

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
June 2, 2014
ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW

5:00 pm City Council Work Session – Park Plan
6:00 pm Regular City Council Meeting

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes – May 19, 2014
 - b. Conditional Offer of Hire to Nathaniel Deshayes as a Public Works Operator, Grade 8 Step 1 Pending Pre-employment Testing and Background Check
 - c. Payment of Claims
5. Meeting Open to the Public - *Open Forum is an opportunity for citizens to sign up before the Council meeting and present an issue or concern to City Council. Each presentation should be limited to no more than four minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
 - a. Anoka County Highway Department: Bridge Street Roundabout Discussion
 - b. Meridian Behavioral Health: Extension Request – Resolution 2014-17
7. Ordinances & Resolution
 - a. Resolution 2014-18: Transfer from General Fund, Water Fund and Sewer Fund to EDA Lease Revenue Bonds Debt Service Fund
8. Reports of Consultants & Staff Members
 - a. Engineer: Aztec Street: Bid results – Resolution 2014-19
Bridge Street Feasibility Report
Street Repair
 - b. Attorney:
 - c. Staff:
 - Building Official: Building Inspection Assistant Job Description
 - Finance Dept.
 - Fire Dept.:
 - Public Works:
 - Liquor Store:
 - Police:
 - City Administrator Report: Signage on City Hall
“Old” Food-n-Fuel (4020-233rd Avenue): Update
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

Calendar of Event

June 4: Last Day of School for ISD #15
June 6-8: Pioneer Days – Fireworks Saturday, June 7 @ dusk
June 16: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
June 18: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
June 20: Movie in the Park – Cars 2 @Community Park, Starts at dusk
June 21: St. Francis Lions Chicken Wing Competition Cook Off @ Comm. Park 8 am set up for cooking; 4-7 pm Judging and Eating



MEMORANDUM

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

FROM: Nate Sparks, Planner

DATE: May 29, 2014

RE: Park System Planning

Background

The City has a long term Parks Capital Improvement Plan for the purpose of monitoring the use of the Park Dedication Fund for projects. The intent is to ensure that the required projects that are coming in the long term are sufficiently funded as a priority. Periodically, the Park Commission would review the long term capital improvement plan to determine budgetary availability for other projects.

Comprehensive Park Plan

The City has a Comprehensive Park Plan that establishes overall goals for the park system. The plan identifies areas for future parks which is the basis for acquiring parkland when property subdivides. If a property that is to subdivide is within an area identified for a future park, the City will most likely acquire land. If not, then the City will most likely get money deposited into the Park Dedication Fund.

The Park Plan has different classifications of parks: neighborhood parks, community parks, special use parks, and open space. Neighborhood parks are parks that are intended to serve a portion of the City and typically have playgrounds with sidewalks or trails leading to them. Community parks are intended to serve the whole city or larger sections of and typically have playfields and bigger playgrounds. Special use parks are parks like Woodbury Park in the downtown. Open space parks are natural areas without specific park programming.

As part of implementing the Park Plan, the City has individual projects listed for each existing park. Most of these projects are related to replacing or maintaining existing infrastructure. Some projects are for development of parkland. The City monitors each park and has a list of tasks that need to be accomplished over a 30 year period. Every 5 years, these items generally appear in the Parks CIP that is reviewed at the time the City is preparing the budget.

The Park Plan also includes a master Trail Plan. When property subdivides or road projects are initiated, the City will review the feasibility of trail or sidewalk installation.

Park Dedication Fund

When property subdivides, the City acquires land for parks and trails or funds to put towards construction of trails or purchasing park equipment. When the City takes money instead of land for park dedication purposes, the money is put into a special fund called the “Park Dedication Fund”. By State Statute, the money from this fund can only be used for the acquisition of land, installation of park equipment, or the construction of new park facilities. Other items such as the maintenance or planning and design of new facilities must originate from the City’s general fund.

It has been the City’s practice to pay for new park equipment and facilities exclusively out of the Park Dedication Fund. Initial construction of trails is generally paid for from this fund, as well, unless associated with a street project.

Currently, the City receives \$2500 for each new platted lot as cash-in-lieu of parkland dedication. The fund has a balance of about \$184,000 at this point in time.

Safety & Loss Control Planning

It is important for the City to ensure the park system is safe for park users. While a general good practice, it also helps to limit insurance claims and legal action against the City. There are expected maintenance schedules for park facilities and routine inspection programs to ensure each piece of equipment is in good working order and not a potential liability.

For example, the City follows this general schedule:

Playground Equipment	Replace after 20-25 years. Begin thorough safety inspections after 15 years. Routine maintenance may be necessary. New equipment is to be paid for out of Park Dedication Fund.
Trails	Seal coat and crack fill every 7-10 years depending on level of use. Plan for possible resurfacing after 20 years if inspections warrant.
Picnic Tables, Park Benches & Garbage Cans	Set uniform specs to have replacements available in response to damage. Regular inspections required. Plan for replacement after 20 years.
Sport Courts	Plan for resurface after 20 years. Regular crack filling and maintenance may be required.
Picnic Shelters	Routine inspections to determine maintenance schedule. Roof repairs anticipated for years 20-25.

Future Funding Commitments

Park projects are presented in five year increments for budgeting purposes as part of the City’s capital improvement planning. Related to the general schedules note above, the City monitors park projects on a longer term schedule, as well.

The following table depicts playground equipment replacement schedules. Within the next 15-20 years, the City will need to replace approximately \$445,000 of playground equipment. This

does not include any other future installation or new parks that may be brought into the system with new development.

Year	Park	Est. Cost
2010	DeGardener-Ambassador Square (on hold)	\$55,000
2020	Rum River Woods	\$50,000
2025	Durigan-Locher	\$50,000
2027	Hidden Ponds	\$50,000
2027	Highland Woods	\$50,000
2030	Deer Creek	\$65,000
2031	Community	\$75,000
2031	Seelye Brook	\$60,000
	Totals	\$455,000

New development will bring in more money but may also bring in more land to the system that requires development. Upon new subdivision, the City will need to analyze the budgetary impact of future park development.

In the meantime, the City will need to ensure it has the requisite funds for equipment replacement in the park system. This may merit supplementing the Park Dedication Fund.

Conclusion / Recommended Action

If the City Council would like to consider additional projects for the Park System, a budgetary analysis would need to be conducted. Attached are the individual park planning pages for reference.

Community Community Park

13 acres

St. Francis Community Park is about 13 acres in size, which is adequate for a community park. The park has a great location and good visibility. There are several overlapping service areas in this area but this is due to the river and Highway 47. Continued improvements to the City's sidewalk and trail system could bolster this park's use. The parking facilities allow for users from throughout the area to use this park.



Amenities

Playground equipment with rock wall wood edging and woodchip base (installed 2006) (\$56,000)
Large parking lots (2006) (\$94,000)
4,400' of bituminous trails (\$58,000)
Hockey Rink with Lights (\$89,000)
Skating Rink (\$5,000)
Warming House
Softball field (\$5,000)
Concession building/restroom (\$75,000)
Volleyball court (\$4,000)
Lighting (2006) (\$11,500)
Picnic shelter
22 old wood picnic tables
5 grills
Dumpster and Portapotty with wood screens
Swing set
Concrete curb added around play area

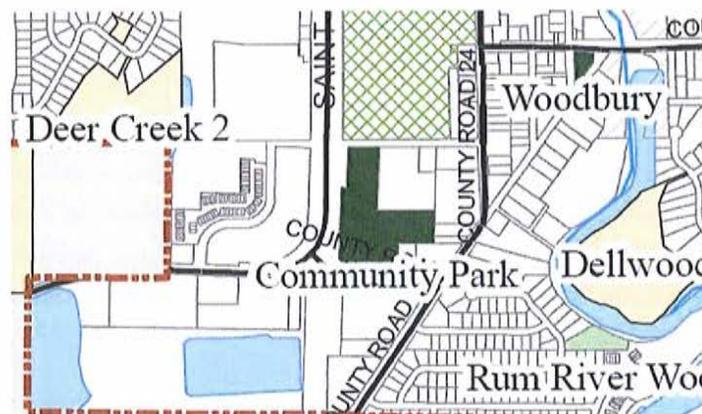
Schedule

2015-2020 Upgrades needed to concession stand and restroom for usability and ADA compliance. (\$378,000)

2015-2020 Improve hockey rink, pave surface, replace boards, install basketball hoops. (\$135,000)

2020 Soil corrections, additional lighting along trails (\$25,000)

2031 Replace playground equipment (\$75,000)



Deer Creek Neighborhood Park

10.4 acres (mostly wetland)

The park in the Deer Creek subdivision is located near higher density housing and is attached to a large wetland. This makes the parcel about 11 acres in size but with only about a 3 acre area of it is upland. With some improvements to the trail or sidewalk system this park could be accessed by a greater number of users.

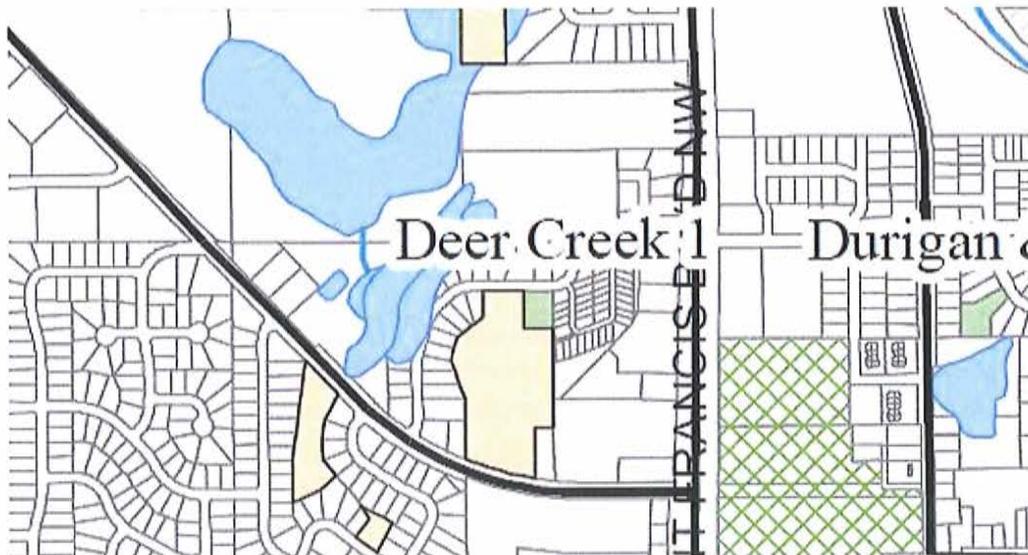


Amenities

- Play structure with climbing wall and swings wood chip base and wood edging (installed circa 2005) (\$42,000)
- Picnic shelter with cedar shakes (\$35,000)
- 3 picnic tables & grill (\$1900)
- 2 diggers in pea rock (\$620)
- Portapotty with wood screen
- 2 park benches
- 621' of bituminous trail (\$9000)
- 1 trash can

Schedule

- 2030 Replace play structure, picnic tables, benches (\$65,000)
- 2030 Reroof picnic shelter



Deer Creek

Open Space

16.5 acres

Located on the southern edge of the City, this land was dedicated to be a future trail area around the wetlands. There is a strip of land between two houses providing access. With very limited access, it is unclear if this property could serve any other purpose.



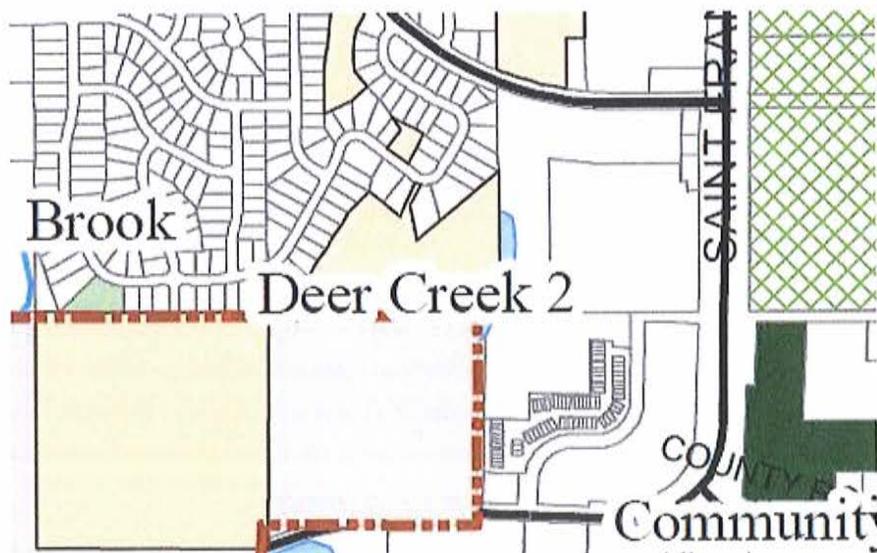
Amenities

Undeveloped

Schedule

Trail (3180'), boardwalk (400'), and benches (5) discussed but not scheduled.

Trail Study needed to determine feasibility and potential locations



DeGardner-Ambassador Square Neighborhood Park

1 acre

This park has very poor access, visibility, and has outdated equipment. It consists of about 3 parcels, two of which are a half acre in size while the other is a third of an acre for a total of about 1.3 acres. There are ponds located within the park that limits its usability. Outdated equipment can be a hazard and liability issue for the City. Hazardous equipment has been removed but further study should be conducted on improving access prior to replacement. If there are no solutions, perhaps a status change would be appropriate into a pedestrian corridor.



Amenities

Bituminous Trail (through park)
Half basketball court (installed 1990?)
Two slabs for picnic tables

Schedule

2010 Replace play structure, resurface trail, resurface basketball court, add picnic tables, upgrade trash receptacle (\$55,000). (Hazardous equipment removed upon failing inspection, awaiting replacement upon future study)

At some point the park will need to be serviced with a trail system. Upgrading may need to be postponed until park has adequate connectivity or a more clearly defined usable service area.

Unclear ownership of southern portion of park near ponds. County records show private ownership. Investigation of this matter would necessary prior to future investment.



Durigan Locher Neighborhood Park

1 acre

This park serves the area north of Bridge Street and east of Highway 47. The park is only about 1 acre in size and has limited accessibility, visibility, and connectivity. It could never be much more than a parcel housing playground equipment. There are limited areas available for expansion or replacement of this park. Further review of usability in conjunction with future development and possibility of connectivity improvements would be warranted.



Amenities

Play structure with swing set (circa 2000) in pea rock with wood edging. ADD pad in rock for access.

189' Bituminous Trail

Schedule

2015-20 Adding two park benches (\$1600), Upgrade trash can (\$400), Constructing an additional 400' of trail through the park. (\$8000)

2025 Replace play structure and upgrade surface (\$50,000)



Hidden Ponds Neighborhood Park

8 acres

The park on Roanoke in the Hidden Ponds development is about 8 acres in size, has a parking lot, playground, and a ball field. Ideally, parks for ball field purposes would be larger in size. The property across the street has been discussed as a possible sports complex. If that were to be the case, this park could be incorporated into it, if it could be done in a safe manner. It is located near future development areas and could be used independently as a neighborhood park, as well. The park has excellent visibility, usability, and accessibility.



Schedule

2027 Replace play structure (\$50,000)

Irrigation & Concrete Curbing around play equipment is a necessity

Landscaping has been discussed but not scheduled.

Amenities

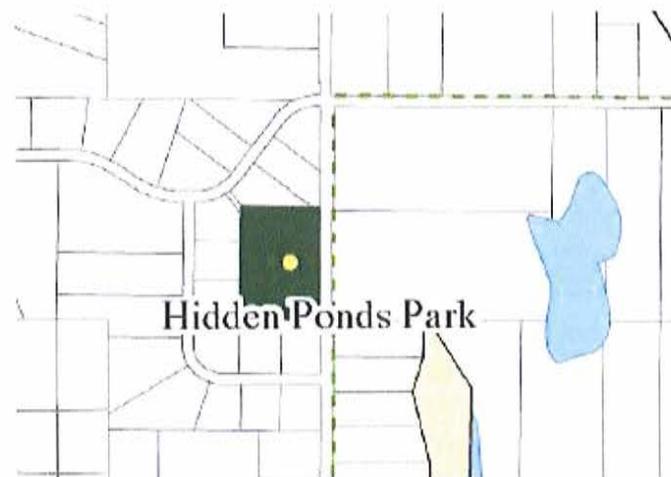
Play structure and swing set (circa 2002)
(\$35,000)

630' of Bituminous Trail (\$8200)

2 blue plastic barrel trash cans tied to sticks

Parking lot

Baseball diamond with bleachers



Highland Woods

Neighborhood Park

1 acre



Amenities

- Kiosk (\$5000)
- Portapotty with wood screen
- Playstructure (circa 2002) (\$33,000)
- Trails 630' - (\$8200)
- 2 trash cans
- 1 bench
- 1 grill
- 3 picnic tables
- Picnic shelter (\$32,000)
- Swingset

Access via sidewalk on Ivywood

Concrete Curbing installed around playground equipment

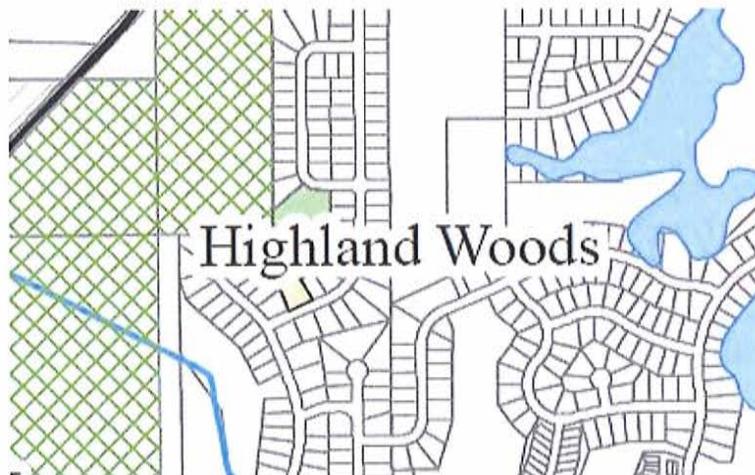
Schedule

Park boundaries have been disputed, a survey may be needed (\$2000)

Irrigation system needed

2027 Reroof picnic shelter

2027 Replace play structure, replace tables and benches. (\$55,000)



Rum River Woods Neighborhood Park

2 acres

The park in the Rum River Woods development appears to be underdeveloped and also has some overlap with the service area for the Community Park. The park has river frontage and is 2 acres in size, which gives it some degree of potential. It is only approximately 75 feet wide in size which is not ideal for parkland but also limits its other potential uses. This park could use sidewalks or trails to increase its connectivity.



Amenities

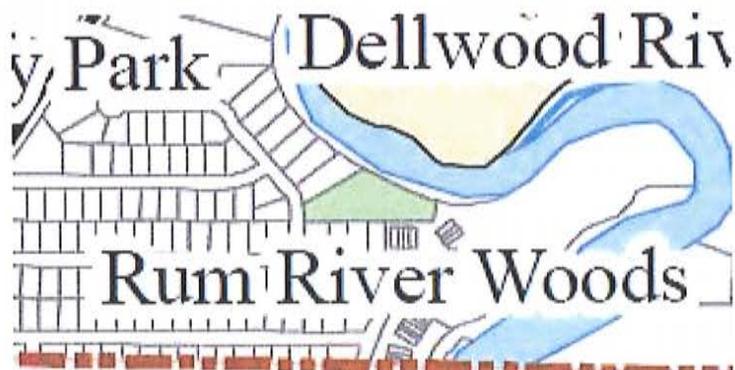
Play structure circa 1997 (\$18,000)
50' trail
River access

Schedule

Irrigation, park benches, small shelter, bike rack, paved trail, river overlook, grill, tennis court discussed but not scheduled. Project would include replacement of play structure. (\$125,000)

Park boundaries need surveying (\$2000)

2020-25 Replace play structure



Seelye Brook Neighborhood Park

1 acre

This park is a little over an acre in size and located on a local road. It is a gateway to the Wickstrom Forest Park in Oak Grove. There is limited visibility that can cause concerns in portions of this park. However, it appears to generally serve the purpose for which it was acquired and is providing a service in an area that would otherwise be difficult.



Amenities

Sledding hill

Play structure with wood edge and wood-chips, climbing wall, 2 diggers, swings (\$55,000) installed circa 2006

Portapotty without shield

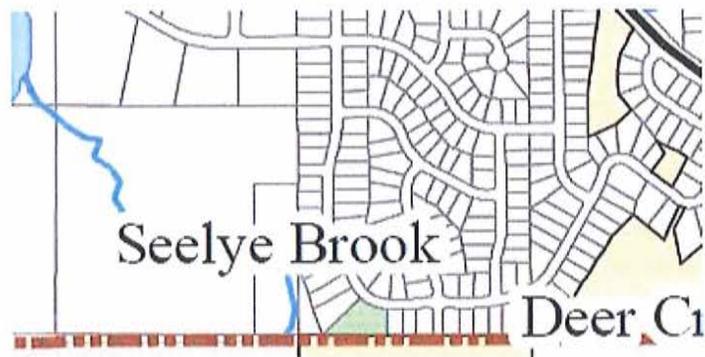
1 old picnic table no slab

175' of bituminous trail

Schedule

2015-2020 Trash can and picnic table upgrades needed and Concrete Curbing around play equipment needed

2031 Park equipment replacement (\$60,000)



Woodbury Special Use Park

Less than 1 acre



Amenities

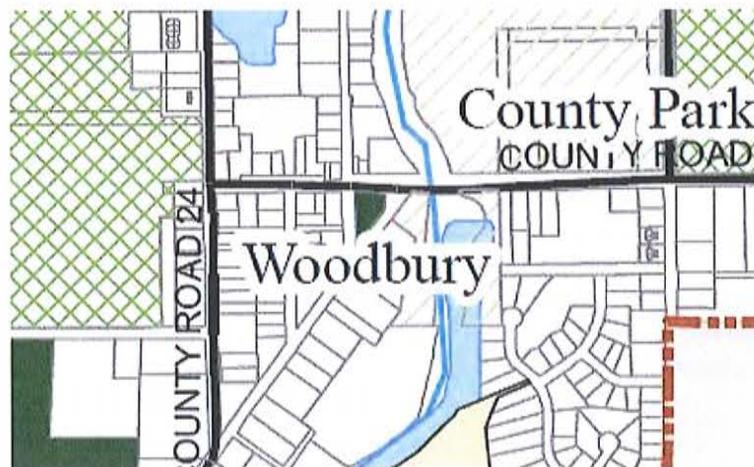
- Brick paver path (\$24,000)
- Perennials (\$6000)
- Gazebo (\$42,000)
- Memorial garden (\$38,000)
- Lighting (\$13,500)
- 10 Wrought iron benches (\$11,000)
- Drinking fountain (\$3000)
- Fountain (\$35,000)

Schedule

Wrought iron fence and gates, irrigation, tree replacement have been discussed

Gazebo and trail need maintenance schedule

Fountain being fixed in 2014



TO: Mayor & City Council
FROM: Matthew L. Hylen, 
City Administrator
RE: Agenda Memorandum – June 2, 2014 Meeting

Agenda Items:

4. Consent Agenda:

6. Petitions, Requests, Applications:

- a. *Anoka County Highway Department Roundabout Update:* Attached Council can review the estimates provided by Anoka County relating to our City share of the County Road 24 Roundabout project. No action is requested for this meeting; however County staff will be present to answer initial questions. The intent would be to have a Council decision on the future Joint Powers Agreement to be considered on July 7, 2014. A draft JPA is currently being reviewed by staff/city attorney.
- b. *Meridian Behavioral Health Extension Request:* Attached is an agenda report from City Planner Nate Sparks relating to an Extension Request from Meridian Behavioral Health. The Planning Commission met on this project on May 21, 2014 and recommend approval. Attached is Resolution 2014-17 approving the extension request.

7. Ordinances & Resolutions

- a. *Resolution 2014-18:* Attached is Resolution 2014-18 transferring money from the General Fund, Water Fund and Sewer Fund to the EDA Lease Revenue Bonds Debt Service Fund for the Police/Public Works building. A motion would be in order to approve this resolution.

8. Reports:

- a. **Engineer:** *Aztec Street Bid Results/Resolution 2014-19:* Attached is an agenda report from City Engineer Jared Voge regarding the bids received from the Aztec Street Project. A motion would be in order to accept the 3 bids. Attached is Resolution 2014-19 approving the lowest responsible bidder North Pine Aggregate, Inc. of Forest Lake, MN in the amount of \$215,067.15. A motion would be in order to approve this resolution.
Bridge Street Feasibility Report: Attached is the feasibility report on Bridge Street from City Engineer Jared Voge. This would be the water/sewer work which would be coordinated with the Anoka County Roundabout Project.
Street Maintenance: Mr. Voge will be giving an update on the progress on finding a long term solution on the prematurely failing streets across St. Francis and the State of MN.
- b. **Attorney:**
- c. **Staff:**
 - Finance Director:**
 - Building Official:** *Building Inspector Position:* Attached is an agenda report from Building Official Andy Schreder regarding the recent discussion with the Council about staffing levels. Assuming the Council concurs with staff recommendation two motions would be in order to approve the job description at Grade 4 and to authorize advertising for the position.
 - Fire:**
 - Public Works:**
 - Liquor Store:**
 - Police:**
 - City Administrator:** *Signage on City Hall:* Attached is a diagram of a new City Hall illuminate sign for the front of the building. A motion would be in order to approve the purchase and installation of this sign in the amount of \$3,052.
 - 4020 233rd Avenue NW Update:* Staff received permission from the owner, MDW Equity, to enter the premise. We are coordinating inspection(s) at this time.

11. Old Business:

12. New Business:

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

CITY COUNCIL MINUTES

May 19, 2014

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Amy Lazere, Steve Kane, Tim Brown and Chris McClish. Also present were City Engineer Jared Voge (Bolton & Menk, Inc.), City Attorney Scott Lepak (Barna, Guzy & Steffen) Police Sergeant Jake Rehling, Finance Director Darcy Mulvihill, City Administrator Matt Hysten and City Clerk Barb Held.

Mayor Tveit stated before we start with the meeting Acting Police Chief Rehling would like to address the City Council. Acting Chief Rehling stated the police department had a very busy day in St. Francis today. At approximately 12:05 pm today there was an armed robbery at the Restyle Consignment Shop, the person brandish a handgun, received funds and left on foot. After the 911 call, we surrounded the area. We did issue a modify lock down for the schools in the closed proximity, St. Francis Elementary and Middle Schools. The schools did proceed with regular activities in the school but the outside doors were locked and no one could leave or enter the buildings. We also had all business in the area lock their doors including city hall. We had police officers at all the schools at the time of school letting out. Currently we have Anoka County CID in town, so I will need to leave but will keep the City Council posted when more information is available.

3. **Adopt Agenda:** MOTION BY KANE SECOND BROWN TO ADOPT THE MAY 19, 2014 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY McCLISH SECOND LAZERE TO APPROVE THE MAY 19, 2014 CITY COUNCIL CONSENT AGENDA AS A – E AS FOLLOWS:
 - a. Approve the City Council Minutes – May 5, 2014
 - b. Accept the resignation of Fire Fighter Jesse Sawyer
 - c. Approve the St. Francis Lions Club 3.2 Permit for Pioneer Days June 6-8 and Chicken Wing Competition June 21 in Community Park
 - d. Approve the Beef O’Bradys Outdoor Dance Permit June 28 City Centre Parking Lot
 - e. Payment of Claims \$347,393.09 (Check # 67248-67327 \$254,160.18 and ACH 86E-87E \$93,232.91)Motion carried 5-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **Abdo, Eick and Meyers LLP: 2013 Annual Audit Review:** Andy Berg of Abdo, Eick and Meyers gave a summary power point presentation on the 2013 Annual Audit.

Mayor Tveit presented Finance Director Darcy Mulvihill the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA). The award represents a significant achievement by the entity. This reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. Mulvihill then thanked the City Council and staff for their help in the budget process.

7. **Ordinances & Resolution:**

a. **Resolution 2014-16: Contract for Specific Work for Shared Fire Services:** Tveit stated the fire chief is here to answer any questions you may have. Fire Chief Dean Kapler stated this is a good process to continue. MOTION BY BROWN SECOND McCLISH ADOPTING RESOLUTION 2014-16 A RESOLUTION APPROVING THE CONTRACT FOR SPECIFIC WORK FOR SHARED FIRE SERVICES. Motion carried 5-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Building Official:

Finance Dept.:

Fire Dept.:

Public Works: Roundabout Update: Last week we had a meeting on the roundabouts with Anoka County. Voge and Teicher attended this meeting where they strongly suggested Anoka County provide the City's portions cost estimates to the City Council soon. Anoka County will be at the June 2, 2014 City Council meeting to answer any questions the City Council may have. Tveit stated Anoka County did talk about the trails and maybe they would be more of a future project. I would like to see the trails to be put in with this project. People, I think are starting to understand roundabouts a little better.

Liquor Store:

Police Dept.: COPS Grant: With Acting Chief Rehling having to leave I would like to explain why the City would like to apply for the grant. We may not receive it but do not want to miss a year of submittal. McClish and the rest of the City Council agreed to keep submitting the Grant application.

City Administrator: Meridian Update: City Planner Nate Sparks provided an agenda report on the Meridian Behavioral Health extension request. Meridian Behavioral Health received approvals for a Preliminary Plat, Rezoning, Conditional Use Permit, Site Plan Review, and Final Plat in 2013. The deadline for enacting these approvals is coming up in July. The applicant would like to have this deadline extended one year and has made a request to the Council for this purpose. An extension may be granted by the Council after review by the Planning Commission. The Planning Commission review is scheduled for May 21, 2014. After this review, the City Council may act upon the extension request at the June 2, 2014 meeting.

4020-233rd Avenue "Old" Food n Fuel Site Update: Hylen reported with the assistance of city attorney, Scott Lepak a letter was sent to the owner of this property. As of this evening, the building is still unsecure. Lepak stated the building was broken into. A letter regarding the

condition of the structure along with the initial police report and a supplemental police report was sent to the property owner. We have not heard back from them so we would like to move on to the next steps. One would be to get an administrative search warrant and hire a mold specialist and evaluate the situation. There will be cost incurred but would assessing the property back for any legal and associated cost. The city recently passed a vacant building ordinance. McClish feels we are moving in the right direction and that building it is such an eye sore. All councilmembers agreed.

Filing for the City Council races open tomorrow May 20 and goes through June 3.

9. **Reports from Council Members:** Kane reported on the grass roots St. Francis Community Recreation group. We have invited all various groups to a meeting May 28 to ask what they would like to see at this facility. After all the input we will need to go out for a facility space needs study.

Lazere reported Kim, of Cre8 Graphic Design redid the newsletter format and the website is mobile friendly. She has done a lot for one week.

Pioneer Day meeting this Thursday, May 22, 2014 at public works building at 6:00 pm. Still need more volunteers in various areas.

10. **Report from Mayor:** I sent the mayor's article to the city clerk last night and included some Pioneer Day events and the need for volunteers. Tveit asked to add "like us on Facebook" to his article.

We do have a joint fire meeting this Wednesday.

11. **Old Business:** None.

12. **New Business:** Tveit stated we were under budget last year and I would like the city council to think about using some of the funds to be earmarked for street repair.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:44 pm.

Barbara I. Held, City Clerk



PAYMENT BATCH AP 06-02-14

ABDO, EICK & MEYERS, LLP

05/29/2014	329698	E 101-41540-301	Auditing and Acct g Services	Annual audit services	3,840.00
05/29/2014	329698	E 601-49440-301	Auditing and Acct g Services	Annual audit services	640.00
05/29/2014	329698	E 602-49490-301	Auditing and Acct g Services	Annual audit services	640.00
05/29/2014	329698	E 609-49750-301	Auditing and Acct g Services	Annual audit services	1,280.00
					\$6,400.00

ANOKA COUNTY CENTRAL COMM.

05/27/2014	2014043	E 101-42110-550	C-O-L Motor Vehicles	MOBILE RADIO	3,443.75
					\$3,443.75

ANOKA COUNTY ELECTIONS

05/14/2014	2014-21	E 101-41410-580	C-O-L Other Equipment	ELECTION EQUIPMENT	1,124.35
					\$1,124.35

ANOKA COUNTY TREASURY DEPT.

05/12/2014	B140512Q	E 101-42110-321	Telephone	2014 BROADBAND	37.50
05/12/2014	B140512Q	E 101-42210-321	Telephone	2014 BROADBAND	37.50
05/12/2014	B140512Q	E 101-43100-321	Telephone	2014 BROADBAND	37.50
05/12/2014	B140512Q	E 101-45200-321	Telephone	2014 BROADBAND	37.50
05/12/2014	B140512Q	E 601-49440-321	Telephone	2014 BROADBAND	37.50
05/12/2014	B140512Q	E 602-49490-321	Telephone	2014 BROADBAND	37.50
					\$225.00

ASSURANT EMPLOYEE BENEFITS

05/20/2014	5447229.0614	E 101-41400-130	Employer Paid Insurance	JUNE INSURANCE	160.60
05/20/2014	5447229.0614	E 101-41500-130	Employer Paid Insurance	JUNE INSURANCE	60.97
05/20/2014	5447229.0614	E 101-42110-130	Employer Paid Insurance	JUNE INSURANCE	630.03
05/20/2014	5447229.0614	E 101-42400-130	Employer Paid Insurance	JUNE INSURANCE	54.15
05/20/2014	5447229.0614	E 101-43100-130	Employer Paid Insurance	JUNE INSURANCE	88.34
05/20/2014	5447229.0614	E 101-43210-130	Employer Paid Insurance	JUNE INSURANCE	19.64
05/20/2014	5447229.0614	E 101-45200-130	Employer Paid Insurance	JUNE INSURANCE	88.34
05/20/2014	5447229.0614	E 601-49440-130	Employer Paid Insurance	JUNE INSURANCE	47.57
05/20/2014	5447229.0614	E 602-49490-130	Employer Paid Insurance	JUNE INSURANCE	47.56
05/20/2014	5447229.0614	E 609-49750-130	Employer Paid Insurance	JUNE INSURANCE	105.24
					\$1,302.44

BELLBOY CORPORATION

05/21/2014	43158100	E 609-49751-251	Liquor For Resale	LIQUOR	1,570.40
05/21/2014	43158100	E 609-49751-253	Wine For Resale	WINE	92.00
					\$1,662.40

BERNICK COMPANIES, THE

05/19/2014	135118	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	34.00
05/19/2014	135119	E 609-49751-252	Beer For Resale	BEER	336.00
					\$370.00

BOLTON & MENK, INC.

04/30/2014	165942	E 602-49490-229	Project Repair & Maintenance	WASTE WATER FACILITY PLAN	9,062.18
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05/14/2014	166231	G 803-22105	O Reilly Escrow	O'REILLY AUTO PARTS	1,857.50
05/14/2014	166232	E 101-43100-303	Engineering Fees	2015 BRIDGE ST IMPROVEMENT	3,499.75
05/14/2014	166232	E 602-49490-229	Project Repair & Maintenance	2015 BRIDGE ST IMPROVEMENT	3,499.75
05/14/2014	166235	E 101-41910-303	Engineering Fees	2014 GEN ENGINEERING SERV	1,035.00
05/14/2014	166235	E 101-43100-303	Engineering Fees	2014 GEN ENGINEERING SERV	1,122.26
05/14/2014	166235	E 101-45200-303	Engineering Fees	2014 GEN ENGINEERING SERV	364.26
05/14/2014	166235	E 601-49440-303	Engineering Fees	2014 GEN ENGINEERING SERV	364.24
05/14/2014	166235	E 602-49490-303	Engineering Fees	2014 GEN ENGINEERING SERV	364.24
05/14/2014	166236	E 101-43100-303	Engineering Fees	2014 ST AID	1,215.00
05/14/2014	166237	E 415-43100-303	Engineering Fees	AZTEC ST IMPROVEMENTS	7,683.00
					\$30,067.18

CENTERPOINT ENERGY

05/16/2014	5944943-5.0514	E 609-49750-383	Gas Utilities	LIQUOR	93.87
05/16/2014	5945449-6.0514	E 101-42210-383	Gas Utilities	FIRE	483.35
05/16/2014	5963820-5.0514	E 101-45200-383	Gas Utilities	WARMING HOUSE	107.81
05/16/2014	6002544-2.0514	E 601-49440-383	Gas Utilities	PUBLIC WORKS	31.91
05/16/2014	6002544-2.0514	E 602-49490-383	Gas Utilities	PUBLIC WORKS	31.92
05/16/2014	6002548-3.0514	E 602-49490-383	Gas Utilities	WWTP	120.52
05/16/2014	6886465-1.0514	E 101-41940-383	Gas Utilities	CITY HALL	19.26
05/16/2014	6886468-5.0514	E 101-41940-383	Gas Utilities	CITY HALL	22.23
05/16/2014	6886472-7.0514	E 101-41940-383	Gas Utilities	CITY HALL	19.26
05/16/2014	6886475-0.0514	E 101-41940-383	Gas Utilities	CITY HALL	24.64
05/16/2014	7900331-5.0514	E 601-49440-383	Gas Utilities	WATER	45.10
05/16/2014	8964221-9.0514	E 602-49490-383	Gas Utilities	LIFT STATION	40.81
05/16/2014	9680285-5.0514	E 101-42110-383	Gas Utilities	POLICE/PW	505.67
05/16/2014	9680285-5.0514	E 101-43100-383	Gas Utilities	POLICE/PW	126.42
05/16/2014	9680285-5.0514	E 101-45200-383	Gas Utilities	POLICE/PW	126.42
05/16/2014	9680285-5.0514	E 601-49440-383	Gas Utilities	POLICE/PW	126.42
05/16/2014	9680285-5.0514	E 602-49490-383	Gas Utilities	POLICE/PW	126.41
05/16/2014	9878416-8.0514	E 101-42210-383	Gas Utilities	FIRE-GENERATOR	281.16
					\$2,333.18

CENTURY LINK

05/07/2014	4102.0514	E 601-49440-321	Telephone	PHONE	58.03
05/07/2014	4102.0514	E 602-49490-321	Telephone	PHONE	58.02
					\$116.05

CITY EMPLOYEES UNION, LOCAL #3

05/28/2014	052814	G 101-21707	Union Dues	JUNE DUES	160.00
					\$160.00

COLONIAL INSURANCE

05/26/2014	7129661-0605931	G 101-21712	Colonial Insurance	JUNE INSURANCE	371.51
					\$371.51

CRYSTAL SPRINGS ICE

05/20/2014	32010	E 609-49751-254	Miscellaneous Merchandise	MISCELLAENOUS	108.28
05/24/2014	114647	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	235.68
05/27/2014	32138	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	86.80
					\$430.76

DAHLHEIMER DIST. CO. INC.

05/14/2014	1104925	E 609-49751-252	Beer For Resale	BEER	6,697.95
05/14/2014	1104925	E 609-49751-255	N/A Products	N/A	15.50
05/21/2014	68442	E 609-49751-252	Beer For Resale	BEER	14,890.23
05/21/2014	68442	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	340.00
05/21/2014	68442	E 609-49751-255	N/A Products	N/A	15.50

\$21,959.18

DAY DISTRIBUTING CO.

05/05/2014	751829	E 609-49751-252	Beer For Resale	BEER	119.00
05/23/2014	753360	E 609-49751-252	Beer For Resale	BEER	1,697.25
					<hr/>
					\$1,816.25

DEHN OIL

05/22/2014	34099	E 101-42110-212	Motor Fuels	DIESEL	490.00
05/22/2014	34099	E 101-43100-212	Motor Fuels	DIESEL	490.00
05/22/2014	34099	E 101-45200-212	Motor Fuels	DIESEL	490.00
05/22/2014	34099	E 601-49440-212	Motor Fuels	DIESEL	490.00
05/22/2014	34099	E 602-49490-212	Motor Fuels	DIESEL	490.00
					<hr/>
					\$2,450.00

DELTA DENTAL

05/15/2014	5536462	G 101-21711	Dental Insurance	JUNE INSURANCE	526.05
					<hr/>
					\$526.05

ELITE SANITATION

05/13/2014	21747	E 101-45200-402	Janitorial Service	RENTAL	92.00
					<hr/>
					\$92.00

EMBEDDED SYSTEMS

05/15/2014	33459	E 101-42110-311	Contract	6 MONTH SIREN MAINT FEE	502.08
					<hr/>
					\$502.08

FERGUSON WATERWORKS

05/09/2014	79030	E 601-49440-229	Project Repair & Maintenance	REPAIRS	292.29
					<hr/>
					\$292.29

FREEDOM SERVICES, INC.-RE

05/22/2014	13404	E 101-41540-301	Auditing and Acct g Services	RENEWAL	800.00
					<hr/>
					\$800.00

G&K SERVICES, INC

05/02/2014	1043714070	E 101-41940-402	Janitorial Service	RUGS	16.96
05/20/2014	1043714068	E 602-49490-417	Uniform Clothing & PPE	COVERALLS	7.00
05/20/2014	1043714071	E 609-49750-219	Rug Maintenance	RUGS	11.23
05/27/2014	143719339	E 602-49490-417	Uniform Clothing & PPE	COVERALLS	7.00
					<hr/>
					\$42.19

GRANITE CITY JOBBING CO.

05/20/2014	812509	E 609-49750-210	Operating Supplies	OPERATING	93.16
05/20/2014	812509	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
05/20/2014	812509	E 609-49751-256	Tobacco Products For Resale	TOBACCO	947.42
05/20/2014	812509	G 101-20810	Sales Tax Payable	USE TAX	(0.44)
05/28/2014	813698	E 609-49750-210	Operating Supplies	OPERATING	81.07
05/28/2014	813698	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
05/28/2014	813698	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	12.10
05/28/2014	813698	E 609-49751-256	Tobacco Products For Resale	TOBACCO	825.53
05/28/2014	813698	G 101-20810	Sales Tax Payable	USE TAX	(0.88)
					<hr/>
					\$1,966.46

HAWKINS, INC.

05/12/2014	3593879	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	2,699.63
					<hr/>
					\$2,699.63

INNOVATIVE OFFICE SOLUTIONS, L

05/08/2014	526255	E 101-42110-200	Office Supplies	SUPPLIES	156.83
05/08/2014	526255	E 101-43100-200	Office Supplies	SUPPLIES	20.28
05/08/2014	526255	E 101-45200-200	Office Supplies	SUPPLIES	20.28
05/08/2014	526255	E 601-49440-200	Office Supplies	SUPPLIES	20.27
05/08/2014	526255	E 602-49490-200	Office Supplies	SUPPLIES	20.27
05/21/2014	IN0534962	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	36.98
					\$274.91

ISD #15					
05/14/2014	1505	E 101-42210-218	Equipment Repair & Maintenance	2007 BRIGGS & STR	157.83
05/20/2014	1509	E 101-42400-221	Vehicle Repair & Maintenance	2007 FORD CROWN VIC	300.86
					\$458.69

JJ TAYLOR DISTRIBUTING					
05/21/2014	2206433	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/21/2014	2206433	E 609-49751-252	Beer For Resale	BEER	636.10
					\$639.10

JOHNSON BROS WHLSE LIQUOR					
05/13/2014	618686	E 609-49751-253	Wine For Resale	WINE	(10.00)
05/14/2014	1850119	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.64
05/14/2014	1850119	E 609-49751-251	Liquor For Resale	LIQUOR	1,297.43
05/14/2014	1850120	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.64
05/14/2014	1850120	E 609-49751-253	Wine For Resale	WINE	573.50
05/21/2014	1855806	E 609-49751-206	Freight and Fuel Charges	FREIGHT	60.27
05/21/2014	1855806	E 609-49751-251	Liquor For Resale	LIQUOR	2,842.08
05/21/2014	1855807	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.11
05/21/2014	1855807	E 609-49751-253	Wine For Resale	WINE	612.85
05/21/2014	1855808	E 609-49751-252	Beer For Resale	BEER	369.00
05/21/2014	1855808	E 609-49751-253	Wine For Resale	WINE	83.96
					\$5,883.48

JRS APPLIANCE					
05/09/2014	83597	E 101-43210-439	Recycling Days	CITY CLEAN UP	335.00
					\$335.00

KIESLERS POLICE SUPPLY					
01/30/2014	710815	E 101-42110-237	Small Equipment	SUPPLIES	299.80
					\$299.80

KIMS KLEANING					
05/27/2014	2780	E 101-41940-402	Janitorial Service	CITY HALL	120.00
05/27/2014	2781	E 101-45000-402	Janitorial Service	COMMUNITY CENTER	100.00
05/27/2014	2782	E 101-43100-402	Janitorial Service	PUBLIC WORKS	725.00
05/27/2014	2783	E 601-49440-233	Water Treatment Plant Maint	WATER PLANT	160.00
05/27/2014	2784	E 101-42110-402	Janitorial Service	POLICE	900.00
05/27/2014	2785	E 101-42210-402	Janitorial Service	FIRE DEPARTMENT	300.00
					\$2,305.00

LAW ENFORCEMENT LABOR SVCS.					
05/28/2014	052814	G 101-21707	Union Dues	POLICE UNION DUES JUNE 2014	360.00
					\$360.00

LEPAGE & SONS					
11/20/2013	146247	E 101-43210-439	Recycling Days	RECYCLE	410.00
05/19/2014	160861	E 101-43210-439	Recycling Days	RECYCLE	415.00
					\$825.00

MCDONALD DIST CO.					
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05/15/2014	97925	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/15/2014	97925	E 609-49751-252	Beer For Resale	BEER	4,881.15
05/15/2014	97925	E 609-49751-255	N/A Products	N/A	35.70
05/15/2014	97925	E 609-49751-256	Tobacco Products For Resale	MISCELLANEOUS	102.00
05/22/2014	99801	E 609-49751-252	Beer For Resale	BEER	7,479.90
05/22/2014	99801	E 609-49751-255	N/A Products	N/A	52.85
					\$12,554.60

METRO SALES, INC.

05/15/2014	605818	E 101-41400-240	Office Equip	COPIER	213.10
05/15/2014	605818	E 101-42210-200	Office Supplies	COPIER	79.04
05/15/2014	605818	E 101-43100-200	Office Supplies	COPIER	42.69
05/15/2014	605818	E 101-45200-200	Office Supplies	COPIER	42.68
05/15/2014	605818	E 601-49440-200	Office Supplies	COPIER	42.92
05/15/2014	605818	E 602-49490-200	Office Supplies	COPIER	42.91
05/15/2014	605818	E 609-49750-200	Office Supplies	COPIER	44.07
					\$507.41

MIDCONTINENT COMMUNICATIONS

05/28/2014	052814	E 101-41940-321	Telephone	MONTHLY BILLING	34.50
05/28/2014	052814	E 101-42110-321	Telephone	MONTHLY BILLING	67.16
05/28/2014	052814	E 101-43100-321	Telephone	MONTHLY BILLING	67.16
05/28/2014	052814	E 601-49440-321	Telephone	MONTHLY BILLING	95.00
05/28/2014	052814	E 601-49440-321	Telephone	MONTHLY BILLING	95.00
05/28/2014	052814	E 609-49750-321	Telephone	MONTHLY BILLING	95.00
					\$453.82

MIDWEST TESTING LLC

05/22/2014	3156	E 601-49440-228	Equipment Maintenance	TESTING	1,215.00
					\$1,215.00

MN BUREAU OF CRIMINAL APPREHEN

04/29/2014	3851	E 101-42110-208	Training and Instruction	SCHWIEGER T. RECERTIFICATI	75.00
04/29/2014	3940	E 101-42110-208	Training and Instruction	STEMME-RECERTIFICATION	75.00
04/29/2014	3941	E 101-42110-208	Training and Instruction	CE COURSES - GENNARO	75.00
					\$225.00

MN DEPT OF HEALTH

05/28/2014	052814	E 602-49490-313	Sample Testing	WATER SUPPLY SERVICE CON	2,450.00
					\$2,450.00

MN NCPERS LIFE INSURANCE

05/20/2014	7334614	G 101-21712	Colonial Insurance	JUNE 2014	32.00
					\$32.00

MY ALARM CENTER

05/28/2014	3405518	E 609-49750-445	Security	LIQUOR ALARM	29.94
					\$29.94

NORTH ANOKA PLUMBING

05/19/2014	9578	E 602-49490-229	Project Repair & Maintenance	REPAIRS	87.00
					\$87.00

PACE ANALYTICAL SERVICES

05/13/2014	141238880	E 602-49490-313	Sample Testing	TESTING	45.00
05/15/2014	141238961	E 602-49490-313	Sample Testing	TESTING	470.75
05/15/2014	141238976	E 601-49440-313	Sample Testing	TESTING	120.00
05/16/2014	141239020	E 602-49490-229	Project Repair & Maintenance	TESTING	96.00

\$731.75

PAUSTIS & SONS

05/19/2014	8449236-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.00
05/19/2014	8449236-IN	E 609-49751-253	Wine For Resale	WINE	480.00
					<u>\$495.00</u>

PHILLIPS WINE & SPIRITS CO.

05/14/2014	2604355	E 609-49751-206	Freight and Fuel Charges	FREIGHT	27.00
05/14/2014	2604355	E 609-49751-251	Liquor For Resale	LIQUOR	2,065.34
05/14/2014	2604356	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.94
05/14/2014	2604356	E 609-49751-253	Wine For Resale	WINE	148.00
05/21/2014	2607977	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.23
05/21/2014	2607977	E 609-49751-251	Liquor For Resale	LIQUOR	1,119.35
05/21/2014	2607978	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.47
05/21/2014	2607978	E 609-49751-253	Wine For Resale	WINE	46.45
					<u>\$3,423.78</u>

PRINTING UNLIMITED

05/08/2014	7094	E 101-42110-200	Office Supplies	JODY COLE BUSINESS CARDS	20.00
					<u>\$20.00</u>

RAMSEY, CITY OF

05/28/2014	052814	E 101-42210-311	Contract	CHIEF KAPLER'S SERVICES - M/	666.00
					<u>\$666.00</u>

SIRCHIE

05/13/2014	165099	E 101-42110-200	Office Supplies	SUPPLIES	64.34
					<u>\$64.34</u>

SOUTHERN WINE & SPIRITS OF MN

05/15/2014	1161757	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.75
05/15/2014	1161757	E 609-49751-253	Wine For Resale	WINE	622.00
05/15/2014	1161758	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.25
05/15/2014	1161758	E 609-49751-251	Liquor For Resale	LIQUOR	1,334.07
05/22/2014	1164083	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.10
05/22/2014	1164083	E 609-49751-251	Liquor For Resale	LIQUOR	1,071.03
					<u>\$3,062.20</u>

ST. FRANCIS - PETTY CASH

05/28/2014	052814	E 101-42400-221	Vehicle Repair & Maintenance	REIMB PETTY CASH	16.00
05/28/2014	052814	E 208-42110-441	Miscellaneous	REIMB PETTY CASH	41.50
					<u>\$57.50</u>

ST. FRANCIS COLLISION & GLASS

05/28/2014	7518	E 101-42110-221	Vehicle Repair & Maintenance	FIX 2011 TAHOE	535.70
					<u>\$535.70</u>

THE AMERICAN BOTTLING COMPANY

05/19/2014	2449808810	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	181.02
					<u>\$181.02</u>

TOTAL CONTROL SYSTEMS, INC.

05/20/2014	6942	E 601-49440-233	Water Treatment Plant Maint	REPAIRS	4,800.00
					<u>\$4,800.00</u>

UHL

05/21/2014	27159	E 101-42110-401	Repairs/Maint Buildings	REPAIRS	670.00
05/21/2014	27159	E 101-43100-401	Repairs/Maint Buildings	REPAIRS	670.00

05/21/2014	27159	E 101-45200-401	Repairs/Maint Buildings	REPAIRS	670.00
05/21/2014	27159	E 601-49440-401	Repairs/Maint Buildings	REPAIRS	670.00
05/21/2014	27159	E 602-49490-401	Repairs/Maint Buildings	REPAIRS	670.00
					\$3,350.00

UNIFORMS UNLIMITED

05/13/2014	205197	E 101-42110-237	Small Equipment	HOLSTER	56.15
					\$56.15

USABLUBOOK

05/08/2014	341260	E 602-49490-237	Small Equipment	SUPPLIES	218.00
05/09/2014	341941	E 602-49490-417	Uniform Clothing & PPE	SUPPLIES	28.26
					\$246.26

WILSON DEVELOPMENT SERVICES

04/28/2014	22946	E 101-49200-441	Miscellaneous	ABBNEYFIELDS APTS	636.45
					\$636.45

WINE MERCHANTS

05/14/2014	503254	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.41
05/14/2014	503254	E 609-49751-253	Wine For Resale	WINE	210.00
					\$214.41

WIRTZ BEVERAGE MN

05/22/2014	1080182072	E 609-49751-206	Freight and Fuel Charges	FREIGHT	27.55
05/22/2014	1080182072	E 609-49751-251	Liquor For Resale	LIQUOR	788.39
05/22/2014	1080182072	E 609-49751-254	Miscellaneous Merchandise	LIQUOR, WINE	441.22
05/15/2015	1080179480	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.15
05/15/2015	1080179480	E 609-49751-251	Liquor For Resale	LIQUOR	690.99
05/15/2015	1080179480	E 609-49751-253	Wine For Resale	WINE	190.00
					\$2,148.30

\$130,777.36

FUND SUMMARY

101 GENERAL FUND	\$32,015.77
208 POLICE FORFEITURE	\$41.50
415 Aztec Street Improvements	\$7,683.00
601 WATER FUND	\$12,050.88
602 SEWER FUND	\$18,661.10
609 MUNICIPAL LIQUOR FUND	\$58,467.61
803 ESCROW	\$1,857.50
Total	130,777.36



PLANNING MEMO

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

FROM: Nate Sparks

MEETING DATE: June 2, 2014

DATE: May 29, 2014

RE: Meridian Behavioral Health Extension Request

BACKGROUND

Meridian Behavioral Health received approvals for a Preliminary Plat, Rezoning, Conditional Use Permit, Site Plan Review, and Final Plat in 2013. The deadline for enacting these approvals is coming up in July. The applicant would like to have this deadline extended one year and has made a request to the Council for this purpose.

PREVIOUS APPROVALS

Meridian received approval of a Preliminary Plat, Conditional Use Permit, and Site Plan Review on May 6, 2013 this was conditioned on the Rezoning being approved. The Rezoning was then approved on May 20, 2013 which was stated to be placed into effect upon recording of the Final Plat. The Council approved a Final Plat on July 1, 2013. The applicant had 90 days to record the Final Plat and execute the Development Agreement. On September 16, 2013, the City Council granted an extension to the applicant to record the Final Plat and execute the Development Agreement by July 31, 2014.

EXTENSION PROCESS

In Section 10-3-4 of the Zoning Ordinance, it states that Conditional Use Permit and Site Plan Review approvals expire after one year unless extended. An extension may be granted by the Council after review by the Planning Commission.

PLANNING COMMISSION REVIEW

The Planning Commission found that the conditions on which the approval was based are still generally in place and recommended approval of the request.

REQUESTED ACTION

If the Council concurs with the Planning Commission, it would be appropriate to take action on the attached resolution. If not, the Council should direct Staff to prepare the appropriate findings for future consideration.



May 5, 2014

Mayor Jerry Tveit and Members of the City Council
City of Saint Francis
23340 Cree Street NW
St. Francis, MN 55070

RE: OUTLOT A, MEADOWS OF SAINT FRANCIS – EXTENSION REQUEST

Dear Mayor Jerry Tveit and Council Members,

On May 14, 2013 the City Council approved a rezoning, conditional use permit, site plan and preliminary plat for Meridian Behavioral Health (MBH) to develop a residential treatment facility on Outlot A, Meadows of Saint Francis. On July 1, 2013 the City Council approved the final plat for the project. On August 20, 2013, MBH acquired Outlot A for the purpose of proceeding with development of the proposed facility. Further, on September 4, 2013, MBH requested (and was granted) an extension to July 31, 2014 to file the final plat and to commence work on the project. This letter is to request that the CUP, the time period to file the final plat and then to commence work, be extended to July 31, 2015.

Meridian Behavioral Health's search for a suitable site to develop in St. Francis began in earnest in December 2012. Outlot A, Meadows of Saint Francis was identified (and purchased) because it is seen as an ideal location for many reasons. St. Francis (and the site) offers the opportunity to serve an unmet need for addiction treatment, to partner with a welcoming community, and to build a treatment center at a site ideally situated for its therapeutic value. The opportunity to partner with the City of St. Francis and its community is exciting and compelling. As such, we have been in close contact with Michelle Anderson and regularly attending and participating in St. Francis Community Drug Awareness Board meetings since 2013.

We are committed to this project. In addition to purchasing the property, we have invested over \$265,000 to-date in development costs. However, we have other strategic initiatives whose requirements on our personnel and finances are such that it will be challenging to commence the St. Francis project in 2014. We would like to re-start this project in 2015 and begin site preparations in the spring of 2015. For these reasons we request an extension to July 31, 2015.

Please call the undersigned with any questions at 612-916-0352.

Sincerely,

A handwritten signature in black ink, appearing to read "John Seymour", with a long, sweeping underline.

John Seymour
VP, Marketing and Business Development

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

RESOLUTION 2014-17

**A RESOLUTION APPROVING AN EXTENSION FOR ZONING AND PLAT
APPROVALS FOR MERIDIAN BEHAVIORAL HEALTH**

WHEREAS, the City of St. Francis approved requests for a Rezoning, Conditional Use Permit, Site and Building Plan Review, and Plat from Meridian Behavioral Health, Inc. (“the Applicant”) to operate an in-patient chemical dependency treatment center; and

WHEREAS, the legal description of the subject site (“the Property”) is:

Outlot A, Meadows of St. Francis

WHEREAS, the approvals expire on July 31, 2014; and

WHEREAS, the applicant is seeking to have the time extended for implementing the approvals to July 31, 2015; and

WHEREAS, the Planning Commission reviewed the extension request on May 21, 2014 and found that the conditions the approval were based on are generally still in place; and

NOW, THEREFORE, BE IT RESOLVED that the City of St. Francis hereby extends the deadline for implementing the approval, fulfilling all conditions of approval, and filing the Final Plat until July 31, 2015.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 2ND DAY OF JUNE, 2014.

APPROVED

Attest:

Jerry Tveit, Mayor of St. Francis

Barbara I. Held, City Clerk

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

RESOLUTION 2014-18

TRANSFER FROM GENERAL FUND, WATER FUND AND SEWER FUND TO
EDA LEASE REVENUE BONDS DEBT SERVICE FUND

BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the following transfers of funds:

	<u>FROM</u>	<u>TO</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
1	General Fund	EDA Bond Fund	Budgeted amount	340,000.00
2	Water Fund	EDA Bond Fund	Budgeted amount	82,500.00
3	Sewer Fund	EDA Bond Fund	Budgeted amount	82,500.00

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

and the following voted against the same:
and the following abstained: .
and the following were absent: None.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 2nd
DAY OF JUNE, 2014.

APPROVED:

Jerry Tveit, Mayor

ATTEST:

Barbara I. Held, City Clerk



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

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

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MEMORANDUM

Date: May 27, 2014
To: Honorable Mayor Tveit and Members of the City Council
City of St. Francis
From:  Jared Voge, P.E.
City Engineer
Subject: Aztec Street NW Improvements
St. Francis, Minnesota
BMI Project No: R18.107800

INTRODUCTION

On Thursday, May 22, 2014 three bids were received on the above referenced project. The bids ranged from a low bid in the amount of \$215,067.15 to a high bid in the amount of \$271,863.31. A Bid Abstract has been enclosed for your information.

BACKGROUND

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

RECOMMENDATION

We recommend that the following actions be taken:

1. Council pass a motion accepting all bids received for the project.
2. Council adopt the enclosed resolution awarding the Aztec Street NW Improvements to North Pine Aggregate, Inc. of Forest Lake, MN in the amount of \$215,067.15 contingent on an easement agreement with the Abbeyfields Townhomes property owner.

BUDGET IMPACT

The costs associated with the improvements will be assessed to the benefiting properties.

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

JAV/kg

Enclosure

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

HELD: June 2, 2014

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Minnesota, was duly called and held in the Council Chambers in said City on the 2nd day of June 2014, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

The Council received bids on the construction of the Aztec Street NW Improvements project in the City, and after publicly opening, tabulating and analyzing said bids, proceeded to consider said bids. The following bids were received:

Bidder	Address	Amount of Bid
1. see attached bid abstract	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

After discussion, Council Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RECEIVING BIDS AND
AWARDING CONTRACT FOR IMPROVEMENT
CITY OF ST. FRANCIS MINNESOTA
RESOLUTION 2014-19**

WHEREAS, pursuant to an advertisement for bids for the Aztec Street NW Improvements project for construction of street and utility improvements, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

see attached bid abstract _____

AND WHEREAS, it appears that North Pine Aggregate, Inc. of Forest Lake, MN is the lowest responsible bidder,

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

1. The mayor and clerk are hereby authorized and directed to enter into a contract with North Pine Aggregate, Inc. of Forest Lake, MN in the name of the City of St. Francis for the Aztec Street NW Improvements project according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposit made with their bids, except that the deposits of the successful bidder and the next two (2) lowest bidders shall be retained until a contract has been signed.

Adopted by the City Council this 2nd day of June, 2014.

Mayor

City Clerk

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes of a meeting of the City Council of said City held on the date therein indicated with the original thereof on file in my office, and the same is a full, true and complete transcript therefrom, insofar as the same relates to the resolution awarding a contract on the Aztec Street NW Improvements project.

WITNESS my hand and the seal of said City this _____ day of June, 2014.

City Clerk

(SEAL)

ABSTRACT OF BIDS
AZTEC STREET NW IMPROVEMENTS
CITY OF ST. FRANCIS, MN

BMI PROJECT NO. R18.107800
 DATE: MAY 22, 2014

ITEM NO.	ITEM	UNIT	TOTAL ESTIMATED QUANTITY	North Pine Aggregate, Inc. Forest Lake, MN			Knife River Corporation Sauk Rapids, MN			Dresel Contracting, Inc. Chisago City, MN		
				UNIT PRICE	BID AMOUNT EXTENSION	UNIT PRICE	BID AMOUNT EXTENSION	UNIT PRICE	BID AMOUNT EXTENSION			
1	MOBILIZATION	LUMP SUM	1	\$18,000.00	\$18,000.00	\$19,000.00	\$19,000.00	\$30,030.00	\$30,030.00			
2	TRAFFIC CONTROL	LUMP SUM	1	\$845.00	\$845.00	\$5,000.00	\$5,000.00	\$975.00	\$975.00			
3	REMOVE TREES AND BRUSH	LUMP SUM	1	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$5,200.00	\$5,200.00			
4	REMOVE BITUMINOUS PAVEMENT	SQ YD	405	\$5.00	\$2,025.00	\$2.00	\$810.00	\$5.97	\$2,417.85			
5	REMOVE CONCRETE PAVEMENT	SQ YD	13	\$11.50	\$149.50	\$8.00	\$104.00	\$23.25	\$302.25			
6	REMOVE CONCRETE CURB & GUTTER	LIN FT	138	\$4.30	\$593.40	\$5.00	\$690.00	\$4.38	\$604.44			
7	REMOVE STORM SEWER PIPE	LIN FT	60	\$6.50	\$390.00	\$8.00	\$480.00	\$16.79	\$1,007.40			
8	SALVAGE & REINSTALL 12" RC STORM SEWER PIPE	LIN FT	72	\$40.00	\$2,880.00	\$20.00	\$1,440.00	\$41.98	\$3,022.56			
9	SALVAGE & REINSTALL 12" RC APRON	EACH	1	\$600.00	\$600.00	\$200.00	\$200.00	\$403.00	\$403.00			
10	SAW CUT BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	154	\$5.50	\$847.00	\$4.00	\$616.00	\$3.91	\$602.14			
11	SALVAGE HYDRANT	EACH	1	\$450.00	\$450.00	\$350.00	\$350.00	\$604.50	\$604.50			
12	SALVAGE GATE VALVE	EACH	1	\$450.00	\$450.00	\$350.00	\$350.00	\$604.50	\$604.50			
13	COMMON EXCAVATION (P)	CU YD	438	\$10.00	\$4,380.00	\$10.00	\$4,380.00	\$13.80	\$6,044.40			
14	SUBGRADE EXCAVATION (EV)	CU YD	125	\$8.00	\$1,000.00	\$10.00	\$1,250.00	\$16.12	\$2,015.00			
15	COMMON BORROW (CV)	CU YD	1,375	\$13.50	\$18,562.50	\$22.00	\$30,250.00	\$29.71	\$40,851.25			
16	TOPSOIL BORROW (LV)	CU YD	125	\$17.50	\$2,187.50	\$20.50	\$2,562.50	\$46.80	\$5,850.00			
17	AGGREGATE BASE, CLASS 5 (STREET) (CV) (P)	CU YD	574	\$31.00	\$17,794.00	\$50.00	\$28,700.00	\$32.37	\$18,580.38			
18	COMMON LABORER	hour	16	\$75.00	\$1,200.00	\$60.00	\$960.00	\$100.75	\$1,612.00			
19	1.5 CU YD SHOVEL	hour	8	\$150.00	\$1,200.00	\$125.00	\$1,000.00	\$186.00	\$1,488.00			
20	DOZER	hour	8	\$145.00	\$1,160.00	\$125.00	\$1,000.00	\$186.00	\$1,488.00			
21	12 CU YD TRUCK	hour	8	\$105.00	\$840.00	\$95.00	\$760.00	\$186.00	\$1,488.00			
22	3 CU YD FRONT END LOADER	hour	8	\$150.00	\$1,200.00	\$130.00	\$1,040.00	\$186.00	\$1,488.00			
23	SKID LOADER	hour	8	\$120.00	\$960.00	\$105.00	\$840.00	\$139.50	\$1,116.00			
24	BITUMINOUS PATCH - DRIVEWAY	SQ YD	205	\$19.40	\$3,977.00	\$20.00	\$4,100.00	\$20.23	\$4,147.15			
25	BITUMINOUS PATCH - STREET	SQ YD	22	\$32.25	\$709.50	\$45.00	\$990.00	\$33.59	\$738.98			
26	TYPE SP 12.5 WEARING COURSE MIXTURE (2.B)	TON	185	\$77.75	\$14,383.75	\$98.00	\$18,130.00	\$81.04	\$14,992.40			
27	TYPE SP NON WEARING COURSE MIXTURE (2.B)	TON	246	\$72.30	\$17,785.80	\$96.00	\$23,616.00	\$75.39	\$18,545.94			
28	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	105	\$3.50	\$367.50	\$2.50	\$262.50	\$3.53	\$370.65			
29	CONSTRUCT CONCRETE CURB & GUTTER DESIGN B618	LIN FT	1,112	\$12.75	\$14,178.00	\$11.55	\$12,843.60	\$12.71	\$14,133.52			
30	CONCRETE VALLEY GUTTER	SO YD	75	\$52.25	\$3,918.75	\$49.50	\$3,712.50	\$54.45	\$4,083.75			

		North Pine Aggregate, Inc. Forest Lake, MN		Knife River Corporation Sauk Rapids, MN		Dresel Contracting, Inc. Chisago City, MN			
31	7.0" DRIVEWAY APRON	58	SQ YD	\$54.50	\$3,161.00	\$39.00	\$2,262.00	\$43.45	\$2,520.10
32	6.0" CONCRETE WALK	370	SQ FT	\$6.30	\$2,331.00	\$5.00	\$1,850.00	\$6.05	\$2,238.50
33	5.0" CONCRETE WALK	2,495	SQ FT	\$5.05	\$12,599.75	\$3.85	\$9,605.75	\$4.79	\$11,951.05
34	12" RC APRON	2	EACH	\$650.00	\$1,300.00	\$525.00	\$1,050.00	\$672.75	\$1,345.50
35	15" RC APRON	1	EACH	\$675.00	\$675.00	\$600.00	\$600.00	\$698.75	\$698.75
36	TRASH GUARD FOR 12" APRON	2	EACH	\$340.00	\$680.00	\$375.00	\$750.00	\$393.25	\$786.50
37	TRASH GUARD FOR 15" APRON	1	EACH	\$395.00	\$395.00	\$450.00	\$450.00	\$559.00	\$559.00
38	12" RC STORM SEWER PIPE, CL V	312	LIN FT	\$32.00	\$9,984.00	\$28.50	\$8,892.00	\$33.25	\$10,374.00
39	15" RC STORM SEWER PIPE, CL V	189	LIN FT	\$33.70	\$6,369.30	\$30.75	\$5,811.75	\$37.25	\$7,040.25
40	12" PVC STORM SEWER PIPE	12	LIN FT	\$42.50	\$510.00	\$50.00	\$600.00	\$42.68	\$512.16
41	CONSTRUCT DRAINAGE STRUCTURE DES H	11.0	LIN FT	\$230.00	\$2,530.00	\$581.82	\$6,400.02	\$216.27	\$2,378.97
42	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	17.4	LIN FT	\$315.00	\$5,481.00	\$428.74	\$7,460.08	\$231.98	\$4,036.45
43	CONSTRUCT DRAINAGE STRUCTURE 18" NYOPLAST	1	EACH	\$1,670.00	\$1,670.00	\$900.00	\$900.00	\$1,391.00	\$1,391.00
44	CASTING ASSEMBLY (STORM)	8	EACH	\$565.00	\$4,520.00	\$900.00	\$7,200.00	\$675.19	\$5,401.52
45	12" CONCRETE STORM SEWER PLUG	1	EACH	\$190.00	\$190.00	\$300.00	\$300.00	\$266.50	\$266.50
46	CONNECT TO EXISTING STORM MANHOLE	1	EACH	\$500.00	\$500.00	\$350.00	\$350.00	\$864.50	\$864.50
47	7.5" BURY HYDRANT	1	EACH	\$4,200.00	\$4,200.00	\$2,500.00	\$2,500.00	\$4,381.00	\$4,381.00
48	6" GATE VALVE & BOX	1	EACH	\$1,350.00	\$1,350.00	\$1,500.00	\$1,500.00	\$2,366.00	\$2,366.00
49	6" WATERMAIN	22	LIN FT	\$47.00	\$1,034.00	\$32.00	\$704.00	\$62.75	\$1,380.50
50	CONNECT TO EXISTING WATERMAIN	1	EACH	\$850.00	\$850.00	\$500.00	\$500.00	\$1,313.00	\$1,313.00
51	CASTING ASSEMBLY (SANITARY)	1	EACH	\$300.00	\$300.00	\$650.00	\$650.00	\$721.50	\$721.50
52	ADJUST FRAME & RING CASTING	3	EACH	\$675.00	\$2,025.00	\$600.00	\$1,800.00	\$266.50	\$799.50
53	TRUNCATED DOMES	36	SQ FT	\$31.65	\$1,139.40	\$30.00	\$1,080.00	\$33.00	\$1,188.00
54	EROSION AND SEDIMENT CONTROL	1	LUMP SUM	\$4,475.00	\$4,475.00	\$1,000.00	\$1,000.00	\$5,265.00	\$5,265.00
55	EROSION CONTROL BLANKET, CATEGORY 0	60	SQ YD	\$3.15	\$189.00	\$2.07	\$124.20	\$3.90	\$234.00
56	SEED & FERTILIZER (MIXTURE 270)	0.4	ACRE	\$1,055.00	\$422.00	\$1,350.00	\$540.00	\$5,850.00	\$2,340.00
57	HYDRAULIC SOIL STABILIZER, TYPE 8	1,400	POUND	\$2.10	\$2,940.00	\$1.17	\$1,638.00	\$2.60	\$3,640.00
58	INLET PROTECTION	10	EACH	\$180.00	\$1,800.00	\$65.00	\$650.00	\$201.50	\$2,015.00
59	RIPRAP, CL. IV	10	CJ YD	\$115.00	\$1,150.00	\$40.00	\$400.00	\$145.60	\$1,456.00
60	SILT FENCE, MACHINE SLICED	850	LIN FT	\$2.60	\$2,210.00	\$1.55	\$1,317.50	\$3.90	\$3,315.00
61	BIOROLL	100	LIN FT	\$3.15	\$315.00	\$5.25	\$525.00	\$3.90	\$390.00
62	TEMPORARY ROCK CONSTRUCTION ENTRANCE	1	EACH	\$1,200.00	\$1,200.00	\$200.00	\$200.00	\$2,509.00	\$2,509.00
63	FURNISH & INSTALL STREET NAME SIGN	1	EACH	\$475.00	\$475.00	\$225.00	\$225.00	\$520.00	\$520.00
64	FURNISH & INSTALL SIGN PANELS, TYPE C	6.25	SQ FT	\$50.00	\$312.50	\$48.00	\$300.00	\$130.00	\$812.50
65	SALVAGE SIGN	1	EACH	\$250.00	\$250.00	\$450.00	\$450.00	\$45.50	\$45.50

TOTAL BID AMOUNT = \$215,067.15 \$239,222.40 \$271,863.31



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MEMORANDUM

Date: May 27, 2014
To: Honorable Mayor Tveit and Members of the City Council
City of St. Francis
From: Jared Voge, P.E.
City Engineer
Subject: Bridge Street Improvements Feasibility Report
St. Francis, Minnesota
BMI Project No: R18.107257

INTRODUCTION:

A Feasibility Report has been completed for the above-referenced project.

BACKGROUND:

Anoka County submitted a federal funding application for improvements to Bridge Street for the 2015 construction season. City utilities including sanitary sewer and water main exist within the Bridge Street corridor. At the January 6, 2014 City Council meeting, Council authorized the preparation of a Feasibility Report for the improvements. Since that time city staff have been working with county staff and their consultant to identify a final layout for the project. The enclosed Feasibility Report identifies utility improvements recommended to be completed during the 2015 Bridge Street Improvement project. The utility improvements include the elimination of the Bridge Street lift station and the rerouting of sanitary sewer as well as the extension of sanitary sewer south of Bridge Street near Zion Parkway. The enclosed Feasibility Report also identifies costs associated with streetlights. Anoka County will be preparing a cooperative agreement for the costs associated with the roadway and trail improvements according to the county funding policy. Additional city costs beyond those identified in this Feasibility Report will exist.

RECOMMENDATION:

Staff recommends that the City Council review the enclosed Feasibility Report for the 2015 Bridge Street Improvements and provide comments to city staff so that the Preliminary Feasibility Report can be approved at the July 7, 2014 City Council meeting and plans and specifications can be prepared.

BUDGET IMPACT:

The Feasibility Report identifies the estimated costs associated with the utility and lighting improvements. The estimated costs associated with trail and roadway construction will be provided by Anoka County. As a result of the improvements, it is likely that the City of St. Francis will need to bond for the sanitary sewer, utility, and street and trail improvements.

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

JAV/kg

DESIGNING FOR A BETTER TOMORROW

Bolton & Menk is an equal opportunity employer.

Preliminary Engineering Report for
**2015 Bridge Street
Improvements**

City of St. Francis, MN



May 28th, 2014

Preliminary Engineering Report

2015 BRIDGE STREET IMPROVEMENTS

City of St. Francis, Minnesota

BMI Project No. R18.107257

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:  DRAFT
Jared Voge, P.E.

License No. 45063

Date: May 28, 2014

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VII. RECOMMENDATION	4

APPENDIX

Attachments:

Preliminary Quantity & Cost Estimates

Figures:

Figure No. 1 – Project Area

Figure No. 2 – Bridge Street Lift Station Elimination and Sanitary Sewer/Street Lighting
Improvements

I. PROJECT INTRODUCTION

This Preliminary Engineering Report has been prepared at the direction of the City Council to identify project costs associated with city utility improvements as a result of the Anoka County Road 24 (Bridge Street) reconstruction project scheduled to begin in 2015. The project area is illustrated in Figure No. 1, included in the Appendix of this report.

The project scope includes the elimination of the Bridge Street lift station and rerouting the sanitary sewer on Bridge Street and Rum River Boulevard, and street lighting along the County Road 24 reconstruction area.

II. BACKGROUND

Anoka County is in the design phase of reconstructing County Road 24 (Bridge Street) from 300' west of Rum River Boulevard to 300' east of Kerry Street. Construction is expected to begin in the spring of 2015. City utilities exist within the Bridge Street corridor proposed for reconstruction. This report investigates improvements to the existing city utilities.

III. PROPOSED IMPROVEMENTS

SANITARY SEWER IMPROVEMENTS

The proposed improvements include eliminating the existing Bridge Street lift station and rerouting the existing flow via an 8-inch diameter PVC sanitary sewer east along Bridge Street to the intersection of Bridge Street and County Road 72 (Rum River Boulevard) where it will connect to an 18-inch diameter sanitary sewer and continue north along County Road 72 to the Rivers Edge lift station. The Bridge Street lift station has had numerous maintenance issues in the past and continues to consume significant amounts of staff time. An 18-inch sanitary sewer will be installed from Zion Parkway to the intersection of Bridge Street and County Road 72 where it will continue north along County Road 72 (Rum River Boulevard) to the Rivers Edge lift station, which was constructed in 2009. The existing gravity sewer pipe along County Road 24 is 12-inch diameter PVC pipe and was installed in 1972. The existing 12-inch diameter pipe is proposed to be replaced with an 18-inch diameter pipe. The 18-inch diameter sanitary sewer is required primarily to accommodate the potential growth within the urban service district and will also accommodate flows from outlying communities. The flows estimated from the urban service area and outlying community areas are approximately 1500 gallons per minute.

The proposed improvements also include installing an 8-inch diameter forcemain from the Rivers Edge lift station south along County Road 72, to County Road 24, and west where it will connect to the existing forcemain which crosses the Rum River. The forcemain will be appropriately sized to convey the flows, from the existing urban service area as well as the estimated flows from the future urban service area and outlying communities.

The location of the proposed sanitary sewer improvements is shown in Figure No. 2 in the Appendix of this report.

STREET LIGHTING

The proposed street lighting improvements will extend the lighting from the west side of the County Road 24 bridge to east of Kerry Street. The lighting will be decorative and match the existing lights on the west side of County Road 24. Coordination with Anoka County will be required as the proposed roundabouts will be lit separately with non-decorative lights. Two options have been considered for lighting the corridor – Option A includes lighting on the north side of County Road 24 only. Option B includes lighting the north and south sides of County Road 24. Each option assumes separate lighting of the proposed roundabouts as part of the reconstruction according to the MnDOT Lighting Design Guidelines, which required each roundabout to be lit 400' in each direction.

Figure No. 2, included in the Appendix, illustrates the location of the proposed street lighting improvements.

IV. COST ESTIMATE

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

COST SUMMARY

IMPROVEMENT	AMOUNT
SANITARY SEWER IMPROVEMENTS	\$1,453,649.00
STREET LIGHTING	\$141,750.00
TOTAL	\$1,595,399.00

V. FUNDING

The sanitary sewer improvements will be funded through bonds and the City's Sanitary Sewer Enterprise Fund. The monies required to fund those improvements will be reimbursed through future Trunk Area Fees, SAC charges, and user rates. Bond proceeds or the City's Municipal State Aid System (MSAS) account will be required to fund the proposed street lighting improvements.

VI. PROJECT SCHEDULE

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

PROPOSED SCHEDULE	
Present Preliminary Engineering Report to Council for Consideration	June 2014
Council Authorize Preparation of Plans and Specifications	July 2014
Project Design	July 2014 - February 2015
Present Plans and Specifications to Council for Authorization to Advertise	February 2015
Advertise for Bids	March 2015
Open Bids	April 2015
Award Contract	May 2015
Begin Construction	June, 2015
Construction Substantially Complete	November, 2015
Construction Complete	June 2016

VII. RECOMMENDATION

Based on the findings presented in this report, the proposed improvements are feasible from an engineering perspective and are practical for meeting the needs of the City. The proposed improvements will benefit the City's utility system by reducing maintenance costs and accommodating future expansion. Bolton & Menk, Inc. recommends that, if these improvements are determined to be financially feasible, the City Council approve this report and order the preparation of final plans and specifications.

APPENDIX

COST ESTIMATE - BRIDGE STREET LIFT STATION ELIMINATION AND SANITARY SEWER IMPROVEMENTS

CITY OF ST. FRANCIS, MINNESOTA
BMI PROJECT NO. R18.107257

DATE: 5/28/2014

ITEM NO.	ITEM	UNIT	UNIT PRICE	BRIDGE ST IMPROVEMENT	
				AMOUNT	TOTAL
1	MOBILIZATION	LUMP SUM	\$50,000.00	1	\$50,000.00
2	REMOVE EXISTING LIFT STATION	LUMP SUM	\$27,000.00	1	\$27,000.00
3	CONNECT TO EXISTING SANITARY SEWER	EACH	\$2,700.00	4	\$10,800.00
4	CONNECT TO EXISTING LIFT STATION	EACH	\$6,750.00	1	\$6,750.00
5	SANITARY MANHOLE	EACH	\$2,700.00	15	\$40,500.00
6	8" PVC SDR 26 SANITARY SEWER	LIN FT	\$67.50	870	\$58,725.00
7	18" PVC SDR 26 SANITARY SEWER	LIN FT	\$121.50	4786	\$581,499.00
8	8" PVC C900 FORCEMAIN	LIN FT	\$108.00	3500	\$378,000.00
9	JACK AND AUGER 20-INCH STEEL CASING	LIN FT	\$472.50	250	\$118,125.00
10	8" HDPE PIPE FM (BORED)	LIN FT	\$189.00	250	\$47,250.00
11	ROADWAY RESTORATION	LUMP SUM	\$54,000.00	1	\$54,000.00
12	OAK GROVE CONNECTION	LUMP SUM	\$81,000.00	1	\$81,000.00
	TOTAL:				\$1,453,649.00

COST ESTIMATE - STREET LIGHTING IMPROVEMENTS

CITY OF ST. FRANCIS, MINNESOTA
 BMI PROJECT NO. R18.107257

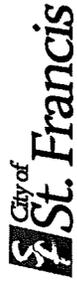
DATE: 5/28/2014

ITEM NO.	ITEM	UNIT	UNIT PRICE	BRIDGE ST IMPROVEMENT	
				AMOUNT	TOTAL
1	STREET LIGHTING - OPTION A	LUMP SUM	\$121,500.00	1	\$121,500.00
2	STREET LIGHTING - OPTION B	LUMP SUM	\$141,750.00	1	\$141,750.00

OPTION A: Lighting on north side of County Road 24, excluding approach areas of roundabouts.
 OPTION B: Lighting both north and south sides of County Road 24, excluding approach areas of roundabouts.

CITY OF ST. FRANCIS
BRIDGE STREET
FEASIBILITY STUDY - FIGURE 1

MAY, 2014

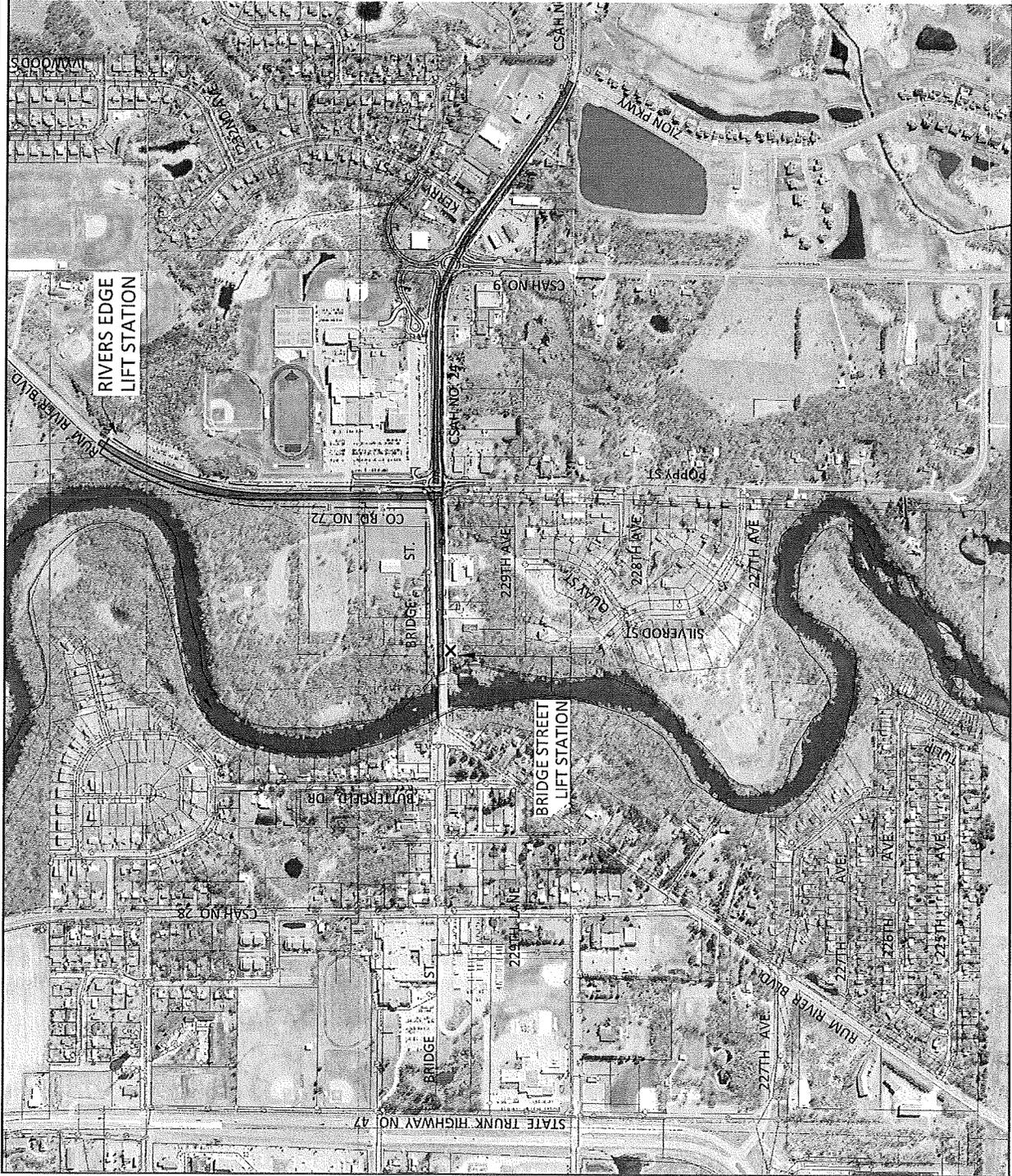


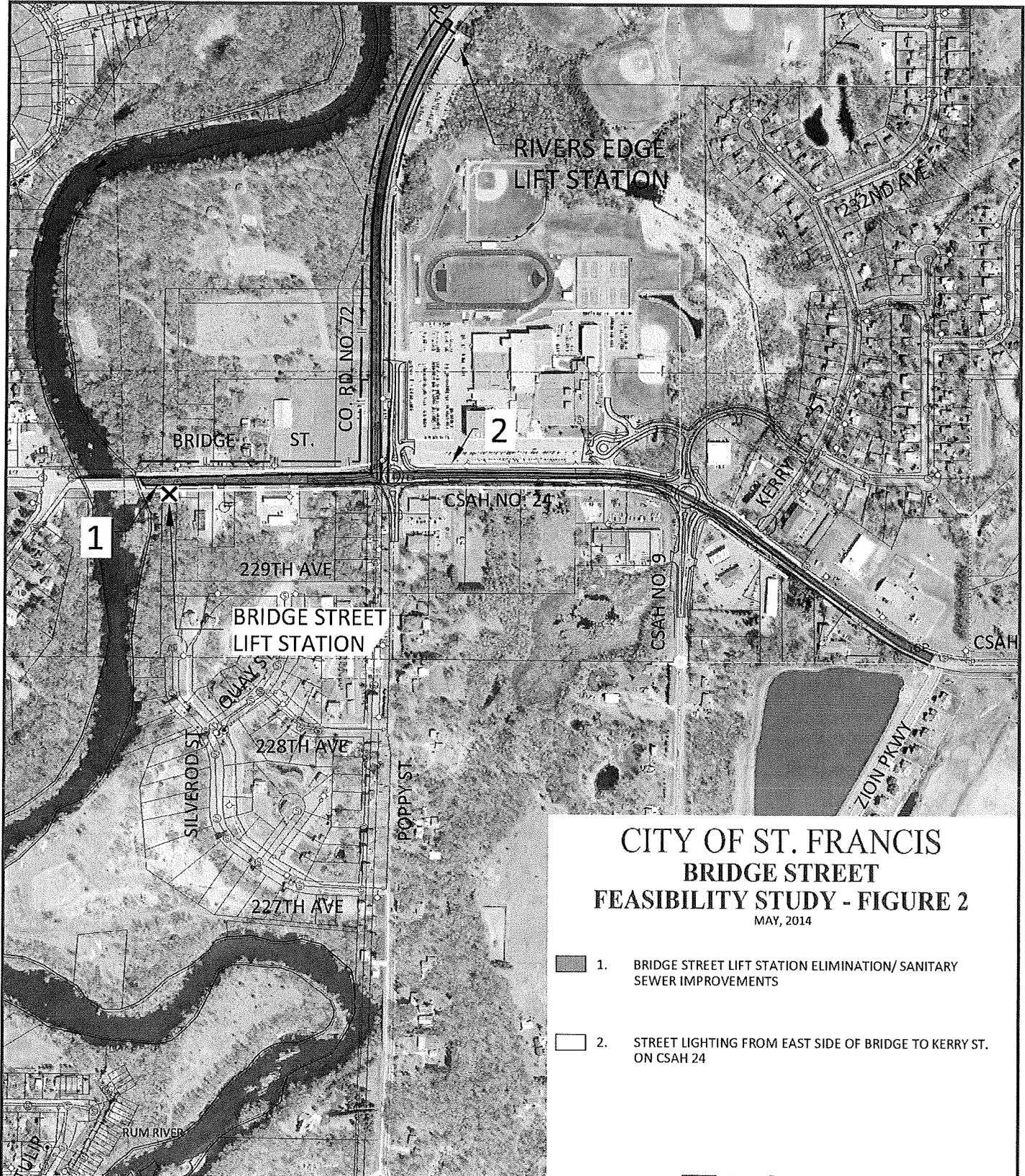
BOLTON & MENK, INC.
 Consulting Engineers & Surveyors



LEGEND

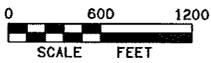
-  BRIDGE STREET LIFT STATION ELIMINATION & SANITARY SEWER IMPROVEMENTS
-  STREET LIGHTING FROM EAST SIDE OF BRIDGE TO KERRY ST. ON CSAH 24





**CITY OF ST. FRANCIS
BRIDGE STREET
FEASIBILITY STUDY - FIGURE 2**
MAY, 2014

- 1. BRIDGE STREET LIFT STATION ELIMINATION/ SANITARY SEWER IMPROVEMENTS
- 2. STREET LIGHTING FROM EAST SIDE OF BRIDGE TO KERRY ST. ON CSAH 24



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BOLTON & MENK, INC.
Consulting Engineers & Surveyors

AGENDA REPORT

TO: Matt Hylan, City Administrator
FROM: Andy Schreder, Building Official
SUBJECT: Add FTE Building Inspections Assistant position
DATE: 5/29/2014

INTRODUCTION

Increased building permit activity and additional workload from new programs has increased response time to residents and contractors to an undesirable level. At the May 5th Council meeting staff was directed to research options and make a recommendation that would meet the needs of the programs administered through the Building Department.

BACKGROUND

As both residential and commercial building activity has increased, the number of required inspections goes up proportionately. State Statute dictates certain stages of construction to be monitored and inspections documented. Property files must also be maintained accordingly. This increased work load in addition to the recent adoption of the Rental Housing Licensing Ordinance as well as Vacant Property Registration has significantly increased current staffing demands. Building Department staff is also charged with enforcement of the Temporary Sign ordinance and Administrative Enforcement of City Codes as they pertain to condition of properties and outdoor storage. A seasonal inspection position has been utilized the last 2 years; however, more time is needed to properly administer the State Building Code as well as local ordinances.

Options

Staff has reviewed many available options up to and including modifying our agreement with the City of Nowthen where St Francis currently provides inspection and code enforcement services. As this shared arrangement benefits both cities and strengthens the department, staff recommends keeping the current arrangement. Nowthen administration has been informed of the desire to add staff and has voiced support of this move in order to better serve their residents.

RECOMMENDATION

In order to regain and maintain the high level of customer service St Francis residents have come to expect, staff recommends adding a full-time position dedicated to fulfilling the demands of the Building Department. In order to effect this change, two things will need to happen. First, would be a motion approving the Building Inspections Assistant job description at Grade 4; and the second motion would be authorization to fill this newly created position.

BUDGET IMPACT

There will be no tax dollars utilized for this position. By definition, inspection related activities are a "fee for service" endeavor. All salary and benefits will be paid with permit fees or contracted services

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. Building Inspections Assistant Job Description

**CITY OF ST FRANCIS
POSITION ANALYSIS**

POSITION TITLE: Building Inspections Assistant

DEPARTMENT: Department of Building Safety

**POSITION TITLE OF
IMMEDIATE SUPERVISOR:** Building Official

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to ensure compliance with State Building Code Regulations and to assist the Building Official in ensuring that all new and existing residential and commercial/industrial development in the City's jurisdiction is in compliance with all applicable portions of the Minnesota Building Code and applicable City codes.

RESPONSIBILITIES:

- A. Ensure compliance with sections of the City Code dealing with land use.
- B. Assist the Building Official in the issuance of building, water, sewer/septic, mechanical and plumbing permits.
- C. Ensure state code compliance for all new and existing structures.
- D. Collect, organize, and maintain records as needed.
- E. Perform administrative code compliance activities with direction from the Building Official.
- F. Perform a wide range of tasks at the verbal or written direction of the City Administrator or Building Official.

TASKS RELATED TO RESPONSIBILITIES:

- A. Ensure compliance with sections of the City Code dealing with land use.
 - 1. Upon request, monitor properties where a conditional use permit, variance, or sign permit has been issued.
 - 2. Consult with other members of City staff as needed.
- B. Assist the Building Official in the issuance of building, water, sewer/septic, mechanical and plumbing permits.
 - 1. Assist in reviewing applications for permits and residential plans for conformance with the Minnesota State Building Code and City ordinances.
 - 2. Conduct on-site inspections as required.
 - 3. Type occasional correspondence.
- C. Ensure state code compliance for all new and existing structures.
 - 1. Assist in periodic inspections and related activities to ensure code compliance.
 - 2. Respond to inquiries regarding interpretation of the State Building Code.

3. Assist in maintaining the property files containing information for each property and all buildings.
- D. Assist in collecting, organizing, and maintaining records as needed.
1. Maintain records of inspections and violations.
 2. Maintain records of information gathered in documenting violations (court dispositions).
 3. Maintain records of complaint resolution or status of complaint in process.
 4. Respond to telephone calls regarding building requirements to the general public.
- E. Perform administrative code compliance activities with direction from the Building Official.
1. Assist in legal proceedings or activities.
 2. Submit recommendations for City Codes to supervisors.
 3. Attend meetings and seminars when necessary.
- F. Perform a wide range of tasks at the verbal or written direction of the City Administrator, or Building Official.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of plumbing, mechanical and building codes.
- General knowledge of local zoning codes and ordinances.
- Knowledge of soil, building construction, building design, and building codes and the ability to understand these codes.
- Knowledge of safety standards, materials, techniques and code changes.
- Knowledge of principles, practices, methods and techniques of conducting construction project inspections.
- Knowledge of the Minnesota State Building Code and applicable City ordinances.
- Knowledge of materials and equipment used in construction projects.
- Ability to perform inspection duties on a variety of construction projects.
- Ability to read and interpret blueprints, plans and specifications.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Ability to read, write and understand English.
- Ability to demonstrate integrity, honesty, and fairness in all transactions.
- Ability to work with residents and contractors in a courteous, tactful, and professional manner which projects a favorable image of the City.
- Ability to maintain effective working relationships with co-workers and supervisors.
- Ability to transport self to, from, and around inspection sites.
- Ability to attend work regularly and consistently.

TRAINING AND EXPERIENCE:

Minimum Qualifications:

1. High school graduate or equivalent.
2. At least 18 years of age with a valid, unrestrictive Minnesota Driver's License and a good driving record.
3. One year of building inspections experience or two years of building construction experience.
4. Basic knowledge of building construction and requirements.
5. Knowledge and experience using computers – word processing and spreadsheet programs.

Desired Qualifications:

1. Certification as a Limited Building Official by the State of Minnesota or Certified Building Official by the International Code Council.

Revised May 2014

**Job Activity Requirements
Building Inspections Assistant**

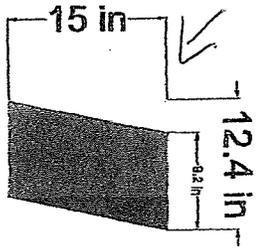
Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing	x			
2	Sitting		x		
3	Walking	x			
4	Lifting	x			
5	Pushing / Pulling		x		
6	Carrying	x			
7	Climbing		x		
8	Kneeling			x	
9	Crawling			x	
10	Crouching			x	
11	Bending at waist			x	
12	Reaching		x		
13	Handling Objects		x		
14	Repetitive Hand Motion			x	
15	Use of Arm Muscles over Extended Periods			x	
16	Use of Leg Muscles over Extended Periods			x	
17	Overhead Work			x	
18	Stationary desk or bench work			x	

This job requires employees to be able to lift and carry up to 25 pounds without assistance.

Job working conditions			
		Yes	
		No	
1	Working Outdoors	x	
2	Working Indoors	x	
3	Operating forklifts or dangerous equipment		x
4	Operating motor vehicles	x	
5	Providing work direction to other employees		x
6	Working with chemicals	x	
7	Working near fumes and vapors	x	
8	Driving a City vehicle or personal vehicle	x	
9	Driving is an essential function of this job	x	
10	Subject to random DOT drug and alcohol testing		x

PLANNING PLANS

1050



15" Times Bold Round
4" Times Bold

Line Drawing

CITY HALL

23340 CREE ST NW

133.6 in

25.2 in

Hey Paul voice to text so bear with me the new design with your logo approximately 15 inches high by 11 inches wide done to your specifications and backlit with LED and CITY HALL in 15 inch halo lit letters as well as the 4 inch non lit address installed and hooked up for \$3052 permits are extra but at our cost please let me know

Thanks!

Jake Humphrey
electric sign and lighting, inc.
(612) 685 - 4530