

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

July 7, 2014

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

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes – June 16, 2014
 - b. MN Deer Hunters Assn – Rum River Chapter: Application for Exempt Gambling Permit at Beef O’Bradys on October 14, 2014
 - c. Authorization to Hire Building Inspections Assistant contingent on passing pre-employment background and testing
 - d. 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. Joint Powers Agreement for the Reconstruction Project on CSAH 24 (Bridge St) from CR 72 (Rum River Blvd/Poppy St) through Kerry St. between St. Francis and Anoka County
7. Ordinances & Resolution
 - a. Ord. 196, Second Series: Amending Fee Schedule (First Reading)
 - b. Ord. 197, Second Series: Establishing Section 10-16-17 Entitled :Outdoor Wood-Burning Furnaces (1st Rdg)
 - c. Ord. 198, Second Series: Amending Section 10-10 Regarding Planned Unit Developments
 - d. Resolution 2014-20: Resolution Declaring Surplus property
 - e. Resolution 2014-21: Appointing Election Judges for State Primary August 12 and General Election Nov 4
8. Reports of Consultants & Staff Members
 - a. Engineer: Authorizing the Preparation of Plans and Specifications for the Bridge Street Improvements Project – Resolution 2014-22
 - b. Attorney:
 - c. Staff:
 - Fire Dept.: Fire Station Remodel: Authorization to Advertise for Bids
 - Public Works:
 - Liquor Store:
 - Police:
 - City Administrator Report: Closed Meeting to discuss the Consideration of the Purchase of Real Property. The Real Property(s) that is of subject of the closed meeting is described as, 32-34-24-34-0012, 32-34-24-34-0013, 32-34-24-34-0010, 32-34-24-34-0009, 32-34-24-33-0003 and 32-34-24- 34-0035
 - The Closed Session is Pursuant to Minn. Stat. Sec. 13D 05, Subd. (c)(3)
9. Reports from Council Members
10. Report from Mayor
11. Old Business
 - a. American Legion – Building Repair
12. New Business
13. Adjournment

Calendar of Event

July 7: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
July 16: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
July 21: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Aug 4: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Aug 5: Night to Unite @ Community Park 6:00 pm
Aug 12: State Primary – Voting hours are 7 am to 8 pm

TO: Mayor & City Council

FROM: Matthew L. Hylen,
City Administrator



RE: Agenda Memorandum – July 7, 2014 Meeting

Agenda Items:

4. Consent Agenda:

- c. *Building Inspections Assistant:* A conditional offer was made to an applicant in order to complete the pre-employment background and testing prior to Council official action.

6. Petitions, Requests, Applications:

- a. *Anoka County Highway Department Roundabout:* Attached is the Roundabout Joint Powers Agreement. A motion would be in order to approve this agreement upon review and consent of the City Attorney.

7. Ordinances & Resolutions

- a. *Ordinance 196, Second Series:* Attached is Ordinance 196, Second Series (first reading) amending the City Fee Schedule. The amendments reflect the recent changes in our animal control contract as well as our newly created rental housing regulations. A motion would be in order to approve the first reading of this ordinance with a roll call vote to follow.
- b. *Ordinance 197, Second Series:* Attached is Ordinance 197, Second Series (first reading) regarding new laws to regulate outdoor wood burning furnaces. City Planner Nate Sparks has an overview report attached. This is recommended by the Planning Commission. A motion would be in order to approve the first reading of this ordinance with a roll call vote to follow.
- c. *Ordinance 198, Second Series:* Attached is Ordinance 198, Second Series (first reading) regarding minor amendments to the city Planned Unit Development Ordinance. City Planner Nate Sparks has an overview report attached. This is recommended by the Planning Commission. A motion would be in order to approve the first reading of this ordinance with a roll call vote to follow.
- d. *Resolution 2014-20:* Attached is Resolution 2014-20 declaring city surplus property. A motion would be in order to approve this resolution.
- e. *Resolution 2014-21:* Attached is Resolution 2014-21 appointing election judges for the state primary and general election. A motion would be in order to approve this resolution.

8. Reports:

- a. **Engineer:** *Bridge Street Plans and Specifications:* Attached is an agenda report from City Engineer Jared Voge regarding the Bridge Street Improvements Feasibility Report and Resolution 2014-22 Ordering Improvement and Direction Preparation of Final Plans and Specifications. A motion would be in order to approve Resolution 2014-22.

- b. **Attorney:**

- c. **Staff:**

- Finance Director:**

- Building Official:**

- Fire:** *Fire Station Remodel:* Attached is an Agenda Report from Fire Chief Dean Kapler regarding the proposed remodeling for the fire station. A motion to authorize the solicitation of bids is recommended.

- Public Works:**

- Liquor Store:**

- Police:**

- City Administrator:** *Closed Meeting to Discuss a Potential Purchase of Real Property:*

- The City was contacted by representatives of these property owners to gauge the city interest in purchasing these parcels. Upon consultation with Mayor Tveit, this was placed on the agenda.

11. Old Business:

12. New Business:

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

CITY COUNCIL MINUTES

June 16, 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, and Chris McClish. Council members Tim Brown and Steve Kane excused. Also present were City Engineer Cody Holmes (Bolton & Menk), Police Sergeant Jake Rehling, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hylan and City Clerk Barb Held.
3. **Adopt Agenda:** Tveit asked the St. Francis American Legion be added to the agenda under 6b. MOTION BY LAZERE SECOND McCLISH TO ADOPT THE JUNE 16, 2014 CITY COUNCIL AGENDA. Motion carried 3-0.
4. **Consent Agenda:** Lazere asked if exit interviews are conducted and if council members are a part of that interview. Tveit stated we will discuss that topic under New Business. MOTION BY McCLISH SECOND LAZERE TO APPROVE THE June 16, 2014 CITY COUNCIL CONSENT AGENDA AS A – I AS FOLLOWS:
 - a. City Council Minutes – June 2, 2014
 - b. Work Session Notes – June 2, 2014
 - c. Independent School District #15 Contract for 2014-2015 School Resource Officers
 - d. Animal Control Contract with Gratitude Farms
 - e. Accept the Resignation of Office Support Amy Berglund
 - f. Declaring the Vacancy of the Office Support Position
 - g. Appoint Anna Anderson to fill the Office Support vacancy
 - h. Pay Estimate No. 4 for Rum River Bluffs-Phase 2 to LaTour construction, Inc. of Maple Lake
 - i. Payment of Claims for \$358,219.52 (Check numbers 67403-67478 \$259,343.82 and ACH 88E-89E \$98,875.70.Motion carried 3-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **Chris Serritslev of CenterPoint Energy: Grant Presentation to the St. Francis Police Department:** Mr. Serritslev presented a check for \$2,500 to the City of St. Francis. This grant will be used to purchase new AED's for the St. Francis Police Department. Mr. Serritslev stated CenterPoint Energy since 2003 has exceeded 1.2 million dollars in donations for 632 projects. The grant money is issued for cities in their service area for needed safety equipment. Mayor Tveit thanked Mr. Serritslev and CenterPoint Energy for their generous donation.

b. St. Francis American Legion: Doug Lennartson was present on behalf of the St. Francis American Legion Post 622. Mr. Lennartson has volunteered for the American Legion building restoration project. This project includes painting the American flag on the east side of the building and an eagle on the west side. Before the painting, they will be removing the wood sections and replacing it with new steel siding. Mr. Lennartson stated he spoke with the city planner and nothing was needed for the painting. In speaking with the building inspector, he informed us we would need a building permit for removing the wood and replacing the sides with steel siding. The board asked why they would need a permit for the siding and would the city donate or waive the cost of the building permit. Tveit said the City itself does not donate because of public money. Churches and schools also fall into the nonprofit status and when they done alterations permits were applied for and paid. Mr. Lennartson said I do not need an answer tonight. Mr. Lennartson stated they have also applied for a grant. Tveit asked that this topic be placed on the July 7, 2014 City Council agenda. In the mean time have our building inspection write a letter to the American Legion and let the City Council know in the Off Week Memorandum if in fact they need a building permit and why.

7. **Ordinances & Resolution:**

a.

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

a. **Engineer: Aztec Street: Bid results – Resolution 2014-19:** On Thursday, May 22, 2014 three bids were received on the Aztec Street Improvement. The bids received were from North Pine Aggregate, Inc. \$215,067.15; Knife River Corporation \$239,222.40; and Dresel Contracting, Inc. Chisago City \$271,863.31. This street improvement is because of the new O'Reilly Auto Parts Store and the straightening of Aztec Street intersecting 233rd Avenue. Since the last City Council meeting the easement documentation has been signed but has not closed on this transfer of property. It is supposed to be scheduled for some time this week. MOTION BY McCLISH SECOND LAZERE TO ACCEPT THE THREE BIDS FOR THE AZTEC STREET IMPROVEMENT. Motion carried 3-0.

MOTION BY McCLISH SECOND LAZERE TO ADOPT RESOLUTION 2014-19 A RESOLUTION AWARDDING CONTRACT TO NORTH PINE AGGREGATE, INC \$215,067.15 FOR THE AZTEC STREET NW IMPROVEMENT PROJECT CONTINGENT UPON THE CLOSING ON THE EASEMENT. Lazere asked how long do you expect the project to take? Holmes stated the project should take about three to four weeks. Motion carried 3-0.

b. **Attorney:**

c. **Staff:**

Finance Dept.:

Fire Dept.:

Public Works:

Liquor Store:

Police Dept.:

City Administrator: 4020-233rd Avenue "Old" Food n Fuel Site Update: Staff coordinated a mold consultant to inspect the property with our Building Official Andy Schreder on Friday, June 6, 2014. Additionally, the owners finally contracted with a mowing

company to improve the look of the lot. We have not received the report from the mold consultant yet. McClish asked if the building would be boarded back up. Hylen stated with our new vacant property ordinance, staff will come back to the City Council with a plan.

9. **Reports from Council Members:** Lazere thanked staff and the community for a successful Pioneer Days. Also thank you to Paul and Barb for their work this year.

McClish heard Pioneer Days went well and greatly appreciates all the effort and time. McClish also wanted to thank the St. Francis Chamber, Councilmember Lazere and staff for the extra hours that were put into the event.

10. **Report from Mayor:** Tveit also thanked the St. Francis Chamber and heard a lot of positive comments on Pioneer Days. Probably the most comments were about the fireworks being held on Saturday night instead of Sunday. In addition, we have new St. Francis Ambassadors and I would like to welcome them. Also, want to thank the St. Francis Ambassador program directors.

11. **Old Business:** Lazere would like some type correspondence sent to the Salvation Army regarding their drop box at St. Francis Foods. That one is constantly over flowing and looks awful as people come into St. Francis.

12. **New Business: Exit Interviews:** Tveit stated that Lazere asked if council members were present during the exit interviews or are they even done. Hylen stated typically, the City Council has not been part of the exit interviews but is not opposed to have elected official be included. Tveit indicated Ms. Berglund is terminating her full time status but has indicated she is willing to help when needed and if she is available. Council agreed to have Lazere be the council representative in the Berglund exit interview.

Tveit said hats off to the public works department for working through the tough weather conditions.

Lazere said one more thing, I would like to thank Matt and Barb by going above and beyond this past Sunday and help an organization out that needed help.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:34 pm.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
 - conducts lawful gambling on five or fewer days, and
 - awards less than \$50,000 in prizes during a calendar year.
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name: Minn Deer Hunters Association, Rum River Chapter
 Previous gambling permit number: X-300002

Minnesota tax ID number, if any: 4326991
 Federal employer ID number (FEIN), if any: 411390958

Type of nonprofit organization. Check one.

Fraternal Religious Veterans Other nonprofit organization

Mailing address: 1917 Rum River Dr. NW
 City: Isanti State: Mn. Zip code: 55040 County: Isanti

Name of chief executive officer [CEO]: Ron Schleif
 Daytime phone number: 763-753-3254
 E-mail address: rschleif@msn.com

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.

Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803

IRS income tax exemption [501(c)] letter in your organization's name.

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]

If your organization falls under a parent organization, attach copies of both of the following:
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
 Beef-O-Bradys

Address [do not use PO box]: 23212 St, Francis Blvd, #700
 City or township: St Francis Zip code: 55070 County: Anoka

Date[s] of activity. For raffles, indicate the date of the drawing.
 October 14, 2014

Check each type of gambling activity that your organization will conduct.

Bingo* Raffle [total value of raffle prizes awarded for year \$_____] Paddlewheels* Pull-tabs* Tipboards*

*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- The application is denied.

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature _____ Date _____

Print name _____

REQUIREMENTS

Complete a separate application for:

- all non-consecutive days, or
- all gambling conducted on one day (at multiple locations).

Send application with:

- a copy of your proof of nonprofit status, and
- application fee (non refundable). Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be included with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**JOINT POWERS AGREEMENT
FOR THE RECONSTRUCTION PROJECT
ON CSAH 24 (BRIDGE ST) FROM
CR 72 (RUM RIVER BLVD/POPPY ST) THROUGH KERRY ST
IN THE CITY OF ST FRANCIS, MN
(SP 002-624-026)**

THIS AGREEMENT is made and entered into this _ day of _____, 2014 by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as "County", and the City of St Francis, 23340 Cree St NW, St Francis, MN 55070, hereinafter referred to as "City".

WITNESSETH

WHEREAS, the parties to this agreement agree it is in the best interest of the traveling public to reconstruct County State Aid Highway (CSAH) 24 (Bridge St) from County Road (CR) 72 (Rum River Blvd/Poppy St) through Kerry St and,

WHEREAS, said parties mutually agree that CSAH 24 from CR 72 through Kerry St is in need of improvement; and,

WHEREAS, the County has prepared preliminary design plans for the reconstruction of CSAH 24 from CR 72 through Kerry St in accordance with Anoka County and the Minnesota Department of Transportation standards to a staff approved layout condition; and,

WHEREAS, Anoka County has jurisdiction over CSAH 24 from CR 72 through Kerry St and,

WHEREAS, the parties agree that it is in their best interest that the cost of said project be shared; and,

WHEREAS, Minn. Stat. § 471.59 authorizes political subdivisions of the state to enter into joint powers agreements for the joint exercise of powers common to each.

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of reconstructing the roadway, drainage and trail as well as other utilities on CSAH 24 from CR 72 through Kerry St as described in the preliminary design plans. The County project number for the reconstruction is SP 002-624-026 and the City project number is SAP ###-###-###. Said engineering plans are filed in the office of the Anoka County Highway Department and incorporated herein by reference.

The parties to this Joint Powers Agreement (JPA) agree in principle that construction of County State Aid Project No. 002-624-026 CSAH 24 from CR 72 through Kerry St is in the best interest of the traveling public and that the Preliminary Layout as shown in Exhibit "A" defines the preliminary design of the Project.

It is agreed that the Exhibit "A" Layout dated May 11, 2014 has been reviewed and accepted by the parties and is suitable for preparation of final construction documents. Any significant changes made hereafter to the design as presented in the Exhibit "A" Layout will require approval by the parties as an amendment to this JPA. These same changes will require a change in the cost share to include any additional design engineering costs that may occur.

II. METHOD

The County shall cause the construction of Anoka County Project SP 002-624-026, City project number S.A.P. ###-###-###, in conformance with proposed engineering plans and specifications.

IMPROVEMENTS

It is agreed by the parties that in 2015 CSAH 24 will be reconstructed into a two lane section with roundabouts at CSAH 24/CR 72 and at CSAH 24/CSAH 9. The Kerry St connection to CSAH 24 will be closed, and Kerry St realigned west to the roundabout at CSAH 9. The roadway will have a concrete median to the extent shown in "Exhibit A". Improvements include but are not limited to: roadway widening, roundabout construction, turn lanes, shoulders, curb & gutter, and bituminous trail/sidewalk. The costs of these improvements have been estimated for this agreement and will be finalized after bids have been received. These costs will be shared by the County and the City.

RIGHT OF WAY:

The parties agree that the County will acquire all necessary right-of-way and easements for the Project. Acquisition of any additional right-of-way and/or easements needed for improvements to the City street intersections beyond what is defined in the Exhibit "A" Layout will be the responsibility of the City. It is agreed by the parties that all necessary right of way and easements will be in legal possession of the County prior to acceptance of bids for the project. Any City owned property or easements required for the construction will be conveyed to the County at no cost.

DRAINAGE:

The City shall pay for a percentage of the cost of the storm sewer system. The City portion of the cost is based on contributing flow through the storm sewer system determined by the product of contributing area and runoff coefficient.

CONCRETE SIDEWALK/BITUMINOUS TRAIL:

CSAH 24 North Side:

The parties agree that the construction of the bituminous trail along the north side of CSAH 24 is eligible for Federal funds and that the City will contribute all matching funds [except for the replacement of the existing trail at the CR 72 intersection and at the CSAH 9 intersection, which is paid for by the County]. This trail location has been agreed to by the City. If this location changes in the future, the additional costs associated with this change will be the responsibility of the City.

CSAH 24 South Side:

The parties agree that the construction of the bituminous trail along the south side of CSAH 24 (from west of CR 72 to CSAH 9) and the east side of CSAH 9 is not eligible for Federal funds and that the City will pay 100% of construction costs. This trail location has been agreed to by the City. If this location changes in the future, the additional costs associated with this change will be the responsibility of the City.

This trail is proposed to be part of the County Regional Trail System and is eligible for potential funding through the Metropolitan Council's Regional Parks Capital Improvement Program after the project has been constructed and a request has been received from the City. If the Anoka County Parks and Recreation Department receives a letter of request from the City, the Anoka County Parks and Recreation Department will seek reimbursement for one-half of the City's share for this trail connection. If funds are secured, the Anoka County Parks and Recreation Department will reimburse the City with the additional funds received.

Kerry St Trail/Sidewalk:

The parties agree that the construction of the trail/sidewalk along the north side of Kerry St is not eligible for Federal funds and that the City will pay 100% of construction costs. This trail location has been agreed to by the City. If this location changes in the future, the additional costs associated with this change will be the responsibility of the City.

School Entrance Trail/Sidewalk:

The parties agree that the construction of the trail/sidewalk along the north side of the school entrance is not eligible for Federal funds and that the City will pay 100% of construction costs. This trail location has been agreed to by the City and the school district. If this location changes in the future, the additional costs associated with this change will be the responsibility of the City.

The parties understand that the cost for the trail/sidewalk includes: bituminous surfacing, aggregate base, excavation (including muck excavation), borrow material (granular and topsoil), and turf establishment. The parties agree that the County will pay for the design of the trail, wetland mitigation required by impacts caused by the trail, the additional right of way and easements required to construct the trail at the proper location, and any removal items, with the exception of soils, required to construct the trail.

TRAFFIC CONTROL:

The parties understand and agree that CSAH 24 will be open to thru traffic during construction. The parties agree and understand the cost share for traffic control for the city shall be a prorated share based on the City project cost divided by the total project cost.

DRIVEWAYS:

The parties agree that all driveways affected by the Project will be reconstructed in kind at 100% project cost with the cost of any upgrades requested by the City, including concrete aprons, to be the sole responsibility of the City.

LANDSCAPING/STREETSCAPING:

The parties agree that if the City wishes to include landscaping or streetscape features in the project, they shall be designed in accordance with Anoka County Highway Department Landscape/Streetscape Guidelines. The City shall supply the signed plan sheets and specifications for the proposed landscape/streetscape. The total cost of the design as well as the construction cost above standard median/roundabout cost will be at the expense of the requesting City. All construction documents must be submitted to the County by December 15, 2014. Maintenance of any landscaping/streetscaping will be the sole responsibility of the City.

LIGHTING:

The parties agree that the roundabout intersection lighting is eligible for federal funds, and that the City will contribute all matching funds. If the City would like additional lighting on the project, this would be 100% City cost.

UTILITIES:

The parties agree that the Exhibit "A" Layout does not include specific proposed utility locations. The City will be responsible for the design of any sanitary sewer and water main improvements and/or relocations due to road reconstruction, which will be incorporated into the project bid documents. The cost of the design of these features shall be the responsibility of the City. The cost of construction of these features shall be the responsibility of the City. In areas where relocations are solely due to road reconstruction federal funds shall be applied. The City's design of the sanitary sewer and water main utilities are to include signed plans, specifications, and estimated quantities and cost. All construction documents must be submitted to the County by December 15, 2014.

PERMITS:

The parties agree that the County will secure all necessary permits for this Project. The City agrees to coordinate with the County in securing any permits required by the Upper Rum River Watershed Management Organization, city permits, as well as any other permits that may be required. The County also requests that the City inform the County of any ordinances or city regulations that affect construction at the time of the signing of this JPA. (e.g. setbacks, tree clearing ordinances, or any other city ordinances.)

III. COSTS

The contract costs of the work, or if the work is not contracted, the cost of all labor, materials, normal engineering costs and equipment rental required to complete the work, shall constitute the actual "construction costs" and shall be so referred to herein. "Estimated costs" are good faith projections of the costs, which will be incurred for this project. Actual costs will vary and those will be the costs for which the relevant parties will be responsible.

The estimated construction cost of the total project is \$3,115,860.00 (\$2,963,224.00 excluding optional items). Federal funds available for the Project are capped at \$1,478,400. The federal funds shall be split based on the ratio of eligible cost incurred by each party to the total eligible project cost. Eligible costs are the costs of items that can participate in federal funding as shown on Exhibit B.

Including Optional Items

The total estimated construction cost to the City is \$1,023,039.87 (prior to application of federal funds available). After federal funding percentage is applied, the cost to the City for their share of the construction items of the Project is \$588,781.41 (\$1,023,039.87 minus \$434,258.46), the federal funds available to the City).

The City participation in construction engineering will be at a rate of eight percent (8%) of their designated construction share of \$1,023,039.87. The estimated cost to the City for construction engineering is \$81,843.19. In summary, the total City share of this project is \$1,104,883.06 (includes construction and construction engineering costs). The total cost to the City after federal funds have been applied including construction engineering is *** \$670,624.60 (see summary below).**

*($\$1,104,883.06 - \$434,258.46 + \$81,843.19 = \$670,624.60$, note: construction engineering costs are not federally eligible)

Excluding Optional Items

The total estimated construction cost to the City is \$870,403.87 (prior to application of federal funds available). After federal funding percentage is applied, the cost to the City for their share of the construction items of the Project is \$436,145.41 (\$870,403.87 minus \$434,258.46), the federal funds available to the City).

The City participation in construction engineering will be at a rate of eight percent (8%) of their designated construction share of \$940,036.18. The estimated cost to the City for construction engineering is \$69,632.31. In summary, the total City share of this project is \$940,036.18 (includes construction and construction engineering costs). The total cost to the City after federal funds have been applied including construction engineering is *** \$505,777.72 (see summary below).**

*($\$940,036.18 - \$434,258.46 + \$69,632.31 = \$505,777.72$, note: construction engineering costs are not federally eligible)

Upon award of the contract, the City shall pay to the County, upon written demand by the County, ninety five percent (95%) of its portion of the cost of the project estimated at \$637,093.37 (\$480,488.83 excluding optional items). Prior to billing, this estimate will be updated by the County to reflect the actual bid prices as awarded. An updated cost estimate shall be provided to the City at the time of billing. The City's share of the cost of the project shall include only construction and construction engineering expense and does not include engineering design and administrative expenses incurred by the County.

Upon final completion of the project, the City's share of the construction cost will be based upon actual construction costs. If necessary, adjustments to the initial ninety five percent (95%) charged to the city will be made in the form of credit or additional charges to the City's share. Also, the remaining five percent (5%) of the City's portion of the construction costs shall be paid.

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed by each entity pursuant to the method provided by law.

VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformance to the State laws.

VII. STRICT ACCOUNTABILITY

A strict accounting shall be made of all funds and report of all receipts shall be made upon request by either party. Prior to City payment to the County, the County shall provide the City a copy of all cost participation documents submitted to MnDOT State Aid to assist the City in their application for MSA funding.

VIII. TERMINATION

This Agreement may be terminated by either party at any time, with or without cause, upon not less than thirty (30) days written notice delivered by mail or in person to the other party. If notice is delivered by mail, it shall be deemed to be received two days after mailing. Such termination shall not be effective with respect to any solicitation of bids or any purchases of services or goods which occurred prior to such notice of termination. The City shall pay its pro rata share of costs which the County incurred prior to such notice of termination.

X. MAINTENANCE

- A. Maintenance of the completed storm sewer (except catch basins and catch basin leads on CSAH 24) and detention basins (including ponds and their outlet structures and grit chambers/collectors) shall be the sole obligation of the City.
- B. Maintenance of all sidewalks, including snow plowing, shall be the sole responsibility of the City.
- C. Maintenance of the bituminous trails shall be the responsibility of the City. The City shall be responsible for general routine maintenance, such as, sweeping, clearing, plowing, trash removal and other incidental items and shall be responsible for long-term maintenance, such as bituminous overlays, crack sealing and replacement.
- D. Maintenance of crosswalk pavement markings on City streets shall be the responsibility of the City. The County will be responsible for all crosswalk pavement markings for the crossings at all County streets.

- E. Maintenance of streetlights and cost of electrical power to the streetlights shall be the sole obligation of the City.

XI. NOTICE

For purposes of delivery of any notices herein, the notice shall be effective if delivered to the County Administrator of Anoka County, 2100 Third Avenue, Anoka, Minnesota 55303, on behalf of the County, and to the City Administrator of the City of St Francis, 23340 Cree St NW, St Francis, MN 55070, on behalf of the City.

XII. INDEMNIFICATION

The City and County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XIII. ENTIRE AGREEMENT REQUIREMENT OF WRITING

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter thereof, as well as any previous agreement presently in effect between the parties to the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands on the dates written below.

COUNTY OF ANOKA

CITY OF ST FRANCIS

By: _____
Rhonda Sivarajah, Chair
Board of Commissioners

By: _____
Jerry Tveit
Mayor

Dated: _____

Dated: _____

ATTEST

By: _____
Jerry Soma
County Administrator

By: _____
Matthew L. Hysten
City Administrator

Dated: _____

Dated: _____

RECOMMENDED FOR APPROVAL

By: _____
Douglas W. Fischer, P.E.
County Engineer

By: _____
City Attorney

Dated: _____

Dated: _____

APPROVED AS TO FORM

By: _____
Dan Klint
Assistant County Attorney

Dated: _____

EXHIBIT "C"

COST-SHARING AGREEMENT FOR PROJECTS CONSTRUCTED IN ANOKA COUNTY USING COUNTY STATE AID FUNDS OR LOCAL TAX LEVY DOLLARS

<u>ITEMS</u>	<u>COUNTY SHARE</u>	<u>CITY SHARE</u>
Concrete Curb & Gutter	50%	50%
Concrete Curb & Gutter for Median Construction	100%	0%
Concrete Median	100%	0* ¹
Concrete Sidewalk	0%	100%
Concrete Sidewalk Replacement	100%	0%
Bikeways	0%	100%
Bikeway Replacement	100%,	0%
	Unless existing trail not placed at edge of RW	
Construction or Adjustment of Local Utilities	0%	100%
Grading, Base and Bituminous	100%	0%
Storm Sewer	based on state aid letter* ²	based on state aid letter* ²
Driveway Upgrades	100%, in-kind	100%, of up-grades
Traffic Signals, new & replacements (communities larger than 5,000) w/ State Aid approved SJR	½ the cost of it's legs of the intersection	the cost of its legs of the intersection plus ½ the cost of the County legs of the intersection
Traffic Signals, new & replacements (communities less than 5,000) w/ State Aid approved SJR	100%	0%
Traffic Signal, w/o State Aid approved SJR	0%	100%
EVP	0%	100%
Engineering Services	* ³	* ³
Right-of-Way	100%* ⁴	0%
Street Lights	0%	100%
Noise Walls	100%* ⁵	0%* ⁵

- *1 The County pays for 100% of Standard Median Design such as plain concrete. If a local unit of government requests decorative median such as brick, stamped concrete, or landscaping, the local unit will pay the additional cost above the cost of standard median.
- *2 In the event no State Aid is being used, or in the event the state aid letter does not determine cost split percentages, drainage cost shares will be computed by the proportion of contributing flow outside the County right of way to the total contributing flow.
- *3 Engineering shall be paid by the Lead Agency except that any participating agency will pay construction engineering in the amount of 8% of the construction costs paid by that agency.
- *4 In the event that the Township or City requests purchase of right-of-way in excess of those right-of-ways required by County construction, the Township or City participates to the extent an agreement can be reached in these properties. For instance, a Township or City may request a sidewalk be constructed alongside a County roadway which would require additional right-of-way, in which case the Township or City may pay for that portion of the right-of-way. Acquisition of right-of-way for new alignments shall be the responsibility of the Township or City in which the alignment is located. This provision may be waived by agreement with the County Board if the roadway replaces an existing alignment and the local unit of government takes jurisdiction of that existing alignment. In addition, any costs, including right-of-way costs, incurred by the County because a Township or City did not acquire sufficient right-of-way during the platting process or redevelopment process as requested by the County shall be paid by the Township or City.
- *5 If previously notified, the City shall be responsible for future noise wall maintenance. Notification includes any letter to the agency indicating that noise will potentially be an issue in the future, likely received during the Plat Review Process. The County shall pay 100% of Standard Noise Wall Cost. If a local agency requests decorative noise walls, then the requesting agency will pay the additional cost above the cost of standard noise wall. Furthermore, should an agency request a noise wall to be built where not required by the applicable federal or state standard, the entire cost of the wall shall be borne by the requesting agency.

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

ORDINANCE 196, SECOND SERIES

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

THE CITY OF ST. FRANCIS ORDAINS:

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

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

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

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)



2014 MASTER FEE SCHEDULE

EXHIBIT A for Ordinance 196, Second Series, Subd. 2

ADMINISTRATIVE PENALTIES

Administrative Enforcement Penalties:	
1st Offense:	\$100
2nd Offense:	\$200
3rd Offense:	\$500
4th Offense:	\$1,000
5th Offense and beyond:	\$2,000
Administrative Hearing Fee:	\$100

ANIMAL IMPOUND FEES

1st Offense*	\$75	
2nd Offense*	\$105	
3rd Offense*	\$140 *Within a twelve-month period	
Administrative Fee		\$50/day
Pick up Service Fee		
8am-6pm	\$60/hr	
6pm-8am	\$80/hr	
Boarding Fee	\$20/day	\$25/day

ANIMAL LICENSE

Dog License (May-April)	\$10/1-2 year vaccinations \$15/3 year vaccination \$3.00 discount for seniors (Age of owner)
Kennel	
First 10 dogs	\$100/year
Each Additional dog	\$10/year

AMUSEMENT & RECREATION

Amusement Machine	\$15/location + \$15/machine
Dance	
Annual	\$100/year
Per Event	\$10/event

BUSINESS & SERVICE LICENSE

Investigation Fee	\$25
Adult Entertainment Use	\$2,000/year
Sauna/Massage Parlars	\$2,000/year
Fireworks-Retail/Tent	\$50/per occurrence
Fireworks-Pyrotechnic Display	\$50/per occurrence
Pawnbroker	\$1,000/year
Refuse Hauler	\$200/year +\$50/truck
Massage Therapist	\$200/year
Taxicab Driver License Fee	\$150/year
Taxicab Operator License Fee	\$150/year
Towing/Impound	\$150/year
Finger Printing	\$15 and customer provides fingerprint card
Transient Merchant/Peddler	
Week	\$50
Month	\$150
Year	\$300

LIQUOR LICENSE

3.2% Malt – Off Sale	\$50/year
3.2% Malt – Off Sale – Special Event	\$25/event
3.2% Malt – On Sale	\$200/year
Club License	\$200/year
Wine License	\$200/year
Intoxicating Liquor – On Sale	\$4,000/year
Intoxicating Liquor – Sunday Sales	\$200/year
Investigation Fee	
Single Application	\$200
Partnership	\$300
Corporation	\$400

TOBACCO LICENSE

\$150/YEAR

STREET DISRUPTION

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

DOCUMENT SERVICES

Accident, Police & Fire Reports	\$.25/page; Over 100 pages TBD
Copies	\$.25 per page copied
CD's	\$15
Colored Copies of Photos	\$3/page
Certificate of Survey (non homeowner)	\$2
City Council Agenda & Minutes (mailed)	
Resident	\$25/year
Non-Resident	\$25/year + postage
Planning/Park Comm Agenda & Minutes (mailed)	
Resident	\$12/year
Non-Resident	\$12/year + postage

GENERAL & MISCELLANEOUS

Lockouts	\$25
Mileage Reimbursement for Personal Vehicle	Current IRS Rate
Notary	\$2/document
Public Nuisance Violation Admin Fee (assessable)	\$75/occurrence
Certify delinquent invoices (except utilities)	Lesser of 10% of delinquency or \$75
Certify delinquent utilities	10% of delinquency
Fire Department charges	See Ordinance 138
Returned Checks	\$30/check
Snowmobile permit	\$15.00
Special Assessment Administrative Fee	\$100
Special Assessment Search	\$20/each

EQUIPMENT AND STAFF USE

1 Ton Truck w/Plow	\$55/hour
Belos w/Attachment	\$55/hour
Crane Truck	\$45/hour
Electric Generator	\$60/hour
Grader	\$90/hour
Kubota/Attachments Mower	\$50/hour
Pick Up Truck	\$40/hour
Single Axle Truck	\$65/hour
Single Axle Truck w/Plow	\$85/hour
Tool Cat/Skid Steer w/Attachments	\$60/hour
Tractor w/loader or Attachments	\$60/hour
Pay Loader	\$90/hour

Hourly equipment rates DO NOT include the cost of the operator or cost of fuel/gas.

Staff Time	2 x's Step 8 of their Pay Grade
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COUNCIL/COMMISSION PAY

City Council Per Diem per day	\$35/4 hours or less; \$70/more than 4 hours
Special City Council Meetings	
Council Retreats/Work Sessions	
Economic Development Authority Meeting (EDA)	
League of MN Cities functions	Prior approval required
Labor negotiations	Prior approval required
Employee interviews	Prior approval required
Mayor only:	Mayor may appoint council member to fulfill his obligations and approve attendance.
School/County Liaison	
MN Mayor's Assn. functions	
Speaking Engagements at other Civic Organizations	
Closing of Property Acquisition	
Fire District Study Group Meetings	
Planning Commission	
Chairman	\$25/meeting-paid annually
Member	\$20/meeting-paid annually
Park Commission	
Chairman	\$25/meeting-paid annually
Member	\$20/meeting-paid annually
Economic Development Authority	\$20/meeting-paid annually
Upper Rum River Watershed - Resident Appointed by Council	\$20/meeting-paid annually

PARKS AND RECREATION

	Resident	Non-Resident
Concession	\$25	\$50
Ball Park Usage – Outside Organization	100/ per night for season	200/per night for season
Clean Up Deposit	\$50 – refundable	\$75 – refundable
Key Replacement	\$50	\$50
Football Field	\$25/each	\$35/each
Football Youth Program	\$43/week/team	
Gazebo Rental	\$50	\$100
Rink Rental for Reserved Time	\$25/hour for after hours rental	\$50/hour for after hours rental
Shelter	\$25	\$50
Soccer	\$34/week/team	
Soccer Field	\$25/each	\$35/each
Warming House	\$50	\$100

St. Francis City Council has the authority to charge an annual fee of \$100 for Non-Profits.

St. Francis City Council has the authority to waive any fees for Non-Profits.

COMMUNITY CENTER

Resident	\$30/event
Non-Resident	\$55/event
Damage Deposit	\$100
Late Key Return	\$25 if not returned within two business days of event
City Purposes	Free
City Benefit	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed.
St. Francis Lions/Lioness	
St. Francis Senior Citizens Group	
St. Francis Area Jaycees	
St. Francis Youth Assn. (4-H, Scouts, Hockey, etc.)	
St. Francis Ambassador Program	
St. Francis Area Chamber of Commerce	
Other Governmental Agencies	
Local Church organizations	
Local Business/Non-Profit Organizations	Donations will be accepted for Use of Facility unless Council specifically determines that the fees should be imposed.
Priority for use in event of conflict	Based on earliest request if more than one applicant of the same class seeks conflicting dates.
City of St. Francis	
Non-Profit located within City limits	
Residents (individuals or groups)	
Non-Profit located outside City limits	
Non-Residents (individuals or groups)	

DIVISION AND USE OF PROPERTY	Fee	Escrow
Administrative Subdivision	\$200	\$250
Annexation	\$250	\$300
Appeal	\$200	\$250
Comprehensive Plan Amendment	\$450	\$650
Conditional Use Permit	\$350	\$650
Dock Permit	\$50	\$100
Driveway Permit	\$50	\$200 (May be waived by Staff)
Environmental Review	\$350	\$650
Excavation/Fill Permit (Admin)	\$100	\$250
Excavation/Fill Permit (IUP)	\$350	\$650
Fence- Under Six Feet in Height	\$50	
Home Occupation (IUP)	\$350	\$650
Interim Use	\$350	\$650
Minor Subdivision	\$350	\$400
Ordinance Amendment	\$350	\$650
Planned Unit Development	\$350	\$650
Rental Housing Licensing		
Rental Housing License	\$150	
Rental Housing License Renewal	\$100	
Rental Housing License Renewal Multiple Family	\$75	
Sign Permit Zoning Review (Admin)	\$75	
Sign Permit Zoning Review (Full)	\$250	\$350
Sign Permit Zoning Review (Temporary)	\$25	
Rezoning	\$350	\$650
Site & Building Plan Review (Admin)	\$100	\$250
Site & Building Plan review (Reg)	\$350	\$450
Street/Utility Easement Vacation	\$350	\$650
Subdivision		
Sketch Plan	\$300	\$500
Preliminary Plat (Rural)	\$400	\$400 + \$125/lot
Preliminary Plat (Urban)	\$400	\$425 + \$175/lot
Final Plat	\$350	\$650
Temporary Habitation Permit	\$200	\$5,000
Temporary Outdoor Sales Permit/License	\$50	
Wetland Replacement Plan Review w/Plat	\$350	\$650
Wetland Replacement Plan and Excavation	\$350	\$650
Vacant Building Registration Fee		
First Year	\$125	
Second Year Renewal	\$175	
Third Year Renewal	\$250	
Fourth Year Renewal	\$350	
Fifth Year Renewal and Beyond	\$500	
Vacant Building Administration Fee	\$100	
Variance Application	\$350	\$650
Park Dedication	\$2,500/lot	
TIF Application	\$2,500	\$2,500
Landscaping Escrow Administration Fee	\$100	

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

BUILDING PERMITS

Basement Finishes Permit	\$140	**See Below
Building Demolition	\$95	**See Below
Building Demolition - Commercial	By Valuation	
Contractor Verification Fee	\$10	
Fence- Residential	\$40	
· Over Six Feet in Height	By Valuation	
Commercial	By Valuation	
Fireplace	\$95	**See Below
Fuel Tank Removal	\$95	**See Below
Engineers Grading Review of Building Permit	\$130	
Water Heater	\$75	**See Below
HVAC	\$95/heating installations	**See Below
	\$55/air conditioning	**See Below
Inspections-After Hours	\$70/hr, minimum 2 hours	
Investigation Fee	Not to exceed permit fee	
Irrigation	\$50 back flow preventer	**See Below
Mobile Home Setup	By Valuation	
On-Site Septic		
Type I - IV	\$275	**See Below
Type V	By cost incurred	
Operating Permit	\$125/year	**See Below
Plumbing	\$95	
Pools	\$75	**See Below
	Letter must be submitted annually stating that an above ground pool will be placed in the same location each year as per the initial site plan.	
Pools - Inground	By Valuation	
Re-Inspection Fee	Not to exceed \$75/trip	
Roofing		
Residential	\$95	**See Below
Commercial	By Valuation	
Septic System Pumping Verification	\$20	
Siding		
Residential	\$95	**See Below
Commercial	By Valuation	
Signs	By Valuation	
Water Softener Permit		
Residential	\$15 by State Statute	**See Below
Commercial	By Valuation	
Windows/Exterior Doors	\$95	**See Below
Commercial Buildings (Plbg, Mech, Fire Alarm, Etc.)	By Valuation	

Anything not listed above will be based on valuation + plan review + state surcharge.

Permits over 180 days of inactivity are null and void with no refund

Permit extension not to exceed 1/2 permit fee and building inspector makes determination

No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for state surcharges

**** STATE SURCHARGE collected in accordance with MN Statutes 326B.148**

which is currently \$5.00 per permit.

ESCROW DEPOSITS

Urban	
Curb Box & Meter	\$1,500
Final Grading	\$500 - \$1,000
Litter/Debris Cleanup	\$100 - \$300
2" Caliper Tree (new)	\$300
Sod	\$2,000
Seeding/Sprinkler	\$2,000
3" Black Dirt	\$500
Erosion Control in Place	\$300
Street Cleaned	\$200
Driveway Installed	\$1,500
Rural	
Final Grading	\$500 - \$1,000
Litter/Debris Cleanup	\$100 - \$300
2" Caliper Tree (new)	\$300
Sod/Seeding	\$300 - \$2,000
Erosion Control in Place	\$300
Culvert	\$1,500
Driveway Installed	\$1,500

UTILITY FEES

Access Charge	
Sewer Equivalent Connection Charge	\$4,200
Water Equivalent Connection Charge	\$3,000
Tapping & Connection Permits	
Tapping & Water Connection	\$125
Tapping & Sewer Connection	\$125
Water Connection	\$50
Sewer Connection	\$50
Meter Deposit	
¾"	Cost
1" and larger	Cost + 10%
Water Shut Off (7:00 am to 3:30 pm)	\$35
Water Reconnect (7:00 am to 3:30 pm)	\$35
*The disconnect and reconnect fee for water shall be waived if a resident leaves for 2 consecutive months during the time from October to March. This is to promote the idea of shutting off these snowbird residences to reduce the chance for freeze ups and bursting of pipes.	
Meter Repair (not removal or installation)	Time & material w/ \$50 minimum
Curbstop Locate	
Summer	\$25 minimum
Winter	\$50 minimum
Curbstop Driveway Cover	Cost
Curbstop Repair	Time & material w/ \$50 minimum
Curbstop Box	Cost
Hydrant & Gate Valve Repair	Time & material w/ \$50 minimum
Hydrant Meter Deposit	\$800
Non-response to Tagging Notice	\$250 per month until resolved
Un-Metered Use of City Water	\$200

WATER RATES

Monthly Base Fee	\$13.75
State Test Fee	\$0.53
Charge per 1,000 Gallons Used per Equivalent Connection	
0-14,999	\$4.25/equivalent connection
15,000-29,999	\$4.45/equivalent connection
30,000-44,999	\$5.15/equivalent connection
>=45,000	\$6.15/equivalent connection
Bulk Water	
System Access Charge	\$50
Charge per 1,000 Gallons Used	\$4

SEWER RATES

Monthly Base Fee	\$12.50
Charge per 1,000 Gallons Used	\$4.90/equivalent connection
Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate

Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed.

Summer residential sewer rate (May through October billings) are based on the average of water consumption used for the January, February and March billings. If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than 3,000 gallons will be billed actual usage up to the maximum average calculated.

**Note: Consumption amounts are not billed greater than actual usage.



PLANNING MEMO

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

FROM: Nate Sparks

MEETING DATE: July 7, 2014

DATE: June 26, 2014

RE: Outdoor Wood Boiler Ordinance

BACKGROUND

Outdoor boilers or furnaces are devices that are placed outside of a building that burn wood, corn, or other fuel to heat or provide energy to the building or pool. This activity has been found to produce smoke, soot, and emissions that may become a public nuisance, especially in an urban environment. Also, of concern are when devices are used improperly and substances are used as fuel that create foul smelling and/or thick smoke. The Planning Commission reviewed a draft ordinance and held a public hearing and has recommended approval of an ordinance that prohibits outdoor wood-burning furnaces in the urban services area and sets minimum standards of operation.

REQUESTED ACTION

The Planning Commission recommended approval of the following ordinance.

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

ORDINANCE 197, SECOND SERIES

AN ORDINANCE ESTABLISHING SECTION 10-16-17
ENTITLED “OUTDOOR WOOD-BURNING FURNACES”

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Adopted. That Section 10-2-2, Definitions shall be amended to include the following definition:

OUTDOOR WOOD-BURNING FURNACE: Any accessory structure or appliance designed to be located outside living space ordinarily used for human habitation and designed to transfer or provide heat, via liquid or other means, through the burning of wood or other fuel, for heating spaces other than where such structure or appliance is located, any other structure or appliance on the premises, or for heating domestic, swimming pool, hot tub or Jacuzzi water. Outdoor wood-burning furnace does not include an outdoor fireplace, fire pit, wood-fired barbecue, or chiminea. An outdoor wood-burning furnace may also be referred to as an outdoor wood boiler or outdoor hydronic heaters.

Section 2. Code Adopted. That Section 10-16-17 entitled “Outdoor Wood-Burning Furnaces” shall be adopted to read as follows:

10-16-17: OUTDOOR WOOD-BURNING FURNACES.

- A. Outdoor wood-burning furnaces are prohibited in the Urban Services Area of the City.
- B. All outdoor wood-burning furnaces require a permit from the City of St. Francis prior to installation.
- C. Outdoor wood-burning furnaces shall be required to use clean wood or other clean burning product as fuel. Clean wood is defined as natural wood which has not been painted, varnished, or coated with a similar material, has not been pressure-treated with preservatives, and does not contain resins or glues as in plywood or other composite wood products. The use of the following materials as fuel is strictly prohibited:
 1. Rubbish or garbage including but not limited to food wastes, food wraps, packaging, animal carcasses, paint or painted materials, furniture, composite shingles, construction or demolition debris, or other household or business wastes.
 2. Kerosene, gasoline, or petroleum products.
 3. Asphalt and products containing asphalt.

4. Wood or wood products, other than clean wood.
5. Any plastic material including but not limited to nylon, PVC, ABS, polystyrene or urethane foam, and synthetic fabrics, plastic film, and plastic containers.
6. Rubber, including tires and synthetic rubber-like products.
7. Newspaper, corrugated cardboard, container board, and office paper.

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

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

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk



PLANNING MEMO

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

FROM: Nate Sparks

MEETING DATE: July 7, 2014

DATE: June 26, 2014

RE: PUD Ordinance Amendment

BACKGROUND

The Planning Commission conducted a review of the City’s Planned Unit Development Ordinance and recommends some minor amendments.

DRAFT ORDINANCE AMENDMENT

Attached is a draft ordinance amendment. Included are amendments intended for granting additional flexibility for commercial and industrial PUDs. The term “PUD Permit” is found throughout the ordinance which is being removed to avoid confusion with a Conditional Use Permit provision. The primary proposed revisions are:

Part 1: Section 10-10-1

The purpose statement is proposed for revision to include the use of the CUP for certain PUDs.

Part 2: Section 10-10-2-M

The perimeter setbacks and building separation are proposed to be slightly revised to allow for greater flexibility for commercial and industrial PUDs and to lessen building separation requirements.

Part 3: Section 10-10-6

An allowance for minor revisions to a PUD that can be approved via resolution than by ordinance amendment is proposed in this section.

Part 4: Section 10-10-8

This section simply states the allowance for procession commercial and industrial PUDs by CUP in limited cases.

RECOMMENDED ACTION

The Planning Commission recommended approval of the following ordinance.

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

ORDINANCE 198, SECOND SERIES

AN ORDINANCE AMENDING SECTION 10-10
REGARDING PLANNED UNIT DEVELOPMENTS

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 10-10 shall be amended to read as follows:

10-10-1: PURPOSE: The Section is established to provide comprehensive procedures and standards to allow for the mixing of uses and flexibility from the general performance standards to allow for more innovative and efficient design for the development of neighborhoods or areas. The PUD process by allowing flexibility from the strict provisions of this Ordinance related to setbacks, heights, lot area, width, depth, yards, and other equivalent performance standards by rezoning to a PUD District (or as a conditional use when applicable) is intended to encourage:

- A. Innovations in development to the end that the growing demands for all styles of economic expansion may be met by greater variety in type, design, and siting of structures and by the conservation and more efficient use of land in such developments.
- B. Higher standards of site and building design through the use of trained and experienced land planners, architects and landscape architects.
- C. More convenience in location and design of development and service facilities.
- D. The preservation and enhancement of desirable site characteristics such as existing vegetation, natural topography and geologic features and the prevention of soil erosion.
- E. A creative use of land and related physical development which allows a phased and orderly transition of land from activity to another.
- F. An efficient use of land resulting in smaller networks of utilities and streets thereby lowering development costs and public investments.
- G. A development pattern in harmony with the objectives of the Comprehensive Plan. (PUD is not intended as a means to vary applicable planning and zoning principals.)
- H. A more desirable and creative environment than might be possible through the strict application on zoning and subdivision regulations of the City.
- I. That the flexibilities granted through the PUD process for the development produce a clear and identified benefit to the City that would not have been achievable following the standard zoning procedure.

10-10-2: GENERAL REQUIREMENTS AND STANDARDS:

- A. Ownership. An application for PUD must be filed by the landowner or jointly by all landowners of the property included in a project. The application and all submissions must be directed to the development of the property as a unified whole. In the case of multiple ownership, the approved final plan shall be binding on all owners.
- B. Comprehensive Plan Consistency. The proposed PUD shall be consistent with the City Comprehensive Plan.
- C. Compatibility. The proposed PUD shall be compatible with the adjacent land uses.
- D. Common Open Space. Common open space at least sufficient to meet the minimum requirements established in the Comprehensive Plan and such complementary structures and improvements as are necessary and appropriate for the benefit and enjoyment of the residents/users of the PUD shall be provided within the area of the PUD development.
- E. Operating and Maintenance Requirements for PUD Common Open Space/Facilities. Whenever common open space or service facilities are provided within the PUD, the PUD Plan shall contain provisions to assure the continued operation and maintenance of such open space and service facilities to a pre-determined reasonable standard. Common open space and service facilities within a PUD may be placed under the ownership of one or more of the following, as approved by the City:
 - 1. Dedicated to public, where a community-wide use is anticipated and the City agrees to accept the dedication.
 - 2. Landlord control, where only use by tenants is anticipated.
 - 3. Property Owners Association, provided all of the following conditions are met:
 - a. Prior to the use or occupancy or sale or the execution of contracts for sale of an individual building unit, parcel, tracts or common area, a declaration of covenants, conditions and restrictions or an equivalent document or document such as specified by Laws 1963, Section 457, Section 11 and a set of floor plans such as specified by Laws 1963, Section 457, Section 13 shall be filed with the City, said filing with the City to be made prior to the filings of said declaration or document or floor plans with the recording officers of the County.
 - b. The declaration of covenants, conditions and restrictions or equivalent document shall specify that deeds, leases or documents of conveyance affecting buildings, units, parcels, tracts, townhouses or apartments shall subject said properties to the terms of said declaration.
 - c. The declaration of covenants, conditions and restrictions shall provide that an owner's association or corporation shall be formed and that all owners

shall be members of said association or corporation which shall maintain all properties and common areas in good repair and which shall assess individual property owners proportionate shares of joint or common costs. This declaration shall be subject to the review and approval of the City Attorney. The intent of this requirement is to protect the property values of the individual owner through establishing private control.

- d. The declaration shall additionally, amongst other things, provide that in the event the association or corporation fails to maintain properties in accordance with the applicable rules and regulations of the City or fails to pay taxes or assessments on properties as they become due and in the event the City incurs any expenses in enforcing its rules and regulations, which said expenses are not immediately reimbursed by the association or corporation, then the City shall have the right to assess each property its prorated share of said expenses. Such assessments, together with interest thereon and costs of collection, shall be a lien on each property against which such assessment is made.
 - e. Membership must be mandatory for each owner and all successors or assigns.
 - f. The open space restrictions must be permanent and not for a given period of years.
 - g. The Association must be responsible for liability insurance, local taxes, and the maintenance of the open space facilities to be deeded to it.
 - h. Property owners must pay a prorated share of the cost of the Association by means of an assessment to be levied by the Association which meets the requirements for becoming a lien on the property in accordance with Minnesota Statutes.
 - i. The Association must be able to adjust the assessment to meet changed needs.
 - j. The by-laws and rules of the Association and all covenants and restrictions to be recorded must be approved by the City Council prior to the approval of the final PUD plan.
- F. Staging of Public and Common Open Space. When a PUD provides for common or public open space, and is planned as a staged development over a period of time, the total area of common or public open space or land escrow security in any stage of development shall, at a minimum, bear the same relationship to the total open space to be provided in the entire PUD as the stages or units completed or under development bear to the entire PUD.
- G. Density. The maximum allowable density in a PUD zoning district shall be determined by standards negotiated and agreed upon between the applicant and the City. In all cases,

the negotiated standards shall be consistent with the development policies as contained in the Comprehensive Plan. Whenever a PUD is to be developed in stages, no such stage shall, when averaged with all previously completed stages, have a residential density that exceeds one hundred (100) percent of the proposed residential density of the entire PUD. A PUD by conditional use permit must comply with the applicable base zoning district.

- H. Utilities. In any PUD, all utilities, including telephone, electricity, gas and cable shall be installed underground, unless approved specifically by the City Council.
- I. Utility Connections. The following requirements must be met with regards to utility connections.
 - 1. Water Connections. Where more than one (1) property is served from the same service line, individual unit shut off valves shall be provided as required by the City.
 - 2. Sewer Connections. Where more than one (1) unit is served by a sanitary sewer lateral which exceeds three hundred (300) feet in length, provision must be made for a manhole to allow adequate cleaning and maintenance of the lateral. All maintenance and cleaning shall be the responsibility of the property owners association or owner.
- J. Roadways. All streets shall conform to the design standards contained in the Subdivision Chapter of the City Code, unless otherwise approved by the City.
- K. Landscaping. In any PUD, landscaping shall be provided according to a plan approved by the City, which shall include a detailed planting list with sizes and species indicated as part of the final plan. In assessing the landscaping plan, the City shall consider the natural features of the particular site, the architectural characteristics of the proposed structures and the overall scheme of the PUD plan.
- L. Urban/Rural Servicing Requirements. All development shall be carefully phased so as to ensure that all developable land will be accorded a present vested right to develop at such time as services and facilities are available. Lands which have the necessary available municipal facilities and services may be granted approval in accordance with existing City Code provisions and development techniques. Lands which lack the available public facilities and services may be granted approval for development, provided that all applicable provisions of this Chapter, the City Code, and State Regulations are complied with.
- M. Setbacks.
 - 1. Site Perimeter Setbacks:
 - a. For commercial and industrial development, the perimeter setback shall be 30 feet to property zoned for single family residential uses. To all other uses the perimeter setback shall be determined as deemed appropriate by the City based on the nature of the proposed use and the adjacent uses.

- b. For all other uses, the perimeter setback shall be the same as the setback on adjacent property.
 2. No building shall be located less than fifteen (15) feet from the back of the curb line along those roadways which are part of the internal street system.
 3. No building within the project shall be nearer to another building than 12 feet.
- N. Minimum Lot Size. The minimum lot size for a Planned Unit Development is one (1) acre.

10-10-3: SUBMISSION REQUIREMENTS. Five (5) large scale copies and thirteen (13) reduced scale (not less than 11" x 17") copies of the following exhibits, analysis and plans shall be submitted to the City during the PUD process, at the times specified in Sections 3 or 4 of this Chapter, as applicable. If, in the opinion of the Zoning Administrator, reduced scale drawings (11" x 17") are determined to be illegible, the submission of larger scale materials shall be required. The scale of such materials shall be the minimum necessary to ensure legibility.

A. General Concept Stage:

1. General Information:
 - a. The landowner's name and address and their interest in the subject property.
 - b. The applicant's name and address if different from the landowner.
 - c. The names and addresses of all professional consultants who have contributed to the development of the PUD plan being submitted, including attorney, land planner, engineer, and surveyor.
 - d. Evidence that the applicant has sufficient control over the subject property to effectuate the proposed PUD, including a statement of all legal, beneficial, tenancy and contractual interests held in or affecting the subject property and including an up-to-date certified abstract of title or registered property report, and such other evidences as the City Attorney may require to show the status of title or control of the subject property.
2. Present Status:
 - a. The address and legal description of the subject property.
 - b. The existing zoning classification and present use of the subject property and all lands within one thousand (1,000) feet of the subject property.
 - c. A map depicting the existing development of the subject property and all land within one thousand (1,000) feet thereof and indicating the location

of existing streets, property lines, easements, water mains and storm and sanitary sewers, with invert elevations on and within one hundred (100) feet of the subject property.

3. A written statement generally describing the proposed PUD and the market which it is intended to serve and its demand showing its relationship to the Comprehensive Plan and how the proposed PUD is to be designed, arranged and operated in order to permit the development and use of neighboring property in accordance with the applicable regulations of the City.
4. Site Conditions. Graphic reproductions of the existing site conditions at a scale of one hundred (100) feet.
 - a. Contours - minimum one-half (1/2) foot intervals.
 - b. Location, type and extent of tree cover.
 - c. Slope analysis.
 - d. Location and extent of water bodies, wetlands and streams and floodplains within three hundred (300) feet of the subject property.
 - e. Significant rock outcroppings.
 - f. Existing drainage patterns.
 - g. Vistas and significant views.
 - h. Soil conditions as they affect development.

All of the graphics should be the same scale as the final plan to allow easy cross reference. The use of overlays is recommended for clear reference.

5. Schematic drawing of the proposed development concept including but not limited to the general location of major circulation elements, public and common open space, and internal and surrounding land uses.
6. Schematic drawing of resubdivision plans for the proposed development, if any, in the event of sanitary sewer availability.
7. A statement of the estimated density/intensity of use proposed for the PUD and a tabulation of the proposed approximate allocations of land use expressed in acres and as a percent of the total project area, which shall include at least the following:
 - a. Area devoted to uses.
 - b. Area devoted to use by building type.
 - c. Area devoted to common open space.
 - d. Area devoted to public open space.
 - e. Approximate area devoted to streets.
 - f. Approximate area devoted to, and number of, off-street parking and loading spaces and related access.
8. When the PUD is to be constructed in stages during a period of time extending beyond a single construction season, a schedule for the development of such

stages or units shall be submitted stating the approximate beginning and completion date for each such stage or unit and the proportion of the total PUD public or common open space and dwelling units to be provided or constructed during each such stage, and the overall chronology of development to be followed from stage to stage.

9. When the proposed PUD includes provisions for public or common open space or service facilities, a statement describing the provision that is to be made for the care and maintenance of such open space or service facilities.
 10. General intents of any restrictive covenants that are to be recorded with respect to property included in the proposed PUD.
 11. Schematic utilities plans indicating placement of water, sanitary and storm sewers.
 12. The Zoning Administrator may excuse an applicant from submitting any specific item of information or document required in this stage, which is determined to be unnecessary to the consideration of the specific proposal for PUD approval.
 13. The Zoning Administrator may require the submission of any additional information or documentation which is determined to be necessary or appropriate for full consideration of the proposed PUD or any aspect or stage thereof.
- B. Development Stage. Development stage submissions should depict and outline the proposed implementation of the general concept stage for the PUD. Information from the general concept stage may be included for background and to provide a basis for the submitted plan. The development stage submissions shall include but not be limited to:
1. Zoning classification required for development stage submission and any other public decisions necessary for implementation of the proposed plan.
 2. Five (5) sets of preliminary plans, drawn to a scale of not less than one inch equals one hundred (100) feet or scale requested by the City and thirteen (13) reduced scale (not less than 11" x 17") copies containing at least the information specified in this section. If, in the opinion of the Zoning Administrator, reduced scale drawings (11" x 17") are determined to be illegible, the submission of larger scale materials shall be required. The scale of such materials shall be the minimum necessary to ensure legibility.
 - a. Proposed name of the development (which shall not duplicate nor be similar in pronunciation to the name of any plat theretofore recorded in the County).
 - b. Property boundary lines and dimensions of the property and any significant topographical or physical features of the property.

- c. The location, size, use and arrangement including height in stories and feet and total square feet of ground area coverage and floor area, of proposed buildings, and existing buildings which will remain, if any.
 - d. Location, dimensions of all driveways, entrances, curb cuts, parking stalls, loading spaces and access aisles, and all other circulation elements including bike and pedestrian; and the total site coverage of all elements.
 - e. Location, designation and total area of all common open space.
 - f. Location, designation and total area proposed to be conveyed or dedicated for public open space, including parks, playgrounds, school sites and recreational facilities.
 - g. Proposed lots and blocks, if any, and numbering system.
 - h. Proposed resubdivision plan, if any, upon availability of sanitary sewer service.
 - i. The location, use and size of structures and other land uses on adjacent properties.
 - j. Detailed sketches and provisions of proposed landscaping.
 - k. General grading and drainage plans for the developed PUD.
 - l. Any other information that may have been required by the City in conjunction with the approval of the general concept plan.
3. An accurate legal description of the entire area within the PUD for which final development plan approval is sought.
 4. A tabulation indicating the number of residential dwelling units and expected population.
 5. A tabulation indicating the gross square footage, if any, of commercial and industrial floor space by type of activity (e.g. drug store, dry cleaning, supermarket).
 6. Preliminary architectural "typical" plans indicating use, floor plan, elevations and exterior wall finishes of proposed buildings, including mobile homes.
 7. A detailed site plan, suitable for recording, showing the physical layout, design and purpose of all streets, easements, rights-of-way, utility lines and facilities, lots, blocks, public and common open space, general landscaping plan, structure, including mobile homes and uses.

8. Preliminary grading and site alteration plan illustrating changes to existing topography and natural site vegetation. The plan shall clearly reflect the site treatment and its conformance with the approved concept plan.
9. A preliminary plat prepared in accordance with the Subdivision Section of the City Code.
10. A Soil Erosion Control Plan acceptable to watershed districts, Department of Natural Resources, Soil Conservation Service, or any other agency with review authority clearly illustrating erosion control measures to be used during construction and as permanent measures.
11. A statement summarizing all changes which have been made in any document, plan, data or information previously submitted, together with revised copies of any such document, plan or data.
12. Such other and further information as the Zoning Administrator shall find necessary to a full consideration of the entire proposed PUD or any stage thereof.
13. The Zoning Administrator may excuse an applicant from submitting any specific item of information or document required in this Section if it is found to be unnecessary to the consideration of the specific proposal for PUD approval.

C. Final Plan Stage. After approval of a general concept plan for the PUD and approval of a development stage plan for a section of the proposed PUD, the applicant shall submit the following material for review by the City prior to issuance of a building permit.

1. Proof of recording any easements and restrictive covenants prior to the sale of any land or dwelling unit within the PUD and of the establishment and activation of any entity that is to be responsible for the management and maintenance of any public or common open space or service facility.
2. All certificates, seals and signatures required for the dedication of land and recording of documents.
3. Final architectural working drawings of all structures.
4. A final plat and final engineering plans and specifications for streets, utilities and other public improvements, together with a City/Applicant Agreement for the installation of such improvements and financial guarantees for the completion of such improvements.
5. Resubdivision plan, if any, upon availability of sanitary sewer service.
6. Any other plan, agreements, or specifications necessary for the City to review the proposed construction. All work must be in conformance with the Minnesota State Uniform Building Code.

10-10-4: PROCEDURE FOR PROCESSING A PLANNED UNIT DEVELOPMENT:

- A. Reserved.
- B. Application Conference. Prior to filing of an application for PUD, the applicant of the proposed PUD is encouraged to arrange for and attend a conference with the Zoning Administrator. The primary purpose of the conference shall be to provide the applicant with an opportunity to gather information and obtain guidance as to the general suitability of the proposal for the area for which it is proposed and its conformity to the provisions of this Section before incurring substantial expense in the preparation of plans, surveys and other data.
- C. General Concept Plan.
 - 1. Purpose. The General Concept Plan provides an opportunity for the applicant to submit a plan to the City showing the basic intent and the general nature of the entire development without incurring substantial cost. The following elements of the proposed general concept plan represents the immediately significant elements for City review and comment.
 - a. Overall maximum PUD density/intensity range.
 - b. General location of major streets and pedestrian ways.
 - c. General location and extent of public and common open space.
 - d. General location of residential and non-residential land uses with approximate type and intensities of development.
 - e. Staging and time schedule of development.
 - f. Other special criteria for development.
 - 2. Schedule:
 - a. The applicant shall file the concept stage application, together with all supporting data and filing fee as established by City Council resolution.
 - b. Within fifteen (15) working days after verification by the City that the application and required supportive material is completed and adequate, the request shall be processed in accordance with the applicable procedures and schedule as defined by Section 3 or Section 4 of this Ordinance.
 - 3. Optional Submission of Development Stage Plan. In the case of single stage PUDs or where the first stage of a multiple stage PUD is to begin immediately, the applicant may initially submit development stage plans and supportive

material. In such case, the City shall consider and act upon such plans according to the applicable provision of this Section.

4. Effect of Concept Plan Approval. Unless the applicant shall fail to meet time schedules for filing Development Stage and Final Plans or shall fail to proceed with development in accordance with the plans as approved or shall in any other manner fail to comply with any condition of this Chapter or of any approval granted pursuant to it, a General Concept Plan which has been approved shall not be modified, revoked or otherwise impaired pending the application of Development Stage and Final Plans by any action of the City without the consent of the applicant.
5. Limitation on General Concept Plan Approval. Unless a Development Stage Plan covering at least ten (10) dwelling units or the area designated in the General Concept Plan as the first stage of the PUD, whichever is greater, has been filed within six (6) months from the date City grants General Concept Plan approval, or in any case where the applicant fails to file Development Stage and Final Plans and to proceed with development in accordance with the provisions of this Chapter and of an approved General Concept Plan, the approval shall be null and void and shall lapse. Upon request by the applicant, the Council at its discretion may extend for additional periods not in excess of six (6) months each the filing deadline for any Development Stage Plan, when, for good cause shown, such extension is necessary.

D. Development Stage:

1. Purpose. The purpose of the Development Stage Plan is to provide a specific and particular plan upon which the Planning Commission will base its recommendation to the Council and with which substantial compliance is necessary for the preparation of the Final Plan.
2. Submission of Development Stage. Upon approval of the General Concept Plan, and within the time established in Section 10-10-4-C-5 of this Ordinance, the applicant shall file with the City a Development Stage Plan consisting of the information and submissions required by Section 10-10-4-B of this Ordinance for the entire PUD or for one or more stages thereof in accordance with a staging plan approved as part of the General Concept Plan. The Development Stage Plan shall refine, implement, and be in substantial conformity with the approved General Concept Plan.
3. Review and Action by City Staff and Planning Commission. Immediately upon receipt of a completed Development Stage Plan, said plan shall be referred to the following City staff and/or official bodies for the indicated action.
 - a. The City Attorney for legal review of all documents.
 - b. The City Engineer for review of all engineering data and the City/Developer Agreement.

- c. The Building Official for review of all building plans.
 - d. The Zoning Administrator or designated agent for review of all plans for compliance with the intent, purpose and requirements of this Chapter and conformity with the General Concept Plan and Comprehensive Plan.
 - e. The Planning Commission for review and recommendation to the Council.
 - f. When appropriate, as determined by the Zoning Administrator to other special review agencies and governmental jurisdictions.
4. PUD Enactment. Final approval of a PUD conditional use permit or PUD zoning district map amendment shall be considered granted only at the time of Development Stage Plan approval by the City Council.
 5. Limitation on Development Stage Plan Approval. Unless a Final Plan covering the area designated in the Development Stage Plan as the first stage of the PUD has been filed within six (6) months from the date City Council grants Development Stage Plan approval, or in any case where the applicant fails to file Final Plans and to proceed with development in accordance with the provisions of this Chapter and/or an approved Development Stage Plan, the approval shall be null and void and shall expire. Upon application by the applicant, the City Council, at its discretion, may extend for not more than six (6) months, the filing deadline for any Final Plan when, for good cause shown, such extension is necessary.
 7. Site Improvements. At any time following the approval of a Development Stage Plan by the City Council, and completion and execution of a PUD agreement governing the project, the applicant may, pursuant to the applicable City Code provisions apply for, and the City may issue, grading permits for the area within the PUD for which Development Stage Plan approval has been given. Securities as appropriate may be required of the applicant.

E. Final Plan:

1. Purpose. The Final Plan is to serve as a complete, thorough and permanent public record of the PUD and the manner in which it is to be developed. It shall incorporate all prior approved plans and all approved modifications thereof resulting from the PUD process. It shall serve in conjunction with other City Code provisions as the land use regulation application to the PUD. The Final Plan is intended only to add detail to, and to put in final form, the information contained in the Development Stage Plan and shall conform to the Development Stage Plan in all respects.
2. Schedule:

- a. Upon approval of the Development Stage Plan, and within the time established in Section 10-10-4-D-5 of this Section, the applicant shall file with the City a Final Plan consisting of the information and submissions required in Subdivision D of this Section for the entire PUD or for one or more stages. This plan will be reviewed and approved or denied by City staff, subject to appeal.
 - b. Within thirty (30) days of its approval, the applicant shall cause the Final Plan, or such portions thereof as are appropriate, to be recorded with the County Recorder. The applicant shall provide the City with a signed copy verifying County recording within forty (40) days of the date of approval or the approval shall be null and void.
3. Building and Other Permits. Except as otherwise expressly provided herein, upon receiving notice from the City that the approved Final Plan has been recorded and upon application of the applicant pursuant to the applicable City Code provisions, the City may issue building and other permits to the applicant for development, construction and other work in the area encompassed by the approved Final Plan provided, however, that no such permit shall be issued unless the City is first satisfied that the requirements of all codes and City Code provisions in which are applicable to the permit sought, have been met.
4. Limitation of Final Plan Approval. Within one year after the approval of a Final Plan for PUD, or such shorter time as may be established by the approved development schedule, construction shall commence in accordance with such approved plan. Failure to commence construction within such period shall, unless an extension shall have been granted as hereinafter provided, automatically render void the PUD and all approvals of the PUD plan and the area encompassed within the PUD shall thereafter be subject to those provisions of this Chapter, and other City Code provisions, applicable in the district in which it is located. In such cases, the Council shall forthwith adopt an ordinance repealing the PUD and all PUD approvals and re-establishing the zoning and other City Code provisions that would otherwise be applicable. The time limit established may, at the discretion of the Council, be extended for not more than one year.
5. Inspections During Development:
 - a. Compliance with Overall Plan. Following Final Plan approval of a PUD, or a stage thereof, the City shall, at least annually until the completion of the development, review all permits issued and construction undertaken and compare actual development with the approved development schedule.
 - b. If the City finds that development is not proceeding in accordance with the approved schedule, or that it fails in any other respect to comply with the PUD plans as finally approved, the City shall either by ordinance revoke

the PUD, and the land shall thereafter be governed by the regulations applicable in the district in which it is located; or shall take such steps as it shall deem necessary to compel compliance with the Final Plans as approved; or shall require the landowner or applicant to seek an amendment to the Final Plan.

10-10-5: PUD PROGRESS EVALUATION: If periodic review of a PUD project is included as a condition to the approval of a PUD, such a project shall be reviewed by the City Council. The Council may, at its discretion, call a public hearing as part of its review. Notice of such hearing shall be given in the same manner as outlined in Section 10-10-4 of this Ordinance.

10-10-6: AMENDMENT OF A PUD:

- A. Application Procedures. Any deviation or modification from the terms or conditions of an approved PUD permit or any alteration in a project for which a PUD has been approved shall require an amendment of the original development stage plan. The same application and hearing procedure for an amendment of a PUD shall be followed as was followed with respect to the applicant's initial request, as outlined in Section 10-10-4 of this Ordinance.
- B. Action by the Planning Commission and City Council.
 - 1. The same review procedure by the Planning Commission and City Council shall be followed for an amendment of a PUD permit as was followed with respect to the applicant's initial request, outlined in Section 10-10-4 of this Ordinance. The affirmative vote of four-fifths (4/5) of the full Council shall be required for approval of an amendment of a PUD.
 - 2. Amendments which are minor in nature and do not require amendments in the terms of a PUD Ordinance may be approved by resolution and approved by a simple majority of the Council.

10-10-7: GENERAL REQUIREMENTS:

- A. Records. The Zoning Administrator shall maintain a record of all PUDs including information on a project's permitted uses, all pertinent project plans, any conditions imposed on a project by the City Council, and such other information as the Zoning Administrator may deem appropriate.
- B. Withdrawal of an Application. Any application under this Section may be withdrawn by an applicant without prejudice at any time prior to final City Council action thereon.
- C. Financial Security to Assure Compliance. In order to insure that all improvements contained in a PUD are completed in accordance with said plan and to insure that an applicant fully complies with all conditions of a PUD permit, the applicant may be

required to post a letter of credit guaranteeing the faithful performance of such work and compliance with such conditions. Such security shall be in a form satisfactory to the City, shall be in an amount established by the City Council, and shall cover each segment or each phase of a PUD project. The amount of said security may be reduced or a portion of said bond may be released as specific segments of each phase of development have been completed, upon approval by the City Council.

- D. Conveyance of Property Within a PUD Project. In the event that any real property within an approved PUD project is conveyed in total or in part, the buyer(s) thereof shall be bound by all provisions of the PUD permit and the plan of development for that project. However, nothing in this Chapter shall be construed as to make such conveyed property non-conforming with regard to normal zoning standards as long as the conveyed property conforms with the approved PUD permit and the plan of development for a project.

10-10-8: PUD BY CONDITIONAL USE. Commercial and Industrial Planned Unit Developments may be approved as a Conditional Use Permit in all Commercial and Industrial Zoning Districts provided the only flexibilities being granted are from performance standards applicable in the underlying zoning district or to allow for the placement of more than one principal structure on a lot.

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

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

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

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

RESOLUTION 2014-20

**A RESOLUTION DECLARING SURPLUS
PROPERTY AND AUTHORIZING THE DISPOSAL
OF SAID PROPERTY**

WHEREAS, Section 8-7-3 of the St. Francis City Code entitled “Disposal of Excess Property” outlines the procedure for disposal of City owned property; and

WHEREAS, pursuant to Section 8-7-3, the City has identified property owned by the City that is no longer needed for municipal service; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis that the following property is hereby classified as surplus property, with the approximate value said property assigned as follows:

Sprinkler	Value \$ 2,250
2 Pair of Tire Chains – New	Value \$ 200/pair
Pump - Used	Value \$ 300-500

BE IT FURTHER RESOLVED that the City Staff is hereby authorized to dispose of said property pursuant to City Code Requirements.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7th DAY OF July, 2014.

APPROVED:

Jerry Tveit, Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

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

RESOLUTION 2014-21

**A RESOLUTION APPOINTING JUDGES OF ELECTION
FOR STATE PRIMARY, AUGUST 12, 2014 AND
GENERAL ELECTION, NOVEMBER 4, 2014**

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 12, 2014 and General Election, November 4, 2014:

Anna Anderson
Amy Berglund
Juanita Davis
Carole Dubois
Randall Dressen
Jennifer Erickson
Sue Feldman
Eleanor Hanson
Julie Heifort
Anita Heley

Phyllis Hiller
Maureen Ness
Kathy Minkler
Michael Minkler
Jenny Perry
Helen Peterson
Ray Steinke
Linda Stonecash
Nancy Thompson
Ellsworth Welander

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

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, ANOKA COUNTY, MINNESOTA THIS 7th DAY OF JULY, 2014.

ATTEST:

Jerry Tveit, Mayor

Barbara I. Held, City Clerk



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

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

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

www.bolton-menk.com

MEMORANDUM

Date: June 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, reviewed by Council at the June 2, 2014 council meeting 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 adopt the enclosed resolution Ordering Improvement and Directing Preparation of Final Plans and Specifications.

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 have been estimated by Anoka County and are identified in the Cooperative Agreement. The utility improvements identified in the Feasibility Report will be funded through the Sanitary Sewer Enterprise Fund. The street lighting improvements are State Aid eligible and therefore there will be no impact to the City's General Fund.

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

JAV/kg

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Anoka County, Minnesota, was duly called and held at the St. Francis Independent School District Office, 4115 Ambassador Boulevard NW, in said City on the 7th day of July, 2014,

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION ORDERING IMPROVEMENT AND DIRECTING
PREPARATION OF FINAL PLANS AND SPECIFICATIONS CITY OF
ST. FRANCIS, MINNESOTA
RESOLUTION 2014-22**

WHEREAS, Anoka County will be reconstructing Country Road 24 during the 2015 construction season.

AND WHEREAS, a preliminary Engineering Report has been prepared which identifies recommended city utility and lighting improvements.

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

1. Such improvement is necessary, cost effective, and feasible as detailed in the Preliminary Engineering Report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted this 7th day of July, 2014.
3. Jared Voge (Bolton & Menk, Inc.) is hereby designated as the engineer for this improvement. He shall prepare plans and specifications for the making of such improvement.

Adopted by the council this 7th day of July, 2014.

Jerry Tveit, Mayor of St. Francis

Barbara I. Held, 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 compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to ordering the improvement and directing preparation of the final plans and specifications for the Bridge Street Improvements in said City.

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

City Clerk

(SEAL)

Preliminary Engineering Report for
**2015 Bridge Street
Improvements**
City of St. Francis, MN



May 28th, 2014

Preliminary Engineering Report

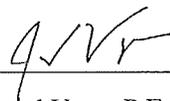
2015 BRIDGE STREET IMPROVEMENTS

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:



Jared Voge, P.E.

License No. 45063

Date:

May 28, 2014

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II. BACKGROUND 1

III. PROPOSED IMPROVEMENTS..... 1

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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-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.

AGENDA REPORT

TO: Matt Hylen, City Administrator
FROM: Dean Kapler, Fire Chief
SUBJECT: Authorization to solicit bids for Fire Station remodel
DATE: July 7, 2014

INTRODUCTION

Staff has been working with an Architectural Draftsperson and have finalized drawings in hand. (attached to agenda report) The Building Official has reviewed the drawings and has ok'd them for soliciting bids.

BACKGROUND

With the Police Department moving into the new Police/Public Works building. Some remodeling must be done to make best use of both the existing portion of the fire station and the area formally used by the Police Dept. Staff has architectural drawings complete and is asking for Council authorization to solicit bids for the work to be completed.

Once bids are received, staff will bring another case to council to select a contractor to perform the work per authorized bid.

RECOMMENDATION

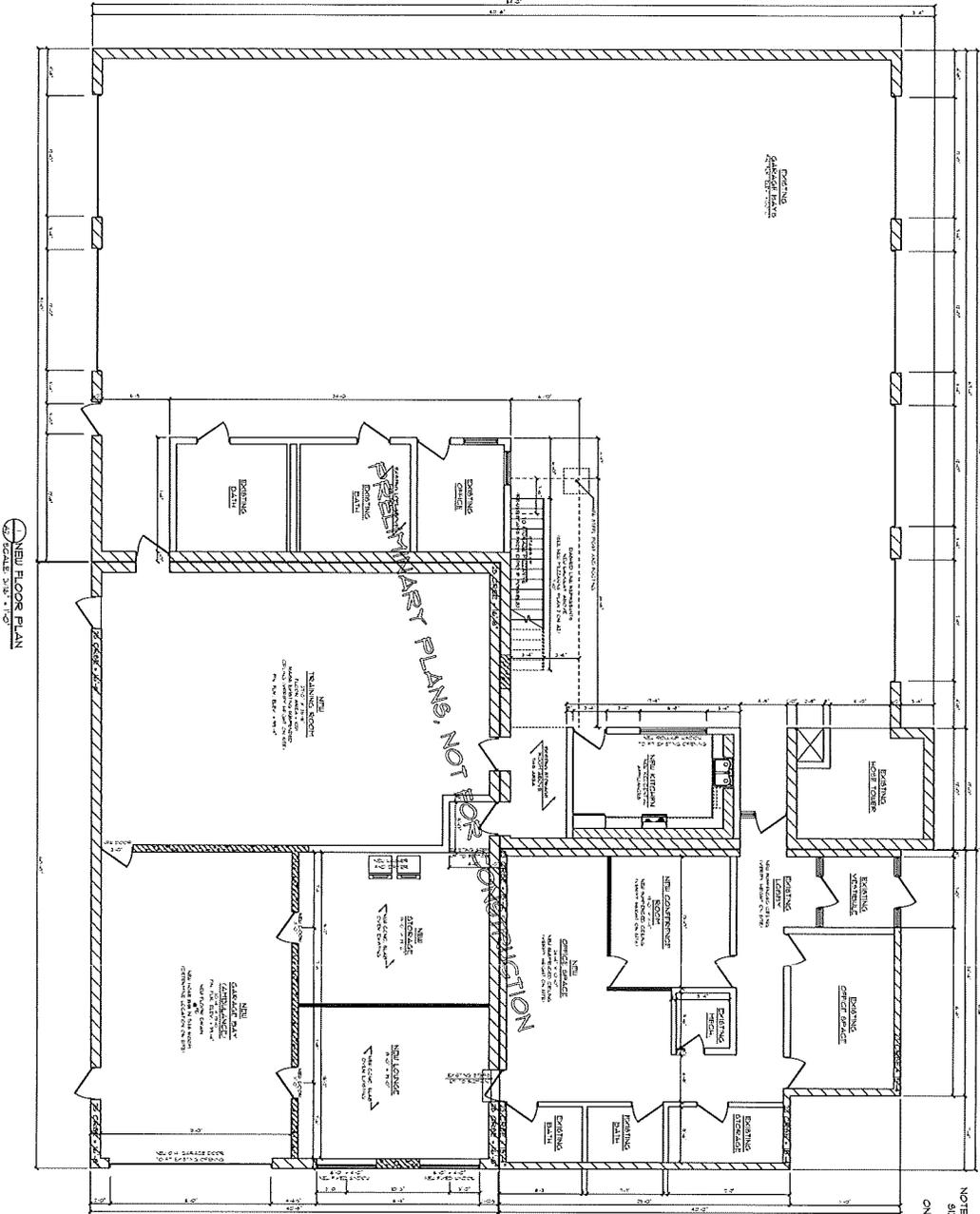
Council to authorize staff to solicit bids for work per attached architectural drawings.

BUDGET IMPACT

This project is part of the CIP budget for the Fire Department

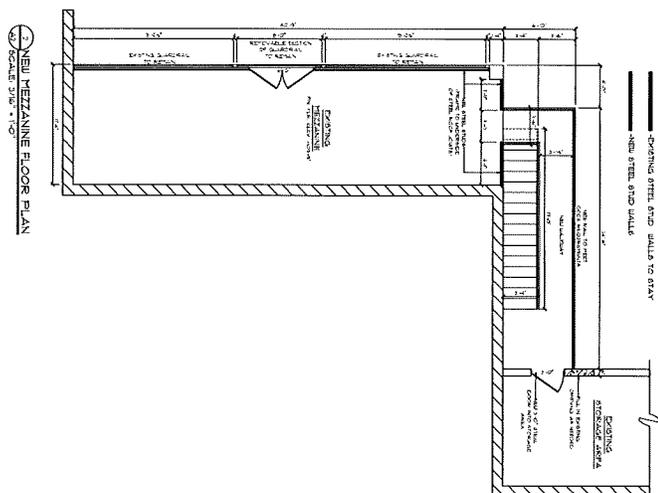
Attachments:

1. Architectural Drawings



NEIU FLOOR PLAN
SCALE: 1/8" = 1'-0"

NOTE: VERIFY ALL WINDOW AND DOOR SIZES, ROOF PITCH, HEEL HEIGHT, AND ALL DIMENSIONS ON SITE PRIOR TO CONSTRUCTION



NEIU MEZZANINE FLOOR PLAN
SCALE: 1/8" = 1'-0"

- WALL, EXIST
- EXISTING CONCRETE WALLS TO REMOVE
- EXISTING CONCRETE WALLS TO STAY
- NEW CONCRETE WALLS
- EXISTING STEEL STUD WALLS TO REMOVE
- EXISTING STEEL STUD WALLS TO STAY
- NEW STEEL STUD WALLS

10/12/2012
10/12/2012
10/12/2012

DRAWN BY: NICOLE ELLIOTT	PROJECT # 14-116
APPROVED BY:	REVISED AS OF:
SHEET A2 OF 3	

PROJECT # 14-116
REVISED AS OF:

Distinctive Drafting and Design, LLC

ZIMMERMAN, MN 55398
DIRECT: 763-448-8719 FAX: 763-448-0048
OFFICE: 763-448-8992
www.distinctivedrafting.com

EVERY EFFORT HAS BEEN MADE TO MAKE SURE THESE PLANS ARE CORRECT IN EVERY WAY. GENERAL CONTRACTOR & HOMEOWNER SHOULD REVIEW THESE PLANS TO MAKE SURE ALL NOTES, DIMENSIONS, ERRORS AND OMISSIONS ARE CORRECT BEFORE CONSTRUCTION BEGINS. DISTINCTIVE DRAFTING AND DESIGN, LLC IS NOT RESPONSIBLE FOR ERRORS AND OMISSIONS ON THESE PLANS.

DATE:
