CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

July 2, 2012

ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW
6:00 pm

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
   a. Approve City Council Minutes – June 22, 2012
   b. Hire Part Time Public Works Laborer contingent upon successful criminal background check
   c. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
   a.
7. Ordinances & Resolutions:
   a. Resolution 2012-20: Approving the Northern River Crossing Study of June 2012 and Recommending Inclusion of the Findings Thereof in the City of St. Francis 2030 Comprehensive Plan
   b. Resolution 2012-21: Appointing Election Judges for the State Primary and General Election
8. Reports of Consultants & Staff Members
   a. Engineer:
   b. Attorney:
   c. Staff:
   Fire:
   Public Works:
   Liquor Store:
   Police:
   City Administrator: Telephone/IT Joint Powers Agreement
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

Calendar of Events

July 4:	City Offices Closed in Observance of 4th of July Holiday
July 10:	Anoka County Board of Commissioners holding their Board meeting in St. Francis
July 16:	City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
July 18:	Planning Comm. Mtg. @ ISD #15 Central Services Center 7:00 pm
July 20:	"Movies in the Park" @ Community Park starting at dusk. Movie is ***Rio***

TO: Mayor & City Council

FROM: Matthew L. Hylen,
City Administrator

RE: Agenda Memorandum – July 2, 2012 Meeting

Agenda Items:

4. **Consent Agenda:**

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

7. **Ordinances & Resolutions:**
   a. *Resolution 2012-20:* Resolution 2012- supports the Northern Anoka County River Crossing Study completed by Bolton & Menk, Inc. This has previously been presented in several public meetings and with the City Council and Planning Commission. A motion would be in order to approve Resolution 2012-18.
   b. *Resolution 2012-21:* Resolution 2012-21 appoints judges of election for State primary, August 10, 2012 and the General Election November 6, 2012. A motion would be in order to approve Resolution 2012-21.

8. **Reports:**
   a. **Engineer:**
   b. **City Attorney:**
   c. **Staff:**
   Fire:
   Public Works:
   Liquor Store:
   Police:
   City Administrator: *Telephone/IT Joint Powers Agreement:* Staff will give a report on the progress of choosing a new telephone system as previously authorized by the City Council. Additionally, staff will potentially bring a Joint Powers Agreement to the Council relating to a new style of I.T. services through the City of Roseville. The City of Roseville IT Department provides computer support and telephone service to multiple communities.

11. **Old Business**
12. **New Business:**

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

CITY COUNCIL MINUTES

JUNE 22, 2012

1. **Call to Order/Pledge of Allegiance:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 p m.

2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Jeff Sandoval and Steve Kane. Tim Brown and Chris McClish excused. Also present were Fire Chief Dean Kapler and City Clerk Barb Held.

3. **Adopt Agenda:** MOTION BY SANDOVAL SECOND KANE TO ADOPT THE JUNE 22, 2012 CITY COUNCIL AGENDA. Motion carried 3-0.

4. **Consent Agenda:** MOTION BY KANE SECOND SANDOVAL TO APPROVE THE JUNE 22, 2012, CITY COUNCIL CONSENT AGENDA A-F AS FOLLOWS:

a. Approve the City Council Minutes of June 4, 2012.
b. Approve the City Council Minutes of June 18, 2012
c. Appoint Joel Olson to the Planning Commission.
d. Approve TNT Fireworks Permit Application at the County Market Parking Lot from June 20, 2012 through July 9, 2012.
e. Approve Pay Estimate No. 7 of $551,450 from Amcon Construction Management for Gopher State Contractors Inc. $3,135, SCR Inc.-St Cloud, Electrical Solutions $76,384, Inc.$174,786, North Metro Asphalt and Contracting $39,505, New Look Contracting $22,510, Classic Construction $118,921, Central Minnesota Fabricating $20,945, Northland Paving. LLC $39,425, Fabcon, Inc. $2,976, Stronghold Industries, Inc.$11,400, M. Reinert Drywall, Inc.$26,651, Multiple Concepts Interiors $13,150, and Grazzini Brothers and Company $1,662.
g. Approve the Payment of Claims for $$849,900.25 (No. 63795-63887)

Motion carried 3-0.

5. **Meeting Open to the Public: None.**

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

a. **CenterPoint Energy Safety Grant Presentation:** Mayor Tveit thanked and acknowledged the safety grant received from CenterPoint Energy for $2,150. This grant will be used towards a trailer for the new wild land fire fighter unit.

7. **Ordinances & Resolution:**

a. **Resolution 2012-17: Approving the Gambling premise Permit for the Anoka Area Ice Arena at Billy's Neighborhood Bar & Grill, 23212 St. Francis Blvd.**: MOTION BY

DRAFT

SANDOVAL SECOND KANE ADOPTING RESOLUTION 2012-17 A RESOLUTION APPROVING THE GAMBLING PREMISE PERMIT FOR THE ANOKA AREA ICE ARENA AT BILLY'S NEIGHBORHOOD BAR & GRILL, 23212 ST. FRANCIS BLVD .Motion carried 3-0.

b. **Resolution 2012-18: Establishing the City of St. Francis Absentee Ballot Board:** MOTION BY KANE SECOND SANDOVAL TO ADOPT RESOLUTION 2012-18 A RESOLUTION ESTABLISHING THE CITY OF ST. FRANCIS ABSENTEE BALLOT BOARD. Motion carried 3-0.

c. **Resolution 2012-19: Declaring the Official Intent of Anoka County Housing and Development Authority to Reimburse Certain Expenditures from the Proceeds of Tax-Exempt Bonds:** MOTION BY KANE SECOND SANDOVAL DECLARING THE OFFICIAL INTENT OF ANOKA COUNTY HOUSING AND DEVELOPMENT AUTHORITY TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF TAX-EXEMPT BONDS. Motion carried 3-0

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

a. **Engineer: Ambassador Trunk Utilities Project Update:** A memorandum was provided by the City Engineer on the Ambassador Blvd. Trunk Utility Improvements. Punch list items remain to be completed, however the improvement project and associated components are operational. One resident along Ambassador Blvd. has not connected to the City utilities that needs to be addressed. MOTION BY TVEIT SECOND SANDOVAL AUTHORIZING CITY STAFF TO PURSUE THE APPROPRIATE ACTIONS WITH THE CITY ATTORNEY. Motion carried 3-0.

Stormwater Management Plan Inspections: A memorandum was provided by the City Engineer on the Stormwater Practice Inspections. In 2007, the URRWMO developed a Watershed Management Plan. This plan required member communities to complete a Local Stormwater Management Plan which was adopted in 2009. Each year as part of the compliance activities, an Annual Activity Report is submitted to the URRWMO for review. The URRWMO also requires local government units to inspect and maintain all water level control structures at least once every 5 years. Due to staff availability and since the Anoka Conservation District monitors local government activities with respect to the URRWMO Watershed Management Plan, they were contacted to obtain pricing for the inspection of water level control structures. MOTION BY KANE SECOND SANDOVAL AUTHORIZING THE ANOKA CONSERVATION DISTRICT O COMPLETE STORMWATER PRACTICE INSPECTIONS FOR COMPLIANCE WITH THE CITY'S LOCAL STORMWATER MANAGEMENT PLAN IN THE AMOUNT OF $5,445.00. Motion carried 3-0.

Woodhaven Water Meter Improvements: A memorandum was provided by the City Engineer on the Woodhaven Water Meter Improvements. Since the Water Treatment Plans was placed into operation, City staff has been pursuing a meter change out program. While investigating the conditions of various water meters within the City, the meters at the Woodhaven Park were identified as deficient. Staff has been working with Woodhaven to obtain the easements necessary to reconstruct the meter vault. The four quotes received for the replacement ranged from $98,925 to $154,700. MOTION BY KANE SECOND SANDOVAL TO ACCEPT THE FOUR QUOTES FROM MAGNEY CONSTRUCTION $98,925, RICE LAKE CONSTRUCTION $118,400, MUNICIPAL BUILDERS INC. $128,500, AND KHC CONSTRUCTION INC. $154,700. Motion carried 3-0.

MOTION BY SANDOVAL SECOND KANE AWARDING THE LOW QUOTE FOR THE WOODHAVEN WATER METER IMPROVEMENTS TO MAGNEY CONSTRUCTION OF CHANHASSEN, MN IN THE AMOUNT OF $98,925, CONTINGENT ON THE EXECUTION OF THE REQUIRED EASEMENT AGREEMENT WITH THE OWNER OF THE WOODHAVEN MOBILE HOME PARK. Motion carried 30.

b. **Attorney: "Old" Food-n-Fuel Site Update:** MOTION BY KANE SECOND SANDOVAL TO ADOPT THE PROPOSED FINDING OF FACT AND ORDER CALLING FOR A JULY 16, 2012 PUBLIC HEARING AND DIRECT STAFF TO MAIL NOTICE OF THE PUBLIC HEARING TO MDW EQUITY, LLC TO DETERMINE IF 4020-233rd AVENUE NW IS A HAZARDOUS PROPERTY. Motion carried 3-0.

c. Staff:

Fire Department: Roof Repair: The roof at the Fire/Police building has experienced leaking problems for years and has been scheduled for repair/replacement in 2012.Staff contacted Amcon Company and received a proposal for the design and construction management of the project. About six years ago, the City made some temporary repairs to the roof at the current west shop. Those repairs were intended to last five years. The quote received from Amcon was for $15,000 which includes the service of Architectural design $11,000 and Construction management $4,500. Chief Kapler stated the second phase will include the painting of the building. MOTION BY TVEIT SECOND KANE AUTHORIZING STAFF TO ENTER INTO THE AGREEMENT WITH AMCON FOR RE-ROOFING DESIGN AT THE FIRE STATION AND WEST SHOP FOR $15,500. Motion carried 3-0.

Public Works:

Liquor Store:

Police Dept:

City Administrator Report:

9. **Reports from Council Members**: No reports.

10. **Report from Mayor:** Want to Congratulate City Administrator Matt Hylen for being appointed to a three-year term on the League of MN boards. Also wanted to thank all city employees for helping with Pioneer Days. There were a number of staff that volunteered their time and I want to thank them.

The Motorcycle ride that was held on June 16, 2012 was not very well attended but thanked all that participated. The ride collected $400.00 for the City.

11. **Old Business**: None.

12. **New Business:** None.

13. **Adjournment:** The City Council adjourned the meeting at 6:22 pm.

DRAFT

Barbara I. Held, City Clerk

City of St. Francis

PAYMENT BATCH AP 07-02-12

AMCON					
06/30/2012	CM234-13	E 402-43000-300	Professional Services	CONSTRUCTION MGMT	7,500.00
06/30/2012	CM234-13	E 402-43000-314	Construction	GENERAL CONDITIONS	22,602.38
06/30/2012	CM234-13	E 402-43000-340	Advertising	PRINTING	5.95
					$30,108.33
AMERIPRIDE LINEN & APPAREL SER					
06/20/2012	1002170173	E 609-49750-219	Rug Maintenance	RUG MAINT	49.07
					$49.07
ASSURANT EMPLOYEE BENEFITS					
06/21/2012	5447229.0612	E 101-41400-130	Employer Paid Insurance	7/1/12 - 7/31/12	131.48
06/21/2012	5447229.0612	E 101-41500-130	Employer Paid Insurance	7/1/12 - 7/31/12	47.37
06/21/2012	5447229.0612	E 101-42110-130	Employer Paid Insurance	7/1/12 - 7/31/12	509.58
06/21/2012	5447229.0612	E 101-43100-130	Employer Paid Insurance	7/1/12 - 7/31/12	72.33
06/21/2012	5447229.0612	E 101-43210-130	Employer Paid Insurance	7/1/12 - 7/31/12	16.07
06/21/2012	5447229.0612	E 101-45200-130	Employer Paid Insurance	7/1/12 - 7/31/12	72.33
06/21/2012	5447229.0612	E 601-49440-130	Employer Paid Insurance	7/1/12 - 7/31/12	62.46
06/21/2012	5447229.0612	E 602-49490-130	Employer Paid Insurance	7/1/12 - 7/31/12	62.45
06/21/2012	5447229.0612	E 609-49750-130	Employer Paid Insurance	7/1/12 - 7/31/12	83.16
					$1,057.23
BERNICK COMPANIES, THE					
06/15/2012	178726	E 609-49751-252	Beer For Resale	BEER	195.75
					$195.75
CENTERPOINT ENERGY					
06/15/2012	5939160-7.0612	E 101-43100-383	Gas Utilities	PUBLIC WORKS	24.21
06/15/2012	5939160-7.0612	E 101-45200-383	Gas Utilities	PUBLIC WORKS	24.22
06/15/2012	5944643-5.0612	E 609-49750-383	Gas Utilities	LIQUOR	19.28
06/15/2012	5945449-6.0612	E 101-42210-383	Gas Utilities	POLICE/FIRE	17.74
06/15/2012	5945449-6.0612	E 101-42210-383	Gas Utilities	POLICE/FIRE	41.38
06/15/2012	5963820-5.0612	E 101-45200-383	Gas Utilities	WARMING HOUSE	19.28
06/15/2012	6002544-2.0612	E 601-49440-383	Gas Utilities	PUBLIC WORKS	6.42
06/15/2012	6002544-2.0612	E 602-49490-383	Gas Utilities	PUBLIC WORKS	6.43
06/15/2012	6002548-3.0612	E 602-49490-383	Gas Utilities	WWTP	46.07
06/15/2012	6886465-1.0612	E 101-41940-383	Gas Utilities	CITY HALL	12.85
06/15/2012	6886468-5.0612	E 101-41940-383	Gas Utilities	CITY HALL	12.85
06/15/2012	6886472-7.0612	E 101-41940-383	Gas Utilities	CITY HALL	12.85
06/15/2012	6886475-0.0612	E 101-41940-383	Gas Utilities	CITY HALL	12.85
06/15/2012	7900331-5.0612	E 601-49440-383	Gas Utilities	WATER	47.51
06/15/2012	8954221-9.0612	E 602-49490-383	Gas Utilities	LIFT STATION	46.07
					$350.01
CITY OF NOWTHEN					

06/12/2012	243361	E 101-43100-407	Gravel Repair & Maint	DUST CONTROL SPRAYING 6/12	1,228.66
					$1,228.66
CONSTRUCTION & GENERAL					
06/26/2012	062612	G 101-21707	Union Dues	MAINT UNION DUES - JULY 2012	152.00
					$152.00
COURIER, THE					
06/19/2012	42871	E 230-49990-441	Miscellaneous	DELIVER ON WEDNESDAY	190.00
					$190.00
CRYSTAL SPRINGS ICE					
06/16/2012	26870	E 609-49751-254	Miscellaneous Merchandise	MISC	146.50
06/19/2012	58781	E 609-49751-254	Miscellaneous Merchandise	MISC	87.60
					$234.10
DAHLHEIMER DIST. CO. INC.					
06/20/2012	1030011	E 609-49751-252	Beer For Resale	BEER	16,006.70
06/20/2012	1030011	E 609-49751-254	Miscellaneous Merchandise	MISC	84.00
06/20/2012	5210	E 609-49751-252	Beer For Resale	BEER	149.50
					$16,240.20
ECM PUBLISHERS, INC.					
06/22/2012	IQ001800480	E 101-41110-100	Wages and Salaries	SUMMARY FINANCIAL STMTS	1,148.00
					$1,148.00
ELECTRIC PUMP					
06/19/2012	0047568-IN	E 602-49490-228	Equipment Maintenance	ELEMENT	233.95
					$233.95
F.I.R.E.					
06/18/2012	9079	E 101-42210-208	Training and Instruction	CLASS-FIRE PUMPS	620.00
					$620.00
GRAINGER, INC.					
06/19/2012	9856825279	E 602-49490-228	Equipment Maintenance	LAMPS	24.45
					$24.45
GRANITE CITY JOBBING CO.					
06/19/2012	726108	E 609-49750-210	Operating Supplies	OPERATING	70.11
06/19/2012	726108	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
06/19/2012	726108	E 609-49751-254	Miscellaneous Merchandise	MISC	67.05
06/19/2012	726108	E 609-49751-256	Tobacco Products For Resale	TOBACCO	826.89
06/19/2012	726108	G 101-20810	Sales Tax Payable	SALES TAX	(0.88)
					$967.42
HAWKINS, INC.					
06/11/2012	3349838	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	1,604.17
					$1,604.17
HIDDEN FALLS INC.					
05/07/2012	148	E 101-45200-229	Project Repair & Maintenance	REPAIR FOUNTAIN	289.00
					$289.00
HYLEN, MATT					
		E 101-41400-331	Travel Expenses	REIMB 1 NIGHT MOTEL	112.25

					$112.25
INNOVATIVE OFFICE SOLUTIONS, L					
06/15/2012	64438	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	2.34
06/15/2012	64438	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	0.78
06/15/2012	64438	E 101-42210-200	Office Supplies	OFFICE SUPPLIES	0.78
06/15/2012	64438	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	0.78
06/15/2012	64438	E 101-45200-200	Office Supplies	OFFICE SUPPLIES	0.78
06/15/2012	64438	E 601-49440-200	Office Supplies	OFFICE SUPPLIES	0.78
06/15/2012	64438	E 602-49490-200	Office Supplies	OFFICE SUPPLIES	0.78
06/15/2012	64438	E 609-49750-200	Office Supplies	OFFICE SUPPLIES	0.80
06/15/2012	64439	E 101-41500-200	Office Supplies	TONER	94.45
					$102.27
JOHNSON BROS WHLSE LIQUOR					
06/20/2012	1325193	E 609-49751-206	Freight and Fuel Charges	FREIGHT	301.32
06/20/2012	1325193	E 609-49751-251	Liquor For Resale	LIQUOR	12,375.84
06/20/2012	1325194	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.76
06/20/2012	1325194	E 609-49751-253	Wine For Resale	WINE	386.75
06/20/2012	1325195	E 609-49751-253	Wine For Resale	WINE	104.95
					$13,180.62
LAW ENFORCEMENT LABOR SVCS.					
06/26/2012	062612	G 101-21707	Union Dues	POLICE UNION DUES - JULY 201	346.31
					$346.31
LEHNE S SERVICE, INC.					
06/18/2012	14278	E 101-43210-439	Recycling Days	CLEAN UP TIRES	103.00
					$103.00
MCDONALD DIST CO.					
06/19/2012	304242	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
06/19/2012	304242	E 609-49751-252	Beer For Resale	BEER	4,425.00
06/21/2012	304467	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
06/21/2012	304468	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
06/21/2012	304468	E 609-49751-252	Beer For Resale	BEER	4,186.20
06/21/2012	304468	E 609-49751-255	N/A Products	N/A	33.50
					$8,684.70
METRO FIRE					
06/15/2012	44515	E 101-42210-237	Small Equipment	SCBA PARTS	22.39
06/15/2012	44561	E 101-42210-237	Small Equipment	FLASHLIGHTS (Donation-$500)	1,685.51
					$1,707.90
MIDWAY FORD					
06/12/2012	90219	G 601-16400	Equipment & Machinery	2012 F250 PU	8,903.60
06/12/2012	90219	G 602-16400	Equipment & Machinery	2012 F250 PU	8,903.60
					$17,807.20
MIDWEST TESTING LLC					
06/15/2012	2434	E 101-42210-401	Repairs/Maint Buildings	TESTING	125.00
06/15/2012	2434	E 101-45200-208	Training and Instruction	TESTING	125.00
06/15/2012	2434	E 601-49440-228	Equipment Maintenance	TESTING	125.00
06/15/2012	2434	E 601-49440-228	Equipment Maintenance	TESTING	125.00
06/15/2012	2434	E 601-49440-228	Equipment Maintenance	TESTING	125.00

06/15/2012	2434	E 601-49440-228	Equipment Maintenance	TESTING	50.00
06/15/2012	2434	E 601-49440-228	Equipment Maintenance	TESTING	125.00
06/15/2012	2434	E 602-49490-228	Equipment Maintenance	TESTING	125.00
06/15/2012	2434	E 602-49490-228	Equipment Maintenance	TESTING	125.00
					$1,050.00
MINNETONKA GAME & FISH					
06/26/2012	062612	E 101-42110-217	Other Operating Supplies	ENTRY GATE PROXIMITY CARD!	150.00
					$150.00
NETWORK BUSINESS SUPPLIES, INC					
06/20/2012	86946	E 609-49750-210	Operating Supplies	OP SUPPLIES	70.53
					$70.53
NORTHERN SAFETY CO., INC.					
06/15/2012	900018335	E 101-43100-417	Uniform Clothing & PPE	EAR PLUGS/SKIN PROTECTION	24.12
06/15/2012	900018335	E 101-43210-417	Uniform Clothing & PPE	EAR PLUGS/SKIN PROTECTION	24.12
06/15/2012	900018335	E 101-45200-417	Uniform Clothing & PPE	EAR PLUGS/SKIN PROTECTION	24.12
06/15/2012	900018335	E 601-49440-417	Uniform Clothing & PPE	EAR PLUGS/SKIN PROTECTION	24.12
06/15/2012	900018335	E 602-49490-417	Uniform Clothing & PPE	EAR PLUGS/SKIN PROTECTION	24.12
					$120.60
PHILLIPS WINE & SPIRITS CO.					
06/20/2012	2259686	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.58
06/20/2012	2259686	E 609-49751-251	Liquor For Resale	LIQUOR	559.00
06/20/2012	2259687	E 609-49751-206	Freight and Fuel Charges	FREIGHT	130.82
06/20/2012	2259687	E 609-49751-253	Wine For Resale	WINE	4,465.70
					$5,176.10
Q3 CONTRACTING					
06/16/2012	TMN0064040	E 230-49990-441	Miscellaneous	SIGNS	1,194.69
					$1,194.69
RAMSEY, CITY OF					
06/26/2012	062612	E 101-42210-311	Contract	CHIEF'S KAPLER'S SERVICES - .	666.00
					$666.00
RELIANCE USA					
05/31/2012	52012	E 101-42210-212	Motor Fuels	DIESEL	44.00
					$44.00
SKINNER, MARLINE					
		E 101-42700-311	Contract	JUNE FEES	500.00
					$500.00
TOM LYNCH ELECTRIC					
06/12/2012	061212	E 230-49990-441	Miscellaneous	SERVICE CALL - MUTTS CONCE	100.00
06/21/2012		E 230-49990-441	Miscellaneous	COMMUNITY PARK	480.00
					$580.00
WIRTZ BEVERAGE MN					
06/21/2012	763338	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.95
06/21/2012	763338	E 609-49751-251	Liquor For Resale	LIQUOR	894.15
06/21/2012	763338	E 609-49751-253	Wine For Resale	WINE	60.00
06/21/2012	763338	E 609-49751-254	Miscellaneous Merchandise	MISC	100.14

	$1,070.24
	$107,358.75

FUND SUMMARY

101 GENERAL FUND	$8,515.90
230 PIONEER DAYS	$1,964.69
402 CAPITAL EQUIPMENT	$30,108.33
601 WATER FUND	$11,199.06
602 SEWER FUND	$9,597.92
609 MUNICIPAL LIQUOR FUND	$45,972.85
Total	107,358.75

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
12224 Nicollet Avenue • Burnsville, MN 55337
Phone (952) 890-0509 • Fax (952) 890-8065
www.bolton-menk.com

MEMORANDUM

Date: June 21, 2012

To: St. Francis City Council

From: Gina Mitchell, Study Project Manager, Bolton & Menk, Inc.

Subject: Resolution of Support for Northern Anoka County River Crossing Study

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Background & Action Requested

The City of St. Francis, together with the cities of Nowthen and Oak Grove and Anoka County, has actively participated in the Northern Anoka County River Crossing Study. The Planning Commission held a public hearing to accept public comment regarding the study on June 20, 2012. There were no members of the public in attendance.

In addition to this public hearing, several opportunities have been provided for the public and decision makers to learn more about the study and weigh in on the findings and recommendations.

- CSAH 24 (Bridge Street) Business Focus Group & Property Owners Meetings – February 2, 2012
- CSAH 22 (Viking Boulevard) Property Owners Meeting – February 23, 2012
- City Council Updates – Nowthen (April 12, 2011), St. Francis (April 18, 2011), and Oak Grove (April 25, 2011)
- Public Open House Meeting – April 5, 2011
- Educational Workshops – March 2011
- Focus Group Meetings – February 2011

Nate Sparks has developed a draft resolution for the City Council's consideration (see attached) based on a draft resolution provided by Anoka County. A motion by the Planning Commission was approved to recommend the City Council support the resolution as drafted which requests that communities participating in the study

- Accept and adopt the Northern Anoka County River Crossing Study
- Include the findings in its next Comprehensive Plan update
- Continue to collaborate and coordinate with the cities of Nowthen and Oak Grove and Anoka County to implement the recommendations of the study as funding and needs allow

A motion to approve the resolution supporting the Northern Anoka County River Crossing Study and the points described above is requested from the City Council.

In addition to the motion described above, the Planning Commission also requested the City Engineer have a conversation with Anoka County and report back to them about the following items:

- They feel there is quite a bit of pedestrian traffic southwest of the bridge that is headed to the high

school. They would like to see a pedestrian crossing at Rum River Blvd so pedestrians can access the sidewalk on the north side of Bridge Street.

- They are questioning the placement of the speed zone signs right in front of the high school across the street from one another. They would rather see the eastbound sign before the Poppy St/Rum River Blvd intersection and the westbound sign east of Lake George Blvd.

Study Information

Following is a brief overview of the study. For more information, please refer to the attached Executive Summary or the study's website at http://ww2.anokacounty.us/v3_highway/RiverCrossing/index.html .

The study reviewed County State Aid Highway (CSAH) 22 (Viking Blvd) and CSAH 24 (Bridge St) Rum River crossings to determine if they can handle the amount of future traffic anticipated, or whether a new river crossing may be necessary. The study has determined that improvements could be made at the existing river crossings to handle future traffic volumes.

Since the analysis of existing river crossing improvement scenarios did not show a need to test an additional river crossing, the study focused on identifying the future improvement needs on the existing river crossings at CSAH 24 and CSAH 22. Following is a brief overview

CSAH 24

The additional analyses conducted as part of the river crossing study for CSAH 24 included the consideration of an expansion of CSAH 24 from CSAH 24/28 to CSAH 9 as either a three-lane or four-lane roadway, along with the development of a long-range access management plan. After reviewing the right-of-way impacts of a four-lane roadway section compared to a three-lane section on CSAH 24, the study committee recommended the expansion to a four-lane be dropped from further consideration due to the extensive impacts to existing homes, businesses, historic properties and park/natural areas. Therefore, the analysis continued with the consideration of an expansion of CSAH 24 between CSAH 24/28 and CSAH 9 as a three-lane roadway, utilizing the existing two-lane bridge.

A long-term access vision has also been developed for the CSAH 24 corridor, assuming a three-lane roadway section and is included in Section IV of the study report. The goal of the access management plan is to establish a vision for city leaders to use to guide/permit access along the corridor as land use changes occur over time. Similar to the CSAH 22 access vision, the Anoka County access management guidelines are applied where feasible and flexibility is provided at locations where strict application of the guidelines was not feasible due to existing land uses, topography and/or natural features. The goal of the long-term access vision is to provide a tool to transition the corridor over time, including direction on how to guide access decisions and potential locations for future supporting roadway systems to allow existing accesses to transition off the corridor.

CSAH 22

Although CSAH 22 is anticipated to be nearing congestion by 2030, a long-term access vision along this corridor was established so as land use changes occur, the vision can be implemented. Executing this vision may help reduce and/or delay the need for roadway expansion. A long-term access vision has been developed for CSAH 22 between approximately CR 66 (in the City of Nowthen) on the west and the BNSF Railroad (in the City of Oak Grove) on the east. The access vision includes the application of Anoka County's access guidelines where feasible and also provides flexibility to address locations where strict application of the guidelines may not be possible due to existing land use, topography and/or natural features. The access vision considers the 2030 land use plans for the Cities of Oak Grove and Nowthen. As part of this process, areas where land use changes are likely to occur were discussed with the

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communities with the understanding that different segments of the corridor have different characteristics (e.g., undeveloped, potential for redevelopment, redevelopment not likely). Different access considerations and tools for guiding/permitting access within these areas have been developed and are included in Section IV of the study report.

The overall goal of the CSAH 22 long-term access vision is to provide a vision to transition the corridor over time, including direction on how to guide access decisions and potential locations for future supporting roadway systems to allow existing accesses to transition off of the CSAH 22 corridor.

If you have any questions or would like to discuss this information prior to the meeting, please feel welcome to contact me at (952) 890-0509 or ginami@bolton-menk.com .

Enc. Draft Resolution & Report Executive Summary
Figures
- 34 – CSAH 24 3 Lane Concept Plan
- 35 – CSAH 24 Long Term Access Vision

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EXECUTIVE SUMMARY

In 2008/2009, the cities of St. Francis and Oak Grove and Anoka County updated their comprehensive plans, including the consideration of future transportation needs. Each of these plans identified the potential future need for additional Rum River crossing capacity, either through additional capacity on existing crossings along County State Aid Highway (CSAH) 22 (Viking Blvd) and CSAH 24 (Bridge St) and/or through the development of an additional river crossing connection in this portion of northern Anoka County. Knowing more information was needed to assess the need for additional river crossing capacity, Anoka County, in partnership with the local communities initiated the Northern Anoka County Rum River Crossing Study in late 2010.

The purpose of the Northern Anoka County Rum River Crossing Study is to determine if additional river crossing capacity is needed, and if so, what general corridor locations should be considered, what type of facility is needed, and who should be the responsible agency for the facility. The study area focused on the communities of St. Francis, Oak Grove and Nowthen, from CSAH 22 on the south to the northern county border on the north; however, the study also included a more broad consideration of how the transportation system in this area ties into the larger regional system such as Sherburne County and United States (US) Highway 169 to the west, the north and east to Isanti County, Trunk Highway (TH) 65 and Interstate 35 (I-35) and to the south to US Highway 10.

In order to fully understand the future transportation needs in the study area, a comprehensive analysis of the following was conducted:

- Existing and future land use – documentation of where communities within and surrounding the study area are planning for land use changes to occur by 2030 and how land use changes may impact the demand for east-west travel across the Rum River.
- Existing arterial route spacing – identification of existing roadway network connectivity deficiencies based on a comparison of the functional classification of roadways in the study area, the Metropolitan Council's arterial route spacing guidelines, cities' future land use plans, and known environmental constraints in the area.
- Environmental issues/constraints – documentation of a social, environmental and economic (SEE) scan conducted for the study area to identify existing built and natural resources and potential fatal-flaws to roadway improvements.
- Existing and future traffic operations – documentation of the traffic operations under existing conditions and projected no-build and build conditions in the study area.
- Existing safety and pedestrian issues – evaluation of pedestrian movements along and near the CSAH 24 corridor in St. Francis to identify existing pedestrian volumes, specific crossing locations and available gaps for crossing; documentation of existing safety conditions within the study area.

These analyses helped shape the context of existing issues, as well as needs and constraints within the study area, particularly at and/or along the CSAH 22 and CSAH 24 river crossing corridors. Key findings from these analyses include:

1. The study area and surrounding communities are projected to continue to grow with a large portion of this growth planned to occur in St. Francis, East Bethel and Elk River. These three communities are projected to nearly double their populations by 2030. Modest growth is anticipated in Nowthen and Oak Grove as these communities are planned to remain largely rural residential through 2030.

2. Wetlands, lakes, rivers, parks and recreation areas divide the landscape in this region making land use concentration difficult in some areas, such as in Oak Grove and Nowthen. The Rum River is a natural barrier to east-west travel within the study area and designated is a State Wild and Scenic River.
3. State designated Wild and Scenic Rivers are managed by the Minnesota Department of Natural Resources (DNR). In general, Wild and Scenic Rivers are to be avoided by new construction or construction of roads or river crossings. To justify a new river crossing, it must first be proved that: 1) existing roads/river crossings cannot handle existing or projected traffic volumes, 2) expansion of the existing river crossings will not be able to handle future traffic volumes. If both of these tests show there is still a need, a river crossing in a new location may be considered, with restrictions.
4. Many residents in this portion of the county commute to the Twin Cities metro area. As a result, connections to important north/south highway corridors such as TH 47, TH 65 and US 10/US 169 are important. In addition, concentrations of employment, shopping and service opportunities are also located along these same corridors.
5. The CSAH 28 (Ambassador Blvd)/CSAH 24 corridor in St. Francis is one of two Rum River crossings in the study area and the corridor serves the downtown commercial area, the St. Francis School District campuses and is the main connection between the west and east sections of the city. The city is anticipated to continue to grow, with the majority of future commercial/industrial development planned on the west side of the Rum River and future residential development planned on both the west and east sides of the river.
6. CSAH 22 is a main artery supporting through traffic to important north/south roadways such as TH 47, TH 65, CSAH 7 (Rum River Blvd), CSAH 9 (Lake George Blvd), CSAH78 (Flamingo St) and to the Elk River area, as well as providing direct access for commercial/industrial developments within each community along the corridor.
7. The communities of St. Francis, Oak Grove and Nowthen are all considered rural areas in terms of the Metropolitan Council's arterial route spacing guidelines. These guidelines recommended principal arterial route spacing of six to 12 miles and minor arterial spacing of two to three miles for rural areas.
8. The application of functional classification and route spacing guidelines are used as the basis for identifying and evaluating a roadway network; however, land use and environmental resources must also be considered to ensure the network adequately serves population concentrations and avoids or minimizes impacts to the built and natural environment.
9. North-south connectivity within the study area appears adequate, although many of these routes currently serve a dual purpose of providing both east-west and north-south connectivity. As traffic demand increases in this area, the dual purpose nature of these routes may decrease mobility, thereby creating a need for separate east-west and north-south routes.
10. East-west arterial spacing conforms to rural minor arterial spacing guidelines of two to three miles between CSAH 24 and Isanti CSAH 10. However, planned future land use in northern St. Francis may suggest otherwise.
11. East-west arterial spacing between CSAH 24 and CSAH 22 is greater than the recommended two to three mile spacing. The rural residential nature of land use in Oak Grove, along with environmental constraints and natural features create challenges for an additional connection in this area.
12. East-west connectivity to principal arterials is lacking in this area (e.g. connections to US 169 to the west and TH 65 to the east).

13. The forecasted 2030 no-build condition projects CSAH 22 from CSAH 7 to CR78 will be nearing its capacity with an anticipated traffic volume of over 14,000 vehicles per day. With a capacity of 15,000 vehicles per day, the volume-to-capacity ratio for CSAH 22 will be acceptable; however, because the anticipated volumes are nearing capacity the roadway will be unable to effectively handle traffic fluctuations.
14. As the area along CSAH 22 develops, access management will be important to maintaining acceptable traffic flow as these volumes approach daily capacity thresholds.
15. The forecasted 2030 no-build condition projects CSAH 24 through downtown St. Francis (CSAH 28 to CSAH 9) will be over capacity, resulting in congestion and queues during the peak hours.

Because the 2030 no-build analysis showed CSAH 22 is projected to be near capacity and CSAH 24 is projected to be over capacity, a 2030 build analysis was completed to identify improvements to the existing river crossings to address these issues. Two build scenarios were tested to increase the capacities of CSAH 22 and CSAH 24 from two-lanes to four-lanes. Each build scenario was completed independent of the other. The purpose of the initial build analysis was to determine if the existing river crossings with capacity improvements, could handle future traffic volumes. If these improvements could not handle future traffic volumes, a new river crossing corridor would be tested.

Three build scenarios were tested independently of one another and included:

1. CSAH 22 Expansion – expand CSAH 22 to four-lanes from TH 47 to TH 65
2. CSAH 24 Expansion – extension of CR 103/CSAH 13 east from CSAH 13 to TH 65 and expansion of CSAH 24 between CSAH 24/28 and TH 65 to a four-lane facility
3. CSAH 24 Expansion with Extension to TH 47 – extension of CR 103/CSAH 13 east from CSAH 13 to TH 65, expansion of CSAH 24 between CSAH 24/28 and TH 65 to a four-lane facility, and an extension to Pederson Drive from TH 47 to CSAH 24

Key findings and conclusions from the build analysis include the following:

1. Improvements to one corridor do not have much of an impact on the other. The majority of users are already using their preferred route and this does not change based on the congestion levels.
2. Capacity improvements do increase the volume of traffic using the expanded route (either CSAH 22 or CSAH 24).
3. The majority of roadways in the study area do not have a noticeable change in traffic volume between the no-build and build scenarios when considering the confidence range of the forecasts.
4. The CSAH 22 Expansion shows that if CSAH 22 is expanded, the need for additional capacity is located between TH 47 and CSAH 78.
5. The expansion scenarios most significantly change traffic patterns by shifting how traffic travels through the area.
    a. With the CSAH 22 Expansion, more traffic uses CSAH 22 and the routes to and from CSAH 22 such as CSAH 7, Nightingale Street and CSAH 78.
    b. With the CSAH 24 Expansion, more traffic uses CSAH 24 and the routes to and from CSAH 24 including CSAH 28, CSAH 24 and CR 72.
    c. The CR 103 Extension (part of the CSAH 24 Expansion) shifts traffic from the parallel routes of CSAH 24 through Bethel and 221st Avenue to the CSAH 24/CR 103/CSAH 13 alignment.
6. The local extension between TH 47 and CSAH 28, adjacent to the schools, is not projected to carry a significant traffic volume (4,600), but would shift trips from the other east-west routes

between TH 47 and Ambassador Boulevard, including 229th Avenue to the new local extension. Further study of this extension should take into account Mn/DOT access plans for TH 47.

7. All of the expansion scenarios decrease the traffic volume on Rum River Boulevard. This is due to route shifts that take advantage of the additional highway capacity. Any highway expansion in the area makes Rum River Boulevard a less attractive route for cut-through trips.

Consideration of such results suggests that capacity improvements could be accommodated at the existing CSAH 22 and CSAH 24 crossings to handle future traffic volumes. Since the purpose of this study was to determine whether additional Rum River crossing capacity is needed, the above indicates that there is no justification for evaluating a new river crossing location since improvements to the existing river crossings have demonstrated the ability to handle future traffic volumes.

CSAH 22 and CSAH 24 Future Improvement Needs

Since the analysis of existing river crossing improvement scenarios did not show a need to test an additional river crossing, the Technical Advisory Committee (TAC) suggested that the remaining study focus on identifying the future improvement needs on the existing river crossings at CSAH 22 and CSAH 24. The following briefly describes the additional analyses conducted for CSAH 22 and CSAH 24 future improvements.

- CSAH 22 – Currently, CSAH 22 is an A-Minor Arterial Connector roadway, but it is planned to be transitioned to a principal arterial under Mn/DOT's jurisdiction in the future. Projected 2030 traffic volumes on CSAH 22 are between 12,000 and 14,500 vehicles per day. The planning capacity threshold for CSAH 22 is approximately 15,000 vehicles per day. Therefore, this roadway is projected to be nearing congestion by 2030.

  Although CSAH 22 is anticipated to be nearing congestion by 2030, additional analysis was conducted to establish a long-term access vision along this corridor to be implemented as land use changes occurs. Executing this vision may help reduce and/or delay the need for roadway expansion. A long-term access vision has been developed for CSAH 22 between approximately CR 66 (in the City of Nowthen) on the west and the BNSF Railroad (in the City of Oak Grove) on the east. The access vision includes the application of Anoka County's access guidelines where feasible and also provides flexibility to address locations where strict application of the guidelines may not be possible due to existing land use, topography and/or natural features. The access vision considers the 2030 land use plans for the Cities of Oak Grove and Nowthen. As part of this process, areas where land use changes are likely to occur were discussed with the communities with the understanding that different segments of the corridor have different characteristics (e.g., undeveloped, potential for redevelopment, redevelopment not likely). Different access considerations and tools for guiding/permitting access within these areas have been developed and are included in Section IV of this report.

  The overall goal of the CSAH 22 long-term access vision is to provide a vision to transition the corridor over time, including direction on how to guide access decisions and potential locations for future supporting roadway systems to allow existing accesses to transition off of the CSAH 22 corridor.

- CSAH 24 – CSAH 24 is an A-Minor Arterial Connector running through downtown St. Francis and serving as a critical connection between the St. Francis Elementary, Middle and High School campuses. Projected 2030 traffic volumes on CSAH 24 are 12,100 to 15,000 vehicles per day. The planning capacity threshold for CSAH 24 is approximately 10,000 vehicles per day. Therefore, CSAH 24 is projected to be over capacity by 2030.

  The additional analyses conducted as part of the river crossing study for CSAH 24 included the consideration of an expansion of CSAH 24 from CSAH 24/28 to CSAH 9 as either a three-lane or

four-lane roadway, along with the development of a long-range access management plan. After reviewing the right-of-way impacts of a four-lane roadway section compared to a three-lane section on CSAH 24, the TAC recommended the expansion to a four-lane be dropped from further consideration due to the extensive impacts to existing homes, businesses, historic properties and park/natural areas. Therefore, the analysis continued with the consideration of an expansion of CSAH 24 between CSAH 24/28 and CSAH 9 as a three-lane roadway, utilizing the existing two-lane bridge.

A long-term access vision has also been developed for the CSAH 24 corridor, assuming a three-lane roadway section and is included in Section IV of this report. The goal of the access management plan is to establish a vision for city leaders to use to guide/permit access along the corridor as land use changes occur over time. Similar to the CSAH 22 access vision, the Anoka County access management guidelines are applied where feasible and flexibility is provided at locations where strict application of the guidelines was not feasible due to existing land uses, topography and/or natural features. The goal of the long-term access vision is to provide a tool to transition the corridor over time, including direction on how to guide access decisions and potential locations for future supporting roadway systems to allow existing accesses to transition off the corridor.

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

RESOLUTION 2012-20

APPROVING THE NORTHERN RIVER CROSSING STUDY OF JUNE 2012 AND RECOMMENDING INCLUSION OF THE FINDINGS THEREOF IN THE CITY OF ST. FRANCIS 2030 COMPREHENSIVE PLAN

WHEREAS, the issue of a new or upgraded Rum River crossing has been raised in the community over the years in acknowledgement of the need to support the mobility and access needs of residents and businesses in the community; and

WHEREAS, the issue of a new or upgraded Rum River crossing has multijurisdictional implications involving neighboring communities, as well as Anoka County; and

WHEREAS, the City of St. Francis has participated in a sub-area study known as the "Northern River Crossing Study" with the Cities of Nowthen and Oak Grove along with Anoka County for the purpose of more clearly defining the need for a new or upgraded crossing of the Rum River; and

WHEREAS, the "Northern River Crossing Study" is now complete; and

WHEREAS, the City of St. Francis Planning Commission held a public hearing at their June 20, 2012 meeting and recommended acceptance of the study; and

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

1. That the findings of the "Northern River Crossing Study" dated June, 2012, are hereby accepted and adopted by the City of St. Francis; and

2. That the City of St. Francis intends to amend its 2030 Comprehensive Plan to include the findings of the "Northern River Crossing Study" dated June, 2012; and

3. That the City of St. Francis will continue to collaborate and coordinate with the cities of Nowthen and Oak Grove and Anoka County to implement the recommendations of the "Northern River Crossing Study" dated June, 2012, as funding and needs allow.

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

Councilmember XX
Councilmember XX
Councilmember XX

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 JULY 2012.

_____
Jerry Tveit
Mayor of St. Francis

Attest:

_____
Barbara I. Held
City Clerk

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

RESOLUTION 2012-21

A RESOLUTION APPOINTING JUDGES OF ELECTION FOR STATE PRIMARY, AUGUST 10, 2012 AND GENERAL ELECTION, NOVEMBER 6, 2012

BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA that the following persons are appointed as Judges of Election for the State Primary, August 14, 2012 and General Election, November 6, 2012:

Kathy Lind- Head Judge Precinct #1
Nancy Thompson- Assistant Head Judge Precinct #1
Chris Mickelson – Head Judge, Precinct #2
Juanita Davis – Assistant Head Judge Precinct #2
Carole Dubois
Charles Gallagher
John Hane
Eleanor Hanson
Julie Heifort
Phyllis Hiller
Bridget Kirkpatrick
Maureen Ness
Michael Minkler
Jenny Perry
Helen Peterson
Amanda Romano
Gail Strand
Sharon Streeter
Mary Pat Tousley
Ellsworth Welander
Donald Wicklander

The Judges of Election shall be paid $8.75 per hour and the Assistant Head Judge $9.25 per hour.

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

Councilmember XX
Councilmember XX
Councilmember XX

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, ANOKA COUNTY, MINNESOTA THIS 2nd DAY OF JULY 2012.

ATTEST:

_____
Jerry Tveit, Mayor

_____
Barbara I. Held, City Clerk