zip)  
Phone (612) 644-3134 Email address v3triathlon@gmail.com  
Number of Estimated Participants 500 Starting/Ending Time of Event 0700-1300

**\*\*\*Provide a map of the route and description of the event:**

MinneMap Triathlon event Oak Grove MN see  
attached documents for details.

(ORGANIZATION MUST PROVIDE CERTIFICATE OF INSURANCE WITH THE CITY OF ST. FRANCIS NAMED AS THE CERTIFICATE HOLDER)

**Please contact the St. Francis Police Department at 763-753-1264 regarding number of officers needed for this event.**

CITY OF ST. FRANCIS  
23340 Cree Street NW  
ST. FRANCIS, MN 55070  
Fax 763-753-9881  
city@stfrancismn.org

# CERTIFICATE OF INSURANCE

DATE: 4/15/2013

CERTIFICATE NUMBER: 20130318140397

**AGENCY:**

ESIX Entertainment & Sports Insurance eXperts  
5660 New Northside Drive, Suite 640  
Atlanta, GA 30328  
Phone: (678) 324-3300 Fax: (678) 324-3303

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**NAMED INSURED:**

USA Triathlon  
5825 Delmonico Drive  
Colorado Springs CO 80919-2401

Satin TAYLOR

**INSURERS AFFORDING COVERAGE:**

INSURER A: AXIS Insurance Company (NAIC# 37273)

**EVENT INFORMATION:**

MinneMan Triathlon (6/29/2013 - 6/29/2013)

**POLICY/COVERAGE INFORMATION:**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	X Occurrence	AXGL05100260-12	12/1/2012 12:01 AM	12/1/2013 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$2,000,000
	X Participant Legal Liability				EACH OCCURRENCE \$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:**

Evidence of Coverage Only as respects to the USA Triathlon sanctioned or approved event specified on this certificate.

Coverage applies to USA Triathlon, its race directors, event owners, regions, clubs, official sponsors, committee members, race officials, volunteers, lifeguards and race participants, but only while functioning or performing on behalf of USAT in a USAT sanctioned or approved event.

**CERTIFICATE HOLDER:**

St Francis  
23671 St Francis Blvd  
St. Francis MN 55070

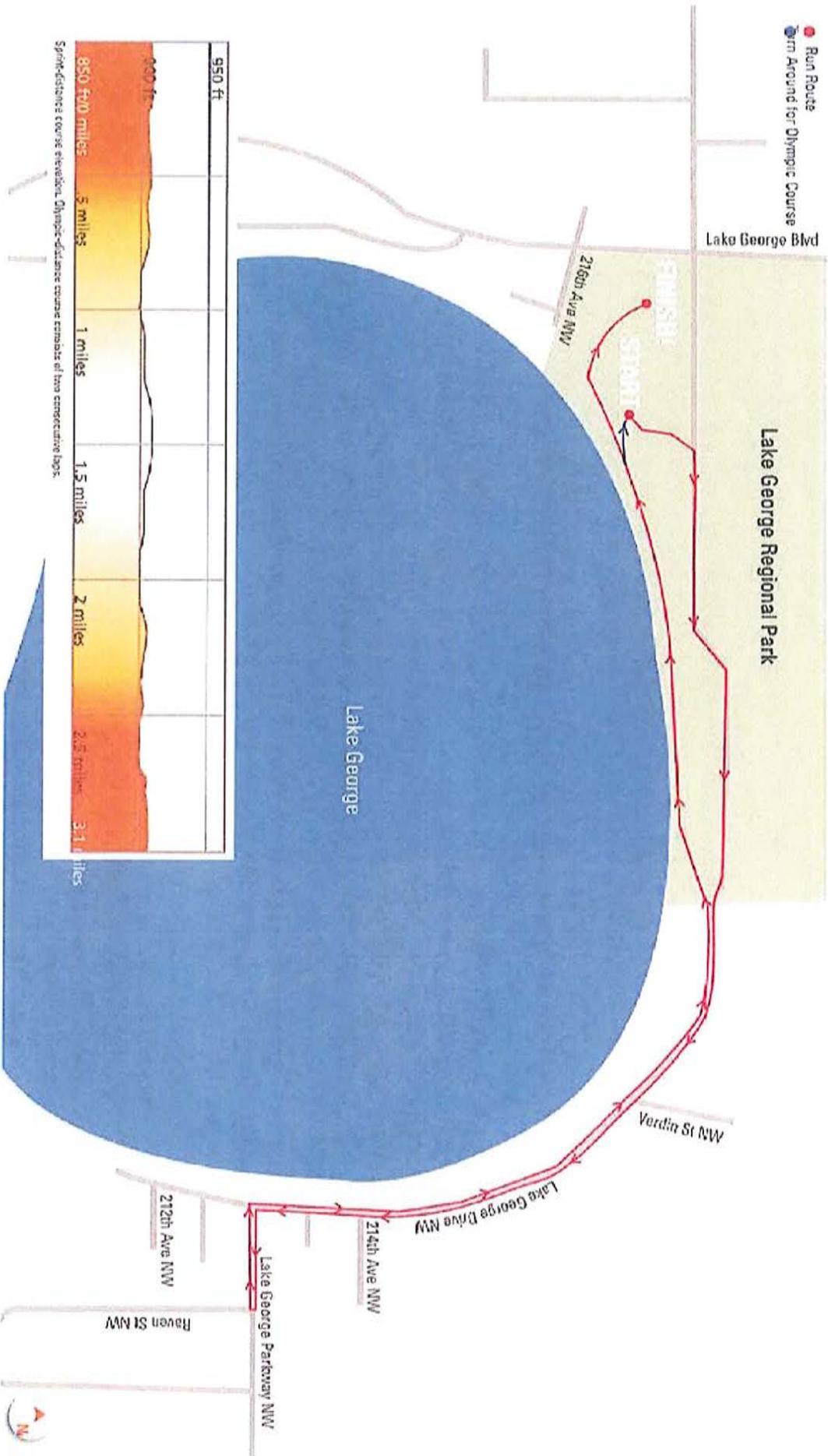
**NOTICE OF CANCELLATION:**

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

**AUTHORIZED REPRESENTATIVE:**

**RUNNING MAP**

- Run Route
- Turn Around for Olympic Course





## BIKE ROUTE

START		787ft	Head north toward park exit				
0.15 mi		333 ft	Head west toward Lake George Dr NW	9.56 mi		4182 ft	Turn right onto Zion Pkwy NW
0.26 mi		1507 ft	Turn left onto Lake George Blvd	11.85 mi		2411 ft	Turn right onto 221st Ave NW
2.84 mi		10 ft	Turn right onto 197th Ave NW	12.30 mi		2706 ft	Turn left onto Park Rd NW, continue south onto bike path, exit bike path and continue south on Park Rd NW
3.71 mi		3382 ft	Continue west onto Viking Blvd NW	12.81 mi		724 ft	Turn right onto Lake George Dr NW
4.35 mi		1 mi 2530 ft	Turn right onto Anoka County 71 Rum River Blvd	12.95 mi		21 ft	Stay right at Y
8.48 mi		29 ft	Stay right at Y and continue on Rum River Blvd NW	12.96 mi		170 ft	Head northwest
				12.99 mi		839 ft	Olympic course first loop continue straight to second loop, Sprint course and Olympic second loop turn left and return to transition

COURSE MAP

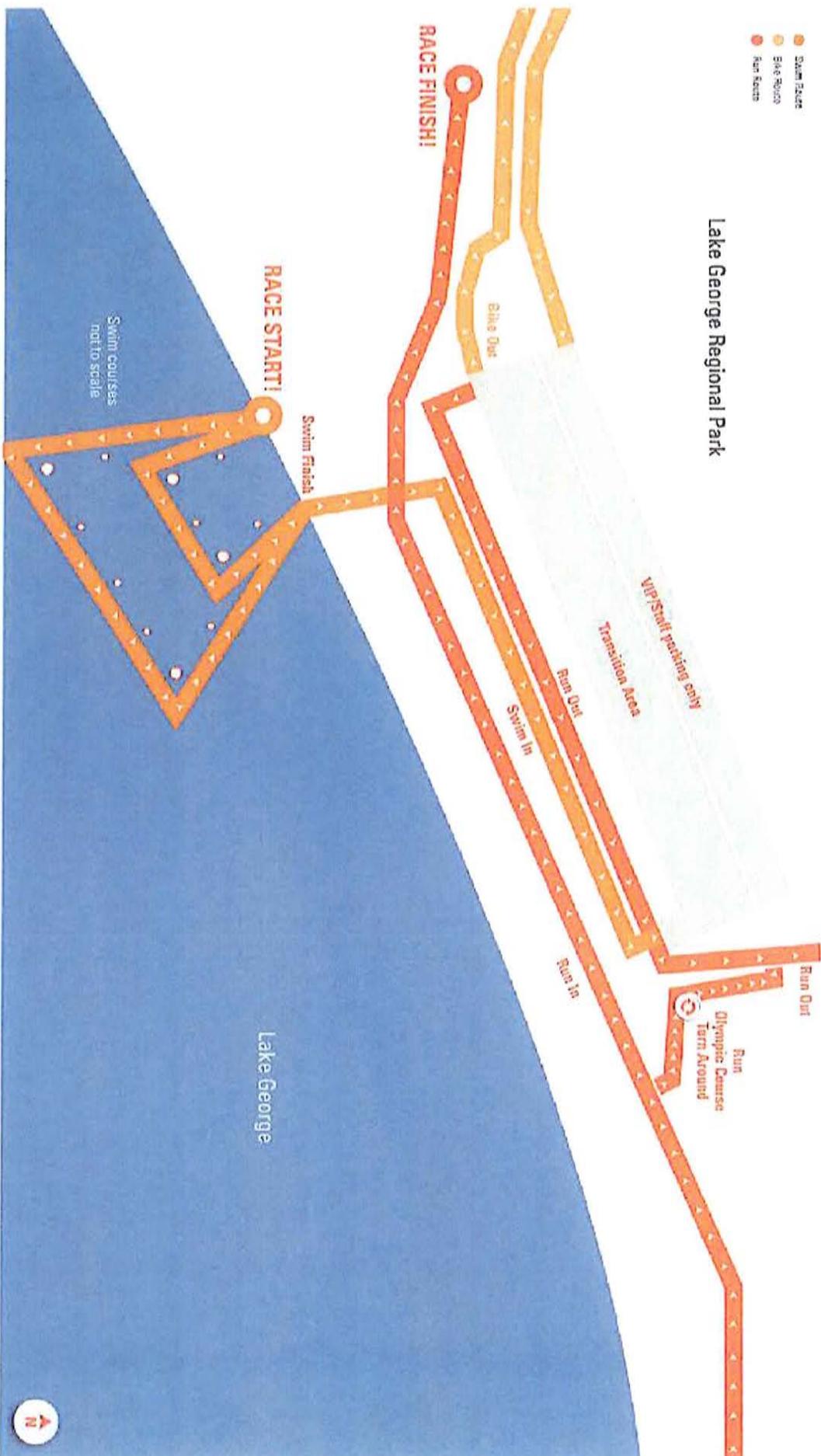
- Swim Route
- Bike Route
- Run Route
- Turn Around for Olympic Course



- Swim Raft
- Bike Raft
- Run Raft

Lake George Regional Park

TRANSITION AREA MAP



Lake George



# RUN ROUTE

0.19 mi		1349 ft	Head west toward Lake George Dr NW	1.53 mi		629 ft	Head west on Lake George Pkwy NW toward S Lake George Dr NW
0.44 mi		11 ft	Turn left	1.65 mi		110 ft	Turn right onto S Lake George Dr NW
0.44 mi		11 ft	Head south toward Lake George Dr NW	1.67 mi		1824 ft	Head north on S Lake George Dr NW toward 214th Ave NW
0.45 mi		798 ft	Turn left onto Lake George Dr NW	2.02 mi		1313 ft	Head northwest on S Lake George Dr NW toward Verdin St NW
0.60 mi		585 ft	Head east on Lake George Dr NW	2.27 mi		517 ft	Head west on Lake George Dr NW
0.71 mi		1353 ft	Head east on Lake George Dr NW toward Verdin St NW	2.37 mi		201 ft	Continue west on run path
0.97 mi		1166 ft	Head southeast on S Lake George Dr NW toward 214th Ln NW	2.40 mi		1210 ft	Head west
1.19 mi		1182 ft	Head south on S Lake George Dr NW toward 214th Ln NW	2.75 mi		1906 ft	For Olympic course first loop: turn right and continue onto second loop. For sprint course and Olympic course second loop, continue on run path towards finish line.
1.41 mi		15 ft	Head south on S Lake George Dr NW toward Lake George Pkwy NW				
1.41 mi		629 ft	Turn left onto Lake George Pkwy NW	3.11 mi			



23340 Cree Street NW 763-753-2630

APPLICATION-SPECIAL LICENSE  
3.2 BEVERAGES

Date of Application: 4-4-13  
NAME OF ORGANIZATION: St. Francis Lions Club  
PERSON RESPONSIBLE: Phil Baumann

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE OF EVENT: June 8+9 @ Comm. Park  
TYPE OF EVENT: June 8 @ St. Francis Fire Station  
Pioneer Days

LOCATION OF EVENT: Community Park + Fire Station

NAME OF INSURANCE COMPANY: Mn Joint Underwriting Assn

Liability \$25,000/\$50,000  
Property Damage \$5,000

\*Copy of Insurance must be attached to application

SIGNATURE OF APPLICANT: St. Francis Lions  
Phil Baumann

\*\*\*\*\*

FEE: \$25.00

Receipt # \_\_\_\_\_  
Council Approval: \_\_\_\_\_  
License # \_\_\_\_\_  
Council Stipulations: \_\_\_\_\_

MINNESOTA LIQUOR LIABILITY ASSIGNED RISK PLAN  
MINNESOTA JOINT UNDERWRITING ASSOCIATION  
445 MINNESOTA ST SUITE 514  
SAINT PAUL, MN 55101-0760  
(651) 222-0484 OR 1-800-552-0013

**CERTIFICATE OF INSURANCE FOR LIQUOR LIABILITY COVERAGE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THE CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE CONTRACT LISTED BELOW.

POLICY NUMBER: 13-0089

CONTRACT PERIOD: 12:01 A.M. 6/8/2013 TO 12:01 A.M. 6/10/2013 (or the time/hour the event license expires)

CONTRACT HOLDER & ADDRESS

ST. FRANCIS LIONS CLUB  
2543 204TH AVE. NW  
CEDAR, MN 55070

SCHEDULED PREMISES: COMMUNITY PARK, ST FRANCIS FIRE STATION, ST FRANCIS, MN 55011

THIS IS TO CERTIFY THAT THE CONTRACT OF COVERAGE DESCRIBED HEREIN HAS BEEN ISSUED TO THE CONTRACT HOLDER NAMED ABOVE AND IS IN FORCE AT THIS TIME. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN TO THE COVERAGE AFFORDED BY THE CONTRACT DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH CONTRACT.

TYPE OF COVERAGE

LIMITS OF LIABILITY

BODILY INJURY	\$ 50,000	EACH PERSON
	100,000	EACH OCCURRENCE
PROPERTY DAMAGE	\$ 10,000	EACH OCCURRENCE
LOSS OF MEANS OF SUPPORT	\$ 50,000	EACH PERSON
	100,000	EACH OCCURRENCE
PECUNIARY LOSS	\$ 50,000	EACH PERSON
	100,000	EACH OCCURRENCE
ANNUAL AGGREGATE	\$ 300,000	ANNUALLY

SHOULD THE ABOVE CONTRACT BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE PLAN WILL MAIL 60 DAYS WRITTEN NOTICE TO THE BELOW NAMED CERTIFICATE HOLDER, HOWEVER, IN THE EVENT THE CANCELLATION IS FOR NON PAYMENT OF PREMIUM, THE PLAN WILL MAIL A 10 DAY WRITTEN NOTICE.

CERTIFICATE HOLDER NAME & ADDRESS

DATE OF ISSUE: 04/09/2013

CITY OF ST FRANCIS  
PO Box 730  
23340 CREE STREET NW  
ST FRANCIS, MN 55070



AGENCY NAME & ADDRESS

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

**AGREEMENT FOR INTERIM  
FIRE CHIEF SERVICES  
FOR  
THE CITY OF ST. FRANCIS, MINNESOTA**

This agreement (this "Agreement") is made and entered into this 23rd day of April, 2013 by and between the City of St. Francis, a Minnesota municipal corporation ("St. Francis"), the City of Ramsey, a Minnesota municipal corporation ("Ramsey"), and Dean Kapler, 16350 Yttrium Street NW, Ramsey, Minnesota 55303 ("Chief Kapler").

**WHEREAS**, Chief Kapler is the Chief of the Ramsey Fire Department and as such has acquired knowledge and expertise in the supervision and operation of a municipal fire department; and

**WHEREAS**, St. Francis has a fire department and is in immediate need of an interim fire chief to supervise and lead its fire department pending the hiring of a fire chief; and

**WHEREAS**, Chief Kapler is willing to accept the position of interim St. Francis Fire Chief; and

**WHEREAS**, Ramsey is willing to assist St. Francis on a temporary basis by permitting Chief Kapler to accept the position of interim St. Francis Fire Chief while continuing to maintain his full time position Ramsey Fire Chief.

**NOW THEREFORE**, in consideration of the premises and good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **PURPOSE.** The purpose of this Agreement is for St. Francis to retain the temporary services of Chief Kapler to act as its interim fire chief.

2. **OBJECTIVES.** As interim St. Francis Fire Chief Kapler's objective will be to:

- Stabilize the St. Francis Fire Department (the "SFFD") both structurally and operationally;
- Provide interim leadership/management of all aspects of SFFD including its operations, officer placement/roles and responsibilities, and its budget calendar year;
- Conduct a management analysis of SFFD in comparison of community needs
- Review/analyze services provided by SFFD including code enforcement; and
- Create/implement a sustainable structure within the SFFD, including how the Fire Department interacts within the city structure.

3. **STRATEGY AND TACTICS.** Chief Kapler will be expected to employ the following strategies and tactics as interim St. Francis Fire Chief:

- One on one (mandatory) meetings with each member of the SFFD including those on administrative leave;
- Attend most/all internal meetings including officer meetings, general assembly, training, other miscellaneous fired department personnel meeting;
- Review/amend job descriptions for all levels of SFFD staff;
- Respond to SFFD emergency incidents depending on severity of the incident; and
- Meet with a select group of business owners and the public to discuss the public's perception of the services provided by SFFD.

4. **TERM.** The term of this Agreement shall be from April 23, 2013 to and including April 23, 2014 unless earlier terminated or extended by law or according to the provisions herein.

5. **COMPENSATION.** The total compensation to be paid by St. Francis for Chief Kapler's services as defined herein shall be \$2,000/month. Compensation shall be pro-rated for any part of a month during which this Agreement is in effect and paid as follows:

- a. \$666.00 shall be paid monthly to Ramsey as reimbursement to said city for Chief Kapler's use of his Ramsey Chief's vehicle, Ramsey cell phone and time during his normal Ramsey work week when he is devoting time to SFFD matters.
- b. \$1,334.00 shall be paid directly to Chief Kapler, subject to normal state and federal withholding.

6. **EMPLOYMENT STATUS.** While attending to SFFD matters, Chief Kapler shall be deemed an employee of St. Francis. St. Francis shall have control over the manner and services performed by Chief Kapler under this Agreement, and shall be responsible for his wages, benefits, worker's compensation, disability and retirement benefits.

7. **INSURANCE AND LIABILITY.**

- a. **Insurance.** While attending to SFFD matters, Chief Kapler will be insured by St. Francis under its insurance coverages including commercial general liability, automobile liability, including owned, hired and non-owned automobiles. St. Francis agrees to carry worker's compensation insurance covering Chief Kapler as required by State law.
- b. **Liability of St. Francis.** St. Francis agrees to defend and indemnify Ramsey and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of Chief Kapler's performance or failure to perform his duties under this Agreement.

- c. **Certificate of Insurance.** St. Francis shall provide Ramsey with a certificate of insurance showing the required coverages prior to performing any work under this Agreement.

8. **DISPUTE RESOLUTION.** The parties shall cooperate and use their best efforts to ensure that the various provisions of this Agreement are fulfilled. The parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of this Agreement. If disputes cannot be resolved informally by the parties, the following procedures shall be used:

- a. **Mediation.** Whenever there is a failure between the parties to resolve a dispute on their own, the parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Anoka County District Court Administrator and select a mediator by alternately striking names until one remains. St. Francis shall strike the first name followed by Ramsey, and shall continue in that order until one name remains.
- b. **Litigation.** If the dispute is not resolved within 30 days after the end of mediation proceedings, the parties may litigate the matter.
- c. **Termination.** In addition to the remedies outlined in this Paragraph, an ongoing dispute may also be resolved by terminating the Agreement as outlined in Paragraph 9.

9. **TERMINATION/EXTENSION.** This Agreement may be terminated at any time by the party desiring that the Agreement be terminated providing thirty (30) days written prior notice to all other parties. This Agreement may be extended beyond April 23, 2014 by written agreement of all of the parties hereto which written agreement will contain any amendment of the existing terms of this Agreement.

10. **GENERAL PROVISIONS.**

- a. **Entire Agreement.** This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the parties and contains the entire agreement.
- b. **Amendments.** Any modification or amendment to this Agreement shall require a written agreement signed by all parties.
- c. **Notice.** Any notice, statement or other written documents required to be given under this Agreement shall be considered served and received if delivered personally to the other party, or if deposited in the U.S. First Class mail, postage prepaid, as follows:
  - i. Notice to: City of St. Francis  
City Administrator  
23340 Cree Street NW

St. Francis, MN 55070

ii. Notice to: City of Ramsey  
City Administrator  
7550 Sunwood Drive NW  
Ramsey, MN 55303

iii. Notice to: Dean Kapler  
16350 Yttrium Street NW  
Ramsey, MN 55303

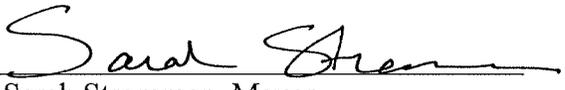
- d. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.
- e. **Captions.** Captions or headings contained in this Agreement are included for convenience only and form no part of this Agreement between the parties.
- f. **Waivers.** The wavier by any party of any breach or failure to comply with any provision of this Agreement by another party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- g. **Counterparts.** This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.
- h. **Savings Clause.** If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of this Agreement will remain in full force and effect.

**IN WITNESS WHEREOF**, the parties, by action of their respective governing bodies, caused this Agreement to be approved on the dates below.

**CITY OF ST. FRANCIS**

**CITY OF RAMSEY**

By: \_\_\_\_\_  
Jerry Tveit, Mayor

By:   
Sarah Strommen, Mayor

ATTEST:

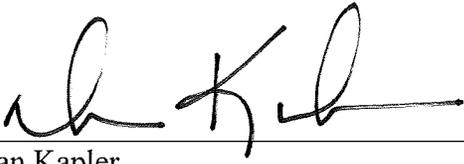
ATTEST:

By: \_\_\_\_\_  
Matt Hylen, City Administrator

By:   
Kurt Ulrich, City Administrator

Dated: April 23, 2013

Dated: April 23, 2013

A handwritten signature in black ink, appearing to read 'D. Kapler', written above a horizontal line.

Dean Kapler

Dated: April 23, 2013

**AGREEMENT FOR  
BUILDING OFFICIAL SERVICES  
BETWEEN  
THE CITY OF ELK RIVER, MINNESOTA AND  
THE CITY OF ST. FRANCIS, MINNESOTA**

This agreement (“Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2013 by and between the City of St. Francis, a Minnesota municipal corporation (“St. Francis”) and the City of Elk River, a Minnesota municipal corporation (“Elk River”). The Cities will collectively be referred to as the parties.

**WHEREAS**, St. Francis has a Building Official position (“St. Francis Building Official”); and

**WHEREAS**, Elk River has a Fire and Building Safety division; (FABS) and a Building Official position (“Elk River Building Official”); and

**WHEREAS**, St. Francis and Elk River are committed to obtaining efficiencies in providing services to their respective citizens through the use of shared service arrangements; and

**WHEREAS**, the parties have held discussions and determined that it is in the best interests of both Cities to have the Elk River Building Official provide Building Official services to the St. Francis in instances in which the St. Francis Building Official is absent, whether because of vacation, sick leave or otherwise or is in need of additional assistance; and

**WHEREAS**, this Agreement will detail the terms of that shared service; and

**NOW THEREFORE**, in consideration of the premises and good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**1. PURPOSE.** The purpose of this Agreement is for St. Francis to purchase Building Official services from Elk River.

**2. NOTICE AND AVAILABILITY.** St. Francis will provide at least one week calendar notice of the need to cover Building Official services except in case of emergency or unavailability of the St. Francis Building Official based on unforeseen circumstances such as illness. The Elk River FABS division and its Building Official will not be required to respond when less than one week calendar notice is provided and the Elk River FABS division and its Building Official is required to perform Building Official services for Elk River.

**3. SERVICES TO BE PROVIDED.** The Elk River Building Official will provide the following services for St. Francis upon specific request of St. Francis in the absence/unavailability of the St. Francis Building Official:

**a. Building Inspections.** The Elk River Building Official will be responsible for the legal aspects of building code administration and enforcement to include plan reviews as needed and inspections per the Minnesota State Building Code and St. Francis City Ordinances.

**b. Permit Issuance.** The Elk River Building Official will accept and review all relevant building and related permit applications, conduct all necessary investigations, and ensure that said applications meet all requirements under all applicable St. Francis ordinances as well as all applicable State and Federal laws, rules, and regulations, and will issue permits consistent with St. Francis City ordinances. Ordinances to be supplied to Elk River by St. Francis.

**c. Attendance at St. Francis Meetings.** The Elk River Building Official will normally not be required to attend St. Francis City Council meetings, public hearings, and/or special meetings except upon request by St. Francis. Elk River may decline to provide the Building Official's attendance at any meeting or hearing where Elk River determines the Building Official's attendance is required elsewhere.

**d. Administrative Assistance.** The Elk River Building Official will perform all relevant administrative assistance related to the above specified services.

**4. TERM.** The term of this Agreement shall be from June 1, 2013 through May 31, 2014.

**5. COMPENSATION.** The compensation to be paid by St. Francis to Elk River for the Elk River Building Official's services as defined herein shall be on an hourly basis in the following amount: \$50.00 per hour.

**6. BILLING.** Elk River will bill St. Francis for services rendered under this agreement on a monthly basis. St. Francis will make payment for services rendered by the Building Official directly to Elk River. Payments will be made no later than two weeks after receiving a bill for services rendered.

**7. ADDITIONAL PAYMENTS.**

**a. Mileage.** St. Francis agrees to reimburse Elk River for mileage incurred by the Building Official in performing the duties noted in this Agreement, including mileage from the Elk River City Hall to any inspection or meeting point. This amount will be established at the maximum rate permitted as a nontaxable expense by the IRS.

**8. EMPLOYMENT STATUS.** The Building Official shall be deemed an employee of Elk River for all time provided pursuant to this Agreement. St. Francis shall not have control over the manner and services performed by the Building Official under this Agreement, and shall not be responsible for the Building Official's wages, benefits and all statutorily required payments such as worker's compensation, PERA and FICA.

**9. INSURANCE AND LIABILITY.**

- a. **Insurance.** While attending to St. Francis matters, the Building Official will be primarily insured by St. Francis under its insurance coverages including commercial general liability. Elk River will also carry similar insurance on the Building Official.
- b. **Liability of St. Francis.** St. Francis agrees to defend and indemnify Elk River and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of the Building Official's performance or failure to perform his or her duties under this Agreement except where such claim, action, damage, loss and expense is attributable to a specific direction from Elk River or its employees, officials, agents or representatives.
- c. **Liability of Elk River.** Elk River agrees to defend and indemnify St. Francis and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of the Building Official's performance or failure to perform his or her duties under this Agreement where such claim, action, damage, loss and expense is attributable to a specific direction from Elk River or its employees, officials, agents or representatives.

**10. TERMINATION/EXTENSION.**

- a. **Termination.** This Agreement may be terminated by the party desiring that the Agreement be terminated providing sixty (60) days written prior notice to all other parties any time prior to the automatic expiration of this Agreement. Cause is not required for such termination. Payment for services rendered will be through the date of termination as identified in the written notification.
- b. **Extension.** This Agreement may be extended beyond the time designated in Paragraph 4 of this Agreement by written agreement of all of the parties hereto which written agreement will contain any amendment of the existing terms of this Agreement.

**11. OWNERSHIP AND INSPECTION OF DOCUMENTS.** All documents including electronic data prepared under this agreement will be the property of St. Francis and will be collected and maintained in a manner as deemed appropriate by St. Francis. Records Availability and Retention: The books, records, documents, and accounting procedures and practices of the Elk River Building Official relevant to this Agreement are subject to examination by St. Francis or its designated representative and either the Legislative Auditor or State Auditor as appropriate. The Elk River Building Official and Elk River will be bound under the provisions of the Minnesota Data Practices Act and will maintain records in a fashion consistent with Minnesota Statutes, Chapter 13.

**12. GENERAL PROVISIONS.**

**a. Entire Agreement.** This Agreement supersedes any prior or con-temporaneous representations or agreements, whether written or oral, between the parties and contains the entire agreement.

**b. Amendments.** Any modification or amendment to this Agreement shall require a written agreement signed by all parties.

**c. Notice.** Any notice, statement or other written documents required to be given under this Agreement shall be considered served and received if delivered personally to the other party, or if deposited in the U.S. First Class mail, postage prepaid, as follows:

i. Notice to: City of St. Francis  
City Administrator  
23340 Cree Street NW  
St. Francis, MN 55070

ii. Notice to: City of Elk River  
City Administrator  
13065 Orono Parkway  
Elk River, MN 55330

**d. Captions.** Captions or headings contained in this Agreement are included for convenience only and form no part of this Agreement between the parties.

**e. Waivers.** The wavier by any party of any breach or failure to comply with any provision of this Agreement by another party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

**f. Counterparts.** This Agreement may be executed n several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

**g. Savings Clause.** If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of this Agreement will remain in full force and effect.

**h. Successors and Assigns.** Elk River FABS division shall not have any right to assign, transfer, or sublet its interest or obligations hereunder without the written consent of St. Francis. Elk River FABS division may substitute for the incumbent Building Official/Inspector in the event of the Building Official's absence or separation.

**i. Interpretation.** The laws of the State of Minnesota will govern as to the interpretation, validity, and effect of this Agreement.

IN WITNESS, the parties hereto have executed this Agreement the day and year first above stated.

CITY OF ELK RIVER

CITY OF ST. FRANCIS

---

John J Dietz  
Mayor

---

Jerry Tveit  
Mayor

---

Tina Allard  
City Clerk

---

Matthew Hylan  
City Administrator

590799-v1





**APPLICATION AND CERTIFICATE FOR PAYMENT**

**To (Owner):** City of St. Francis  
 23340 Cree St. NW  
 St. Francis, MN 55070

**Project:** St. Francis Police & Public Works  
 4058 St. Francis Blvd  
 St. Francis, MN 55070

**Construction Amcon CM, LLC**  
**Manager:** 1715 Yankee Doodle Road, Suite 200  
 Eagan, MN 55121

**Architect:** Power Engineers Inc  
 105 East 4th St., Suite 200  
 Northfield, MN 55057

**Application #:** 16

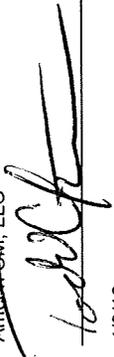
**Dated:** 3/31/2013

**Project No:** CM234

**Page:** 1 of 2

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** Amcon-CM, LLC

**BY:** 

**DATE:** 4/9/13

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**ARCHITECT:** Power Engineers Inc.

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**OWNER:** City of St. Francis

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CHANGE ORDER SUMMARY**

Change Order Number	Approval Date	Amount
1	1/31/2013	120,048

Application is made for payment as shown below in connection with the Contract Continuation Sheet attached.

The present status of the account for this contract is as follows:

Original Budget Sum: \$6,425,937

Change Orders To Contract: \$120,048

Contract Value: \$6,545,985

Total Completed & Stored To Date: \$6,545,985

Retention: \$5,821

Total Earned, Less Retention: \$6,540,164

Previous Applications For Payment: \$6,527,664

Current Payment Due: \$12,500

Previously Submitted & Not Paid Applications: \$0

**TOTAL DUE: \$12,500**

**Thank You**



**CONTRACT CONTINUATION**

Project: St. Francis Police & Public Works  
St. Francis, MN

Application #: 16  
Dated: 3/31/2013  
Project No: CM 234

Cost # Code	Description	Subcontractor/Supplier	Original Contract	Changes To Contract	Sum to Date	Total Completed to Date	Retention	Total Earned Less Retention	Previous Requests	Current Payment Due	% Completed	Balance to Finish
1 C-01	Site Grading/Excavating/Demo	North Metro Asphalt & Contracting	\$344,942	(\$4,695)	\$340,247	\$340,247	\$0	\$340,247	\$340,247	\$0	100%	\$0
2 C-02	Site Utilities	New Look Contracting Inc.	284,500	15,506	300,006	300,006	0	300,006	300,006	0	100%	0
3 C-03	Asphalt Paving	Northland Paving, LLC	448,200	(16,411)	431,789	431,789	0	431,789	431,789	0	100%	0
4 C-04	Landscaping/Irrigation/Ret. Walls	Noble Nursery Retail	47,365	(335)	47,030	47,030	0	47,030	47,030	0	100%	0
5 C-05	Concrete & Masonry	Classic Construction of Cedar MN	777,988	1,569	779,557	779,557	0	779,557	779,557	0	100%	0
6 C-06	Precast Concrete	Fabcon Inc	677,907	783	678,690	678,690	0	678,690	678,690	0	100%	0
7 C-07	Steel Fabrication (Supply)	Central Minnesota Fabricating	340,330	865	341,195	341,195	0	341,195	341,195	0	100%	0
8 C-08	Steel Erection	Maxx Steel Erectors	69,900	1,066	70,966	70,966	0	70,966	70,966	0	100%	0
9 C-09	Windows-Fiberglass (Supply)	Shaw Stewart Lumber Co	22,225	0	22,225	22,225	0	22,225	22,225	0	100%	0
10 C-10	Carpentry-Gen Construction	Gopher State Contractors Inc	123,310	1,289	124,599	124,599	0	124,599	124,599	0	100%	0
11 C-11	Architectural Woodwork, Cabinet	Southern MN Woodcraft Inc	47,950	10,671	58,621	58,621	0	58,621	58,621	0	100%	0
12 C-12	Flat Roofing	McDowall Company	400,650	582	401,232	401,232	0	401,232	401,232	0	100%	0
13 C-13	HM Doors/Hardware (Supply)	Straughan Hardware Inc	96,980	(209)	96,771	96,771	0	96,771	96,771	0	100%	0
14 C-14	Overhead Doors	Overhead Door of the Northland	70,298	1,430	71,728	71,728	0	71,728	70,728	1,000	100%	0
15 C-15	Specialty Doors - Detention	Stronghold Industries Inc	24,400	0	24,400	24,400	0	24,400	24,400	0	100%	0
16 C-16	Glass and Glazing	Heartland Glass	49,060	518	49,578	49,578	0	49,578	49,578	0	100%	0
17 C-17	Drywall/Metal Stud Framing	M.Reinert Drywall Inc	83,000	2,279	85,279	85,279	0	85,279	85,279	0	100%	0
18 C-18	Flooring (Carpet and VCT)	Multiple Concept Interior Inc	23,949	1,384	25,333	25,333	0	25,333	25,333	0	100%	0
19 C-19	Ceramic and Quarry Tile	Grazzini Brothers & Company	31,397	1,218	32,615	32,615	0	32,615	32,615	0	100%	0
20 C-20	Painting & Coatings	Steinbrecher Painting	37,200	30,456	67,656	67,656	3,383	64,273	64,273	0	100%	0
21 C-21	Acoustical Ceiling	Acoustics Associates	26,825	1,306	28,131	28,131	0	28,131	28,131	0	100%	0
22 C-22A	Misc. Specialties	Bartley Sales Company Inc	16,891	990	17,881	17,881	0	17,881	17,881	0	100%	0
23 C-22B	Detention	Mid America Business Systems	36,218	(12,115)	24,103	24,103	0	24,103	24,103	0	100%	0
24 C-22C	Laundry Access, Wash Bay	Construction Supply Inc	13,621	1,591	15,212	15,212	0	15,212	15,212	0	100%	0
25 C-22D	Visual Display	Newline Products Inc	1,103	0	1,103	1,103	0	1,103	1,103	0	100%	0
26 C-22E	Supply Police Personnel Lockers	Tiffin	13,561	0	13,561	13,561	0	13,561	13,561	0	100%	0
27 C-23	Fabric Covered Storage Struct.	Greystone Construction Co	114,950	16,312	131,262	131,262	0	131,262	131,262	0	100%	0
28 C-24	Lockers	Olympus Lockers & Storage Prod	17,800	964	18,764	18,764	938	17,826	17,826	0	100%	0
29 C-25	Signage	Signarama	9,896	391	10,287	10,287	0	10,287	10,287	0	100%	0
30 C-26	Mechanical -HVAC, Plumbing, Fir. St. Cloud Refrigeration	Electrical Solutions Inc	1,084,200	27,460	1,111,660	1,111,660	1,500	1,110,160	1,104,660	5,500	100%	0
31 C-27	Electrical	Alltech Engineering Corp	693,100	29,598	722,698	722,698	0	722,698	720,698	2,000	100%	0
32 C-28	Overhead Crane Systems	Midwest Fence	43,940	0	43,940	43,940	0	43,940	43,940	0	100%	0
33 C-29	Fencing/Gates	Brothers Fire Protection	127,730	(4,000)	123,730	123,730	0	123,730	123,730	0	100%	0
34 C-30	Low Voltage Systems	Custom Expressions	223,198	9,585	232,783	232,783	0	232,783	228,783	4,000	100%	0
35 C-31	Window Treatment	Custom Expressions	1,353	0	1,353	1,353	0	1,353	1,353	0	100%	0
<b>TOTALS</b>			<b>\$6,425,937</b>	<b>\$120,048</b>	<b>\$6,545,985</b>	<b>\$6,545,985</b>	<b>\$5,821</b>	<b>\$ 6,540,164</b>	<b>\$6,527,664</b>	<b>\$12,500</b>	<b>100%</b>	<b>\$0</b>

## AGENDA REPORT

**TO:** Matt Hylen, City Administrator  
**FROM:** Paul Teicher, Public Works Director   
**SUBJECT:** Routine Bobcat Buyback  
**DATE:** 5-6-2013

### INTRODUCTION

Our year is up; it is time to trade for a new Bobcat Skid Loader. If we order now we should see delivery in the beginning of June.

### BACKGROUND

Each year since the original purchase of the Bobcat, the City has purchased a replacement machine on the Guaranteed Buyback Program offered through a local Bobcat dealer. For approximately \$1,610 the City will get a new identically equipped machine with a new warranty. This is a substantial savings compared to repairs/maintenance and replacement costs that would be required over the machine's life.

### RECOMMENDATION

Authorize the trade of our old Bobcat Skid Loader for a new Bobcat Skid Loader for \$1610.00 from Crawford's Equipment.

### BUDGET IMPACT

None, this is in our Budget.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. Crawford's quote.





PAYMENT BATCH AP 05-06-13

**ABDO, EICK & MEYERS, LLP**

04/24/2013	311406	E 101-41540-301	Auditing and Acct g Services	Annual audit services	11,520.00
04/24/2013	311406	E 601-49440-301	Auditing and Acct g Services	Annual audit services	1,920.00
04/24/2013	311406	E 602-49490-301	Auditing and Acct g Services	Annual audit services	1,920.00
04/24/2013	311406	E 609-49750-301	Auditing and Acct g Services	Annual audit services	3,840.00
					\$19,200.00

**AMERICAN PUBLIC WORK ASSOC.**

04/10/2013	686918.0413	E 101-43100-433	Dues and Subscriptions	MEMBERSHIP-PAUL	105.62
04/10/2013	686918.0413	E 101-45200-433	Dues and Subscriptions	MEMBERSHIP-PAUL	105.63
					\$211.25

**AMERIPRIDE LINEN & APPAREL SER**

04/10/2013	1002432108	E 609-49750-219	Rug Maintenance	RUGS-LIQUOR STORE	54.57
04/17/2013	1002438253	E 101-41940-219	Rug Maintenance	RUGS-CITY HALL	58.34
04/24/2013	100244425	E 609-49750-219	Rug Maintenance	RUGS LIQUOR STORE	54.57
					\$167.48

**ANOKA COUNTY**

04/12/2013	5601	E 101-42110-200	Office Supplies	POSTERS	31.53
					\$31.53

**ANOKA COUNTY PROPERTY RECORDS**

04/30/2013	043013	E 101-41940-441	Miscellaneous	2013 TAXES	69.14
04/30/2013	043013	E 101-42210-441	Miscellaneous	2013 TAXES	69.14
04/30/2013	043013	E 101-43100-441	Miscellaneous	2013 TAXES	53.23
04/30/2013	043013	E 601-49440-441	Miscellaneous	2013 TAXES	545.16
04/30/2013	043013	E 602-49490-441	Miscellaneous	2013 TAXES	21.29
04/30/2013	043013	E 609-49750-441	Miscellaneous	2013 TAXES	69.14
					\$827.10

**ASPEN MILLS**

03/14/2013	132831	E 101-42110-448	Reserve Officers	BELT-JOHNSON	29.50
04/03/2013	133559	E 101-42110-448	Reserve Officers	UNIFORM-WARD	107.55
					\$137.05

**ASSURANT EMPLOYEE BENEFITS**

04/22/2013	5447229.0513	E 101-41400-130	Employer Paid Insurance	05/01/13 - 05/31/13	109.50
04/22/2013	5447229.0513	E 101-41500-130	Employer Paid Insurance	05/01/13 - 05/31/13	52.88
04/22/2013	5447229.0513	E 101-42110-130	Employer Paid Insurance	05/01/13 - 05/31/13	566.24
04/22/2013	5447229.0513	E 101-42400-130	Employer Paid Insurance	05/01/13 - 05/31/13	47.50
04/22/2013	5447229.0513	E 101-43100-130	Employer Paid Insurance	05/01/13 - 05/31/13	60.57
04/22/2013	5447229.0513	E 101-43210-130	Employer Paid Insurance	05/01/13 - 05/31/13	13.45
04/22/2013	5447229.0513	E 101-45200-130	Employer Paid Insurance	05/01/13 - 05/31/13	60.57
04/22/2013	5447229.0513	E 601-49440-130	Employer Paid Insurance	05/01/13 - 05/31/13	64.92

04/22/2013	5447229.0513	E 602-49490-130	Employer Paid Insurance	05/01/13 - 05/31/13	64.91
04/22/2013	5447229.0513	E 609-49750-130	Employer Paid Insurance	05/01/13 - 05/31/13	92.75
					\$1,133.29

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**BELLBOY CORPORATION**

04/16/2013	77785000	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.09
04/16/2013	77785000	E 609-49751-251	Liquor For Resale	LIQUOR	1,818.20
04/16/2013	77785000	E 609-49751-253	Wine For Resale	WINE	144.00
04/25/2013	77924700	E 609-49751-251	Liquor For Resale	LIQUOR	2,019.05
					\$4,003.34

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**BERNICK COMPANIES, THE**

04/12/2013	287867	E 609-49751-254	Miscellaneous Merchandise	MISC	100.00
04/12/2013	287868	E 609-49751-252	Beer For Resale	BEER	780.10
					\$880.10

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**BIRCHWOOD CONSTRUCTION**

04/25/2013	2685	E 101-43100-217	Other Operating Supplies	STEEL STORAGE PALLETS	175.00
04/25/2013	2685	E 101-45200-217	Other Operating Supplies	STEEL STORAGE PALLETS	175.00
04/25/2013	2685	E 601-49440-217	Other Operating Supplies	STEEL STORAGE PALLETS	175.00
04/25/2013	2685	E 602-49490-217	Other Operating Supplies	STEEL STORAGE PALLETS	175.00
					\$700.00

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**BOLTON & MENK, INC.**

03/19/2013	155170	E 226-45100-303	Engineering Fees	TH 47 PEDESTRAIN FLASHER IM	2,115.50
03/19/2013	155171	E 101-41910-303	Engineering Fees	2013 GEN ENGINERRING	1,517.50
03/19/2013	155171	E 101-43100-303	Engineering Fees	2013 GEN ENGINERRING	47.50
03/19/2013	155171	E 601-49440-303	Engineering Fees	2013 GEN ENGINERRING	632.50
03/19/2013	155171	E 602-49490-303	Engineering Fees	2013 GEN ENGINERRING	1,290.95
03/19/2013	155172	E 101-43100-303	Engineering Fees	2013 STATE AID	1,867.50
03/27/2013	155302	G 602-16500	Construction in Progress	AMBASSADOR TRUNK IMP	715.00
03/27/2013	155303	E 402-43000-303	Engineering Fees	PUBLIC SERVICES FACILITY	300.00
03/27/2013	155304	G 601-16500	Construction in Progress	WOODHAVEN WATER METER IM	260.00
					\$8,746.45

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**CENTERPOINT**

04/01/2003	041013	G 101-20820	Surcharge Payable	REFUND KIM LAPLANT	10.00
04/01/2003	041013	R 101-32210	Building Permits	REFUND KIM LAPLANT	115.00
					\$125.00

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**CENTERPOINT ENERGY**

04/15/2013	5944643-5.0413	E 609-49750-383	Gas Utilities	LIQUOR	165.71
04/15/2013	594544-6.0413	E 101-42210-383	Gas Utilities	FIRE	1,032.31
04/15/2013	5963820-5.0413	E 101-45200-383	Gas Utilities	WARMING HOUSE	168.45
04/15/2013	6002544-2.0413	E 601-49440-383	Gas Utilities	PUBLIC WORKS	29.83
04/15/2013	6002544-2.0413	E 602-49490-383	Gas Utilities	PUBLIC WORKS	29.83
04/15/2013	6002548-3.0413	E 602-49490-383	Gas Utilities	WWTPQQ	267.85
04/15/2013	6886465-1.0413	E 101-41940-383	Gas Utilities	CITY HALL	30.75
04/15/2013	6886468-5.0413	E 101-41940-383	Gas Utilities	CITY HALL	30.75
04/15/2013	6886472-7.0413	E 101-41940-383	Gas Utilities	CITY HALL	30.07
04/15/2013	6886475-0.0413	E 101-41940-383	Gas Utilities	CITY HALL	30.27
04/15/2013	7900331-5.0413	E 601-49440-383	Gas Utilities	WATER	794.08
04/15/2013	8964221-9.0413	E 602-49490-383	Gas Utilities	LIFT STATION	13.54

04/15/2013	9680285-5.0413	E 101-42110-383	Gas Utilities	POLICE/PW	844.03
04/15/2013	9680285-5.0413	E 101-43100-383	Gas Utilities	POLICE/PW	211.01
04/15/2013	9680285-5.0413	E 101-45200-383	Gas Utilities	POLICE/PW	211.01
04/15/2013	9680285-5.0413	E 601-49440-383	Gas Utilities	POLICE/PW	211.01
04/15/2013	9680285-5.0413	E 602-49490-383	Gas Utilities	POLICE/PW	210.99
					\$4,311.49

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**COCA COLA REFRESHMENTS**

04/16/2013	0118097824	E 609-49751-254	Miscellaneous Merchandise	MISC	326.00
					\$326.00

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**COLONIAL INSURANCE**

04/25/2013	0505095	G 101-21712	Colonial Insurance	MONTHLY PREMIUM	226.96
					\$226.96

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**CONNEXUS ENERGY**

04/22/2013	298392.0413	E 101-41940-381	Electric Utilities	CITY HALL	243.27
04/22/2013	298393.0413	E 602-49451-381	Electric Utilities	LIFT STATION	6,629.43
04/22/2013	298394.0413	E 101-45200-381	Electric Utilities	PARKS	234.99
04/22/2013	298395.0413	E 601-49440-380	Electric-System	WATER	4,011.72
04/22/2013	298396.0413	E 101-43100-386	Street Lighting	STREET LIGHTS	3,587.67
04/22/2013	301895.0413	E 101-41940-381	Electric Utilities	SIGN	60.33
04/22/2013	302695.0413	E 609-49750-381	Electric Utilities	LIQUOR	1,020.71
04/22/2013	302965.0413	E 101-42110-381	Electric Utilities	AMBASSADOR SIREN	5.34
04/22/2013	302965.0413	E 101-42110-381	Electric Utilities	WOODBINE SIREN	5.34
04/22/2013	302965.0413	E 101-42210-381	Electric Utilities	FIRE	464.17
04/22/2013	302965.0413	E 101-43100-381	Electric Utilities	3518 BRIDGE ST	10.53
04/22/2013	302965.0413	E 101-45200-381	Electric Utilities	3518 BRIDGE ST	10.53
04/22/2013	303103.0413	E 101-42110-381	Electric Utilities	POLICE/PW	756.19
04/22/2013	303103.0413	E 101-43100-381	Electric Utilities	POLICE/PW	189.05
04/22/2013	303103.0413	E 101-45200-381	Electric Utilities	POLICE/PW	189.05
04/22/2013	303103.0413	E 601-49440-381	Electric Utilities	POLICE/PW	189.05
04/22/2013	303103.0413	E 602-49451-381	Electric Utilities	POLICE/PW	189.05
					\$17,796.42

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**CONSTRUCTION & GENERAL**

04/30/2013	043013	G 101-21707	Union Dues	MAINT UNION DUES - MAY 2013	234.00
					\$234.00

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**CRYSTAL SPRINGS ICE**

04/19/2013	28883	E 609-49751-254	Miscellaneous Merchandise	MISC	73.60
04/23/2013	28971	E 609-49751-254	Miscellaneous Merchandise	MISC	90.40
					\$164.00

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**DAHLHEIMER DIST. CO. INC.**

04/10/2013	1061257	E 609-49751-252	Beer For Resale	BEER	5,304.45
04/17/2013	1061294	E 609-49751-252	Beer For Resale	BEER	3,028.20
04/17/2013	1061294	E 609-49751-254	Miscellaneous Merchandise	MISC	220.00
04/24/2013	1061344	E 609-49751-252	Beer For Resale	BEER	4,847.15
04/24/2013	1061344	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00
					\$13,441.80

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**DAY DISTRIBUTING CO.**

04/12/2013	696591	E 609-49751-252	Beer For Resale	BEER	572.95
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04/12/2013	696591	E 609-49751-255	N/A Products	N/A	22.40
04/26/2013	698569	E 609-49751-252	Beer For Resale	BEER	1,474.25
04/26/2013	698577	E 609-49751-252	Beer For Resale	BEER	253.40
					\$2,323.00

**DELTA DENTAL**

04/15/2013	5115855	G 101-21711	Dental Insurance	05/01/13 - 05/31/13	418.05
					\$418.05

**ECM PUBLISHERS, INC.**

04/21/2013	IF00810725	E 609-49750-340	Advertising	PART TIME AD	84.60
04/24/2013	IP00838369	E 609-49750-340	Advertising	PART TIME AD	90.00
					\$174.60

**GRANITE CITY JOBBING CO.**

04/09/2013	758618	E 609-49750-210	Operating Supplies	OPERATING	33.15
04/09/2013	758618	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
04/09/2013	758618	E 609-49751-256	Tobacco Products For Resale	TOBACCO	640.86
04/09/2013	758618	G 101-20810	Sales Tax Payable	USE TAX	(0.44)
04/15/2013	759528	E 609-49750-210	Operating Supplies	OPERATING	27.96
04/15/2013	759528	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
04/15/2013	759528	E 609-49751-254	Miscellaneous Merchandise	MISC	6.82
04/15/2013	759528	E 609-49751-256	Tobacco Products For Resale	TOBACCO	601.92
04/23/2013	760404	E 609-49750-210	Operating Supplies	OPERATING	68.96
04/23/2013	760404	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
04/23/2013	760404	E 609-49751-254	Miscellaneous Merchandise	MISC	57.29
04/23/2013	760404	E 609-49751-256	Tobacco Products For Resale	TOBACCO	473.72
04/23/2013	760404	G 101-20810	Sales Tax Payable	USE TAX	(0.88)
					\$1,922.11

**HENRYS WATERWORKS, INC.**

04/17/2013	16388	E 101-43100-406	Asphalt Repair & Maint	COLD PATCH	908.12
					\$908.12

**INNOVATIVE OFFICE SOLUTIONS, L**

04/10/2013	261337	E 101-42110-200	Office Supplies	SUPPLIES	63.07
04/11/2013	262391	E 101-42110-200	Office Supplies	SUPPLIES	129.41
					\$192.48

**ISANTI COUNTY EQUIPMENT, INC.**

04/15/2013	0536	E 101-45200-218	Equipment Repair & Maintenance	PARTS	104.95
04/15/2013	0536	E 602-49490-228	Equipment Maintenance	PARTS	104.96
					\$209.91

**ISANTI COUNTY TREASURER**

04/30/2013	043013	E 602-49490-441	Miscellaneous	WWTP LAND - 1ST HALF TAXES	4,496.00
					\$4,496.00

**ISD #15**

03/20/2013	983	E 101-42110-221	Vehicle Repair & Maintenance	2010 DODGE CHARGER	52.41
03/20/2013	984	E 101-42110-221	Vehicle Repair & Maintenance	2010 DODGE CHARGER	67.41
03/30/2013	985	E 101-42110-221	Vehicle Repair & Maintenance	2012 DODGE CHARGER	52.41
04/17/2013	1018	E 101-42110-221	Vehicle Repair & Maintenance	2010 DODGE CHARGER	39.36
04/22/2013	1029	E 601-49440-221	Vehicle Repair & Maintenance	2012 FORD PICKUP	24.32
04/22/2013	1029	E 602-49490-221	Vehicle Repair & Maintenance	2012 FORD PICKUP	24.31

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\$260.22

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**JJ TAYLOR DISTRIBUTING**

04/10/2013	2027535	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
04/10/2013	2027535	E 609-49751-252	Beer For Resale	BEER	987.05
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					\$990.05

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**JOHNSON BROS WHLSE LIQUOR**

03/29/2013	1535254	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.76
03/29/2013	1535254	E 609-49751-251	Liquor For Resale	LIQUOR	239.05
04/10/2013	1544260	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.82
04/10/2013	1544260	E 609-49751-251	Liquor For Resale	LIQUOR	517.95
04/10/2013	1544261	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.23
04/10/2013	1544261	E 609-49751-253	Wine For Resale	WINE	323.60
04/17/2013	1549611	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.53
04/17/2013	1549611	E 609-49751-251	Liquor For Resale	LIQUOR	90.00
04/17/2013	1549612	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.23
04/17/2013	1549612	E 609-49751-253	Wine For Resale	WINE	341.50
04/24/2013	1555033	E 609-49751-206	Freight and Fuel Charges	FREIGHT	69.09
04/24/2013	1555033	E 609-49751-251	Liquor For Resale	LIQUOR	4,498.95
04/24/2013	1555034	E 609-49751-206	Freight and Fuel Charges	FREIGHT	44.10
04/24/2013	1555034	E 609-49751-253	Wine For Resale	WINE	2,188.00
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					\$8,361.81

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**KIMS KLEANING**

04/27/2013	2349	E 101-41940-402	Janitorial Service	CITY HALL	320.64
04/27/2013	2350	E 101-45200-402	Janitorial Service	COMMUNITY CENTER	85.51
04/27/2013	2351	E 101-43100-402	Janitorial Service	PUBLIC WORKS	812.29
04/27/2013	2352	E 601-49440-233	Water Treatment Plant Maint	WATER TREATMENT PLANT	213.75
04/27/2013	2353	E 101-42110-402	Janitorial Service	POLICE	961.92
04/27/2013	2354	E 101-42210-402	Janitorial Service	FIRE HALL	412.56
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					\$2,806.67

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**LANDBORG, TIMOTHY**

04/30/2013	9254	G 803-22035	Esc-Magdo Properties	REISSUE CH # 64826	250.00
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					\$250.00

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**LAW ENFORCEMENT LABOR SVCS.**

04/29/2013	042913	G 101-21707	Union Dues	POLICE UNION DUES - MAY 2013	360.00
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					\$360.00

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**LEAGUE OF MN CITIES**

04/24/2013	182489	E 101-41400-208	Training and Instruction	CONFERENCE	370.00
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					\$370.00

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**MCDONALD DIST CO.**

04/05/2013	326422	E 609-49751-252	Beer For Resale	BEER	194.00
04/11/2013	326863	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
04/11/2013	326863	E 609-49751-252	Beer For Resale	BEER	1,833.65
04/11/2013	326863	E 609-49751-255	N/A Products	N/A	17.65
04/18/2013	327400	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
04/18/2013	327400	E 609-49751-252	Beer For Resale	BEER	3,010.05
04/18/2013	327401	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
04/25/2013	327885	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00

04/25/2013	327885	E 609-49751-252	Beer For Resale	BEER	16,133.52
04/25/2013	327885	E 609-49751-255	N/A Products	N/A	65.75
04/26/2013	328040	E 609-49751-252	Beer For Resale	BEER	114.00
					\$21,411.62

**METRO WEST INSPECTIONS SERVICE**

04/10/2013	215-11	G 101-20201	Inspections	FINAL BILL	206.17
					\$206.17

**MN BCA-CJTE**

03/29/2013	977	E 101-42110-208	Training and Instruction	GENNARO-COURSE	25.00
03/29/2013	978	E 101-42110-208	Training and Instruction	T SCHWIEGER-COURSE	25.00
					\$50.00

**MN BUREAU OF CRIMINAL APPREHEN**

03/31/2013	99388	E 101-42110-311	Contract	CONTRACT	270.00
					\$270.00

**MN DEPT OF HEALTH**

04/22/2013	747902	E 601-49440-434	Permit Fees	WELL PERMIT	250.00
					\$250.00

**MN MUNICIPAL BEVERAGE ASSN.**

04/30/2013	043013	E 609-49750-208	Training and Instruction	ANNUAL CONFERENCE	379.00
					\$379.00

**MN NCPERS LIFE INSURANCE**

04/23/2013	7334513	G 101-21713	MN Life	PREMIUM 5/2013	16.00
					\$16.00

**MY ALARM CENTER**

05/01/2013	2062987	E 609-49750-445	Security	MONITORING 5/1/13 - 5/31/13	28.87
					\$28.87

**NAGEL, STEVEN**

04/30/2013	5443	G 101-22000	Deposits	REFUND	100.00
					\$100.00

**NORTH METRO TREE SERVICE INC.**

04/07/2013	040713	E 101-45200-311	Contract	CUT TREES	2,025.00
					\$2,025.00

**PACE ANALYTICAL SERVICES**

04/05/2013	131228180	E 601-49440-313	Sample Testing	TESTING	120.00
04/22/2013	131228515	E 602-49490-313	Sample Testing	TESTING	442.85
					\$562.85

**PAUSTIS & SONS**

04/08/2013	8394686	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.50
04/08/2013	8394686	E 609-49751-253	Wine For Resale	WINE	556.01
					\$566.51

**PHILLIPS WINE & SPIRITS CO.**

04/10/2013	2405181	E 609-49751-206	Freight and Fuel Charges	FREIGHT	88.20
04/10/2013	2405181	E 609-49751-251	Liquor For Resale	LIQUOR	4,193.94
04/10/2013	2405182	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.47
04/10/2013	2405182	E 609-49751-253	Wine For Resale	WINE	48.15

04/11/2013	3502655	E 609-49751-206	Freight and Fuel Charges	FREIGHT CREDIT	(1.47)
04/11/2013	3502655	E 609-49751-251	Liquor For Resale	LIQUOR CREDIT	(143.00)
04/17/2013	2408642	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.94
04/17/2013	2408642	E 609-49751-253	Wine For Resale	WINE	101.85
04/17/2013	2409641	E 609-49751-206	Freight and Fuel Charges	FREIGHT	35.28
04/17/2013	2409641	E 609-49751-251	Liquor For Resale	LIQUOR	1,618.60
04/18/2013	3503201	E 609-49751-206	Freight and Fuel Charges	FREIGHT CREDIT	(1.47)
04/18/2013	3503201	E 609-49751-253	Wine For Resale	WINE CREDIT	(53.70)
04/24/2013	2412171	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.58
04/24/2013	2412171	E 609-49751-251	Liquor For Resale	LIQUOR	2,721.20
04/24/2013	2412172	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.29
04/24/2013	2412172	E 609-49751-253	Wine For Resale	WINE	221.60
04/24/2013	2412173	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.47
04/24/2013	2412173	E 609-49751-254	Miscellaneous Merchandise	MISC	41.95
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					\$8,907.88

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**PONDS GOLF COURSE, THE**

04/30/2013	043013	E 609-49750-340	Advertising	SPONSORSHIP	100.00
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					\$100.00

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**PRINTING UNLIMITED**

04/15/2013	6662	E 101-42110-200	Office Supplies	LETTERHEAD-BUSINESS CARDS	91.91
04/19/2013	6665	E 101-41400-200	Office Supplies	ENVELOPES	71.18
04/24/2013	6673	E 101-42400-200	Office Supplies	BUSINESS CARDS	22.44
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					\$185.53

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**RAMSEY, CITY OF**

04/30/2013	043013	E 101-42210-311	Contract	CHIEF KAPLER'S SERVICES-APF	666.00
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					\$666.00

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**RAPIT PRINTING**

04/16/2013	124833	E 101-43100-217	Other Operating Supplies	DRIVERS INSPECTION REPORT	176.62
04/16/2013	124833	E 101-45200-217	Other Operating Supplies	DRIVERS INSPECTION REPORT	176.61
04/16/2013	124833	E 601-49440-217	Other Operating Supplies	DRIVERS INSPECTION REPORT	176.61
04/16/2013	124833	E 602-49490-217	Other Operating Supplies	DRIVERS INSPECTION REPORT	176.61
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					\$706.45

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**ROYAL SUPPLY**

04/16/2013	12920	E 101-41940-210	Operating Supplies	SUPPLIES	40.46
04/16/2013	12920	E 101-42110-217	Other Operating Supplies	SUPPLIES	80.92
04/16/2013	12920	E 101-43100-217	Other Operating Supplies	SUPPLIES	40.46
04/16/2013	12920	E 101-45200-217	Other Operating Supplies	SUPPLIES	40.46
04/16/2013	12920	E 601-49440-217	Other Operating Supplies	SUPPLIES	40.46
04/16/2013	12920	E 602-49490-217	Other Operating Supplies	SUPPLIES	40.46
04/23/2013	12946	E 101-41940-210	Operating Supplies	SUPPLIES	23.44
04/23/2013	12946	E 101-42110-217	Other Operating Supplies	SUPPLIES	46.88
04/23/2013	12946	E 101-43100-217	Other Operating Supplies	SUPPLIES	23.44
04/23/2013	12946	E 101-45200-217	Other Operating Supplies	SUPPLIES	23.44
04/23/2013	12946	E 601-49440-217	Other Operating Supplies	SUPPLIES	23.44
04/23/2013	12946	E 602-49490-217	Other Operating Supplies	SUPPLIES	23.44
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					\$447.30

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**SCHREDER, ANDY**

04/19/2013	041913	E 101-42400-331	Travel Expenses	MILEAGE	61.02
					\$61.02

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**SKINNER, MARLINE**

04/13/1930	043013	E 101-42700-311	Contract	CONTRACT	500.00
					\$500.00

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**SOUTHERN WINE & SPIRITS OF MN**

04/11/2013	102152	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.50
04/11/2013	102152	E 609-49751-251	Liquor For Resale	LIQUOR	583.26
04/18/2013	1023863	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.24
04/18/2013	1023863	E 609-49751-253	Wine For Resale	WINE	1,012.50
04/18/2013	1023864	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.41
04/18/2013	1023864	E 609-49751-251	Liquor For Resale	LIQUOR	422.25
04/25/2013	1026217	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.93
04/25/2013	1026217	E 609-49751-251	Liquor For Resale	LIQUOR	1,564.68
					\$3,632.77

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**ST. FRANCIS TRUE VALUE HARDWAR**

03/21/2013	23689	E 101-42110-401	Repairs/Maint Buildings	PARTS	30.45
03/21/2013	24690	E 101-42210-221	Vehicle Repair & Maintenance	PLYWOOD	10.63
03/28/2013	23670	E 602-49490-228	Equipment Maintenance	SUPPLIES	12.12
03/28/2013	23703	E 601-49440-233	Water Treatment Plant Maint	SUPPLIES	8.10
03/28/2013	23706	E 601-49440-217	Other Operating Supplies	SUPPLIES	39.59
03/28/2013	23721	E 601-49440-233	Water Treatment Plant Maint	SUPPLIES	0.74
03/28/2013	24725	E 601-49440-217	Other Operating Supplies	SUPPLIES	54.72
03/28/2013	24750	E 601-49440-233	Water Treatment Plant Maint	SUPPLIES	3.54
					\$159.89

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**THE AMERICAN BOTTLING COMPANY**

04/22/2013	2450017776	E 609-49751-254	Miscellaneous Merchandise	MISC	147.30
					\$147.30

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**THORPE DISTRIBUTING COMPANY**

04/19/2013	748142	E 609-49751-252	Beer For Resale	BEER	122.00
					\$122.00

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**WIRTZ BEVERAGE MN**

04/11/2013	1080025581	E 609-49751-206	Freight and Fuel Charges	FREIGHT	48.21
04/11/2013	1080025581	E 609-49751-251	Liquor For Resale	LIQUOR	4,334.80
04/11/2013	1080025581	E 609-49751-253	Wine For Resale	WINE	80.00
04/11/2013	1080025581	E 609-49751-254	Miscellaneous Merchandise	MISC	27.09
04/18/2013	1080028397	E 609-49751-206	Freight and Fuel Charges	FREIGHT	193.21
04/18/2013	1080028397	E 609-49751-251	Liquor For Resale	LIQUOR	13,730.57
04/25/2013	1080031153	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.22
04/25/2013	1080031153	E 609-49751-251	Liquor For Resale	LIQUOR	1,194.12
04/25/2013	1080031153	E 609-49751-253	Wine For Resale	WINE	64.00
04/25/2013	1080031153	E 609-49751-254	Miscellaneous Merchandise	MISC	99.16
					\$19,786.38

\$157,994.82

FUND SUMMARY

101 GENERAL FUND	\$35,724.28
226 PEDERSON PATH FUND	\$2,115.50
402 CAPITAL EQUIPMENT	\$300.00
601 WATER FUND	\$9,788.54
602 SEWER FUND	\$16,848.59
609 MUNICIPAL LIQUOR FUND	\$92,967.91
803 ESCROW	\$250.00
Total	<u>157,994.82</u>

Hello Mr. Hylan

I am the Area Wildlife Supervisor for Anoka County, and we have optioned a parcel of land (40 acres) adjacent to the Carl Bonnell WMA in Anoka County – Sec 27 Township 34N Range 25W.

It is DNR policy to notify townships of these transactions, but since there is no organized township cities are the LGU. After township notification I will need to gain county board approval.

Would I be able to have about 10-15 minutes at your next city council meeting to talk about this acquisition? Attached is map of the land acquisition.

Thank you for your time.

Timothy J Marion  
Area Wildlife Supervisor  
MN Department of Natural Resources  
5463 C W Broadway  
Forest Lake, MN 55025  
651-296-3450

**City of St. Francis  
Board of Supervisors  
Review of Proposed State Land Acquisition**

In accordance with Minnesota Statutes 97A.145, Subd. 2, the Commissioner of the Department of Natural Resources on 04/15/2013 provided the City Council with a description of lands to be acquired by the State of Minnesota for water, forestry, wildlife, and natural plant community conservation purposes.

Lands to be acquired are described as follows: **Rand LLC – Sec 27, Twp 34N R 25W – Anoka County.**

**See Exhibit A for legal descriptions.**

IT IS HEREBY RESOLVED, by the City Council of St. Francis on 4/15/13 that the State's proposed acquisition of the attached described property be (approved) (disapproved).

If applicable, reasons for disapproval:

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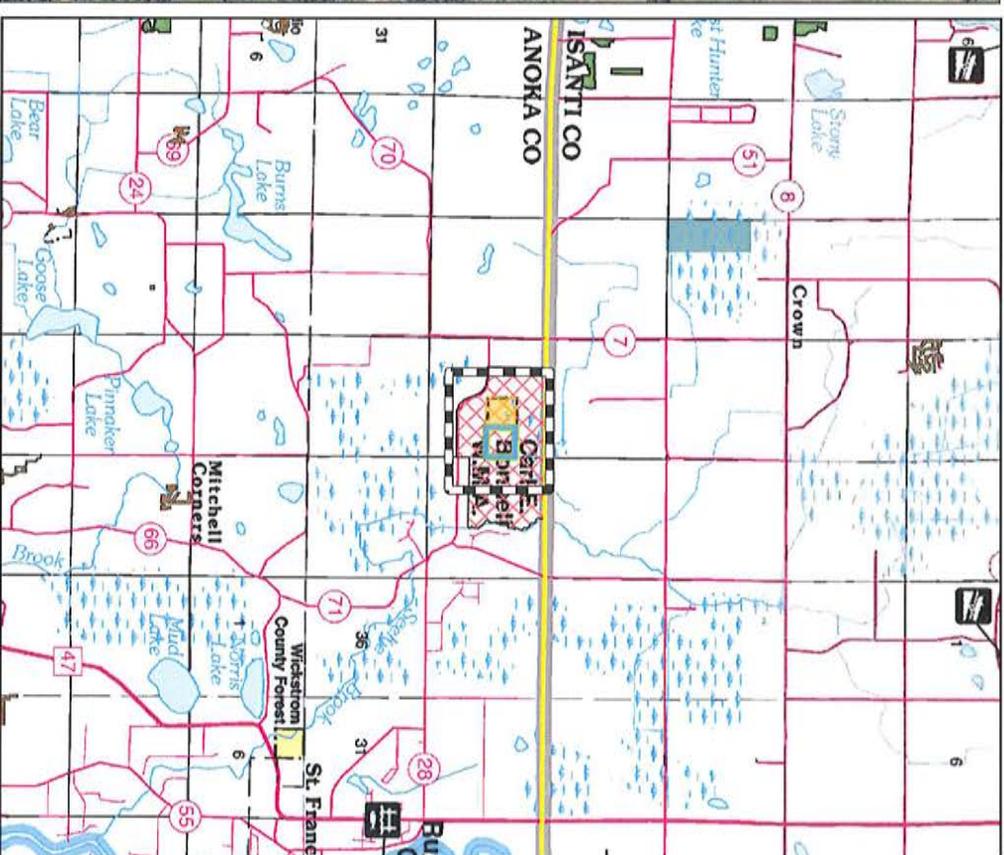
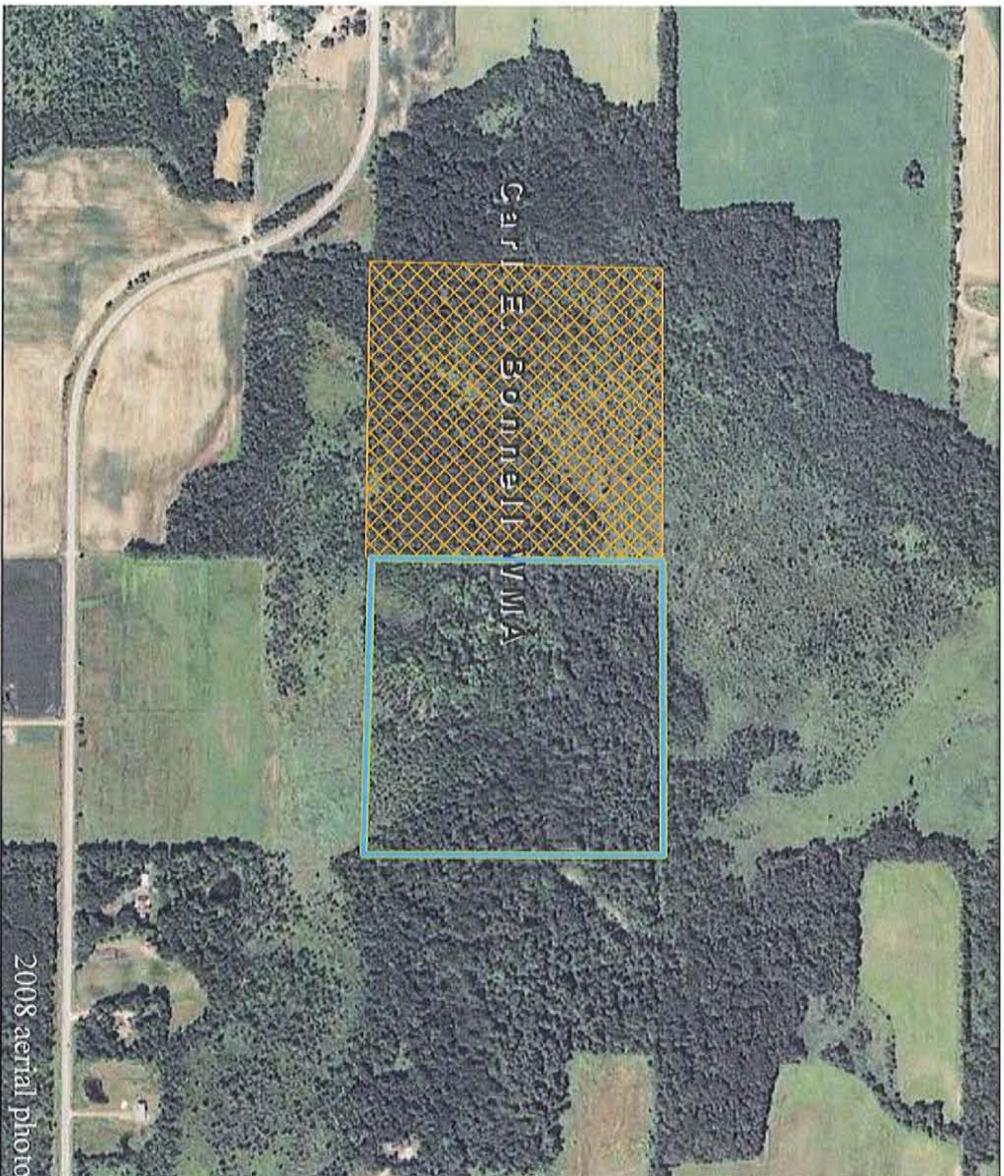
This resolution was presented by Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_ and upon vote was duly adopted.

I, \_\_\_\_\_, Secretary of the City of St. Francis,

Anoka County, State of Minnesota, certify that the foregoing resolution is a true and correct excerpt of the minutes of the City Council, City of St. Francis – Anoka County, State of Minnesota held at City Hall, St. Francis, Minnesota, on the 15 day of April, 2013

\_\_\_\_\_

# Carl Bonnell WMA tr7, Anoka County



-  State Wildlife Management Area Boundaries
-  Approved WMA Boundaries
-  Potential WMA acquisitions
-  Subject property



Note: This map shows the approximate relative location of property boundaries and other features but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes. Data sources are cited on the page following the final map in this report.

Robt

Thyrtie L.  
Olson

807  
100

Walter S

John D. Hopkins

Phyllis E

Elvie Olson

Patricia  
Stenike

1 E. Bonnell WMA

80

40

Subject

1907 6

Joyce E.

Carolyn  
A. Anderson

Richard  
St. Marie

1904 6

Sage

40

117

Wk 4  
Clyn  
Hage

80

80

P. F.  
Anderson

114

Grady

## **AGENDA REPORT**

**TO:** Matt Hylan, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** **2012 Financial Statement**  
**DATE:** April 29, 2013

### **INTRODUCTION**

The 2012 Financial Statement will be presented by Andrew Berg, Abdo, Eick and Meyers

### **BACKGROUND**

Included in the packet is the 2012 Management Letter from Abdo, Eick & Meyers. The 2012 Financial Statement is posted on the City's website under departments-finance.

### **RECOMMENDATION**

None

### **BUDGET IMPACT**

None.

Attachments:

1. 2012 Management Letter

CITY OF ST. FRANCIS  
ST. FRANCIS, MINNESOTA

MANAGEMENT LETTER

FOR THE YEAR ENDED  
DECEMBER 31, 2012

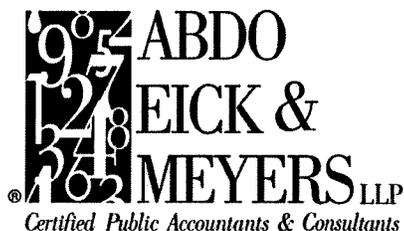


**ABDO  
EICK &  
MEYERS** LLP  
*Certified Public Accountants & Consultants*

CITY OF ST. FRANCIS  
ST. FRANCIS, MINNESOTA

MANAGEMENT LETTER

FOR THE YEAR ENDED  
DECEMBER 31, 2012



April 23, 2013

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5201 Eden Avenue  
Suite 250  
Edina, MN 55436

Management, Honorable Mayor and City Council  
City of St. Francis, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of St. Francis, Minnesota (the City), for the year ended December 31, 2012, which collectively comprise the City's basic financial statements and have issued our report thereon dated April 23, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted accounting standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 7, 2012. Professional standards also require that we communicate the following information related to our audit.

**Our Responsibility under Auditing Standards Generally Accepted in the United States of America and *Government Auditing Standards***

As stated in our engagement letter, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with accounting principles generally accepted in the United States of America. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material errors, fraud or illegal acts may exist and not be detected by us.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control over financial reporting of the City. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

**Significant Audit Findings**

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.



## **Compliance**

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the City's compliance with those requirements. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* or statutes set forth by the State of Minnesota.

## **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing.

## **Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. The requirements of GASB statements No. 63 and No. 65 were adopted for the year ended December 31, 2012. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was capital asset basis and depreciation.

Management's estimate of these accounting estimates is based on estimated or actual historical cost and the estimated useful lives of capital assets. We evaluated the key factors and assumptions used to develop these accounting estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

## **Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management in performing and completing our audit.



### **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit or the financial statements taken as a whole.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated April 23, 2013.

### **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### **Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.



## Financial Position and Results of Operations

Our principal observations and recommendations are summarized below. These recommendations resulted from our observations made in connection with our audit of the City's financial statements for the year ended December 31, 2012.

### General Fund

The General fund is used to account for resources traditionally associated with government, which are not required legally or by sound principal management to be accounted for in another fund. The General fund balance increased \$1,476 from 2011. The total fund balance of \$2,071,489 is 51 percent of the 2013 budgeted expenditures. We recommend the fund balance be maintained at a level sufficient to fund operations until the major revenue sources are received in June. We feel a reserve of approximately 50 percent of planned expenditures and transfers out is adequate to meet working capital and small emergency needs.

The purposes and benefits of a fund balance are as follows:

- Expenditures are incurred somewhat evenly throughout the year. However, property tax and state aid revenues are not received until the second half of the year. An adequate fund balance will provide the cash flow required to finance the General fund expenditures.
- The City is vulnerable to legislative actions at the State and Federal level. The State continually adjusts the local government aid and property tax credit formulas. An adequate fund balance will provide a temporary buffer against aid adjustments and levy limits
- Expenditures not anticipated at the time the annual budget was adopted may need immediate City Council action. These would include capital outlay replacement, lawsuits and other items. An adequate fund balance will provide the financing needed for such expenditures.
- A strong fund balance will assist the City in maintaining, improving or obtaining a bond rating. The result will be better interest rates in future bond sales.

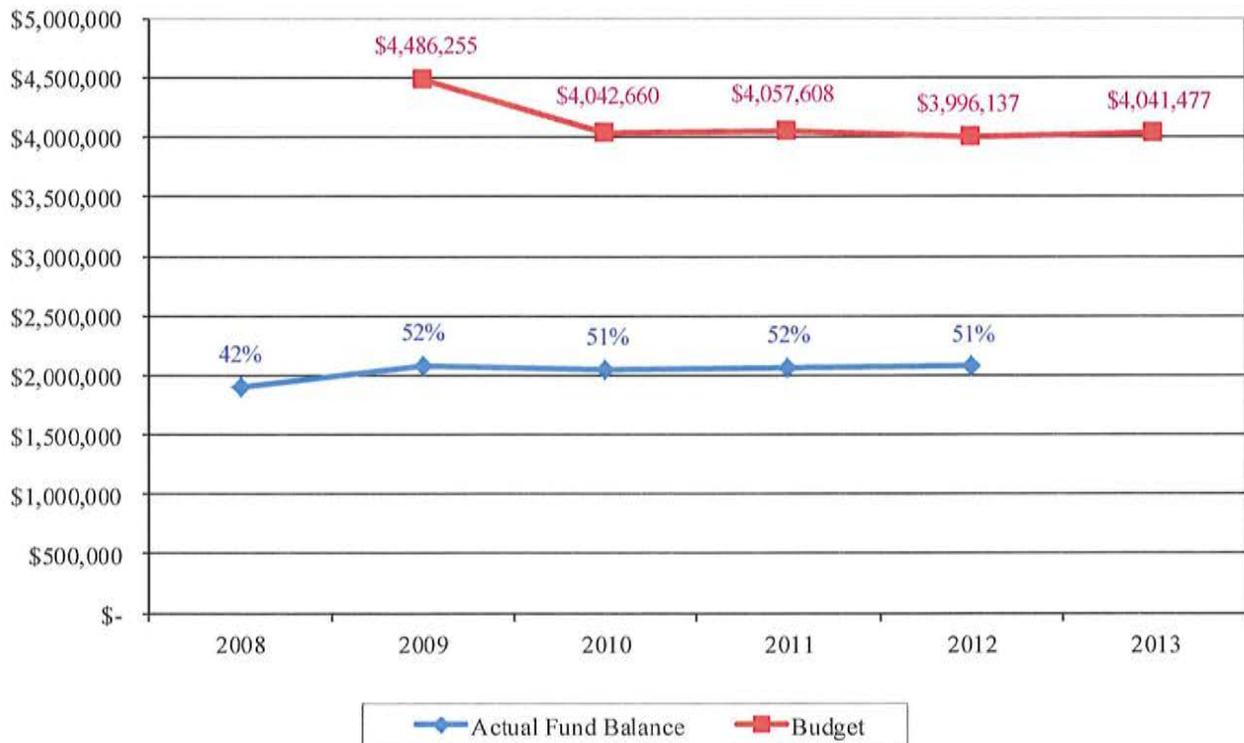


**Fund Balance**

A table summarizing the General fund balance in relation to budget follows:

Year	Fund Balance December 31	Budget Year	General Fund Budget	Percent of Fund Balance to Budget
2008	\$ 1,906,188	2009	\$ 4,486,255	42 %
2009	2,086,873	2010	4,042,660	52
2010	2,050,402	2011	4,057,608	51
2011	2,070,013	2012	3,996,137	52
2012	2,071,489	2013	4,041,477	51

**Fund Balance as a Percent of Next Year's Budget**



We have compiled peer group average fund balance information from approximately 120 fourth class cities (population of 2,500 - 10,000). The peer group average is derived from information available on the website of the Office of the State Auditor. In 2010 and 2011, the average General fund balance as a percentage of expenditures was 67 percent and 69, percent, respectively.



The 2012 operations are summarized as follows:

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 3,770,837	\$ 3,775,754	\$ 4,917
Expenditures	3,566,137	3,494,319	71,818
Excess of revenues over expenditures	204,700	281,435	76,735
Other financing source (uses)			
Transfers in	60,000	60,000	-
Sale of capital assets	26,800	30,041	3,241
Transfers out	(430,000)	(370,000)	60,000
Total other financing sources (uses)	(343,200)	(279,959)	63,241
Net change in fund balances	(138,500)	1,476	139,976
Fund balances, January 1	2,070,013	2,070,013	-
Fund balances, December 31	<u>\$ 1,931,513</u>	<u>\$ 2,071,489</u>	<u>\$ 139,976</u>

A short analysis of budget variances follows:

- Although the revenue budget variance is positive, the largest budget variance in revenues was taxes with a negative variance of \$76,983. The largest positive variances in revenues were in miscellaneous and licenses and permits with positive variances of \$37,077 and \$21,264, respectively.
- The General fund current expenditures are classified into six different functions. Each of the functions of the General fund was under budget with the exception of miscellaneous, which exceeded budget by \$12,394. The most significant variances were provided by the public safety and culture and recreation functions. Those functions were \$104,394 and \$73,305 under budget, respectively.
- Public works capital outlay expenditures were over budget by \$191,020.

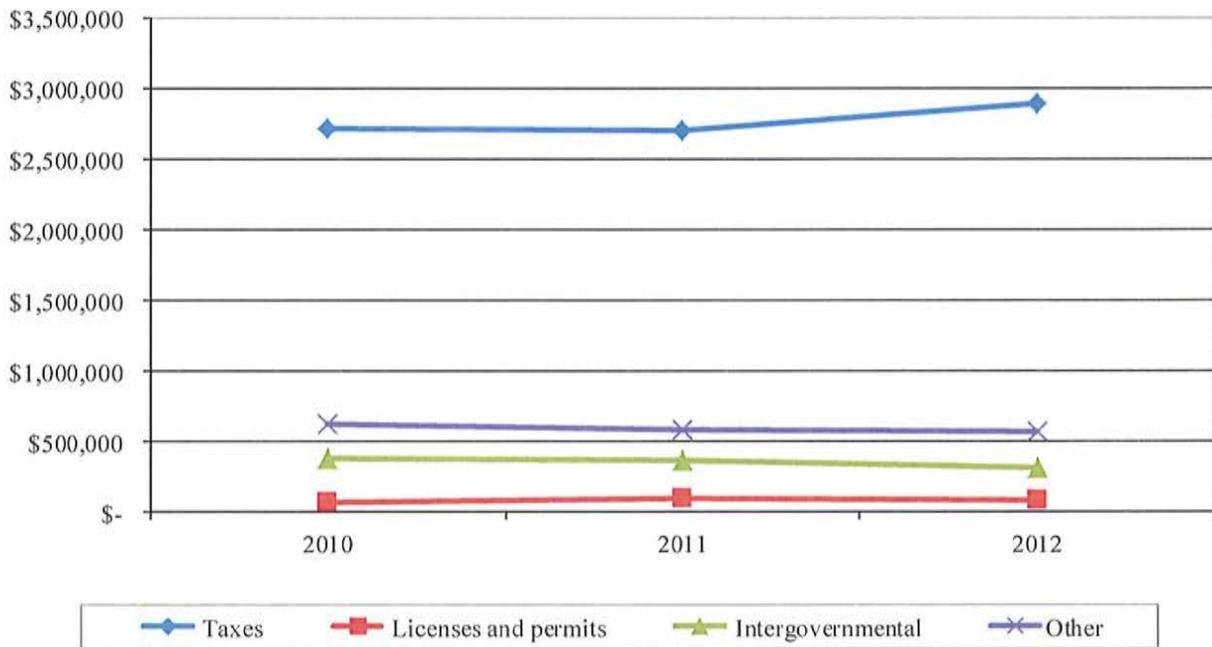


A more detailed comparison for the last three years General fund revenues and transfers as follows:

Source	2010	2011	2012	Percent of Total	Per Capita
Taxes	\$ 2,720,353	\$ 2,713,412	\$ 2,893,540	74.9 %	\$ 399
Licenses and permits	78,242	99,415	89,300	2.3	12
Intergovernmental	380,977	368,005	310,344	8.0	43
Charges for services	289,148	308,694	297,083	7.7	41
Fines and forfeitures	30,537	30,414	35,166	0.9	5
Interest on investments	27,465	34,275	16,199	0.4	2
Miscellaneous	151,210	156,613	164,163	4.2	23
Transfers in	125,299	60,000	60,000	1.6	8
<b>Total revenues and transfers</b>	<b>\$ 3,803,231</b>	<b>\$ 3,770,828</b>	<b>\$ 3,865,795</b>	<b>100.0 %</b>	<b>\$ 533</b>

The sources of revenues and transfers from the past three years are presented graphically as follows:

### Revenues and Transfers





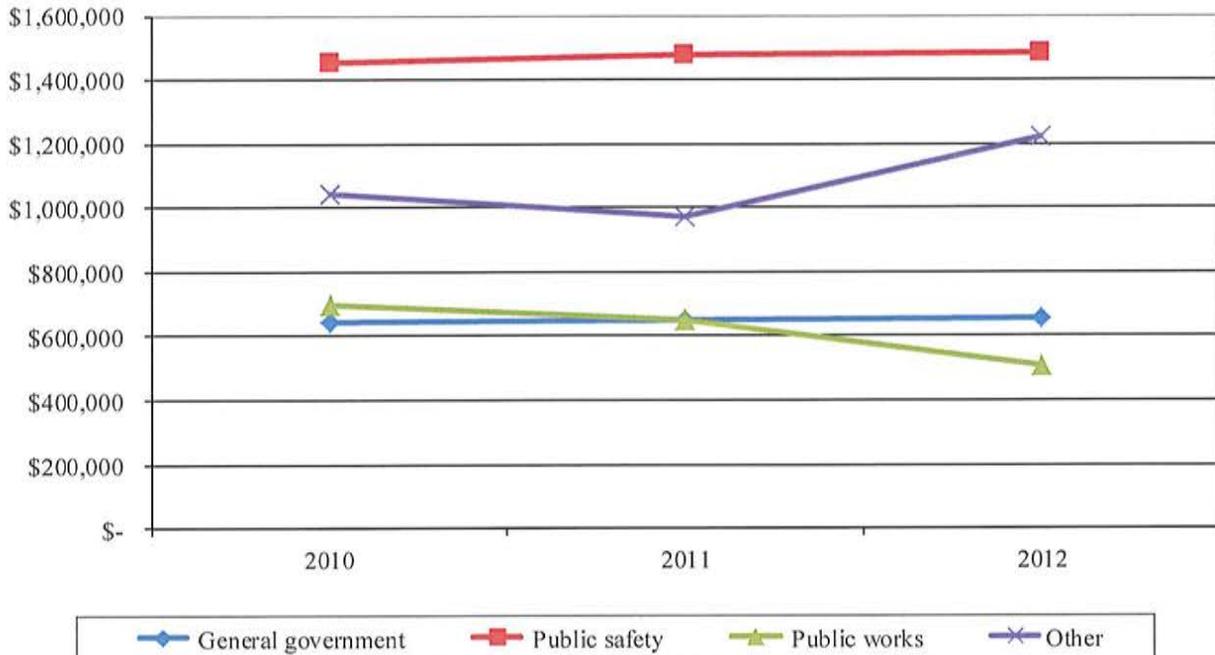
A more detailed comparison for the last three years General fund expenditures and transfers as follows:

Source	2010	2011	2012	Percent of Total	Per Capita	Peer Group Per Capita
General government	\$ 646,947	\$ 651,933	\$ 656,188	16.8 %	\$ 90	\$ 125
Public safety	1,455,024	1,477,294	1,483,566	38.4	204	222
Public works	700,257	650,285	504,988	13.1	70	112
Culture and recreation	282,548	290,081	277,255	7.2	38	56
Community development	99,612	104,641	141,593	3.7	20	4
Miscellaneous	6,339	3,309	18,494	0.5	3	13
Capital outlay	103,863	86,796	379,113	9.8	52	26
Debt service	71,834	71,833	33,122	0.9	5	-
Transfers out	478,746	416,286	370,000	9.6	51	-
<b>Total expenditures and transfers</b>	<b>\$ 3,845,170</b>	<b>\$ 3,752,458</b>	<b>\$ 3,864,319</b>	<b>100.0 %</b>	<b>\$ 533</b>	<b>\$ 558</b>

The above chart compares the amount the City spends per capita, in comparison to a peer group. We have compiled peer group average fund balance information from approximately 120 fourth class cities (population of 2,500 - 10,000). The peer group average is derived from information available on the website of the Office of the State Auditor.

The functional expenditures and transfers from the past three years are presented graphically as follows:

### Expenditures and Transfers





**Special Revenue Funds**

Special Revenue funds receive revenue from specific sources and expenditures are for specific purposes. The following funds, with fund balances included, comprise the special revenue fund types:

Fund	Fund Balances December 31,		Increase (Decrease)
	2012	2011	
Nonmajor			
Police Forfeiture	\$ 8,455	\$ 11,183	\$ (2,728)
Turtle Ridge TIF	18,017	16,868	1,149
<b>Total</b>	<b>\$ 26,472</b>	<b>\$ 28,051</b>	<b>\$ (1,579)</b>

**Debt Service Funds**

Debt Service funds are a type of governmental fund to account for the accumulation of resources for the payment of interest and principal on debt (other than enterprise fund debt).

Debt Service funds may have one or a combination of the following revenue sources pledged to retire debt as follows:

- Property taxes - Primarily for general City benefit projects such as parks and municipal buildings. Property taxes may also be used to fund special assessment bonds which are not fully assessed.
- Tax increments - Pledged exclusively for tax increment/economic development districts.
- Capitalized interest portion of bond proceeds - After the sale of bonds, the project may not produce revenue (tax increments or special assessments) for a period of one to two years. Bonds are issued with this timing difference considered in the form of capitalized interest.
- Special assessments - Charges to benefited properties for various improvements.

In addition to the above pledged assets, other funding sources may be received by Debt Service funds as follows:

- Residual project proceeds from the related capital projects fund
- Investment earnings
- State or Federal grants
- Transfers from other funds

The following summarizes the assets of each Debt Service fund with the bonds payable at year end.

Debt Service Fund	Cash and Temporary Investments	Total Assets	Bonds Outstanding	Final Maturity Date
EDA Lease Revenue Bond	\$ 700,682	\$ 702,630	\$ 8,200,000	2037
G.O. Improvement Bonds, 2007A	144,255	337,301	885,000	2023
<b>Total</b>	<b>\$ 844,937</b>	<b>\$ 1,039,931</b>	<b>\$ 9,085,000</b>	
<b>Total interest payments</b>			<b>\$ 5,568,000</b>	



**Capital Projects Funds**

Capital projects funds account for the acquisition of capital assets or construction of major capital projects not being financed by proprietary funds. A summary of year end fund balances for all capital projects funds follows:

Capital Projects Fund	Fund Balances December 31,		Increase (Decrease)
	2012	2011	
Major			
Capital Projects	\$ 438,892	\$ (201,548)	\$ 640,440
Nonmajor			
Charitable Gambling	2,373	-	2,373
Park Improvements	164,476	164,018	458
Fire Truck Replacement	450,020	406,183	43,837
River's Edge Trunk Utility Improvement	(520,641)	(519,309)	(1,332)
Watermain Looping	(287,151)	(287,151)	-
Creekview Estate Street and Utility Improvement	(102,241)	(116,343)	14,102
Ivywood and 230th Lane	(112,766)	(130,546)	17,780
<b>Total</b>	<b>\$ 32,962</b>	<b>\$ (684,696)</b>	<b>\$ 717,658</b>

As projects are completed, the City transfers the remaining resources to the original funding source or to a fund the City Council approves. We recommend the City continue to review fund deficits at least annually.

The new public works/police building project was done out of the Capital Projects fund. During the year bonds were issued for \$8,200,000 and the fund had \$7,039,726 of expenditures. Of the fund balance, \$406,931 is restricted for capital under the bond documents.

The deficit in the River's Edge Trunk Utility Improvement fund does not have a definite funding source. Our understanding is the City is working on a plan to see how the costs can be recovered with future development.

The deficit in the Watermain Looping fund is anticipated to be eliminated with receipts from a developer as lots are developed or by 2019.

The deficit in the Creekview Estate Street and Utility Improvements fund is anticipated to be eliminated through future collections of special assessments.

The deficit in the Ivywood and 230<sup>th</sup> Lane fund is anticipated to be eliminated through future collections of special assessments.

We recommend the City monitor all funds with deficits to ensure the plans to fund the deficits will be sufficient.

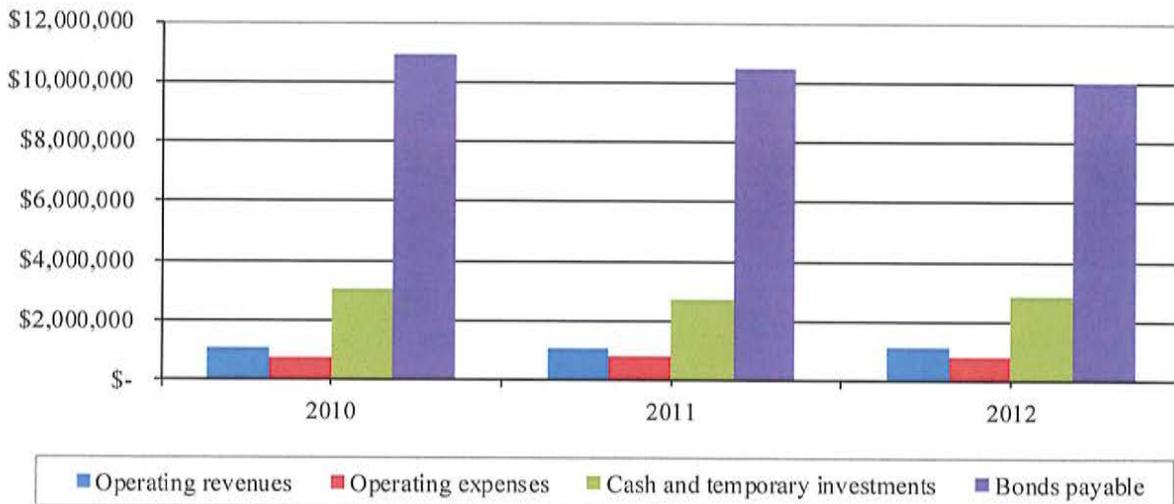


**Enterprise Funds**

**Water Fund**

The results of the operations for the Water fund for the past three years are as follows:

	2010		2011		2012	
	Total	Percent	Total	Percent	Total	Percent
Operating revenues	\$ 1,063,256	100.0 %	\$ 1,054,298	100.0 %	\$ 1,137,548	100.0 %
Operating expenses	745,033	70.1	805,207	76.4	843,392	74.1
Operating income	318,223	29.9	249,091	23.6	294,156	25.9
Nonoperating revenues (expenses)	(158,962)	(15.0)	(220,551)	(20.9)	(241,554)	(21.2)
Capital contributions	836,122	112.2	144,928	18.0	32,400	3.8
Transfers out	(126,320)	(11.9)	(18,580)	(1.8)	-	-
Change in net position	<u>\$ 869,063</u>	<u>115.2 %</u>	<u>\$ 154,888</u>	<u>18.9 %</u>	<u>\$ 85,002</u>	<u>8.5 %</u>
Cash and temporary investments	<u>\$ 3,043,644</u>		<u>\$ 2,767,521</u>		<u>\$ 2,854,079</u>	
Bonds payable	<u>\$ 10,913,000</u>		<u>\$ 10,472,000</u>		<u>\$ 10,010,500</u>	



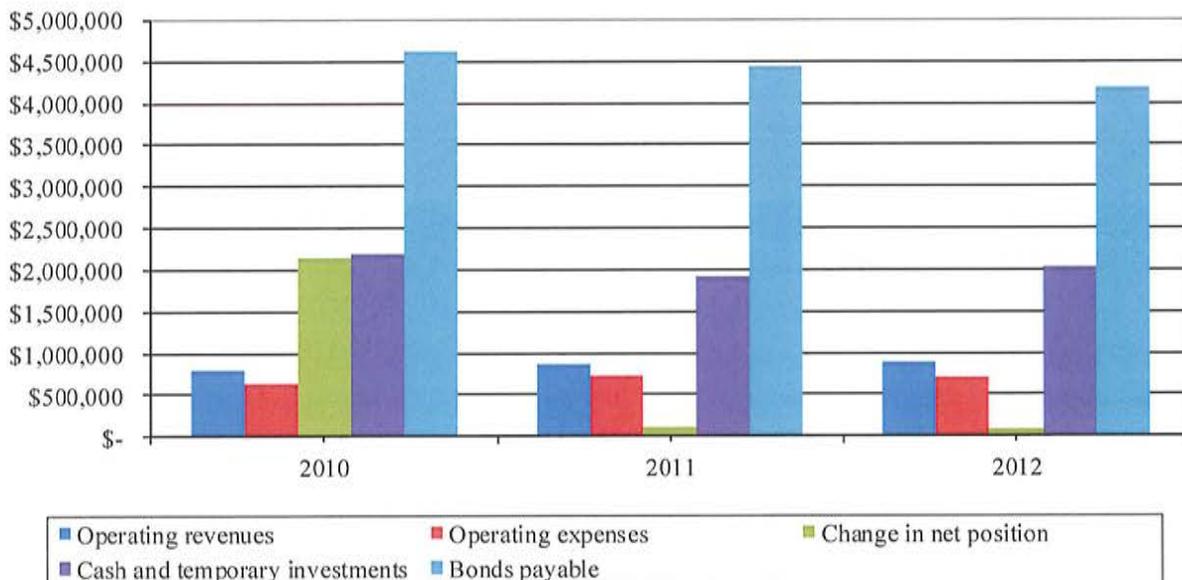
In addition to the cash balance, there is an interfund loan receivable of \$1,018,754, which is cover deficits in the capital project funds. Cash generated from operation was \$597,509 and the debt service principal and interest payments were \$760,394. The City should monitor the operations of the Water fund and analyze rates annually to ensure revenues will cover future operating expenses, repair and maintenance, new infrastructure and debt service.



**Sewer Fund**

The results of the operations for the Sewer fund for the past three years are as follows:

	2010		2011		2012	
	Total	Percent	Total	Percent	Total	Percent
Operating revenues	\$ 805,969	100.0 %	\$ 866,745	100.0 %	\$ 875,916	100.0 %
Operating expenses	645,808	80.1	736,575	85.0	707,222	80.7
Operating income	160,161	19.9	130,170	15.0	168,694	19.3
Nonoperating revenues (expenses)	52,662	6.5	(71,189)	(8.2)	(111,034)	(12.7)
Transfers in	742,474	92.1	-	-	-	-
Capital contributions	1,308,538	162.4	68,192	7.9	33,600	3.8
Transfers out	(128,461)	(15.9)	(21,300)	(2.5)	-	-
Change in net position	<u>\$ 2,135,374</u>	<u>265.0 %</u>	<u>\$ 105,873</u>	<u>12.2 %</u>	<u>\$ 91,260</u>	<u>10.4 %</u>
Cash and temporary investments	<u>\$ 2,191,586</u>		<u>\$ 1,927,623</u>		<u>\$ 2,039,434</u>	
Bonds payable	<u>\$ 4,614,000</u>		<u>\$ 4,427,000</u>		<u>\$ 4,193,500</u>	



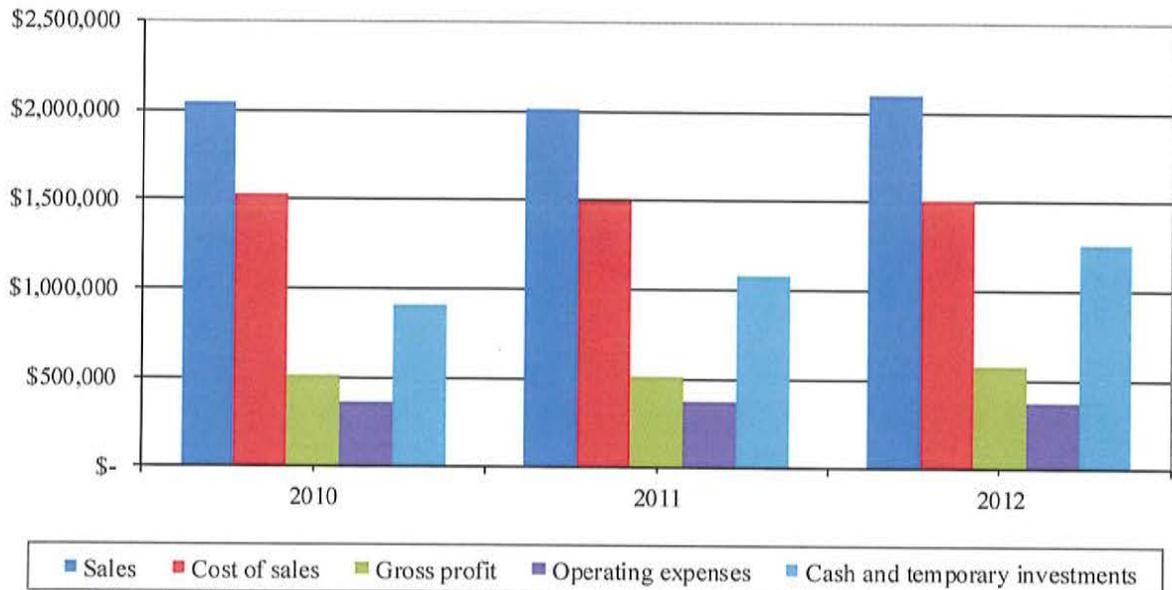
The Water fund showed an increase in operating income and cash from 2011. Cash generated from operation was \$452,615 and the debt service principal and interest payments were \$388,286. Although cash increased during the year, the City should continue to monitor the operations of the Sewer fund and analyze rates annually to ensure revenues will cover future operating expenses, repair and maintenance, new infrastructure and debt service.



**Liquor Store Fund**

The results of the operations and cash positions for the Liquor Store fund for the past three years are as follows:

	2010		2011		2012	
	Total	Percent	Total	Percent	Total	Percent
Sales	\$ 2,050,403	100.0 %	\$ 2,017,684	100.0 %	\$ 2,094,876	100.0 %
Cost of sales	1,535,157	74.9	1,504,114	74.5	1,511,868	72.2
Gross profit	515,246	25.1	513,570	25.5	583,008	27.8
Operating expenses	365,415	17.8	369,823	18.3	371,277	17.7
Operating income	149,831	7.3	143,747	7.2	211,731	10.1
Nonoperating revenues	34,363	1.7	39,393	2.0	12,785	0.6
Transfers out	(60,000)	(2.9)	(60,000)	(3.0)	(60,000)	(2.9)
Change in net position	<u>\$ 124,194</u>	<u>6.1 %</u>	<u>\$ 123,140</u>	<u>6.2 %</u>	<u>\$ 164,516</u>	<u>7.8 %</u>
Cash and temporary investments	<u>\$ 912,190</u>		<u>\$ 1,085,442</u>		<u>\$ 1,260,367</u>	



Gross profit for the City's liquor store operations increased over two percent in 2012 due to increase sale in high margin product and purchasing inventory in bulk. The gross profit percent of the City's Liquor fund is above the state-wide averages and the operating expense percent is comparable to the state-wide averages.



The Office of the State Auditor annually publishes a report analyzing the operation of municipal liquor stores in the state. The most recent year of published information is for the year ended December 31, 2011. The statewide averages for Off-Sale operations are summarized below.

	Off Sale		
	2009	2010	2011
	Percent of Sales	Percent of Sales	Percent of Sales
Sales	100.00 %	100.00 %	100.00 %
Cost of sales	<u>74.90</u>	<u>74.80</u>	<u>74.60</u>
Gross profit	25.10	25.20	25.40
Operating expenses	<u>17.00</u>	<u>17.10</u>	<u>17.10</u>
Operating income	8.10	8.10	8.30
Nonoperating revenue (expense)	<u>-</u>	<u>(0.10)</u>	<u>0.10</u>
Income before transfers	<u>8.10 %</u>	<u>8.00 %</u>	<u>8.40 %</u>

Source: Analysis of Municipal Liquor Store Operations, for the year ended December 31, 2011  
Published by the Minnesota Office of the State Auditor



**Ratio Analysis**

The following captures a few ratios from the City's financial statements that give some additional information for trend and peer group analysis. The peer group average is derived from information available on the website of the Office of the State Auditor for Cities of the 4<sup>th</sup> class (2,500 to 10,000). The majority of these ratios facilitate the use of economic resources focus and accrual basis of accounting at the government-wide level. A combination of liquidity (ability to pay its most immediate obligations), solvency (ability to pay its long-term obligations), funding (comparison of financial amounts and economic indicators to measure changes in financial capacity over time) and common-size (comparison of financial data with other cities) ratios are shown below.

Ratio	Calculation	Source	2009	2010	2011	2012
Debt to assets	Total liabilities/total assets	Government-wide	42% <i>34%</i>	43% <i>34%</i>	41% <i>33%</i>	50% <i>N/A</i>
Debt service coverage	Net cash provided by operations/ enterprise fund debt payments	Enterprise funds	35% <i>261%</i>	105% <i>90%</i>	93% <i>106%</i>	91% <i>N/A</i>
Debt per capita	Bonded debt/population	Government-wide	\$ 2,108 <i>\$ 2,713</i>	\$ 2,291 <i>\$ 2,774</i>	\$ 2,196 <i>\$ 2,826</i>	\$ 3,210 <i>N/A</i>
Taxes per capita	Tax revenues/population	Government-wide	\$ 353 <i>\$ 399</i>	\$ 379 <i>\$ 458</i>	\$ 380 <i>\$ 500</i>	\$ 400 <i>N/A</i>
Current expenditures per capita	Governmental fund current expenditures / population	Governmental funds	\$ 409 <i>\$ 625</i>	\$ 445 <i>\$ 624</i>	\$ 443 <i>\$ 640</i>	\$ 427 <i>N/A</i>
Capital expenditures per capita	Governmental fund capital outlay / population	Governmental funds	\$ 106 <i>\$ 310</i>	\$ 79 <i>\$ 265</i>	\$ 252 <i>\$ 229</i>	\$ 1,016 <i>N/A</i>
Capital assets % left to depreciate - Governmental	Net capital assets/ gross capital assets	Government-wide	82% <i>68%</i>	76% <i>68%</i>	76% <i>64%</i>	84% <i>N/A</i>
Capital assets % left to depreciate - Business-type	Net capital assets/ gross capital assets	Government-wide	83% <i>67%</i>	83% <i>68%</i>	81% <i>65%</i>	79% <i>N/A</i>

Represents the City of St. Francis  
*Peer Group Ratio*



#### **Debt-to-Assets Leverage Ratio (Solvency Ratio)**

The debt-to-assets leverage ratio is a comparison of a city's total liabilities to its total assets or the percentage of total assets that are provided by creditors. It indicates the degree to which the City's assets are financed through borrowings and other long-term obligations (i.e. a ratio of 50 percent would indicate half of the assets are financed with outstanding debt).

#### **Debt Service Coverage Ratio (Solvency Ratio)**

The debt coverage ratio is a comparison of cash generated by operations to total debt service payments (principal and interest) of enterprise funds. This ratio indicates if there are sufficient cash flows from operations to meet debt service obligations. Except in cases where other nonoperating revenues (i.e. taxes, assessments, transfers from other funds, etc.) are used to fund debt service payments, an acceptable ratio would be above 100 percent.

#### **Bonded Debt per Capita (Funding Ratio)**

This dollar amount is arrived at by dividing the total bonded debt by the population of the City and represents the amount of bonded debt obligation for each citizen of the City at the end of the year. The higher the amount, the more resources are needed in the future to retire these obligations through taxes, assessments or user fees.

#### **Taxes per Capita (Funding Ratio)**

This dollar amount is arrived at by dividing the total tax revenues by the population of the City and represents the amount of taxes for each citizen of the City for the year. The higher this amount is, the more reliant the City is on taxes to fund its operations.

#### **Current Expenditures per Capita (Funding Ratio)**

This dollar amount is arrived at by dividing the total current governmental expenditures by the population of the City and represents the amount of governmental expenditure for each citizen of the City during the year. Since this is generally based on ongoing expenditures, we would expect consistent annual per capita results.

#### **Capital Expenditures per Capita (Funding Ratio)**

This dollar amount is arrived at by dividing the total governmental capital outlay expenditures by the population of the City and represents the amount of capital expenditure for each citizen of the City during the year. Since projects are not always recurring, the per capita amount will fluctuate from year to year.

#### **Capital Assets Percentage (Common-size Ratio)**

This percentage represents the percent of governmental or business-type capital assets that are left to be depreciated. The lower this percentage, the older the City's capital assets are and may need major repairs or replacements in the near future. A higher percentage may indicate newer assets being constructed or purchased and may coincide with higher debt ratios or bonded debt per capita.



### Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future City financial statements.

**GASB Statement No. 61** - *The Financial Reporting Entity: Omnibus an Amendment of GASB Statements No. 14 and No. 34*

#### Summary

The objective of this Statement is to improve financial reporting for a governmental financial reporting entity. The requirements of Statement No. 14 and the related financial reporting requirements of Statement No. 34, were amended to better meet user needs and to address reporting entity issues that have arisen since the issuance of those Statements.

This Statement modifies certain requirements for inclusion of component units in the financial reporting entity. This Statement also amends the criteria for reporting component units as if they were part of the primary government (that is, blending) in certain circumstances.

This Statement clarifies the reporting of equity interests in legally separate organizations as well. It requires a primary government to report its equity interest in a component unit as an asset.

The provisions of this Statement are effective for financial statements for periods beginning after June 15, 2012. Earlier application is encouraged.

#### How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement result in financial reporting entity financial statements being more relevant by improving guidance for including, presenting, and disclosing information about component units and equity interest transactions of a financial reporting entity.

**GASB Statement No. 66** - *Technical Corrections- an Amendment of GASB Statements No. 10 and No. 62*

#### Summary

The objective of this Statement is to improve accounting and financial reporting for a governmental financial reporting entity by resolving conflicting guidance that resulted from the issuance of two pronouncements, Statements No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, and No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*.

The provisions of this Statement are effective for financial statements for periods beginning after December 15, 2012. Earlier application is encouraged.

#### How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement resolve conflicting accounting and financial reporting guidance that could diminish the consistency of financial reporting and thereby enhance the usefulness of the financial reports.



## Future Accounting Standard Changes - Continued

### *GASB Statement No. 67 - The Financial Reporting for Pension Plans- an Amendment to GASB Statement No. 25*

#### Summary

The objective of this Statement is to improve financial reporting by state and local governmental pension plans. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

This Statement replaces the requirements of Statements No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans*, and No. 50, *Pension Disclosures*, as they relate to pension plans that are administered through trusts or equivalent arrangements (hereafter jointly referred to as trusts) that meet certain criteria.

The requirements of Statements No. 25 and No. 50 remain applicable to pension plans that are not administered through trusts covered by the scope of this Statement and to defined contribution plans that provide postemployment benefits other than pensions.

This Statement is effective for financial statements for fiscal years beginning after June 15, 2013. Earlier application is encouraged.

#### **How the Changes in This Statement Will Improve Financial Reporting**

The requirements of this Statement will improve financial reporting primarily through enhanced note disclosures and schedules of required supplementary information that will be presented by the pension plans that are within its scope. The new information will enhance the decision-usefulness of the financial reports of these pension plans, their value for assessing accountability, and their transparency by providing information about measures of net pension liabilities and explanations of how and why those liabilities changed from year to year. The net pension liability information, including ratios, will offer an up-to-date indication of the extent to which the total pension liability is covered by the fiduciary net position of the pension plan. The comparability of the reported information for similar types of pension plans will be improved by the changes related to the attribution method used to determine the total pension liability. The contribution schedule will provide measures to evaluate decisions related to the assessment of contribution rates in comparison to actuarially determined rates, when such rates are determined. In that circumstance, it also will provide information about whether employers and nonemployer contributing entities, if applicable, are keeping pace with actuarially determined contribution measures. In addition, new information about rates of return on pension plan investments will inform financial report users about the effects of market conditions on the pension plan's assets over time and provide information for users to assess the relative success of the pension plan's investment strategy and the relative contribution that investment earnings provide to the pension plan's ability to pay benefits to plan members when they come due.



## Future Accounting Standard Changes - Continued

### *GASB Statement No. 68 - The Accounting and Financial Reporting of Pensions- an Amendment of GASB Statement No. 27*

The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

This Statement replaces the requirements of Statement No. 27, Accounting for Pensions by State and Local Governmental Employers, as well as the requirements of Statement No. 50, Pension Disclosures, as they relate to pensions that are provided through pension plans administered as trusts or equivalent arrangements (hereafter jointly referred to as trusts) that meet certain criteria. The requirements of Statements 27 and 50 remain applicable for pensions that are not covered by the scope of this Statement.

This Statement is effective for fiscal years beginning after June 15, 2014. Earlier application is encouraged.

### **How the Changes in This Statement Will Improve Financial Reporting**

The requirements of this Statement will improve the decision-usefulness of information in employer and governmental nonemployer contributing entity financial reports and will enhance its value for assessing accountability and interperiod equity by requiring recognition of the entire net pension liability and a more comprehensive measure of pension expense. Decision-usefulness and accountability also will be enhanced through new note disclosures and required supplementary information.

\* \* \* \* \*

This communication is intended solely for the information and use of the City Council, management and the Minnesota Office of the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data. The comments and recommendations in the report are purely constructive in nature, and should be read in this context.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

April 23, 2013  
Minneapolis, Minnesota

ABDO, EICK & MEYERS, LLP  
*Certified Public Accountants*

## **ST. FRANCIS PLANNING REPORT**

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

FROM: Nate Sparks

MEETING DATE: May 6, 2013

DATE: April 30, 2013

RE: Meridian Behavioral Health Applications

### **BACKGROUND**

Meridian Behavioral Health is seeking consideration to place a treatment center on Outlot A of the Meadows of St. Francis. This outlot was originally approved as the second phase of the Meadows of St. Francis development. In order to accommodate this proposal, the site needs to be replatted from the townhome configuration. The site is currently zoned R-3, Medium Density Residential and guided for a High Density Residential Land Use. Treatment centers are allowed as a Conditional Use in the R-4, High Density Residential District. Therefore, the application requires a rezoning and a CUP in addition to the plat.

### **REQUEST REVIEW**

Meridian Behavioral Health is seeking to establish a 48 bed substance abuse treatment center on an 8 acre site located west of 229<sup>th</sup> Avenue and Cree Street. Meridian has a similar facility located outside of Stillwater. The proposed facility would provide about 50 jobs for the community. Please see the attached exhibit from the applicant describing the facility for more information on the use.

### **REZONING REQUEST REVIEW CRITERIA**

The Comprehensive Plan identifies this parcel as a “High Density Residential” Land Use, which allows for development within a range of 7 to 18 units per acre. The property is currently zoned R-3, Medium Density Residential, due to this being the zoning district in which townhomes developments are allowed. The rezoning the applicant seeks is to R-4, High Density Residential. This zoning designation may be deemed an appropriate zoning for this land use class, as the zoning district is intended to implement this land use category. The remaining portion of the townhome development has a net density greater than 7 units per acre, which resulted in it being zoned R-3, Medium Density but guided for a High Density Residential land use. A rezoning requires a four-fifths vote for approval, as it is technically an ordinance amendment.

The City Council shall consider possible effects of the proposed rezoning. Its judgment shall be based upon, but not limited to, the following factors:

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

**CONDITIONAL USE PERMIT REVIEW CRITERIA**

In-patient chemical treatment facilities are allowed as Conditional Uses in the R-4, High Density Residential District. Certain accessory out-patient activities may be permitted, but the primary use must be in-patient treatment to be compatible with the residential setting. The proposed Meridian facility is to be an all residential setting.

The City Council shall consider possible effects of the proposed conditional use. Its judgment shall be based upon, but not limited to, the following factors:

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

Additionally, the evaluation of any proposed conditional use permit request shall be subject to and include, but not be limited to, the following general performance standards and criteria:

- A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated and adequate right of way shall be provided.

- B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Chapter 19 of this Ordinance.
- C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.
- D. Adequate off-street parking and off-street loading shall be provided in compliance with Chapter 19 of this Ordinance.
- E. Loading areas and drive-up facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Chapter 19 of this Ordinance.
- F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in compliance with Chapter 20 of this Ordinance.
- G. General site screening and landscaping shall be provided in compliance with Chapter 20 of this Ordinance.
- H. All exterior lighting shall be so directed so as not to cast glare toward or onto the public right of way or neighboring residential uses or districts, and shall be in compliance with Section 10-16-8 of this Ordinance.
- I. Potential exterior noise generated by the use shall be identified and mitigation measures, as may be necessary, shall be imposed to ensure compliance with Section 10-16-12 of this Ordinance.
- J. The site drainage system shall be subject to the review and approval of the City Engineer.
- K. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing or potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.
- L. All signs and informational or visual communication devices shall be in compliance with Chapter 23 of this Ordinance.
- M. The use and site shall be in compliance with any Federal, State or County law or regulation that is applicable and any related permits shall be obtained and documented to the City.
- N. Any applicable business licenses mandated by the City Code are approved and obtained.

- O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.
- P. The use complies with all applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated.
- Q. All additional conditions pertaining to a specific site are subject to change when the Council, upon investigation in relation to a formal request, finds that the general welfare and public betterment can be served as well or better by modifying or expanding the conditions set forth herein.

#### **SITE PLAN & PLAT REVIEW**

In order to determine if the proposed use is consistent with the above noted criteria, the site plan and plat must be reviewed.

##### *Proposed Zoning Standards*

The proposed zoning of R-4, Medium Density Residential requires a minimum lot size of 15,000 square feet with a width of 100 feet. The proposed parcel exceeds these standards.

The setbacks are required to be 60 feet from the front, 25 from the rear and side, and 30 feet from a delineated wetland edge. Impervious surfaces are capped at 50% and the building height maximum is 40 feet. The proposed building meets all these standards, as proposed.

##### *Transportation & Site Circulation*

The site is proposed to be accessed via a driveway at 229<sup>th</sup> Avenue and Cree Street. The drive is proposed to be 24 feet wide and will require either curbing or a 1 foot shoulder on either side. Drive lanes are 24 feet wide and up to 28 feet wide through the parking area. There is a circular drive proposed in front of the facility that appears to be wide enough to allow for trucks to turn around.

Fire lanes are proposed to the rear of the facility, which are recommended to be paved. There is also an opportunity to provide an emergency access out to the townhome development private drive via a gate or limited access. However, this arrangement cannot be forced as the townhome drive is private.

The City should determine if the use requires additional improvements to the intersection at 229<sup>th</sup> Avenue and Highway 47.

##### *Traffic Generation*

Previously, Outlot A of the Meadows of St. Francis was planned for 64 additional townhome units. The first phase of the Meadows of St. Francis platted 66 townhome units. Of these 66 units, 20 are constructed leaving 46 additional townhome units that are not yet built. Also, part of the Meadows of St. Francis development was the commercial property between Cree Street and Highway 47. The traffic system for this development was designed and approved with these uses in mind.

The proposal before the Council would be to change Outlot A from 64 townhome units to one residential care institution. Traffic generation is generally anticipated by the Institute for Traffic Engineers to be 5.68 trips per day per townhome unit, which is approximately 375 trips. For a nursing home, which is similar in nature to a residential treatment facility, the estimated trips are calculated at 6.55 per employee, which would be about 327 trips for a 50 employee facility. Therefore, traffic generation would appear to be less.

#### *Grading, Drainage, and Utilities*

The applicant has provided grading, drainage, and utility plans that have been reviewed by the City Engineer. His comments are attached to this report for your review.

The pond on the site will need to be placed in an easement and removed from proposed outlot, as the applicant is using the pond area for required landscape buffering and for a deck into the water as well as the pond lacking access via a right-of-way. The City will maintain the pond, as it collects area storm water and discharges it into a wetland via a storm pipe. The applicant is proposing to dedicate an access easement to the pond for maintenance purposes. For the pond to be placed in an outlot, the vegetative buffering should be moved to the interior of the pond and the deck removed from the pond.

Drainage and utility easements shall be provided for on the perimeter of the site. These easements should be 10 feet in width, at minimum.

Utilities are proposed as continuation of mains from the previous development. This is acceptable as the utilities are provided for within easements.

#### *Wetlands*

The wetland delineation for this site has expired. The applicant shall provide for a new delineation and potentially new easements for wetlands, if necessary. At the time of application, a new delineation could not be provided due to the season. Easements for the wetland shall be supplied on the Final Plat.

#### *Parking & Loading*

A use of this type requires 1 parking stall for every 6 patient beds plus one parking stall for every employee on the largest shift. The proposal includes 54 parking stalls on site. There are 48 beds, which requires 6 stalls and then 48 additional spaces. The applicant states there are to be about 50 total employees. Considering that all of the employees are not working at the same time, this number of stalls would appear to be sufficient.

#### *Landscaping*

The landscaping plan does not include a planting schedule therefore it is difficult to determine the number and types of specific trees to be planted. The building is proposed at 24,929 square feet in size and Section 10-20-4 of the Ordinance requires that one tree be planted for every 320 square feet of building. This would be 78 total trees that must be of the type and sizes listed in Section 10-20-4.

Additionally, 20 foot wide greenbelt planting strips, as required by Section 10-20-5, adjacent to the townhome development shall be provided in all areas. The plantings between the pond and the townhomes appear to be generally acceptable, as proposed, pending further details. The applicant is proposing planting islands within the parking lot, which are a recommended feature by the ordinance.

The site is largely proposed to be covered with prairie grass. This is acceptable to keep the natural setting to a degree. The first 170 feet of the property adjacent to Cree Street should be revised to be lawn grass as well as significant strips adjacent to the access drive. An irrigation plan shall be provided, as well.

Wetland buffers and seed mixes approved by the City Engineer shall be planted adjacent to the pond and within the wetland buffer.

#### *Lighting*

A lighting plan consistent to the City's standards found in Section 10-16-8 is required. Lighting will be required to be cut-off to a degree to avoid glare onto the residential development adjacent to the site.

#### *Sewer & Water Access Charges*

The Met Council SEC tables require 1 sewer and water access equivalency charge be paid for every two beds in the facility. This comes out to 24 units due at the time of building permit issuance.

#### *Building Materials*

The propose building is a brick modular structure. The proposed building materials are consistent with the standards found in Section 10-17-4-A-3 for commercial buildings in residential districts.

#### *Park Dedication*

The Park Plan calls for the continuation of two trail segments through this property (see attached exhibit). Along the northern property line there is a planned trail corridor that links the Deer Creek 3<sup>rd</sup> neighborhood to Highway 47 at 229<sup>th</sup> Avenue. There is also an existing trail segment that lies on the western side of the complete portion of the Meadows of St. Francis development that was planned to continue through this property in a northerly direction to meet up with the latter trail corridor. In addition to these two trail segments, there is also supposed to be a trail along Cree Street and 229<sup>th</sup> Avenue in the right-of-way. This site is not identified as an active park search area. The Planning Commission recommended acquiring cash-in-lieu of parkland dedication and requested the Council grant the authority for the Commission to review the trail plan in this general area, as the installation of Pederson Path and the lighted crossing have changed certain assumptions that the trail plan was based on.

## **PLANNING COMMISSION RECOMMENDATION**

The Planning Commission reviewed the applications and recommended approval of the request by a 4-2 vote. The Commission generally found that the request is consistent with the Comprehensive Plan, not incompatible with uses within the vicinity, and would be appropriate to approve with the following conditions:

1. All comments by the City Engineer (letter dated April 5, 2013), City Attorney, and other City Staff members shall be satisfied.
2. A revised landscaping plan shall be submitted with a planting schedule, required green belt planting strips consisting of primarily conifers, and grass areas as required by the City Planner. The “natural state” of certain landscaping areas shall not be maintained as a nuisance.
3. A lighting plan shall be submitted for review and approval by the City Planner.
4. The stormwater pond shall be placed in an easement that allows for City maintenance.
5. Drainage and utility easement shall be placed on the perimeter of the site subject to approval by the City Engineer.
6. A revised wetland delineation and associated easements shall be supplied on the final plat.
7. Wetland and storm pond buffer plantings shall be required subject to review by the City Engineer.
8. Details on the building and trash enclosure materials shall be supplied subject to review by the City Planner.
9. Sewer and Water Access Charges shall be paid for 24 equivalency units with the building permit.
10. Park Dedication shall be provided for in the manner of trail easements and construction or at the commercial rate of 3 times the cash-in-lieu amount for one residential lot.
11. The applicant shall enter into a development agreement and meet all related requirements of the City Attorney.
12. Revised plans meeting all conditions of approval shall be supplied prior to the recording of any documents.
13. The facility shall receive all necessary licenses.
14. The facility shall be maintained in a safe and secure manner.

15. Any expansion of the facility or license change shall require an amendment to this Conditional Use Permit.
16. Private road signage shall be placed on the Meadows of St. Francis townhome drive in a manner deemed acceptable to the City Engineer.
17. The fire lane shall extend around the building or other arrangement acceptable to the Fire Chief and City Engineer.
17. Plans/plats shall be renamed as “Meadows of St. Francis 3<sup>rd</sup> Addition”.
18. All fees shall be paid and all costs incurred to the City for review of this application reimbursed.
19. This approval is void if Ordinance No. 184 is not placed into effect.

ATTACHMENTS:

Aerial Photo

Approved Meadows of St. Francis Preliminary Plat

Resolution No. 2013-10: Rezoning Findings of Fact

Ordinance No. 184: Rezoning

Resolution No. 2013-11: Preliminary Plat

Resolution No. 2013-12: Conditional Use Permit & Site Plan Review

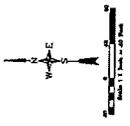
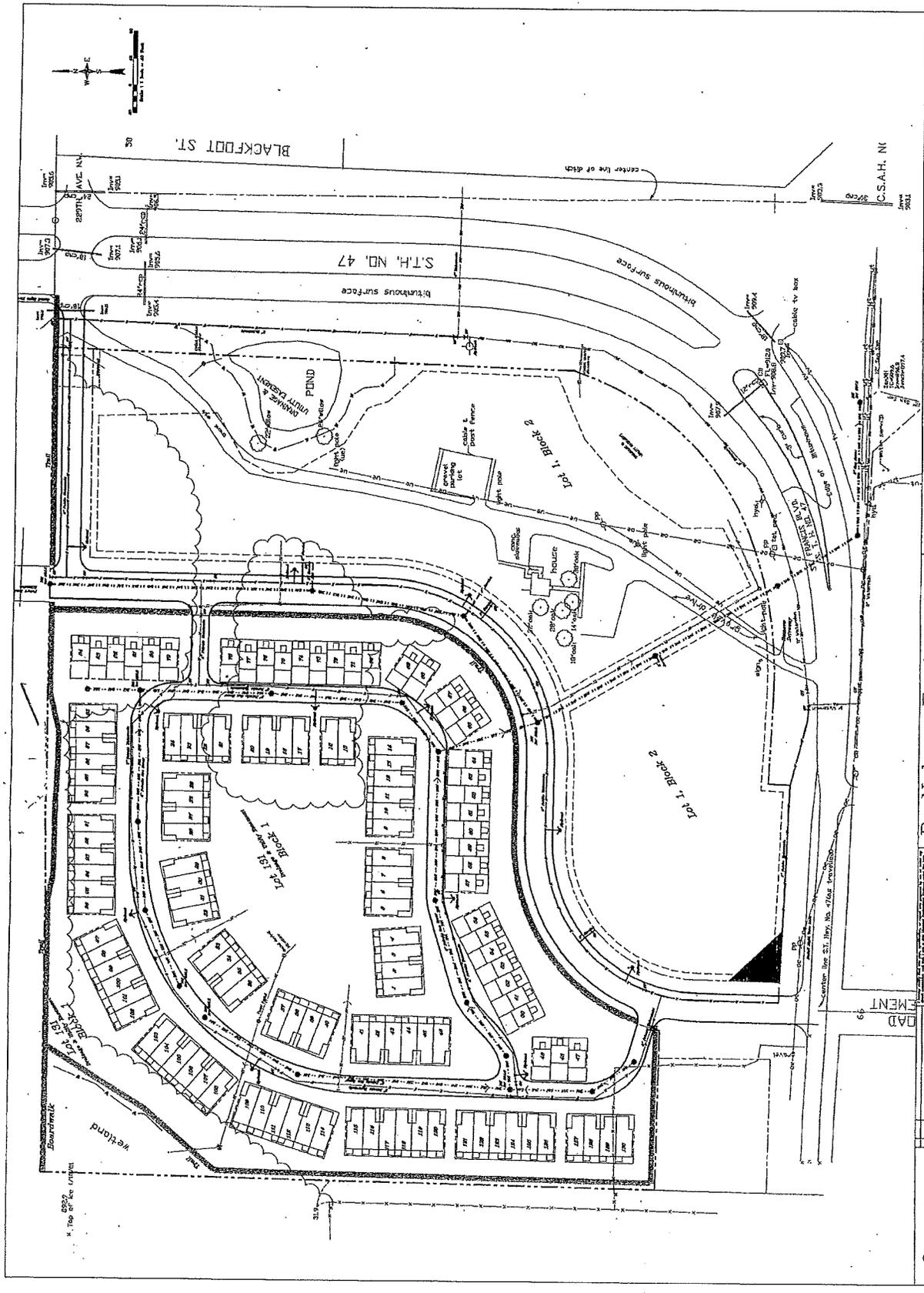


City of  
**St. Francis**



Map Name

Figure X.X



Sheet  
 1 / 2  
 Preliminary Sanitary Sewer and Watermain Plan  
 SMI Triangle Development, LLC  
 Mandates of St. Francis

**R Nelson Engineering**  
 1000 County Highway 2A, Spring Lake Park, MI 49686, (989) 704-7990

© R. Nelson Engineering  
 2003

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

**ORDINANCE 184, SECOND SERIES**

**AN ORDINANCE AMENDING THE OFFICIAL CITY OF ST. FRANCIS ZONING MAP TO  
REZONE OUTLOT A, MEADOWS OF ST. FRANCIS**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Map Amended. The official zoning map of the City of St. Francis is hereby amended to change the zoning classification of the following legally described property from R-3, Medium Density Residential to R-4, High Density Residential:

Outlot A, Meadows of St. Francis

Section 2. The City of St. Francis Zoning Administrator is hereby directed to make the appropriate changes to the official zoning map to reflect the change in zoning classifications as set forth above.

Section 3. A copy of this Ordinance and the updated map shall be kept on file at the St. Francis City Hall.

Section 4. This Ordinance shall be effective upon 30 days from publication or the date of recording of the final plat for the Meadows of St. Francis 3<sup>rd</sup> Addition, whichever is later.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>th</sup> DAY OF MAY, 2013.

APPROVED:

\_\_\_\_\_  
Jerry Tveit  
Mayor of St. Francis

ATTEST:

\_\_\_\_\_  
Barbara I. Held  
City Clerk

(seal)

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

**RESOLUTION 2013-10**

**A RESOLUTION ADOPTING FINDINGS OF FACT FOR A REZONING OF OUTLOT  
A, MEADOWS OF ST FRANCIS**

WHEREAS, Meridian Behavioral Health (“the Applicant”) has made an application for a rezoning for a property legally described as Outlot A, Meadows of St. Francis within the City of St. Francis (“the City”); and

WHEREAS, the subject property is identified in Anoka County records with the property identification number of 06-33-24-11-0071; and

WHEREAS, the subject property is currently zoned R-3, Medium Density Residential; and

WHEREAS, the subject property is guided for an High Density Residential Land Use in the Comprehensive Plan; and

WHEREAS, the applicant is seeking to rezone the property to R-4, High Density Residential; and

WHEREAS, the St. Francis Planning Commission held a public hearing on April 17, 2013 and recommended approval of the request; and

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

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

BE IT FURTHER RESOLVED that the City of St. Francis hereby approves the zoning map amendment as specified in Ordinance 184, Second Series.

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

Councilmember  
Councilmember  
Councilmember  
Councilmember  
Mayor

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>th</sup> DAY OF MAY, 2013.

APPROVED

\_\_\_\_\_  
Jerry Tveit  
Mayor of St. Francis

Attest:

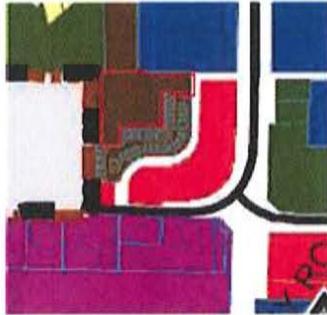
\_\_\_\_\_  
Barbara I. Held  
City Clerk

Attached:  
Rezoning Exhibit

**Resolution 2013-10 - Rezoning Exhibit – Meridian Behavioral Health**

**April 30, 2013**

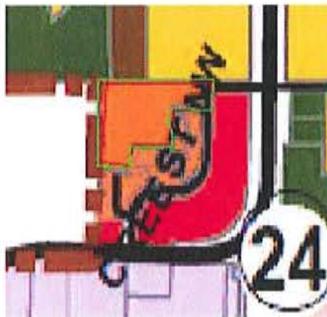
Future Land Use Map – Comprehensive Plan



Comprehensive Plan Map Legend

-  HIGH DENSITY
-  COMMERCIAL
-  INDUSTRIAL
-  PUBLIC
-  PARK

Note: Subject site outlined in red.  
Current Zoning Map



Zoning Map Legend

-  C - Conservancy
-  R2 - Single Family Residential
-  R3 - Medium Density Residential
-  R4 - High Density Residential
-  B2 - General Commercial
-  I1 - Light Industrial

Note: Subject site outlined in green.  
Proposed Zoning Map



Note: Subject site outlined in green.

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

**RESOLUTION 2013-11**

**A RESOLUTION APPROVING A PRELIMINARY PLAT FOR MERIDIAN  
BEHAVIORAL HEALTH ON OULOT A, MEADOWS OF ST. FRANCIS**

WHEREAS, Meridian Behavioral Health (“the Applicant”) has made an application for a preliminary plat for a property legally described as Outlot A, Meadows of St. Francis within the City of St. Francis (“the City”); and

WHEREAS, the subject property is identified in Anoka County records with the property identification number of 06-33-24-11-0071; and

WHEREAS, the subject property was preliminary platted for 64 townhome units; and

WHEREAS, the applicant is seeking approval to have the subject property be preliminary platted as one lot for a development consistent with the standards of the City’s R-4, High Density Residential Zoning District; and

WHEREAS, the St. Francis Planning Commission held a public hearing during on April 17, 2013 and recommended approval of the request; and

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

- A. The proposed preliminary plat is consistent with the Comprehensive Plan.
- B. The proposed preliminary plat is consistent with the standards of the R-4 Zoning District.
- C. The proposed preliminary plat is compatible with present and future land uses within the area.

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

1. The rezoning in Ordinance No. 184, Second Series shall be placed into effect or this approval shall be void.
2. The final plat shall be approved within one year and 60 days from the date of this approval.
3. The plat shall be named Meadows of St. Francis 3<sup>rd</sup> Addition or other suitable name as approved by the City Planner.

5. A revised wetland delineation shall be submitted for review and approval by the City Engineer and associated easements shall be supplied on the final plat.
6. Drainage and utility easements shall be placed on the perimeter of the site subject to approval by the City Engineer.
7. Park Dedication shall be provided for in the manner of trail easements and construction or at the commercial rate of 3 times the cash-in-lieu amount for one residential lot.
6. The applicant shall enter into a development agreement and meet all related requirements of the City Attorney.
7. Revised plans meeting all conditions of approval shall be supplied prior to the recording of any documents.
8. All fees shall be paid and all costs incurred to the City for review of this application reimbursed.

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

Councilmember  
Councilmember  
Councilmember  
Councilmember  
Mayor

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>th</sup> DAY OF MAY, 2013.

APPROVED

\_\_\_\_\_  
Jerry Tveit  
Mayor of St. Francis

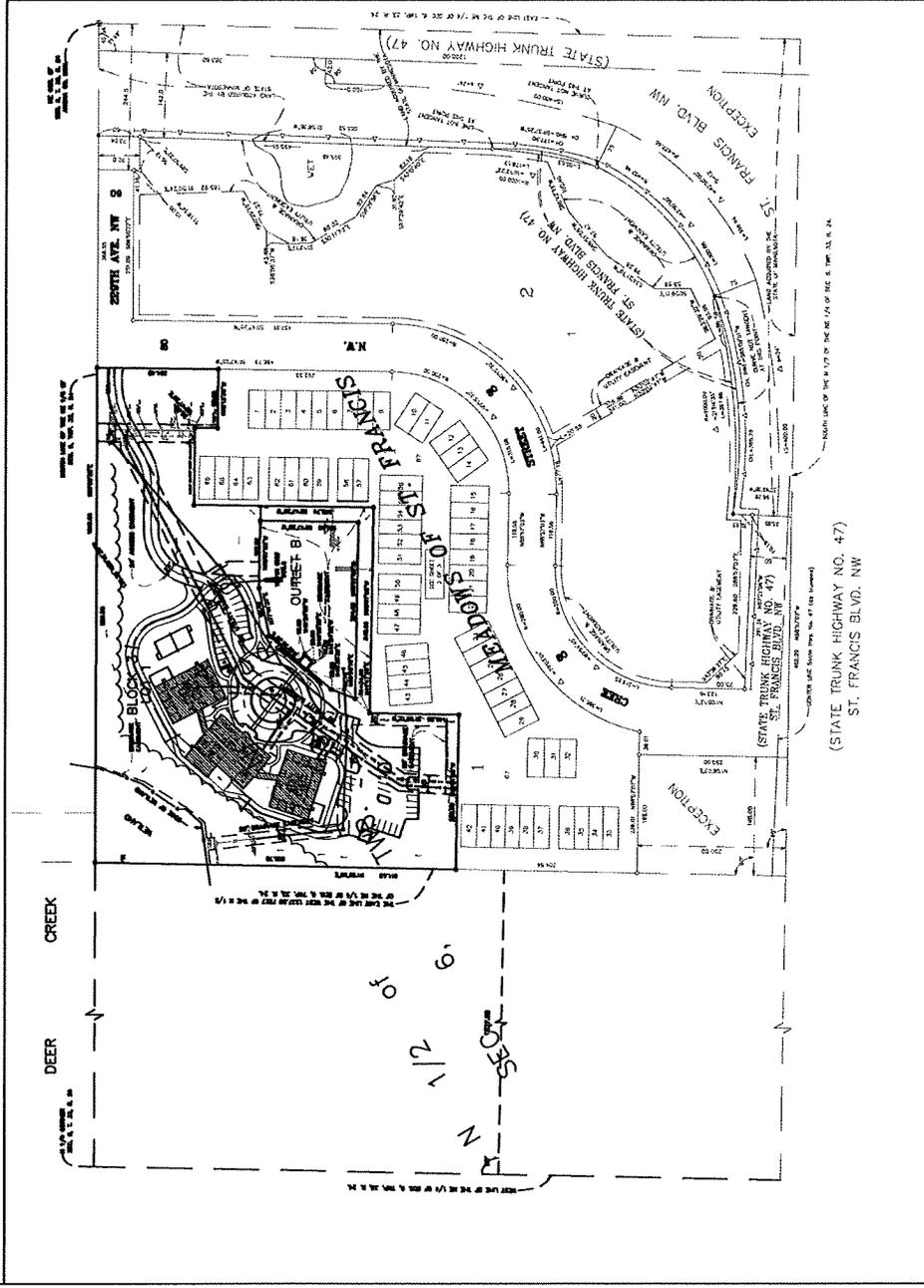
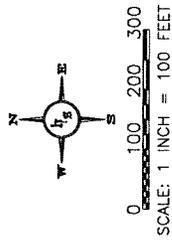
Attest:

\_\_\_\_\_  
Barbara I. Held  
City Clerk

Attached:  
Preliminary Plat

**PRELIMINARY PLAT of  
the 1ST ADDITION  
MEADOWS OF ST. FRANCIS**

CITY OF ST. FRANCIS  
COUNTY OF ANOKA  
SECTION 6, TOWNSHIP 33, RANGE 24.



- - Describe found monument.
- o - Describe 1/2 inch by 14 inch iron monument set and marked with Minnesota License No. 300
- - Describe Rectangular Access dedicated to the State of Minnesota.

For the purposes of this plat the North Line of the Northeast Quarter of Section 6, Township 33, Range 24 is assumed to bear S 89°52'27" E.

LEGAL DESCRIPTION BEING:  
OUTLET A, THE PLAT OF MEADOWS OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA,  
TOWNSHIP 33, RANGE 24, SECTION 6.

OWNER:  
CENTRAL BANK, A MINNESOTA BANKING CORPORATION

NOTE:  
CENTRAL BANK CORPORATION IS SUCCESSOR IN INTEREST TO ST. FRANCIS BANKING CORPORATION DATED MAY 28, 2006. FILED OF RECORD MAY 29, 2006, AS DOCUMENT NO. 486306.001.

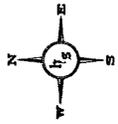
NOTE OF DECLARATIONS, DEVELOPMENT CONTRACTS:  
- MASTER DECLARATION DATED MAY 4, 2006, FILED OF RECORD MAY 4, 2006, AS DOCUMENT NO. 481159.003 AND DECLARATION DATED MAY 4, 2006, RECORDED APRIL 4, 2007, AS DOCUMENT NO. 481159.004.  
- DEVELOPMENT CONTRACT DATED AUGUST 2, 2004, RECORDED MAY 6, 2005 AS DOCUMENT NO. 482815.001

HUMPHREY ENGINEERING, INC.

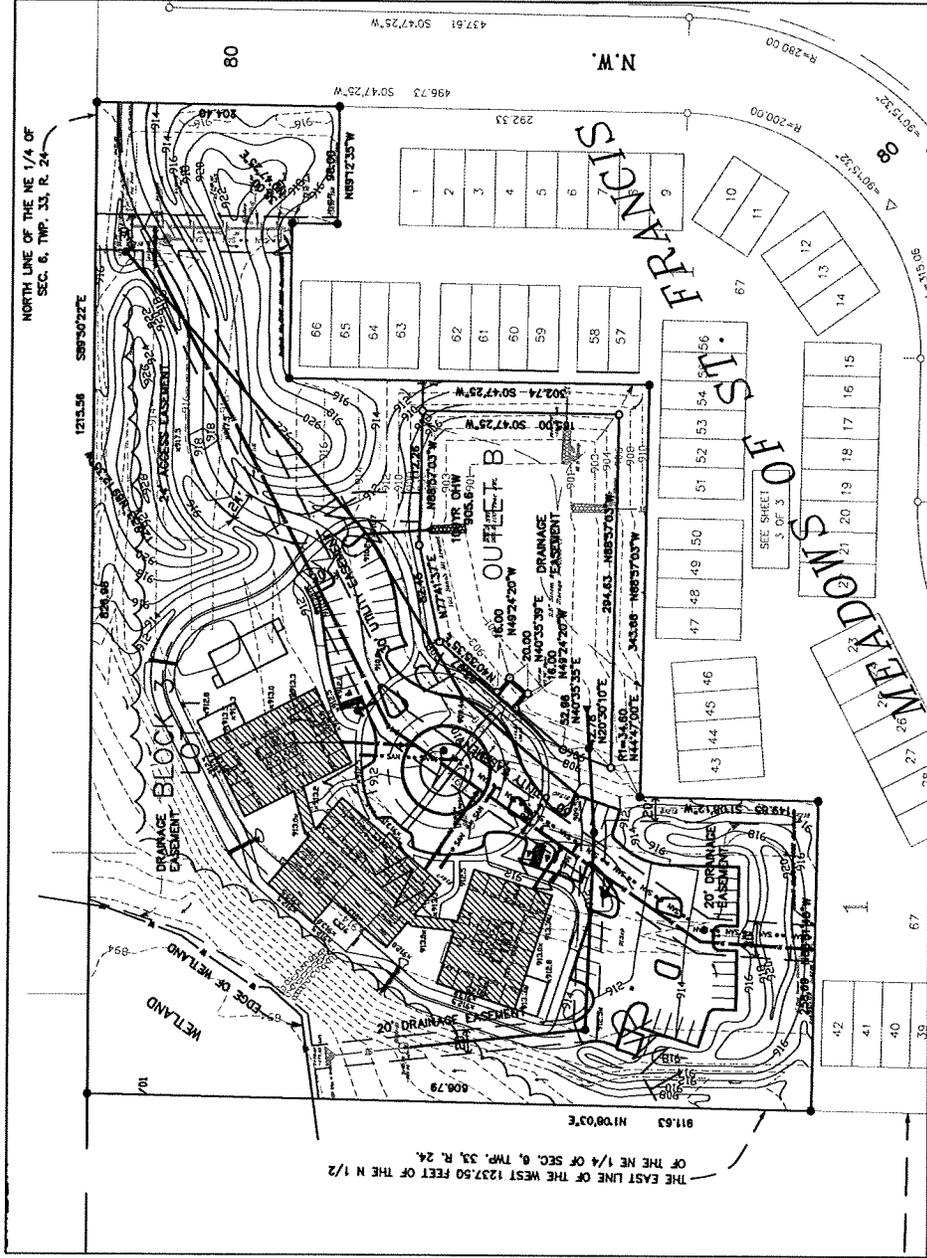
SHEET 1 OF 3 SHEETS

**PRELIMINARY PLAT of  
the 1ST ADDITION  
MEADOWS OF ST. FRANCIS**

CITY OF ST. FRANCIS  
COUNTY OF ANOKA  
SECTION 6, TOWNSHIP 33, RANGE 24.

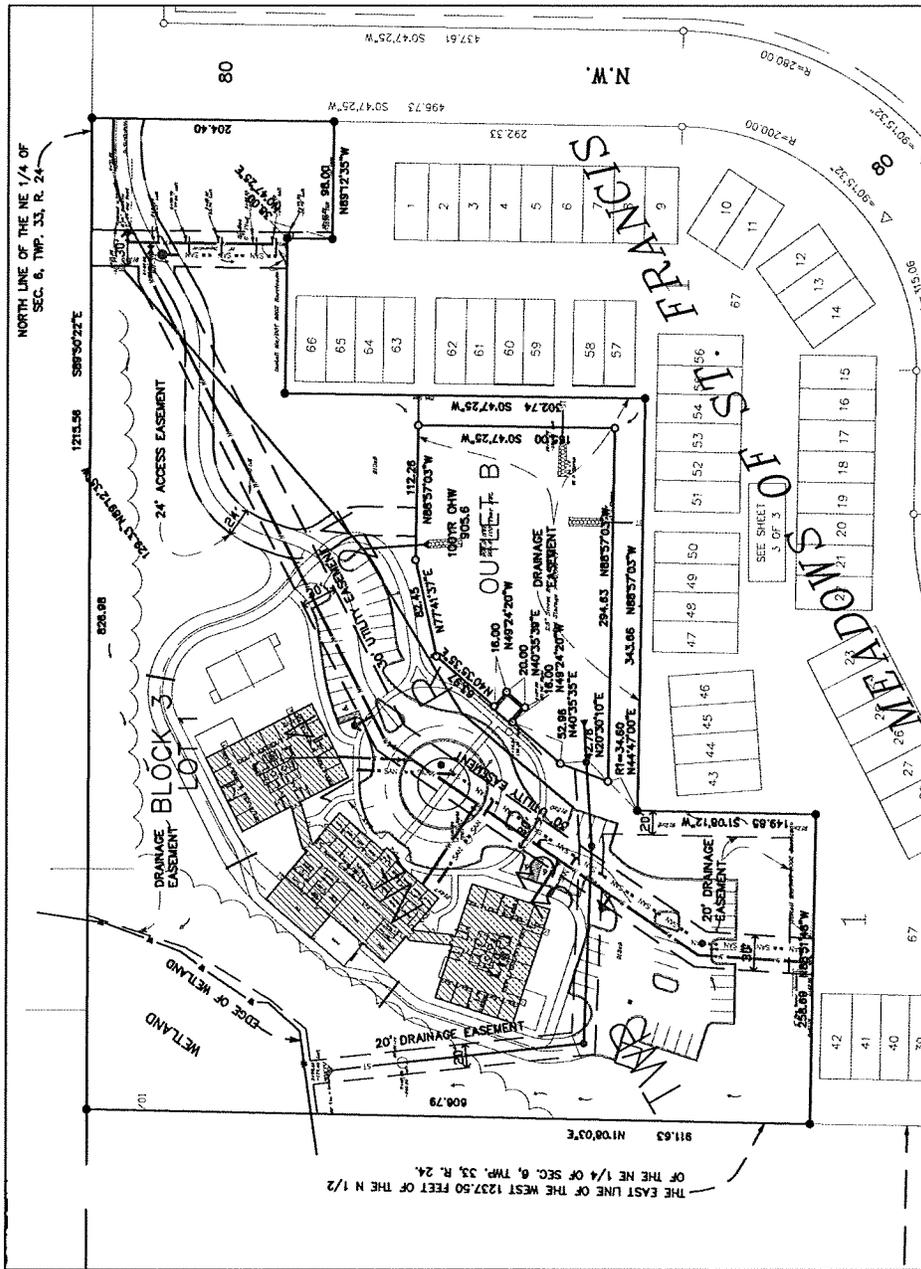
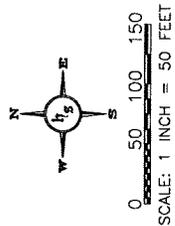


SCALE: 1 INCH = 50 FEET



CITY OF ST. FRANCIS  
 COUNTY OF ANOKA  
 SECTION 6, TOWNSHIP 33, RANGE 24.

PRELIMINARY PLAT of  
 the 1ST ADDITION  
 MEADOWS OF ST. FRANCIS



- - Deviation found measurement.
- o - Deviation 1/2 inch by 14 inch iron measurement set and marked with Minnesota License No. 200
- - Deviation Restricted Access dedicated to the State of Minnesota.

For the purposes of this plat the North Line of the Northeast Quarter of Section 6, Township 33, Range 24 is assumed to bear S 86°50'22" E.

LEGAL DESCRIPTION BEING:  
 THE PLAT OF MEADOWS OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA.  
 TORENS, CERTIFICATE NO. 101287

OWNER:  
 CENTRAL BANK, A MINNESOTA BANKING CORPORATION

HUMPHREY ENGINEERING.

SHEET 3 OF 3 SHEETS

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

**RESOLUTION 2013-12**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT & SITE PLAN FOR  
MERIDIAN BEHAVIORAL HEALTH ON OUTLOT A, MEADOWS OF ST. FRANCIS**

WHEREAS, Meridian Behavioral Health (“the Applicant”) has made an application for a conditional use permit and site plan review for a property legally described as Outlot A, Meadows of St. Francis within the City of St. Francis (“the City”); and

WHEREAS, the subject property is identified in Anoka County records with the property identification number of 06-33-24-11-0071; and

WHEREAS, the applicant is seeking to place a 48 bed residential treatment center on the subject property; and

WHEREAS, residential treatment centers are allowed via Conditional Use in the R-4, High Density Residential Zoning District; and

WHEREAS, the St. Francis Planning Commission held a public hearing during on April 17, 2013 and recommended approval of the request; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the conditional use permit request and site plan based on the following findings of fact:

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

BE IT FURTHER RESOLVED that the City of St. Francis hereby approves the conditional use permit and site plan with the following conditions:

- 1. All comments by the City Engineer (letter dated April 5, 2013), City Attorney, and other City Staff members shall be satisfied.

2. A revised landscaping plan shall be submitted with a planting schedule, required green belt planting strips consisting of primarily conifers, and grass areas as required by the City Planner. The “natural state” of certain landscaping areas shall not be maintained as a nuisance.
3. A lighting plan shall be submitted for review and approval by the City Planner.
4. The stormwater pond shall be placed in an easement that allows for City maintenance.
5. The applicant shall submit a revised wetland delineation for review and approval by the City Engineer.
6. Wetland and storm pond buffer plantings shall be required subject to review by the City Engineer.
7. Details on the building and trash enclosure materials shall be supplied subject to review by the City Planner.
8. Sewer and Water Access Charges shall be paid for 24 equivalency units with the building permit.
9. The applicant shall enter into a development agreement and meet all related requirements of the City Attorney.
10. Revised plans meeting all conditions of approval shall be supplied prior to the recording of any documents.
11. The facility shall receive all necessary licenses.
12. The facility shall be maintained in a safe and secure manner.
13. Any expansion of the facility or license change shall require an amendment to this Conditional Use Permit.
14. Private road signage shall be placed on the Meadows of St. Francis townhome drive in a manner deemed acceptable to the City Engineer.
15. Plans shall be renamed as “Meadows of St. Francis 3<sup>rd</sup> Addition” or other original plat name.
16. All fees shall be paid and all costs incurred to the City for review of this application reimbursed.
17. This approval is void if Ordinance No. 18, Second Series is not placed into effect.

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

Councilmember  
Councilmember  
Councilmember  
Councilmember  
Mayor

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>th</sup> DAY OF MAY, 2013.

APPROVED

---

Jerry Tveit  
Mayor of St. Francis

Attest:

---

Barbara I. Held  
City Clerk

Attached:  
Applicant's Plan Set  
City Engineer's Letter

# MERIDIAN BEHAVIORAL HEALTH

## PRELIMINARY SITE DESIGN

ST. FRANCIS, MINNESOTA

### PLAN LEGEND

#### EXISTING

- SANITARY SEWER AND MANHOLE
- STORM SEWER, MANHOLE, CATCH BASIN
- WATER MAIN, GATE VALVE, HYDRANT
- FORCE MAIN
- UNDERGROUND TELEPHONE CABLE
- UNDERGROUND ELECTRIC CABLE
- UNDERGROUND CABLE TV
- UNDERGROUND FIBER OPTIC CABLE
- UNDERGROUND GAS MAIN
- OVERHEAD ELECTRIC CABLE
- FENCE
- INDEX CONTOURS
- INTERMEDIATE CONTOURS
- CONCRETE CURB AND GUTTER
- RECTANGULAR TREE
- CONTOURED TREE
- LIGHT POLE
- ELECTRIC MANHOLE
- TELEPHONE MANHOLE
- ELECTRIC PEDESTAL
- TELEPHONE PEDESTAL
- STREET SIGN
- CULVERT
- SOIL SPRINGS
- VOIDED AREA



#### PROPOSED

- SAN — SAN — SAN
- SANITARY SEWER AND MANHOLE
- STORM SEWER, MANHOLE, CATCH BASIN
- WATER MAIN, HYDRANT, GATE VALVE
- CENTERLINE
- RIGHT-OF-WAY
- FENCES
- SETBACKS
- SILT FENCE
- INDEX CONTOURS
- INTERMEDIATE CONTOURS



SHEET NO.	SHEET CONTENT
C1.0	TITLE PAGE
C1.1	EXISTING SITE
C1.2	PROPOSED SITE PLAN
C2.1	UTILITY PLAN
C2.2	GRADING PLAN
C2.3	EROSION CONTROL PLAN
C3.1	DETAILS
C3.2	DETAILS
C3.3	LANDSCAPE PLAN
L1.1	PLANTING DETAILS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, AND CONTRACT DOCUMENTS HAVE BEEN 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.

DATE: 3-21-2013 REG. NO. \_\_\_\_\_

ROGER HUMPHREY

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, AND CONTRACT DOCUMENTS HAVE BEEN 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.

DATE: 3-21-2013 REG. NO. 12263

MARC PUTNAM

**ALL CONSTRUCTION TO CONFORM WITH THE CITY OF ST. FRANCIS PUBLIC WORKS DEPARTMENT TECHNICAL SPECIFICATIONS AND THE CITY OF ST. FRANCIS PUBLIC WATER UTILITY'S WATER DISTRIBUTION TECHNICAL SPECIFICATIONS. CONTRACTOR CAN OBTAIN THESE DOCUMENTS FROM THE CITY OF ST. FRANCIS**

CLIENT APPROVANCE  
**MERIDIAN PROGRAMS**  
 550 Main Street, Suite 230  
 New Brighton, MN 55112  
 PH: 612.454.2306

**HUMPHREY**  
 ENGINEERS  
**Humphrey Planning & Design**  
 774 Riverside Dr., St. Francis, WI 53112  
 PH: 715.828.2121  
 WWW.HUMPHREYENGINEERS.COM

**LANDSCAPE ARCHITECT**  
 CONTACT: MARC PUTNAM  
 754 RIVINGTON DRIVE, SUITE 200  
 HUDSON, VT 54026  
 PHONE: 715.281.8271  
 FAX: 715.281.8271  
 WEB: WWW.PUTNAMLANDSCAPEDESIGN.COM

PROJECT NAME AND LOCATION  
**MERIDIAN BEHAVIORAL HEALTH**  
 ST. FRANCIS, MN

TITLE SHEET TITLE

DATE: 3-21-2013

REG. NO. \_\_\_\_\_

DATE: 3-21-2013

REG. NO. 12263

CLIENT INFORMATION  
**MERIDIAN PROGRAMS**  
 550 Main Street, Suite 230  
 New Brighton, MN 55112  
 ph: 612.454.2306

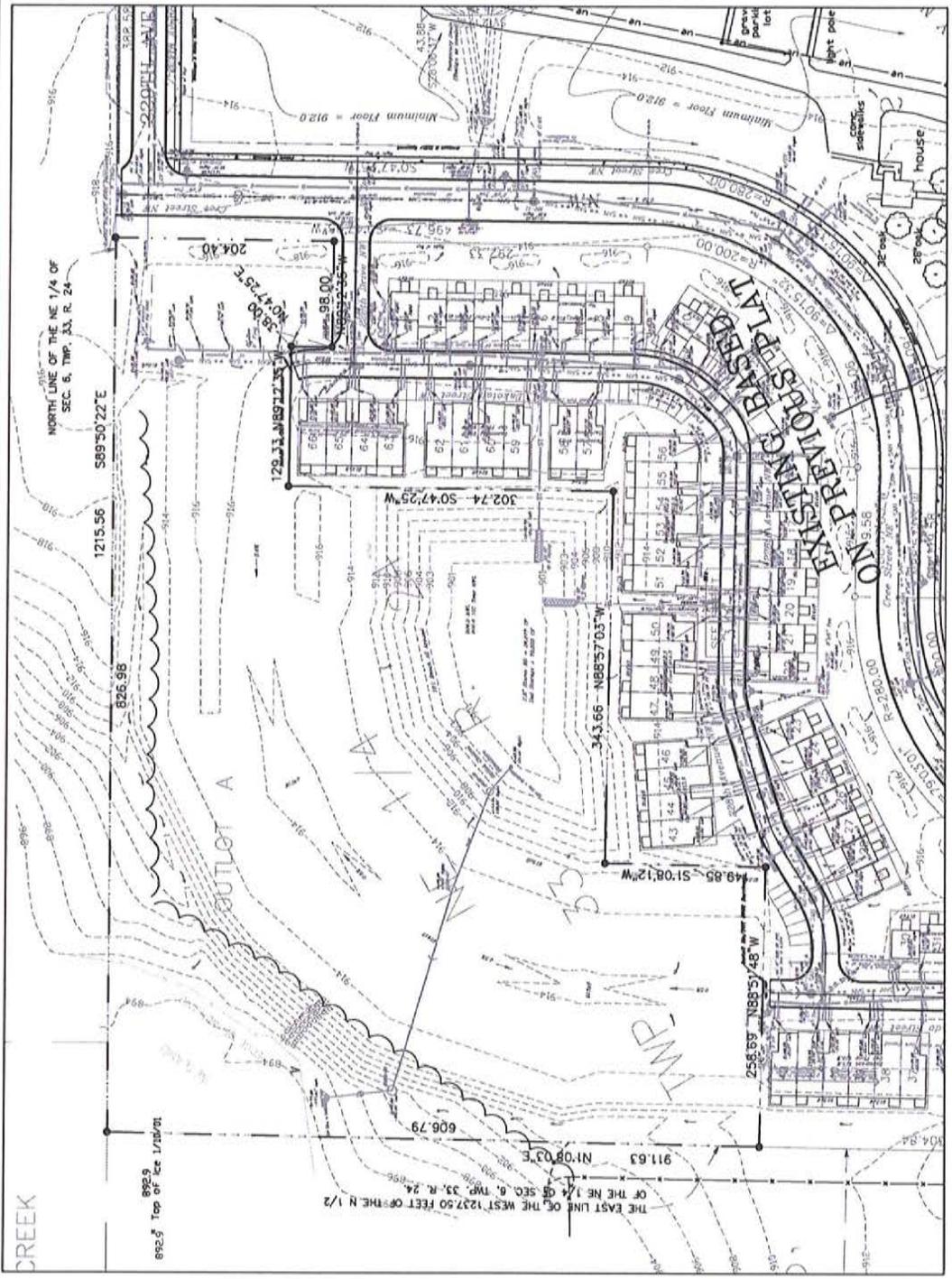
**HUMPHREY**  
 PLANNING & DESIGN  
 728 Franklin Dr., St. Francis, MN 55124  
 ph: 612.454.2306  
 www.humphreypd.com

PROJECT NAME AND LOCATION  
**MERIDIAN BEHAVIORAL HEALTH**  
 ST FRANCIS, MN

SHEET TITLE  
**EXISTING SITE CONDITIONS**

DATE: 3-21-2013  
 DRAWN BY: RHM  
 CHECKED BY: RHM  
 PROJECT NO: 2.21.13

**C1.1**



**GENERAL NOTES**

THE CURRENT EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION GOVERNS EXCEPT AS SPECIFIED OTHERWISE.

EXISTING UTILITIES, STRUCTURES, AND RECORDS SHALL BE MAINTAINED AND PROTECTED AT ALL TIMES. ALL NECESSARY TRAFFIC CONTROL, SIGNALING, AND TRAFFIC CONTROL DEVICES AND SIGNALS SHALL BE PROVIDED IN ACCORDANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS.

THE EXACT LOCATION OF ALL UTILITIES AND UTILITY CONNECTIONS MUST BE DETERMINED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND NOTIFICATION FROM ALL UTILITY COMPANIES WITHIN THE PROJECT AREA. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND NOTIFICATION FROM ALL APPLICABLE LOCAL, STATE, AND FEDERAL AGENCIES FOR ANY COST INCURRED DUE TO THE DAMAGE OF SAID UTILITIES.

EXISTING SURVEY INFORMATION PROVIDED BY R. NELSON ENGINEERING AND SURVEYING, INC. IS NOT RESPONSIBLE FOR THE ACCURACY OF INFORMATION PROVIDED BY OTHERS.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: 3-21-2013  
 REC. NO. \_\_\_\_\_  
 ROGER HUMPHREY



**GENERAL NOTES**

THE CURRENT UTILITIES OF THE MUNICIPALITY OF TRANSPORTATION TO BE MAINTAINED FOR CONSTRUCTION GOVERNANCE EXCEPT AS NOTED OTHERWISE.

UTILITY LOCATIONS, DEPTHS, AND SPACING SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF ST. FRANCIS, IOWA, AND STATE TRAFFIC CONTROL AGENCIES, ACCIDENTAL TO PROJECT.

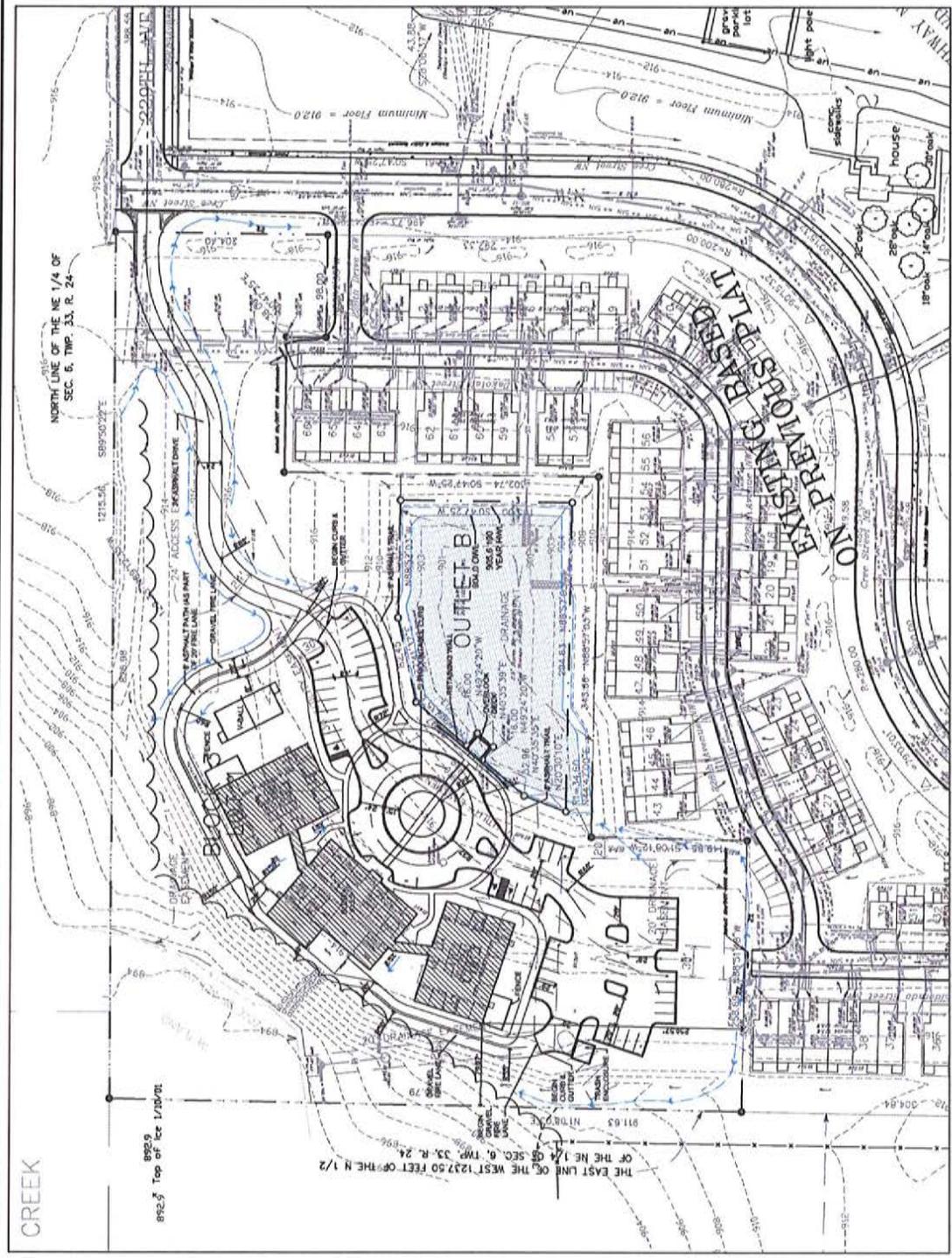
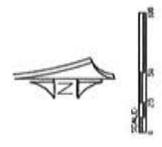
THE EXISTING UTILITY INFORMATION SHOWN ON THESE DRAWINGS IS NOT GUARANTEED TO BE ACCURATE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL UNDERGROUND UTILITIES, INCLUDING BUT NOT LIMITED TO, WATER, GAS, ELECTRIC, TELEPHONE, AND CABLE TELEVISION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING OR DAMAGING UTILITIES DURING CONSTRUCTION AT HIS OWN RISK AND AT HIS OWN COST TO THE OWNER.

THE EXACT LOCATION OF ALL UTILITIES AND UTILITY CONNECTIONS MUST BE VERIFIED PRIOR TO COMMENCING WORK. LOCATE, FIELD VERIFY, AND PROTECT ALL UTILITIES PRIOR TO CONSTRUCTION. IMMEDIATELY NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM THE PLAN.

SECURE ALL NECESSARY PERMITS AND NOTIFY ALL UTILITY COMPANIES WITH UTILITIES ON OR NEAR TO THE CONSTRUCTION OF THE PROJECT. ADHERE TO ALL APPLICABLE REGULATIONS AND ORDINANCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF ST. FRANCIS, IOWA, AND STATE TRAFFIC CONTROL AGENCIES, ACCIDENTAL TO PROJECT.

EXISTING TOPOGRAPHIC INFORMATION PROVIDED BY R. NELSON ENGINEERING, INC. IS NOT RESPONSIBLE FOR THE ACCURACY OF INFORMATION PROVIDED BY OTHERS.

KEY & NOTES	
PARKING	
54 TOTAL SPACES	
51 TYP. 10' x 20' SPACES	
3 ADA SPACES	



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

DATE 2-21-2013 REG. NO. 12583

ROBERT HUMPHREY

MARC PUTMAN

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF IOWA.

DATE 2-21-2013 REG. NO. 12583

MARC PUTMAN

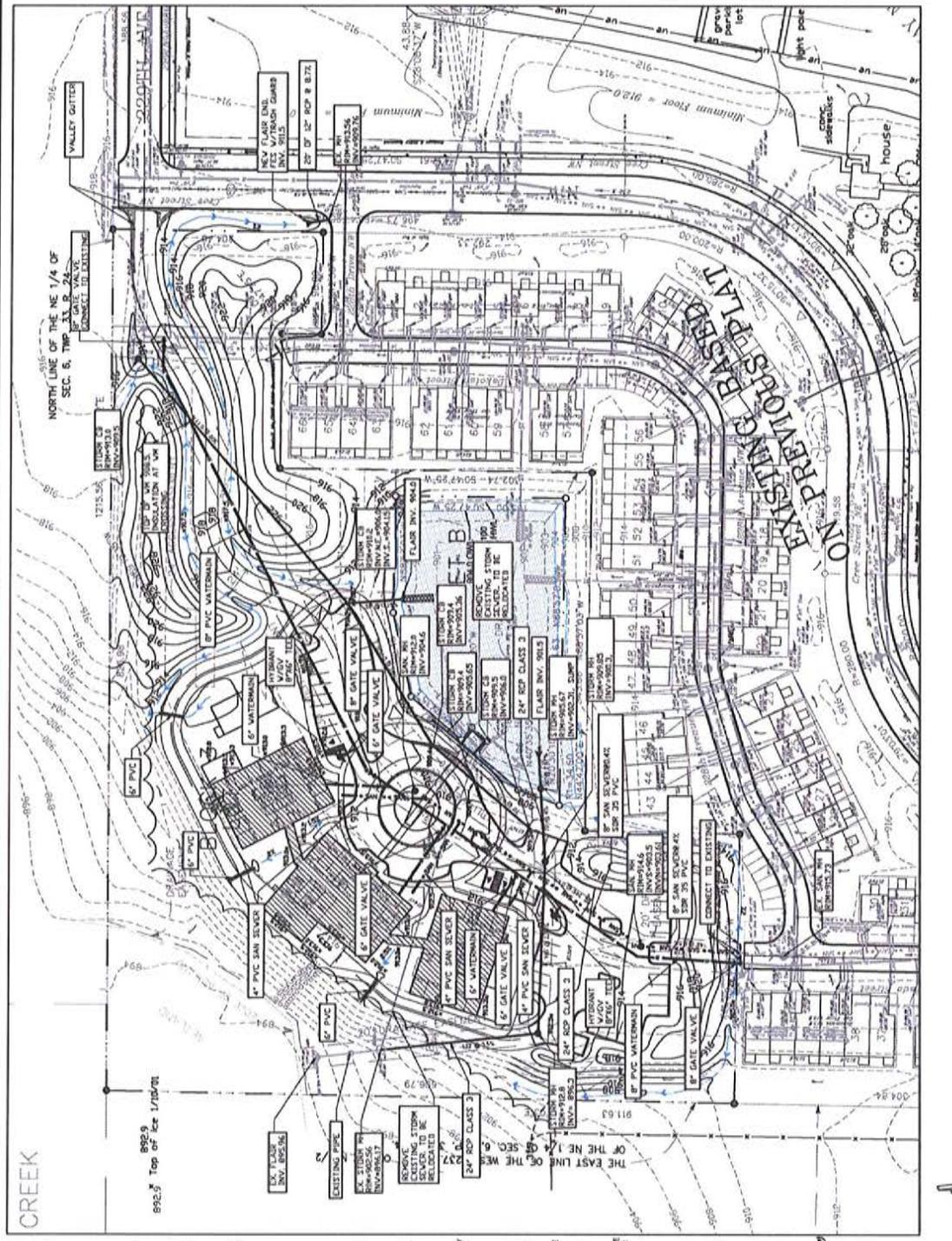
550 MAIN STREET, 2ND FLOOR  
 NEW BRUNSWICK, NJ 07102  
 PH: 908.484.2306  
 WWW.MERIDIANPROGRAMS.COM

**HUMPHREY**  
 LANDSCAPE ARCHITECTS  
 2111 W. 14TH ST. SUITE 100  
 MILWAUKEE, WI 53233  
 WWW.HUMPHREYLANDSCAPEARCHITECTS.COM

PROJECT NAME AND LOCATION  
 ST FRANCIS, MN  
 MERIDIAN BEHAVIORAL HEALTH  
 PRELIMINARY SITE PLAN

NO.	DATE	DESCRIPTION

PROJECT NO.  
 DRAWING NO.  
 SHEET NO.  
 DATE  
 2/21/13  
 SHEET NO. C1.2



**GENERAL NOTES:**  
 THE CURRENT EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION AND HIGHWAY CONSTRUCTION DIVISION'S STANDARD SPECIFICATIONS FOR THE CONSTRUCTION OF HIGHWAYS SHALL BE USED UNLESS OTHERWISE SPECIFIED.  
 THE CITY OF ST. FRANCIS CODES, ORDINANCES, STANDARDS AND SPECIFICATIONS SHALL BE USED UNLESS OTHERWISE SPECIFIED.  
 NUMBER INSTALL, INSPECT, MAINTAIN AND REMOVE ALL NECESSARY TRAFFIC CONTROL DEVICES TO MAINTAIN THE FLOW OF TRAFFIC THROUGHOUT THE PROJECT.  
 THE EXISTING UTILITY INFORMATION SHOWN ON THESE DRAWINGS IS NOT GUARANTEED TO BE ACCURATE. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND CHARACTERISTICS OF ALL UTILITIES PRIOR TO CONSTRUCTION AT NO COST TO THE OWNER.  
 THE EXISTING UTILITY INFORMATION PROVIDED BY THE ENGINEER MUST BE VERIFIED PRIOR TO COMMENCING WORK. LOCATE, PROBE, VERIFY AND PROTECT ALL EXISTING UTILITIES AND TOPGRAPHIC FEATURES PRIOR TO START OF SITE PREPARATION. NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM THE PLAN.  
 SECURE ALL NECESSARY PERMITS AND NOTIFY ALL UTILITY COMPANIES WITHIN THE PROJECT AREA PRIOR TO THE COMMENCEMENT OF THE PROJECT. AVOID TO THE EXTENT POSSIBLE THE UTILITIES OF THE CITY OF ST. FRANCIS.  
 SECURE ALL NECESSARY PERMITS AND NOTIFY ALL UTILITY COMPANIES WITHIN THE PROJECT AREA PRIOR TO THE COMMENCEMENT OF THE PROJECT. AVOID TO THE EXTENT POSSIBLE THE UTILITIES OF THE CITY OF ST. FRANCIS.  
 EXISTING SURVEY INFORMATION PROVIDED BY A LICENSED SURVEYOR, ENGINEER, ARCHITECT OR PROFESSIONAL LAND SURVEYOR SHALL BE USED UNLESS OTHERWISE SPECIFIED.  
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF INFORMATION PROVIDED BY OTHERS.  
**UTILITY NOTES:**  
 CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL. CASE THE ALIGNMENT HAS BEEN ESTABLISHED BY THE SURVEYOR. ADDITIONAL CONTROL POINTS SHALL BE ESTABLISHED BY THE CONTRACTOR.  
 PROVIDE ANY AND ALL TESTING TO INCLUDE, BUT NOT LIMITED TO, SOIL CONSTRUCTION TESTING, WATER MAIN PRESSURE, CONDUCTIVITY AND BACTERIA TESTING. TESTING SHALL BE PERFORMED BY A LICENSED PROFESSIONAL ENGINEER AND OUTSIDE LABORATORY. TESTING TO OCCUR SHALL BE IN ACCORDANCE WITH ALL APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS, UNLESS OTHERWISE SPECIFIED.  
 ALL EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE REMOVAL, AND OTHER MATERIALS SHALL BE REMOVED FROM THE SITE AND DISPOSED OF AT AN APPROVED LOCATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND REGULATIONS, UNLESS OTHERWISE SPECIFIED.  
 CARE MUST BE TAKEN DURING ALL CONSTRUCTION AND OPERATIONAL ACTIVITIES TO PROTECT ALL SURVEY MONUMENTS AND/OR PROPERTY CORNERS. REPAIR ANY AND ALL DAMAGE TO EXISTING STRUCTURES AND SITE FEATURES DUE TO CONSTRUCTION ACTIVITY.  
 ALL PROPOSED UTILITY CONSTRUCTION SHALL BE COMPLETED USING APPROVED MATERIALS. METHODS OF PLACEMENT AND TESTING AS REQUIRED BY ALL APPLICABLE SPECIFICATIONS.  
 LOCATE WATER SERVICE CURB STOPS AT THE PROPERTY LINE UNLESS OTHERWISE SPECIFIED. THE CURB STOP SHALL BE INSTALLED AT THE PROPERTY LINE. THE CURB STOP SHALL BE INSTALLED AT THE PROPERTY LINE UNLESS OTHERWISE SPECIFIED.  
**Pond 1 Outlet Structure**

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.  
 DATE: 2-21-2013  
 REG. NO.  
 ROBERT HANSEN

**Pond 1**

SCALE: 1\"/>

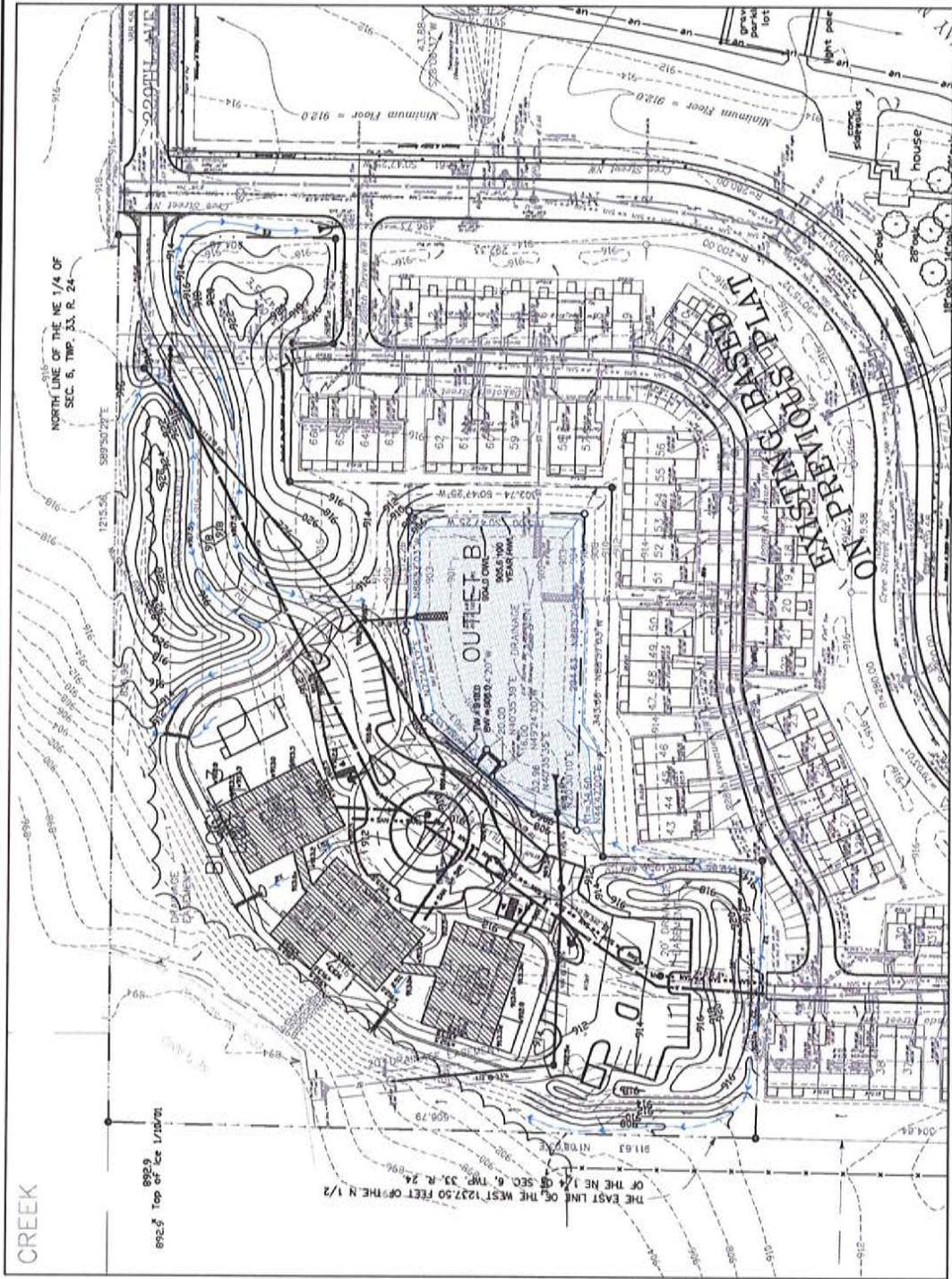
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PROJECT NAME AND LOCATION  
**MERIDIAN BEHAVIORAL HEALTH**  
 ST FRANCIS, MN

**HUMPHREYS**  
 PLANNING & DESIGN  
 772 Exchange St. • St. Francis, MN 55124  
 612.454.2308  
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PROJECT NO.	
DATE	3-21-13
SCALE	
BY	
CHECKED BY	
APPROVED BY	
DATE	3-21-13
PROJECT NO.	

**C2.2**



**GENERAL NOTES**

THE EXISTING UTILITY INFORMATION SHOWN ON THESE DRAWINGS IS NOT GUARANTEED BY THE ENGINEER. THE ENGINEER HAS CONDUCTED VISUAL INSPECTIONS OF THE EXISTING UTILITY RECORDS AND HAS FOUND THEM TO BE REASONABLY ACCURATE. THE ENGINEER HAS NOT CONDUCTED ANY FIELD SURVEYS OR TESTS TO VERIFY THE EXISTING UTILITY INFORMATION. THE ENGINEER HAS NOT CONDUCTED ANY FIELD SURVEYS OR TESTS TO VERIFY THE EXISTING UTILITY INFORMATION. THE ENGINEER HAS NOT CONDUCTED ANY FIELD SURVEYS OR TESTS TO VERIFY THE EXISTING UTILITY INFORMATION.

**GRADING NOTES**

USE ONLY SUITABLE MATERIAL, AS APPROVED BY THE ENGINEER FOR BUILDING AND ROAD STREET CONSTRUCTION. REMOVE UNDESIRABLE AND UNSTABLE MATERIAL FROM THE BUILDING PAD AND STREET AREAS. COMPACT THE UPPER FEET OF SUBGRADE IN THE STREET TO 90% OF THE STANDARD PROCTOR BUILDING FOUNDATIONS TO NO LESS THAN 80% OF THE STANDARD PROCTOR DENSITY.

REMOVE ALL BELOW GRADE OBSTRUCTIONS IMMEDIATELY UPON REMOVAL OF EXISTING UTILITY INFORMATION. THE ENGINEER HAS NOT CONDUCTED ANY FIELD SURVEYS OR TESTS TO VERIFY THE EXISTING UTILITY INFORMATION. THE ENGINEER HAS NOT CONDUCTED ANY FIELD SURVEYS OR TESTS TO VERIFY THE EXISTING UTILITY INFORMATION. THE ENGINEER HAS NOT CONDUCTED ANY FIELD SURVEYS OR TESTS TO VERIFY THE EXISTING UTILITY INFORMATION.

COMPLETE ALL WORKED STREET CONSTRUCTION USING APPROVED MATERIALS. METHODS OF PLACEMENT AND TESTING AS REQUIRED BY ALL GOVERNING SPECIFICATIONS.

CARE MUST BE TAKEN DURING CONSTRUCTION AND EXCAVATION TO PROTECT EXISTING UTILITIES AND/OR PROPERTY RIGHTS ON AND ADJACENT TO THE SITE.

REFER ALL DAMAGE TO EXISTING FACILITIES RESULTING FROM CONSTRUCTION ACTIVITIES AT NO COST TO THE OWNER.

PROVIDE A SMOOTH AND THOROUGH TRANSITION BETWEEN PROPOSED SITE GRADERS AND DRAINAGE WAIRS AND EXISTING SURROUNDING SITE GRADERS AND DRAINAGE WAIR.

RRSMP SHALL BE 500 x 12, UNLESS OTHERWISE SPECIFIED.

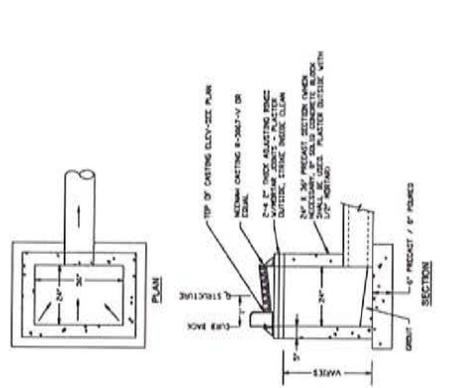
ALL CURB AND GUTTER SHALL BE CONCRETE, UNLESS OTHERWISE SPECIFIED. SEE DETAIL.

WRITTEN DIMENSIONS PREVAIL OVER CALLED DIMENSIONS.

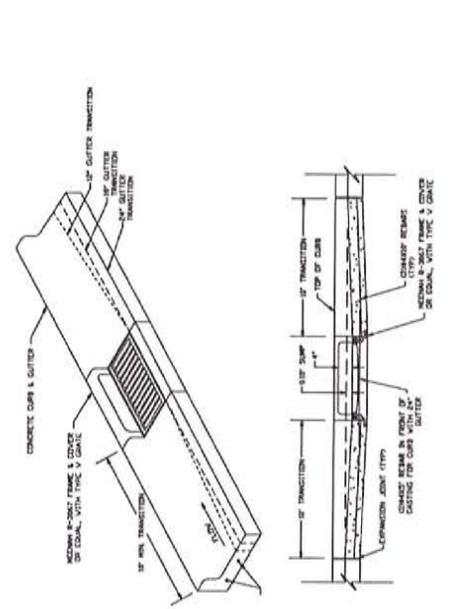
2" VERTICAL CURB TO CURB INTERVAL, 10' VERTICAL DUTAIL.



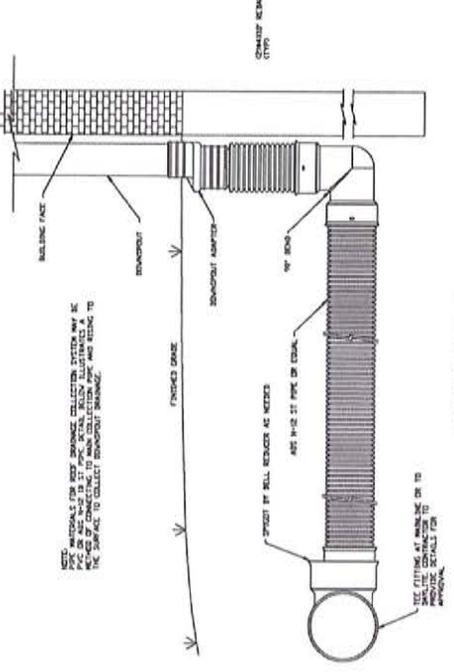




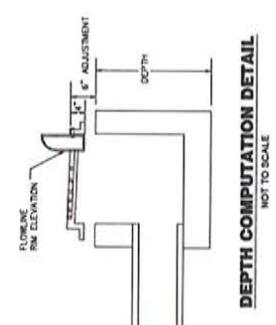
**2'x3' CATCH BASIN (CB)**  
 NOT TO SCALE



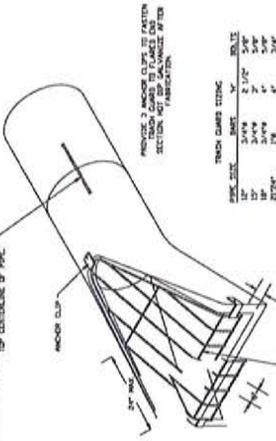
**CATCH BASIN INSTALLATION**  
 NOT TO SCALE



**ROOF DRAIN DETAIL**  
 NOT TO SCALE



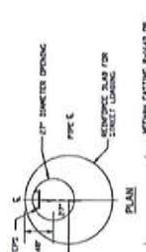
**DEPTH COMPUTATION DETAIL**  
 NOT TO SCALE



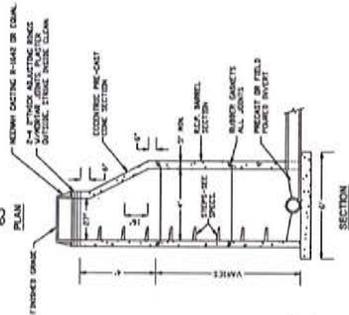
**FLARED END W/ TRASH GUARD**  
 NOT TO SCALE

TRASH GUARD SIZING

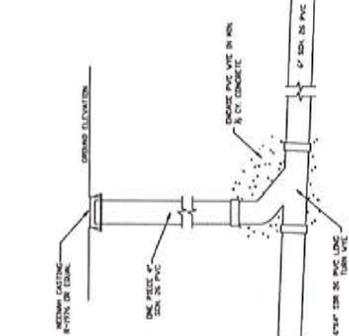
PIPE SIZE	WIDTH	DEPTH	HEIGHT
18"	3'-0"	2'-0"	3'-0"
24"	3'-6"	2'-0"	3'-6"
30"	4'-0"	2'-0"	4'-0"
36"	4'-6"	2'-0"	4'-6"
42"	5'-0"	2'-0"	5'-0"
48"	5'-6"	2'-0"	5'-6"
54"	6'-0"	2'-0"	6'-0"
60"	6'-6"	2'-0"	6'-6"



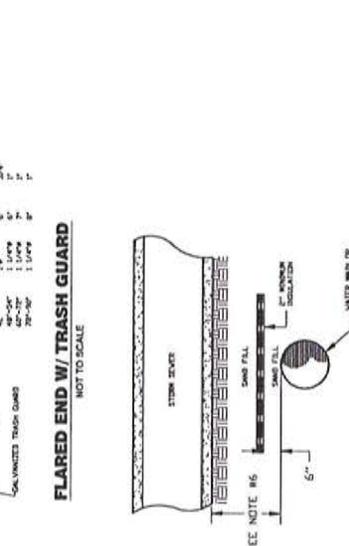
**STORM MANHOLE (MH)**  
 NOT TO SCALE



**SANITARY MANHOLE**  
 NOT TO SCALE



**SANITARY SEWER CLEANOUT**  
 NOT TO SCALE



**STORM SEWER CROSSING ABOVE**  
 NOT TO SCALE



CLIENT INFORMATION  
**MERIDIAN PROGRAMS**  
 550 Main Street, Suite 230  
 New Brighton, MN 55112  
 PH: 612.454.2308

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 www.humphreydesign.com  
**PLANNING**  
 777 Franklin Ave. #100  
 St. Paul, MN 55105  
 www.planninganddesign.com

**MERIDIAN BEHAVIORAL HEALTH**  
 ST. FRANCIS, MN  
 PLANTING PLAN  
 PROJECT NAME AND LOCATION  
 SHEET TITLE

REVISION	DATE	DESCRIPTION

PROJECT NO:  
 DRAWN BY:  
 CHECKED BY:  
 DATE: 3-21-2013  
 SHEET NO:  
**L1.1**



**PLANTING KEY**

- DECIDUOUS OVERSTORY TREE**  
 Eg. Maple, Linden, Oak, Oak
- CONIFEROUS OVERSTORY TREE**  
 Eg. Spruce, Fir, Pine, White Pine, Blue Spruce, Colorado Spruce
- DECIDUOUS UNDERSTORY TREE**  
 Eg. Dogwood, Redbud, Flowering Quince, Prunella, Forsythia, Dogwood, Crabapple, Yellow Birch
- DECIDUOUS SHRUBS**  
 Eg. Lilac, Viburnum, Dogwood, Cotoneaster, Eriogonum, & Berberis
- MERIDIAN SHRUBS**  
 Eg. Red Orange, Summerhoney, Spirea
- DECIDUOUS GRASSES**  
 Eg. Cinnamon Swain, Ivy
- T. MOWED TURF**  
 Sweet Kentucky Blue Grass & Fescue Mix
- SM1 SEED MIX** (Short Perennial)  
 Blue Grass, St. Augustine, Annual Perennials
- SM2 SEED MIX** (Intermediate Perennial)  
 Little Blue Stem
- SM3 SEED MIX** (Perennials + Tall Perennial)  
 Little Blue Stem, Big Blue Stem, Lobelia, Wheat Grass, Winter Wheat, Perennials
- RM MULCH BED**  
 4" Depth of Pine, Fabric

**SEE SHEET L4.5 FOR PLANTING NOTES AND DETAILS**

**892.9 Top of Ee 1/16/01**

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY SUPERVISION AND THAT I AM A DULY LICENSED SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: 3-21-2013 REG. NO. 12563

MARC PULMAN

DATE: 3-21-2013 REG. NO. 12563

MARC PULMAN

DATE: 3-21-2013 REG. NO. 12563

MARC PULMAN

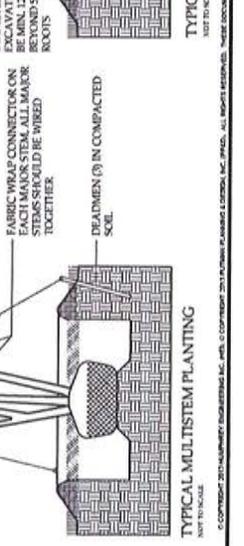
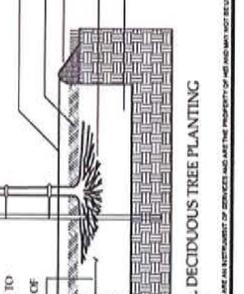
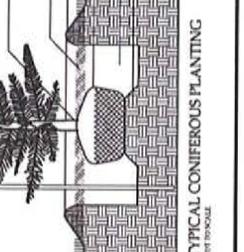
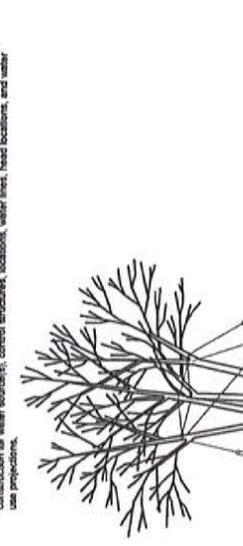
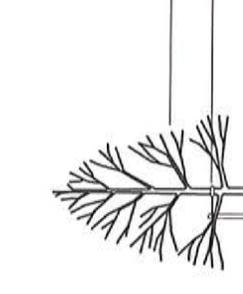
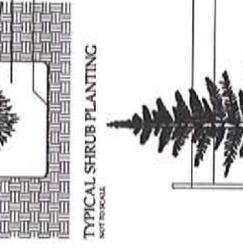
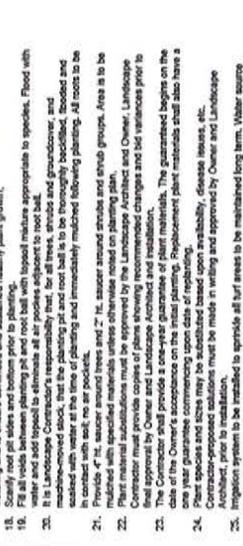
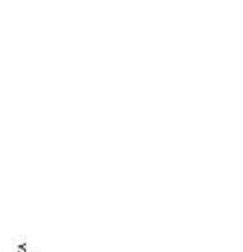
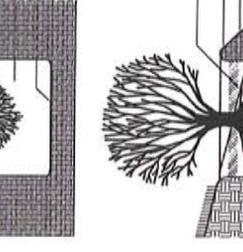
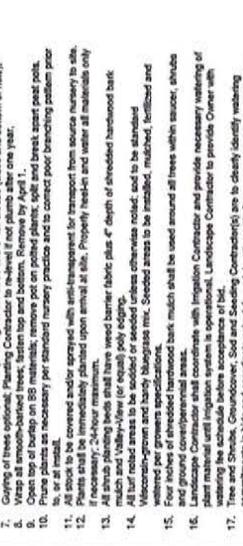
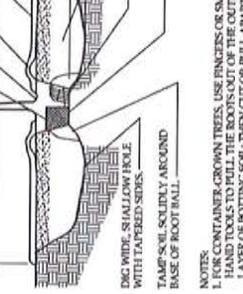
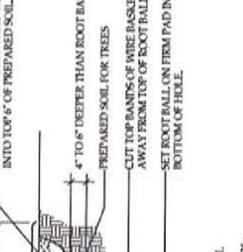
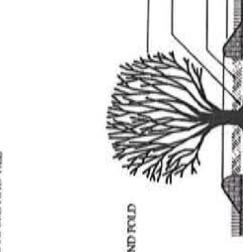
DESIGNER'S NOTE: THIS PLAN, SPECIFICATIONS, AND REPORT WAS PREPARED BY AN ARCHITECT OR ENGINEER REGISTERED UNDER THE LAWS OF THE STATE OF MINNESOTA.  
DATE: 3-21-2013 REG. NO. 125643  
MARC PUTMAN

TO ASSESS THE WRAP TRUNKS AND THE NORTH SIDE OF THE TREE IN THE NURSERY AND LOCATED TO THE NORTH IN THE FIELD.  
X = MINIMUM WIDTH OF PREPARED SOIL FOR TREES  
DIG WIDE, SHALLOW TRENCH WITH TAPERED SIDES.  
TAMP SOIL SLOWLY AROUND BASE OF ROOT BALL.

AVOID TREES WITH TWO LEADERS OR REMOVE ONE AT PLANTING; OTHERWISE, DO NOT PRUNE TREE AT CORRECTIONS. USE TREE PAINT & PRUNING LOCATIONS LOCATED TO THE NORTH IN THE NURSERY AND LOCATED TO THE NORTH IN THE FIELD.  
FOLD BURLAP AWAY FROM TOP OF ROOT BALL.  
SET ROOT BALL FLUSH TO GRADE OR SEVERAL INCHES HIGHER IN POORLY DRAINING SOILS.  
4" BUILT-UP EARTH SAUCER  
4" BARK MULCH (DO NOT PLACE MULCH IN CONTACT WITH TREE TRUNK).  
BEFORE PLANTING, AND IT TO CUT OR WELL-COMPOSTED LEAVES OR RECYCLED YARD WASTE TO BED AND TILL INTO TOP 6" OF PREPARED SOIL.  
4" TO 6" DEEPER THAN ROOT BALL.  
PREPARED SOIL FOR TREES  
CUT TOP BANDS OF WIRE BASKET AND ROLL AWAY FROM TOP OF ROOT BALL.  
SET ROOT BALL ON FIRM PAD IN BOTTOM OF HOLE.

NOTES:  
1. FOR CONTAINER-GROWN TREES, USE FINGERS OR SMALL HAND TOOLS TO PULL THE ROOTS OUT OF THE OUTER LAYER OF POTTING SOIL; THEN CUT OR PULL APART ANY ROOTS CIRCLING THE PERIMETER OF THE CONTAINER.  
2. INCORPORATE COMMERCIAL MYCORRHIZAL SPORES IN THE SOIL IMMEDIATELY AROUND THE ROOT BALL AT RATES SPECIFIED BY THE MANUFACTURER.

PLANTING NOTES  
1. Contractor shall contact City of St. Paul to verify underground utility locations before any excavation.  
2. All plants to be specimen grade, Minnesota-grown and/or locally sourced.  
3. Plants to meet American Standard Stock requirements for type and size specified.  
4. Planting shall adhere to, but is not limited by, the following standards:  
a. All plants shall be free from root rot, stem rot, or other diseases.  
b. All plants shall be free from broken or dead branches.  
c. All plants shall be heavy, healthy branching and leafing.  
d. All plants shall have an established main leader and a height-to-width ratio of no less than 5:1.  
e. All plants shall have an established main leader and a height-to-width ratio of no less than 5:1.  
5. One year after planting, the contractor shall tag and stake any plant that requires maintenance.  
6. Plant size and orientation will be same, before and after transplanting.  
7. Contractor to stake locations of all trees and shrubs. Actual location and plant material is subject to installation.  
8. Contractor to provide irrigation system for all trees and shrubs.  
9. Use minimum 1/2" depth beam planting soil for trees and 6" for shrubs (below and below of hole).  
10. Gearing of trees optional. Planting Contractor to re-level if not plants after one year.  
11. Vase all unrooted trees; trim top and bottom. Remove by April 1.  
12. No new pot on plant plants; split and break apart plant pots.  
13. Prune plants as necessary per standard nursery practice and to correct poor planting pattern prior to, or at, install.  
14. All stock to be covered and/or sprayed with anti-transpirant for transport from source nursery to site. All plants shall be immediately planted upon arrival at site. Properly heeled and water all materials only if necessary.  
15. All shrub planting beds shall have weed barrier fabric plus 4" depth of shredded hardwood bark mulch and Valley-view (or equal) poly edging.  
16. All turf root areas to be sodded or seeded unless otherwise noted. Sod to be strawed and watered and fertilized with Magnesia mix. Seeded areas to be installed, mulched, fertilized and ground covered with straw.  
17. Landscape Contractor shall coordinate with Irrigation Contractor and provide necessary watering of plants and shrubs as recommended by manufacturer.  
18. Tree and Shrub, Groundcover, Sod and Seeding Contractor(s) to provide Owner with commitments in bids and coordinate schedule and duration with Owner so as to assure no gap in watering and to ensure continued and sustained healthy plant growth.  
19. Soil, mulch and water to be provided and maintained by Contractor.  
20. Fill all voids between planting pit and root ball with topsoil suitable for planting. Flood with water and add topsoil to eliminate all air pockets adjacent to root ball.  
21. It is Landscape Contractor's responsibility that, for all trees, shrubs and groundcover, and sodded areas, that the planting pit and root ball is to be thoroughly backfilled, banded and soaked with soil, no air pockets.  
22. Provide 4" H, 8" diameter around shrubs and shrub groups. Area is to be mulched with specified materials unless otherwise noted on planting plan.  
23. Contractor must provide cover for all trees and shrubs as approved by Owner. Landscape Contractor to provide irrigation system for all trees and shrubs and for maintenance prior to final approval by Owner and Landscape Architect and installation.  
24. The Contractor shall provide a one-year guarantee of plant materials. The guaranteed begins on the date of the Owner's acceptance on the initial planting. Supplemental plant materials shall also have a one-year guarantee of plant materials.  
25. Plant species and sizes may be substituted based on availability, disease issues, etc.  
26. Contractor-proposed solutions must be made in writing and approved by Owner and Landscape Architect, prior to installation.  
27. All plants to be installed to sprouts all turf areas to be maintained long term. Water during the growing season. Contractor to provide irrigation system for all trees and shrubs prior to construction for water source(s), control structures, locations, water lines, head locations, and water use projections.





# 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

April 5, 2013

Mr. Nate Sparks, City Planner  
Northwest Associate Consultants Inc.  
4800 Olson Memorial Hwy, Ste 202  
Golden Valley, MN 55422-5169

RE: Meridian Behavioral Health  
City of St. Francis, Minnesota  
BMI Project No. R18.106445

Dear Nate:

We have reviewed the Preliminary Plat and the preliminary construction plans dated 3/21/2013 submitted for the above referenced project and have the following comments:

1. Easements a minimum of 20-feet in width shall be provided for the potential future construction of trails in accordance with the City of St. Francis' Park and Trail plan. These easements shall be clearly identified on the Preliminary and Final Plats. If easements are not provided, the City Council must authorize the appropriate revisions to the Park and Trail plan.
2. The Preliminary Plat shall be revised such that the existing pond is contained within a drainage and utility easement and shall not be platted as an Outlot.
3. The Preliminary Plat legal description shall be revised to reflect Outlot A rather than Outlet A.
4. The access and/or drainage easements included in the Preliminary Plat near the southern building shall be revised to provide vehicle access via a bituminous surface. The existing easement configuration does not accommodate vehicle access.
5. A development contract shall be executed with the Final Plat for the project.
6. The applicant shall submit a Wetland Management Plan in accordance with St. Francis Code Section 10, Chapter 91. Based on the findings of the Wetland Management Plan, additional easement area may be required to be incorporated into the Preliminary and Final Plats for wetland buffers according to the wetland's MnRAM classification.
7. The applicant shall submit soils information from the site i.e. soil borings to confirm the "Group B" soils assumed in the drainage calculations.
8. The submitted drainage calculations shall be revised in accordance with St. Francis Code Section 10, Chapter 93. The Code requires proposed runoff rates to be 90% of existing runoff rates for the 2, 10, and 100 year peak storm discharge rates.
9. The submitted drainage calculations shall be revised and the construction plans modified as necessary such that the first 0.5 inches of rainfall over new impervious surfaces is infiltrated. See Section 10, Chapter 93, page 93-6. A soil boring illustrating groundwater depth shall be submitted to confirm that groundwater does not exist within 3-feet of the proposed infiltration practice.
10. The proposed access shall consist of a 24-foot bituminous surface with 2-foot gravel shoulders or a 21-foot bituminous surface between B618 concrete curb and gutter. The typical section shall consist of a minimum of 3.5" bituminous over 8" aggregate base class 5. Typical sections shall be

*DESIGNING FOR A BETTER TOMORROW*

Bolton & Menk is an equal opportunity employer.



included in the plan set.

11. The proposed gravel fire lane shall be revised to a bituminous fire lane.
12. The applicant shall provide a continuous fire lane around the west side of the proposed buildings or provide a turn around adequate for a fire truck at the north and south legs of the proposed fire lane.
13. Typical sections shall be provided for the fire lane. A minimum of 3-inches bituminous on 6-inches aggregate base class 5 shall be identified in the typical section.
14. The applicant shall provide a typical section for the proposed bituminous trail consisting of a minimum of 3" bituminous over 6" aggregate base class 5.
15. The applicant shall be responsible for obtaining an NPDES Phase 2 Construction Permit. A copy of the permit shall be submitted to the City of St. Francis for our files.
16. Retaining wall plans designed by a Professional Engineer registered in the State of Minnesota shall be submitted for the review and approval of the Building Official prior to construction.
17. The applicant shall clearly define the proposed concrete walk areas within the site. Currently only 8' asphalt trail is denoted.
18. The applicant shall consider 6" diameter sanitary sewer services.
19. Green 12 AWG tracer wire shall be installed on all proposed sanitary sewer and sanitary sewer services and shall be brought to the surface at all manhole and cleanout locations.
20. All sanitary sewer shall be tested in accordance with the City Engineers Association of Minnesota standard specifications.
21. Additional details shall be provided for the proposed 6" diameter PVC pipe crossings beneath the fire lane.
22. Cleanouts shall be installed within 2' of the building exteriors on all sanitary sewer services.
23. Separate domestic and fire suppression services shall be provided to the proposed buildings as required by the Building Official.
24. Blue 12 AWG tracer wire shall be installed on all proposed non-conductive watermain materials and shall be brought to the surface at all gate valve and hydrant locations.
25. Isolation gate valves shall be installed on all proposed hydrants.
26. The watermain details included in the plan set shall be revised to reflect C-900 PVC watermain. The details currently show DIP watermain which is in conflict with the utility plans.
27. Gate valves shall be installed with umbrella anchorage assemblies.
28. Gate valves shall include an operating rod which extends to within one foot of the finished surface.
29. The applicant shall be responsible for conducting a continuity test of the water system following its installation.
30. The applicant shall be responsible for obtaining two consecutive passing bacteriological tests taken 24 hours apart.
31. All fire hydrants shall be Clow Medallion.
32. An additional hydrant shall be added near the intersection of the access drive and fire lane.
33. The proposed sanitary sewer and watermains, hydrants, and storm sewer piping from the pond



Mr. Nate Sparks  
April 5, 2013  
Page 3

outlet to the storm sewer discharge shall be publicly held. All other piping and services shall be privately held and maintained.

34. HPDE adjusting rings as manufactured by Ladtech shall be installed on all sanitary sewer and storm sewer manholes. Concrete adjusting rings will not be permitted on structures other than catch basins.
35. The applicant shall be responsible for all maintenance and snow removal associated with the proposed access drive, fire lane, and hydrant locations.
36. The applicant shall identify proposed snow storage locations on the construction documents.
37. A signage plan shall be submitted for the review of the City Engineer and the Public Works Director. Fire lane signage will be required.
38. The applicant shall be responsible for the bituminous patch required within Cree Street NW as a result of the valley gutter construction. The bituminous patch shall consist of a minimum of 3.5" bituminous over 8" aggregate base class 5.
39. The applicant shall submit an irrigation plan for review.
40. Erosion control blanket shall be installed over all disturbed pond areas and shall be included on sheet C2.3.
41. All rip-rap shall be granite.
42. Granite rip-rap shall be installed at the existing flared-end section discharge.
43. 45-mil rubber membrane shall be installed beneath all proposed rip rap in lieu of geotextile fabric and shall extend beneath concrete flared end sections a minimum of 3'.
44. A pond maintenance agreement and plan shall be submitted to the City of St. Francis for review and approval. The stormwater pond shall be privately maintained.
45. The following St. Francis standard details shall be included in the construction documents: 1-700, 1-800, 3-002, 3-502, 4-000, 4-100, 4-102, 4-601, 5-000, 5-008, 5-101, 5-110, 5-200, 6-000, 6-008, 6-200, 6-400, 6-404, 7-100.
46. Following approval of the construction plans by the City Engineer and a minimum of 1-week prior to construction, a pre-construction meeting shall be held for the project.

I recommend that the construction documents be revised to incorporate the above referenced comments and those comments as submitted by other City staff. Revised construction documents shall be submitted to the City Engineer and Public Works Director for review and approval prior to a building permit being issued for the site.

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

Sincerely,

BOLTON & MENK, INC.

  
Jared Voge, P.E.  
City Engineer  
JAV/kg

Cc: Paul Teicher, Public Works Director



**PLANNING MEMO**

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

FROM: Nate Sparks

MEETING DATE: May 6, 2013

DATE: April 30, 2013

RE: Lot Line Adjustment with Variance - 23725 Nacre Street

**BACKGROUND**

In 2012, Jim Jones received approval of an application to divide two parcels into three located at 23725 Nacre Street. The resulting division left existing buildings within the required setback necessitating a variance, which was approved by the City Council on February 21, 2012. Since recording the lot division, the applicant noted that there was an error on the survey where the lot line between Parcels B and C and the line needs to be adjusted ½ of a foot.

**REQUEST REVIEW**

Both properties are guided for Agricultural uses in the Comprehensive Plan and are zoned A-2. The minimum lot size for the district is 10 acres with a minimum width of 300 feet. Required setbacks are 10 feet from the side property lines and 75 feet from the front for the principle structure. Detached accessory buildings are required to be 25 feet from the side property lines. Farm buildings are required to be 50 feet from the side property lines. As approved in 2012, there were two out buildings that will be 5 feet from the north property line of Parcel B and 10.5 feet from the south property line. The applicant is seeking an adjustment of the setback of the second building from 10.5 feet to 10 feet. Generally, this request does not appear to greatly deviate from the previous approval.

**PLANNING COMMISSION RECOMMENDATION**

The Planning Commission held a public hearing at their April meeting and recommended the Council approve the request with the following conditions:

1. The subdivision shall be recorded with Anoka County within 90 days of approval.
2. Any recommendations by the City Engineer or Anoka County shall be met.

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

**RESOLUTION 2013-13**

**A RESOLUTION APPROVING A LOT LINE ADJUSTMENT WITH A VARIANCE  
FOR A PROPERTY DIVISION AT 23725 NACRE STREET NW**

WHEREAS, in 2012 the City of St. Francis approved a request for a minor subdivision application from the Jones Family to divide two 40 acre parcels into three parcels of varying sizes; and

WHEREAS, the property with the house on it is addressed as 23725 Nacre Street NW; and

WHEREAS, the property owners are seeking to make an adjustment of the lot line between the two southerly parcels from this division to move the property line 0.5 feet to the north; and

WHEREAS, the properties are respectively identified in Anoka County records with the property identification numbers of 27-34-25-33-0003 and 34-34-25-22-0002; and

WHEREAS, the properties are zoned A-2, Rural Estate Agriculture which requires a minimum lot size of 10 acres with a minimum width of 300 feet; and

WHEREAS, both impacted parcels will meet the dimensional standards of the A-2 District as proposed; and

WHEREAS, the applicant is seeking a variance to have a building 10 feet from the property line; and

WHEREAS, the St. Francis Planning Commission reviewed this request at their April 20, 2013 meeting and recommended approval of the request; and

WHEREAS, the proposed variance is generally consistent with the approved variance from 2012; and

NOW, THEREFORE, BE IT RESOLVED that the City of St. Francis hereby approves the minor subdivision with variance request for the minor subdivision as attached subject to the following conditions:

- 1) The subdivision shall be recorded with Anoka County within 90 days of approval.
- 2) Any other recommendations by the City Engineer or Anoka County shall be met.
- 3) All fees shall be paid.

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

- Councilmember
- Councilmember
- Councilmember
- Councilmember
- Mayor

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>th</sup> DAY OF MAY, 2013.

APPROVED

\_\_\_\_\_  
 Jerry Tveit  
 Mayor of St. Francis

Attest:

\_\_\_\_\_  
 Barbara I. Held  
 City Clerk

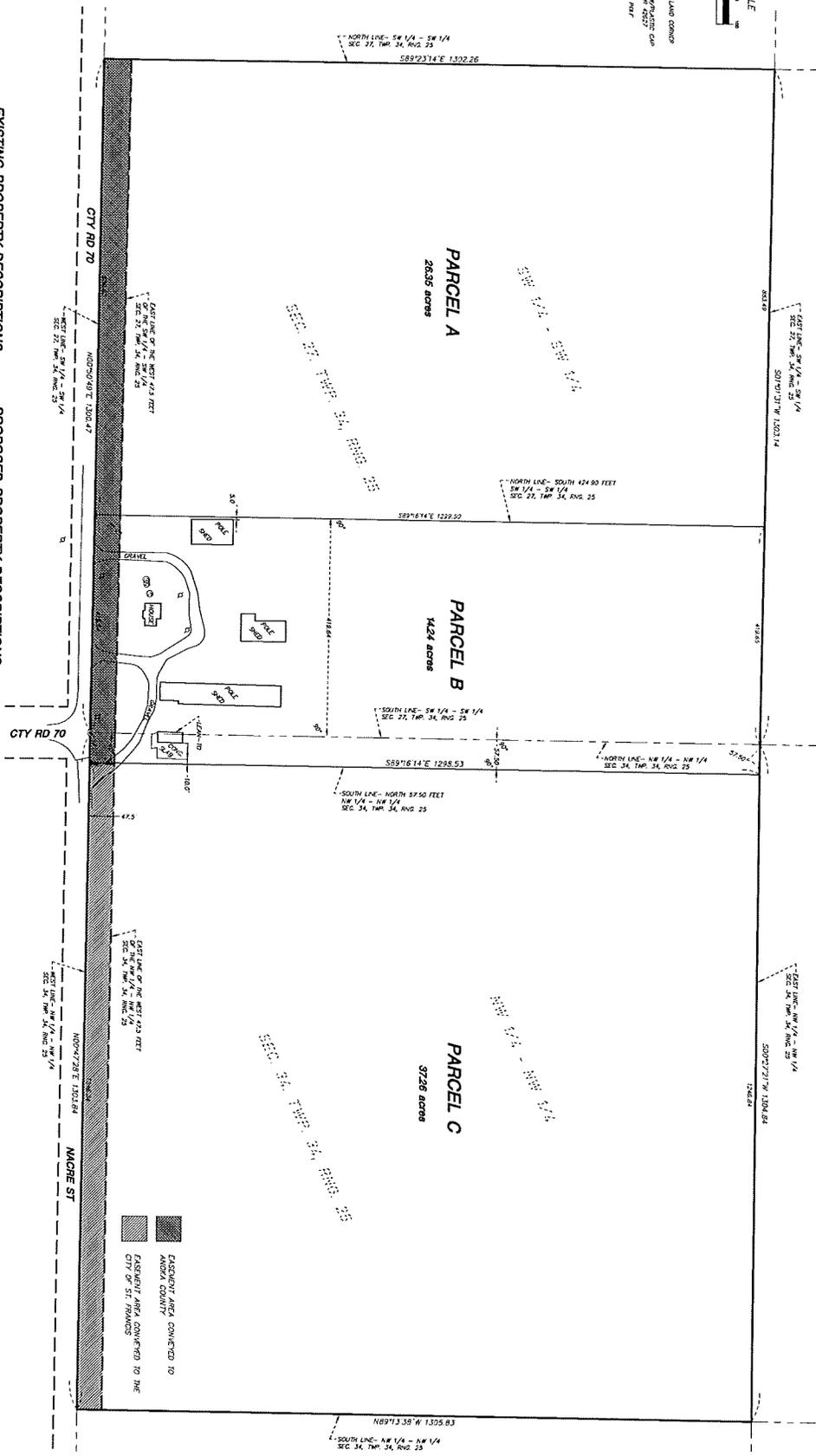
Attachments:  
 Revised Minor Subdivision

# MINOR SUBDIVISION

Prepared for  
**JAMES JONES**



- LEGEND**
- 8) EXISTING ANKKA COUNTY LAND CORNER
  - 9) EXISTING ANKKA COUNTY LAND CORNER
  - 0) EXISTING SECTION AND QUARTER CORNER
  - 1) EXISTING SECTION CORNER
  - 2) EXISTING QUARTER CORNER



**EXISTING PROPERTY DESCRIPTIONS**

1. Parcel A, 26.856 Acres, is the Northwest Quarter of Section 24, Township 24, Range 25, Anoka County, Minnesota.  
 2. Parcel B, 14.24 Acres, is the Northwest Quarter of Section 27, Township 24, Range 25, Anoka County, Minnesota.  
 3. Parcel C, 37.28 Acres, is the Northwest Quarter of Section 27, Township 24, Range 25, Anoka County, Minnesota.  
 4. The boundaries of the above parcels are as shown on the attached plat.  
 5. The boundaries of the above parcels are as shown on the attached plat.  
 6. The boundaries of the above parcels are as shown on the attached plat.  
 7. The boundaries of the above parcels are as shown on the attached plat.  
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 16. The boundaries of the above parcels are as shown on the attached plat.  
 17. The boundaries of the above parcels are as shown on the attached plat.  
 18. The boundaries of the above parcels are as shown on the attached plat.  
 19. The boundaries of the above parcels are as shown on the attached plat.  
 20. The boundaries of the above parcels are as shown on the attached plat.

**PROPOSED PROPERTY DESCRIPTIONS**

1. Parcel A, 26.856 Acres, is the Northwest Quarter of Section 24, Township 24, Range 25, Anoka County, Minnesota.  
 2. Parcel B, 14.24 Acres, is the Northwest Quarter of Section 27, Township 24, Range 25, Anoka County, Minnesota.  
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 20. The boundaries of the above parcels are as shown on the attached plat.

**ANDERSON PASSE**  
 & ASSOCIATES  
 CIVIL ENGINEERS  
 200 THIRD AVENUE, SUITE 100  
 CAMBRIDGE, MN 5508  
 (763) 989-4493 FAX  
 (763) 989-4481 FAX

Job No. 1141 DWG. 1141 Drawn by: JD Checked by: KM



**MEMORANDUM**

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

FROM: Nate Sparks, Consulting Planner

DATE: March 13, 2013

MEETING DATE: March 18, 2013, April 1, 2013 & May 6, 2013

RE: Nuisance & Abatement Ordinance

**BACKGROUND**

As defined by State Statute, nuisances are general activities or conditions that potentially annoy, endanger, or harm the general public. The City needs a prohibition of nuisances to do code enforcement. For this purpose, it is common for Cities to have a list of specific nuisances in their code, as well as a general definition of a nuisance. The St. Francis City Code currently just has the general definition. This ordinance amendment is intended to add the specific nuisances into the code. For this purpose, City Staff acquired a model nuisance code recommended by the League of Minnesota Cities and modified it for the City of St. Francis.

**CURRENT NUISANCE ORDINANCE**

Currently, Section 8-2-1-B-3 of the City Code defines a nuisance as:

“Nuisance means and includes (1) maintaining or permitting a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; (2) interfering with obstructing or rendering dangerous for passage, any street, public right-of-way or waters used by the public; or (3) any other act or omission declared by law to be a public nuisance.”

Then in Section 8-2-1-F the code states:

“Nuisance. It is unlawful for any person to permit or maintain a nuisance upon any premises.”

**PROPOSED AMENDMENT - NUISANCES**

As stated above, the current City Code defines nuisance in general terms and then declares nuisances unlawful. In doing code enforcement, it is generally helpful to have specific statements of violation that are clear and concise for both the City in conducting enforcement and directing the violator on steps to take to alleviate the situation.

Attached for your review is a general nuisance ordinance that is recommended by the League of Minnesota Cities. Nuisance ordinances generally have three sections:

- Nuisances affecting public health
- Nuisances affecting morals and decency
- Nuisances affecting peace and safety

Many of the specific nuisances listed are listed to assist in code enforcement citation purposes. Others are listed to allow the City to pursue civil action in situations where criminal proceedings may be difficult. All specific nuisances in the list were either recommended by the League of Minnesota or used by neighboring cities (Oak Grove and Ramsey) to expand on the list.

#### **PROPOSED AMENDMENT – ABATEMENT**

Also included in the ordinance are some minor adjustments to the City’s existing abatement ordinance. Previously, the abatement ordinance only referenced situations where the City could abate exterior nuisance violations. However, there are other areas of code that are established requiring the abatement procedure. By expanding the list in Section 8-2-2-B these other situations have a more defined process which will give a clear avenue for violators to pursue appeals. The amendments in this Section also combine the office of Hearing Officer and Hearing Examiner to be the same, so the City may use the Official from the Administrative Penalty hearings. The amendments to Section 8-2-2 are minor in nature.

#### **RECOMMENDED ACTION**

The Planning Commission reviewed the Nuisance Code at their February meeting and provided comments that were incorporated into the draft ordinance. Staff recommends approval of the Ordinance.

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

**ORDINANCE 182, SECOND SERIES**

**AN ORDINANCE AMENDING SECTION 8-2-2 AND ADDING SECTION 8-2-6 OF THE ST.  
FRANCIS CITY CODE REGARDING NUISANCES & ABATEMENT**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 8-2-2 of the City Code shall hereby amended to read as follows:

**8-2-2: ABATEMENT OF EXTERIOR PUBLIC NUISANCES & OTHER VIOLATIONS.**

- A. Purpose. The Council of the City of St. Francis has determined that the health, safety, general welfare, good order and convenience of the public are threatened by certain exterior public nuisances and other such violations on property within the City limits. It is declared to be the intention of the Council to abate such nuisance, and this Section is enacted for that purpose.
- B. Application. This Section shall apply to the abatement of the refuse, junk, nuisances, and other violations maintained exterior to the principal structure as identified in:
1. Refuse as identified in Section 8-2-1-B-1.
  2. Junk as defined in Section 8-2-1-B-2.
  3. Outside storage of materials and all other materials deemed to create a general public nuisance as described in Section 8-2-1-B-3.
  4. Public nuisances enumerated in Section 8-2-6.
  5. Zoning issues to be remedied by Section 10-3-9-C-3.
- C. Hearing Officer. The position of Hearing Officer is hereby created. The City may contract with third parties for the furnishing of all services and set the rate of compensation therefore. The Hearing Officer shall be an individual trained in law; however, it shall not be required that the Hearing Officer be currently licensed to practice law in the State of Minnesota. The Hearing Officer shall have the following duties:
1. Set dates and hear all contested cases following appeals of order of the City or other duly authorized agents.
  2. Take testimony from all interested parties.
  3. Make complete record of all proceedings including findings of fact and conclusions of law.
  4. Affirm, repeal or modify the order of the City or other duly authorized agents.
- D. Inspection, Investigation and Right of Entry. The City or duly authorized agents shall cause to be inspected all public and private properties within the City which might contain an exterior public nuisance as defined in City Code as often as practicable to determine whether any such conditions

exist. The City or duly authorized agents shall also investigate all reports of exterior public nuisances located within the City. The City or other duly authorized agents may enter upon all public and private properties for the purposes of conducting inspections for exterior public nuisances. If the property owner and/or occupants of any property refuses said inspector(s) right of entry for inspection, the City may seek an administrative search warrant or other order of the District Court for said purpose of entry and inspection.

- E. Abatement of Violation. Upon a determination by the City or other duly authorized agent that a violation as identified in Section 8-2-2-B exists on any public or private property within the City, said official shall order the exterior public nuisance to be abated in accordance with this Section.
- F. Procedure for Removal of Violation. Whenever the City or other duly authorized agent finds with reasonable certainty that a violation as identified in Section 8-2-2-B exists on any public or private property in the City, said official shall use the following procedure:
  - 1. Notice. The City or other duly authorized agents shall notify the affected property owner by first class mail that the violation must be abated within a reasonable period of time, not less than twenty (20) days from the date of service of the notice. (Service by mail shall be deemed complete upon mailing.) The order shall set forth the following:
    - a. The specific nature of the violations and requirements for compliance.
    - b. That the property owner may, within twenty (20) days of the date of order, request a hearing before the Hearing Officer and by what procedure such hearing may be requested.
    - c. That failure to abate the violation or request a hearing within the applicable time period will result in summary abatement procedures, and that the cost of abatement will be assessed against the subject property.
  - 2. Hearing. Any property owner who feels aggrieved by an order of the City or other duly authorized agent issued pursuant to this Section may request a hearing before the Hearing Officer. Such request shall be filed in writing with the City within twenty (20) days after the date of service of the notice by the City or other duly authorized agent. The City shall notify the property owner of the date, time, and place of the hearing. The hearing shall be conducted no more than twenty (20) days after the Hearing Officer receives notice of the request, unless a later date is mutually agreed to by the Hearing Officer, the property owner and the City. Both the property owner and the City may appear at the hearing with counsel and may call such witnesses and present such evidence as is determined by the Hearing Officer to be relevant. Within ten (10) days after such hearing, the Hearing Officer shall affirm, repeal, or modify the order of the City or other duly authorized agent. The Hearing Officer's order shall be accompanied by written findings of fact, and may include a finding of fact as to the absence of value of the refuse, junk, or other material to constitute a violation. Any person aggrieved by the decision of the Hearing Officer may appeal that decision to the City Council by filing a notice of such appeal with the City within twenty (20) days of receiving notice of the Hearing Officer's decision. At its next available regular meeting following the filing of a notice of appeal, the Council shall review the decision and findings of fact of the Hearing Officer and shall affirm, repeal or modify that decision. If the Council affirms the Hearing Officer's decision declaring that an exterior public nuisance exists, the City shall abate the exterior

public nuisance after twenty (20) days following the Council's final determination, unless the property owner obtains a court order to the contrary within said twenty (20) days.

3. Disposition of Property. The City maintains the right to dispose of all property that it removes from public and private properties through abatement procedures as outlines in this Section. Disposal of property deemed to have value shall occur thirty (30) days after the property is secured, unless the property owner obtains a court order to the contrary and/or pays all costs associated with the removal and storage of said property within said thirty (30) day time period. The City maintains the right to immediately dispose of refuse, junk, or other materials deemed to be without value.
  4. Assessment. The City or other duly authorized agent shall keep a record of the costs of abatements done under this Section and shall provide regular reports to the City Clerk or other appropriate officer regarding all work performed for which assessments are to be made, stating and certifying the description of the land, lots or parcels involved and the amount assessable to each. The amounts to be assessed shall include up to an additional twenty-five (25) percent to cover any administrative costs associated with the abatements. On or before September 1 of each year, the City Clerk shall list the total unpaid charges for each abatement against each separate lot or parcel to which they are attributable under this Section. The Council may then spread the charges or any portion thereof against the property involved as a special assessment under the other pertinent statutes, for certification to the County and collection the following year along with current taxes. Such assessment shall be payable in no more than ten (10) equal annual installments, pursuant to Minnesota Statutes, Section 429.01, Subd. 2.
- G. Severability. Every sub-section, provision or part of this Section is declared separable from every other sub-section, provision or part to the extent that if any sub-section, provision or part of this Section shall be held to be invalid, such holding shall not invalidate any other sub-section, provision or part thereof.
- H. Non-exclusiveness. Nothing in this Section shall be deemed a waiver or limitation of any statutory right and/or power of the City as to hazardous buildings, properties or materials, nor shall this Code Section be deemed to otherwise limit the right and/or power of the City to conduct other administrative and/or regulatory searches and inspections including, but not limited to, health inspections, fire scene and arson inspections and regulated business and industries inspections, nor shall this Section be deemed to be an exclusive remedy of the City regarding the abatement of exterior public nuisance.

Section 2. Code Added. That Section 8-2-6 of the City Code shall be added to read as follows:

8-2-6: PUBLIC NUISANCES. No person shall create, commit, or maintain a public nuisance. No person shall willfully omit or refuse to perform any legal duty in relation to the removal of a public nuisance. No person shall rent or permit to be used any premises, building, or portion thereof, knowing that it is intended to be used for committing or maintaining a public nuisance. No person shall willfully prevent, hinder, oppose, or obstruct a public official in the performance of his duties in carrying out the provisions of this Section or in removing or abating a public nuisance. Unless otherwise permitted by Code, the following are hereby declared to be public nuisances:

- A. The following are hereby declared to be nuisances affecting health:
  1. The exposed accumulation of decayed or unwholesome food or vegetable matter.

2. Decayed or unwholesome food offered for sale to the general public.
3. All diseased animals running at large.
4. All ponds or pools of stagnant water not serving a legitimate storm water management function.
5. All ponds or pools of polluted or poisonous water ~~X~~
6. Carcasses of animals not buried or destroyed within twenty-four (24) hours after death in a manner consistent with Section 8-2-1-G-1 of the City Code.
7. Accumulations of waste, refuse, or other debris.
8. Accumulations of manure outside of a legitimate agricultural function.
9. Privy vaults, garbage cans, and other such waste receptacles which are not rodent-free or fly-tight, or which are so maintained as to constitute a health hazard or to emit foul and disagreeable odors.
10. All noxious weeds, poisonous vegetation such as poison ivy, and other rank growths of vegetation upon public or private property.
11. Weeds, grass, brush, or plants constituting a fire hazard.
12. Dense smoke, noxious fumes, gas, soot, or cinders in unreasonable quantities.
13. The depositing or accumulation of refuse, sewage, waste, garbage, rubbish, poisonous, or injurious substances at unlicensed or unauthorized properties.
14. The habitation of temporary structures, accessory buildings, vehicles, dwellings with inadequate sanitary facilities, and other such structures unauthorized or inadequate for a residential use.
15. The pollution of any public well or cistern, stream or lake, canal or body of water by sewage, industrial waste, animal waste, toxic material, or other such potentially harmful substances.
16. The placement, depositing, or permitting to be deposited in any unsanitary manner on public or private property, or in any area under the jurisdiction of the City, any human or animal excrement, garbage, or other objectionable waste.
17. It is unlawful for any person to discharge to any natural outlet or in any area under the jurisdiction of the City, any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of Chapter 3 of the City Code.
18. Any offensive trade or business as defined by statute not operating under local license.

B. The following are hereby declared to be nuisances affecting morals and decency:

1. All gambling devices, slot machines, and punch boards, except otherwise authorized and permitted by federal, state, or local law.

2. Betting, bookmaking, and all apparatus used in those occupations.
  3. All houses kept for the purpose of prostitution or promiscuous sexual intercourse, gambling houses, houses of ill fame, and bawdy houses.
  4. All places where intoxicating or 3.2 malt liquor is manufactured or disposed of in violation of law or where, in violation of law, people are permitted to resort, for the purpose of drinking intoxicating or 3.2 malt liquor, or where intoxicating or 3.2 malt liquor is kept for sale or other disposition in violation of law, and all liquor and other property used for maintaining that place.
  5. Any vehicle used for the unlawful transportation of intoxicating or 3.2 malt liquor, or for promiscuous sexual intercourse, or any other immoral or illegal purpose.
- C. The following are hereby declared to be nuisances affecting peace and safety:
1. All trees, hedges, fences, signs, or other obstructions which prevent people from having a clear view of all traffic approaching an intersection.
  2. All wires and limbs of trees that are so close to the surface of a sidewalk or street as to constitute a danger to pedestrians or vehicles.
  3. Any person participating in any party of other gathering that causes the unreasonable disturbing of the peace, quiet, or repose of another person.
  4. All unnecessary and annoying vibrations.
  5. Obstructions and excavations affecting the ordinary public use of streets, alleys, sidewalks, or public grounds, except under conditions as are permitted by this ordinance or other applicable law.
  6. Radio aerials or television antennae erected or maintained in a dangerous manner.
  7. Any use of property abutting on a public street or sidewalk or any use of a public street or sidewalk that causes large crowds or people to gather, obstructing traffic and the free use of the street or sidewalk.
  8. All hanging signs, awnings, and other similar structures over streets and sidewalks, so situated as to endanger public safety, or not constructed and maintained as provided by ordinance.
  9. The allowing of rainwater, ice or snow to fall from any building or structure upon any street or sidewalk or to follow across any sidewalk.
  10. Any barbed wire fence located less than six (6) feet above the ground and within three (3) feet of a public sidewalk or way.
  11. All dangerous, unguarded machinery in any public place, or so situated or operated on private property as to attract the public.
  12. Wastewater cast upon or permitted to flow upon streets or other public properties.

13. Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies, or other materials in a manner conducive to the harboring of rats, mice, snakes, or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health or safety hazards from such accumulation.
14. Any well, hole, or similar excavation that is left uncovered or in such other condition as to constitute a hazard to any child or other person coming on the premises where it is located.
15. Obstruction to the free flow of water in a natural waterway or a public street drain, gutter, or ditch with trash or other materials.
16. The placing or throwing on any street, sidewalk, or other public property of any glass, tacks, nails, bottles, or other substances that may injure any person or animal or damage any pneumatic tire when passing over such substance.
17. The depositing of garbage or refuse on a public right-of-way or on adjacent private property.
18. Reflected glare or light from private exterior lighting exceeding the requirements of Section 10-16-8.
19. Maintaining or permitting the existence of any structure or part of any structure which due to fire, wind, or other natural disaster, physical deterioration, or any other cause, is no longer habitable as a dwelling or is no longer useful for any other purpose for which it may have been intended.
20. The existence of any vacant dwelling, garage, or other building, unless such buildings are kept secured and otherwise protected from unauthorized entry.
21. The accumulation of any piles of wood not neatly stacked or secured in a stable manner.
22. A truck or other vehicle that deposits mud, dirt, sticky substances, litter, or other such material on any street or highway.
23. All other conditions or things that are likely to cause injury to the person or property of another.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS \_\_\_\_  
DAY OF \_\_\_\_\_, 2013.

APPROVED:

\_\_\_\_\_  
Jerry Tveit  
Mayor of St. Francis

ATTEST:

\_\_\_\_\_  
Barbara I. Held

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

**RESOLUTION 2013-14**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE NO.  
182 AMENDING THE CITY CODE REGARDING NUISANCES & ABATEMENT**

**WHEREAS**, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance No. 182 will clearly inform the public of the intent and effect of the Ordinance; and

**WHEREAS**, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

**NOW THEREFORE, BE IT RESOLVED** that the following summary of Ordinance No. 182 is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA  
ORDINANCE NO. 182**

Section 1. The St. Francis City Code is hereby amended to include the following ordinance summarized below:

The City of St. Francis adopted Ordinance 182 establishing specific nuisance violations, expanding the use of the City's abatement policy for other violations, and combining the appeal hearing officer positions.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

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

Councilmember  
Councilmember  
Councilmember  
Councilmember  
Mayor

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

and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>th</sup> DAY OF  
MAY, 2013.

APPROVED

\_\_\_\_\_  
Jerry Tveit  
Mayor of St. Francis

Attest:

\_\_\_\_\_  
Barbara I. Held  
City Clerk



**PLANNING MEMO**

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

FROM: Nate Sparks

MEETING DATE: May 6, 2013

DATE: April 30, 2013

RE: Variance Criteria Ordinance

**BACKGROUND**

In 2011, the legislature amended the variance language in Minn. Stat. 462.357, to restore local authority to issue variances. This statutory change was a response to a 2010 court opinion that had significantly limited a City's ability to issue variances.

In *Krummenacher v. City of Minnetonka*, 783 N.W.2d 721 (Minn. 2010), the Minnesota Supreme Court's holding limited a city's authority to grant variances. In interpreting Minnesota Statute Section 462.357, subd. 6, the Court held that variances cannot be issued unless denial of the variance request would mean that the property could not be put to **any** reasonable use.

The Legislature changed the "undue hardship" standard analyzed by the Court in *Krummenacher* to a "practical difficulties" standard. "Practical difficulties" means that a property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. This standard mirrors the variance authority given to counties and is more consistent with how variances were granted prior to the decision in *Krummenacher*.

**VARIANCE CRITERIA ORDINANCE**

Section 10-8-4 of the Zoning Ordinance includes the variance review criteria. The variance review criteria are based on the previous incarnation of State statutes. The attached ordinance amendment is a draft of new review criteria for consideration that are consistent with the new statutory language.

**RECOMMENDED ACTION**

The Planning Commission recommended approval of the Ordinance.

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

ORDINANCE 185, SECOND SERIES

AN ORDINANCE AMENDING THE ST. FRANCIS ZONING ORDINANCE SECTION 10-8  
REGARDING VARIANCE REVIEW CRITERIA

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 10-8-1 of the Zoning Ordinance shall hereby be amended to read as follows:

10-8-1: PURPOSE: The purpose of a variance is to provide for deviations from the literal provisions of this Ordinance in instances where their strict enforcement would cause practical difficulties because of circumstances unique to the individual property under consideration, and to grant such variances only when it is demonstrated that such actions will be in keeping with the spirit and intent of this Ordinance.

Section 2. Code Amended. That Section 10-8-4 of the Zoning Ordinance shall hereby be amended to read as follows:

10-8-4: CRITERIA: The Board of Adjustment and Appeals shall not approve any variance request unless they find all of the following criteria have been met:

- A. A variance shall only be granted when it is in harmony with the general purposes and intent of the ordinance.
- B. A variance shall only be granted when it is consistent with the comprehensive plan.
- C. A variance may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. Economic considerations alone do not constitute a practical difficulty. In order for a practical difficulty to be established, all of the following criteria shall be met:
  - 1. The property owner proposes to use the property in a reasonable manner. In determining if the property owner proposes to use the property in a reasonable manner, the board shall consider, among other factors, whether the variance requested is the minimum variance which would alleviate the practical difficulty and whether the variance confers upon the applicant any special privileges that are denied to the owners of other lands, structures, or buildings in the same district.
  - 2. The plight of the landowner is due to circumstances unique to the property not created by the landowner.
  - 3. That the granting of the variance will not alter the essential character of the neighborhood in which the parcel of land is located.
- D. The variance does not involve a use that is not allowed within the respective zoning district.

Section 3. Code Added. That Section 10-8-5 shall hereby be added to read as follows:

10-8-5: CONDITIONS. The Board of Adjustment and Appeals shall in granting any variance under the provisions of this Section designate any conditions in connection therewith as will, in its opinion, secure substantially the objectives of the regulations or provisions to which the variance is granted, as to light, air, and the public health, safety, comfort, convenience, and general welfare.

Section 4. 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 MAY, 2013.

APPROVED:

\_\_\_\_\_  
Jerry Tveit  
Mayor of St. Francis

ATTEST:

\_\_\_\_\_  
Barbara I. Held  
City Clerk

(seal)



# BOLTON & MENK, INC.<sup>®</sup>

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## MEMORANDUM

**Date:** April 25, 2013  
**To:** Honorable Mayor Tveit and Members of the City Council  
City of St. Francis  
**From:**  Jared Voge, P.E.  
City Engineer  
**Subject:** Wastewater Treatment Facility Facility Plan  
St. Francis, Minnesota  
BMI Project No: R18.106098

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### INTRODUCTION:

The Minnesota Pollution Control Agency is currently in the process of updating the City's NPDES permit for the Wastewater Treatment Facility. City staff is currently working with the MPCA to finalize the permit. In order to meet MPCA permitting requirements, modifications to the City's WWTF will be necessary.

### BACKGROUND:

Since the beginning of 2013 a significant increase in development interest has occurred within the City. Based on development interest and applications, growth is occurring much quicker than anticipated.

Up until a few years ago, the Rapid Infiltration Basins (RIBs) were being used as the primary discharge for the Wastewater Treatment Facility effluent. Even though a surface water discharge to the Seelye Brook was permitted, previous operators did not utilize the surface discharge. As a result, the RIBs showed signs of being organically overloaded. In an effort to preserve the capacity of the RIBs, staff pursued the use of the permitted surface water discharge. The surface discharge is being utilized in the winter months and 12 years after the WWTF permit was issued, the plant is being operated in the way it was designed. As a result of utilizing the surface water discharge, additional discharge requirements are required to meet MPCA regulations. Based on our experience, MPCA permitting requirements are becoming increasingly stringent. In order to meet the MPCA permitting requirements, modifications to the City's WWTF are inevitable.

The MPCA requires that a Facility Plan be completed for wastewater treatment improvements. A Facility Plan explores options for wastewater treatment and identifies costs associated with the treatment options. Numerous treatment options exist and each option must be analyzed to arrive at the best long term and most cost effective solution during the facility planning process.

A Facility Plan is also required to be eligible for Minnesota Public Facilities Authority (PFA) financing. PFA financing was previously utilized for the water treatment facility project. Due to the level of effort required to complete a Facility Plan as required by the MPCA and to be eligible for PFA financing, it is important that the facility planning process begin as soon as possible. The Facility Plan must be reviewed and approved prior to March 2014. The facility planning process is the initial step in a process that will last for approximately five years from the Facility Plan to the potential construction of improvements. In order to meet MPCA regulations and facilitate growth of the community, the preparation of a Facility Plan is necessary.

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**RECOMMENDATION:**

We recommend that the City Council pass a motion authorizing the preparation of a Facility Plan.

**BUDGET IMPACT:**

There are a number of treatment scenarios which must be evaluated as part of the facility planning process and it is imperative that every reasonable solution be evaluated. As a result of the uncertainty associated with the number of treatment options and the level of effort required for a thorough analysis of each option, the cost associated with completing the Facility Plan has been estimated between \$75,000 and \$100,000. The funds required to complete the Facility Plan will be obtained from the Sewer Enterprise Fund.

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

JAV/kg

Enclosure