

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
August 19, 2013
ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW
6:00 PM

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes –August 5, 2013
 - b. Withdraw the prior conditional hire and offer for the Police/School Resource Officer and make conditional offer to hire Matthew Schlenker as a Police/School Resource Officer pending background and testing
 - c. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. O'Reilly's Automotive Stores: *Resolution 2013-26* Approving A Preliminary & final Plat for The Aztec Commercial Plat and *Resolution 2013-27* Resolution Approving a Variance & Site Plan review for O'Reilly Automotive Stores to Construct a Retail Store 5 Feet from the Aztec Street Right-of-Way
 - b. Semler Homes proposal for Lot 8, Block 2 Royal Oaks Addition
 - c. Pioneer Days Discussion with the St. Francis Area Chamber of Commerce
7. Ordinances & Resolution
 - a. Resolution 2013-28: Continue Efforts towards a Shared Fire Service
 - b. Resolution 2013-29: Transfer from General Fund, Water Fund and Sewer Fund to EDA Lease Revenue Bonds Debt Service Fund
8. Reports of Consultants & Staff Members
 - a. Engineer: Establishing Municipal State Aid Streets- Resolution 2013-30
 - b. Attorney:
 - c. Staff:
 - Building Official:
 - Fire Dept.:
 - Public Works:
 - Liquor Store:
 - Police: Department Report
 - City Administrator Report: Permission to Seek DNR Grant for 245th
Work Session Regarding City Hall for September 3
East Shop Demolition Update
9. Reports from Council Members
10. Report from Mayor:
11. Old Business
 - a. Revised Retreat Proposal from Professional & Workforce Training
 - b. Organized Waste Collection Discussion
 - c. Office Clerk Position Discussion
12. New Business
13. Adjournment

Calendar of Event

- Aug 22: Pioneer Day Meeting @ Patriot Lanes 6:30 pm
Sept 2: Labor Day – City Offices Closed
Sept 3: (Tues) School Starts
Sept 3: (Tues) City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Sept 7: City Wide Garage Sale sponsored by the St. Francis Area Women of Today
Sept 14: St. Francis Area Chamber of Commerce Golf Tournament @ Hidden Haven 1:00 pm
Sept 16: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council

FROM: Matthew L. Hylan,
City Administrator



RE: Agenda Memorandum – August 19, 2013 Meeting

Agenda Items:

4. Consent Agenda:

- b. *Police Officer Withdraw of Offer & Conditional Offer:* The previous candidate did not meet all of the criteria set forth to become our next officer and therefore the offer needs to be official withdrawn. Next a conditional offer of to hire Matthew Schlenker pending background and testing to become our new Police/School Resource Officer.

6. Meeting Open to the Public:

7. Petitions, Requests, Applications:

- a. *O'Reilly Automotive Plat:* Attached is a memorandum from City Planner Nate Sparks outlining the requested preliminary plat, site plan review and variance to develop property at the corner of 233rd and Trunk Highway 47. Resolution 2013-26 approves a preliminary and final plat for the Aztec Commercial Plat. A motion is recommended to approve Resolution 2013-26. Resolution 2013-27 approves a variance and site plan review for O'Reilly Automotive Stores to construct a retail store 5 feet from the Aztec Street Right-of-Way. A motion to approve Resolution 2013-27 is recommended.
- b. *Semler Homes, Inc. Proposal:* Attached is a proposal to purchase city property and construct a single family home on the lot located at the corner of 230th Lane and Ivywood Street. Previous discussions and direction from current and former Councils have guided staff to look at ways to sell city owned land that is not being utilized. This lot was originally proposed to be a small city neighborhood park, but upon review of our park plan of the City, this property is not needed to properly serve the neighborhood. Selling city land required an Ordinance to sell, and this has already taken place (attached). Therefore, consideration to sell this property and accept this proposal would simply take a simple majority vote of the Council.
- c. *Pioneer Days Discussion:* Representatives from the St. Francis Chamber of Commerce would like to address the City Council regarding continuing funding/cost sharing of the annual Pioneer Days event.

8. Ordinances & Resolutions

- a. *Resolution 2013-28:* Attached is Resolution 2013-28 to continue efforts towards a shared fire service. A motion would be in order to approve Resolution 2013-28.
- b. *Resolution 2013-29:* Attached is Resolution 2013-29 transferring funds in order to meet the EDA Lease Revenue Bonds. A motion would be in order to approve Resolution 2013-29.

9. Reports:

- a. **Engineer:** *Resolution 2013-30:* Attached is Resolution 2013-30 which identifies our Municipal State Aid Streets. A memorandum from City Engineer Jared Voge is attached. It explains why we are completing this a second time in 2013. A motion would be in order to approve Resolution 2013-30.

b.

c. **Attorney:**

d. **Staff:**

Finance Director:

Building Official:

Fire:

Public Works:

Liquor Store:

Police:

City Administrator: *DNR Grant Application Request:* Earlier this year, Athens Township requested a meeting with staff to consider a joint application for a DNR Grant to pave a portion of 245th Avenue NW. After reviewing the information provided, it seems in our best interest to be the lead on this grant. Therefore, any direction from Council should be to work with Athens Township on this joint application in order to get this gravel road paved. Please note: without Athens Township support, our probability of receiving this grant is low. If Council supports this request, there will need to be dollars spent with our city engineer to create data for the application.

Work Session for September 3, 2013: As Council and staff began exploring ideas with the future of City Hall last Council meeting; staff has been working with these ideas. We are requesting a work session after the September 3, 2013 City Council meeting to explore many ideas we are developing and need Council input.

East Shop Demolition: Staff has requested an updated demolition quote for the East Shop. As of now we still have not received a quote(s) for formal Council action. No action is needed at this time, however anticipate this item on the September 3, 2013 Council agenda.

10. Old Business:

- a. *Council Retreat:* Attached is a REVISED (lower price) proposal from Anoka Ramsey for a Council retreat.
- b. *Organized Waste Collection:* Direction from Council at the August 5, 2013 meeting was to present some option to Council on how to proceed. Many options were in the August 9, 2013 off-week memo. Staff is interested in knowing Councils desire to move forward on any revised Ordinance(s).

Office Clerk Position: This new hybrid position will serve Police, Public Works, Building Official, Utility Customers and others. The individual would be the first contact with customers to help with their service request/demand. The recommendation would be to approve the job description with pay grade 2, and authorize to advertise to fill this position.

12. New Business:

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

CITY COUNCIL MINUTES

August 5, 2013

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Mike Haggard, Amy Lazere, Tim Brown and Chris McClish. Also present were City Attorney (Barna, Guzy & Steffen) Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY LAZERE SECOND BROWN TO ADOPT THE AUGUST 5, 2013 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY LAZERE SECOND McCLISH TO APPROVE THE AUGUST 5, 2013, CITY COUNCIL CONSENT AGENDA AS A –H AS FOLLOWS:
 - a. Approve the City Council Minutes of July 15, 2013.
 - b. Receive and File City Council Work Session Notes- July 15, 2013
 - c. Terminate Employment of Part Time Liquor Store Clerk Heidi Lefavor
 - d. Hire Part Time Liquor Store Clerk Lisa Anderson
 - e. Offer a conditional hire to Police/School Resource Officer Thomas Jerome pending background and testing.
 - f. Approve Pay Estimate No. 1 totaling \$66,946.50 to Barga, Inc. for 2013 Street Maintenance-Replay Areas.
 - g. Approve Pay Estimate No. 1 totaling \$70,202.25 to Barga, Inc. for 2013 Street Maintenance-Crack fill.
 - h. Payment of Claims \$320,282.98 (Check 65927-66012)Motion carried 5-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **Capital Improvement Plan 2014-2018: Public Hearing:** Mayor Tveit called the public hearing to order at 6:03 pm. Mayor Tveit asked if there was any public that wanted to speak. After asking three times, Mayor Tveit closed the public hearing at 6:03 pm. MOTION BY BROWN SECOND LAZERE TO APPROVE CAPITAL IMPROVEMENT PLAN 2014-2018. Tveit said this is not set in stone because the Council still votes on all items. Motion carried 5-0.
 - b. **St. Francis Area Chamber of Commerce: Pioneer Days Discussion:** Joe Raus, president of the St. Francis Area Chamber of Commerce asked to be on the agenda to discuss Pioneer Days. We understand the City is trying to phase themselves out of operating/running the event. We are seriously considering that as a Chamber board. However, we do have some reservation on doing that. We currently have around 85 Chamber members. Are resources somewhat limited. Our biggest concern with moving forward is funding. We did some research in additional cost if we take it over. Just liability insurance it is approximately \$3,000-\$5,000. No one wants to see the event go away. We are looking at the City for some

cost sharing. We would take the event on but if we had a bad year that could be the end of Pioneer Days and the Chamber. We are looking for some financial help from the City along with funds from the liquor store. It will take a couple years to get it going. Raus asked the council for \$15,000 from the City and \$10,000 from the Liquor Store. There were events that didn't happen this year and maybe should of. The insurance is a huge cost for us. Lazere said Pioneer Days is a very important event for the City. Raus stated they are looking at a minimum for a four-year commitment. Once we get going, it should work well but it will be a learning experience. McClish said we need to support our community and have not heard negative comments from the resident about Pioneer Days. Brown said I think Pioneer Days is important but I am not sure of the long-term commitment. We need to watch our budget and keep the taxes low. Raus said we have the same concerns. Tveit said we are looking at 1% of our Levy to support Pioneer Days. Raus said we do not need a commitment tonight. Our board meeting is August 21st. Lazere said this is not a new expenditure, the City has been funding Pioneer Days the last, what 25 years. Haggard said we have had Pioneer Days for years. Raus said this year we had a transitional year and we did cut back this year. We would like to get more businesses involved. Raus stated it is a long-term process and it won't happen overnight. The consensus is to bring it back to the next city council meeting and vote on it at that time. Council would like to see the budget for the last five years.

c. **St. Francis Lions Club-Signage:** St. Francis Lions Club member Corey was before the City Council asking for the Lions Club sign to be displayed. We use to have about ten signs on all the roads coming into St. Francis. We are down to just one. Corey passed out pictures of other cities and how they display city organizational signs. The Lions Club gives money back to the City, Pioneer Days and the schools. We don't have any signs saying there is a Lions Club in St. Francis. We have a very small organization. We are asking the City Council to post that there is a Lions Club in St. Francis. We do more than raise money for the community. We help individual people in time of need. A Lions Club sign on the existing monument in Community Park would be great. Tveit said we would also have to let other organizations put up their signs. Lazere thanked Corey for coming in and agree with the signage in Community Park. Brown said being it was a gift from the Chamber and being there are here let's ask them. The Chamber's representatives said yes it would be fine. Hylen said we will look into if we need a sign permit.

7. **Ordinances & Resolution:**

a. **Resolution 2013-25: Declaring Surplus Property:** Public Works Director, Paul Teicher would like to donate some obsolete equipment to the St. Cloud Technical and Community College Water Environment Technologies (WET) Program. The equipment is an obsolete level pump control for wastewater treatment plant, water, and sewer equipment and an altitude valve for old water tower. MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2013-25 A RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL OF SAID PROPERTY. Motion carried 5-0.

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

a. **Engineer:**
b. **Attorney: 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 and 32-34-24-34-0013. The Closed Session is Pursuant to Minn. Stat. Sec. 13D 05, Subd.(c)(3) and 13.44 Subd. 3(a):** City Attorney Scott Lepak asked the council to go into a 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 and 32-34-

24-34-0013. The Closed Session is Pursuant to Minn. Stat. Sec. 13D 05, Subd.(c)(3) and 13.44 Subd. 3(a). MOTION BY TVEIT SECOND LAZERE TO GO INTO A CLOSED SESSION AT 6:36 pm. Motion carried 5-0. The City Council was back in session at 6:48 pm. Decision was not to pursue the property at this time.

c. Staff:

Building Official-Inspection Vehicle: Haggard said I still don't understand why we need a four wheel drive vehicle. MOTION BY BROWN SECOND TVEIT TO AUTHORIZE THE PURCHASE A 2014 FORD ESCAPE FOUR WHEEL DRIVE VEHICLE FOR THE BUILDING INSPECTION VEHICLE OFF STATE BID. Tveit said I guess I too agree with Council member Haggard. Brown said we do live in MN and we do need a four-wheel drive in some remote areas. Let's get a vehicle he can actually use. McClish asked what is the cost of the new vehicle. The 2014 State Bid is not out yet, but last year the State Bid was around \$24,000. Schreder said it is not only four-wheel drive; the vehicle also has higher clearance and will hold all the equipment I need to conduct the inspections. The public works department has allowed me to utilize the Escape on occasions but then I need to move all my equipment from vehicle to vehicle. Tveit said I would be more in favor to have the building inspection department pay for it and not the liquor store. As in the memo, it would be the funds we are short in the building inspection fund that would be transferred from the liquor store. McClish asked would the current squad that you use be traded in. Schreder said there are a couple options; either we keep it for all departments to use or trade it in. Schreder said I would take measured steps on buying equipment. McClish asked how busy are you in Nowthen. Schreder said I am very busy there. Lazere said being in real estate, I know you never know what the road conditions will be. I think he needs a four-wheel drive. Haggard said I am 150% against it. I don't want any money coming from the liquor store. Tveit asked would there be enough money in the building inspections at the end of the year. Finance Director Darcy Mulvihill explained how the building department funds fluctuate every year depending on building activity. Hylen said we could take out a loan but then we are paying interest. Haggard said I don't think we need it and don't want our taxes to go up because the citizens don't want that. Hylen said we are protecting the taxpayers by using liquor store funds. Haggard said so what you are saying we could use liquor store funds for Pioneer Days. Tveit said some of the liquor store funds are earmarked for Pioneer Days. Brown said we have used liquor store funds for Pioneer Days about twenty years. Motion carried 4-1. Motion carried. Haggard voting nay.

Fire Dept.:

Public Works: Organized Waste Collection Meeting Re-Cap: Public Works Director attended a presentation on the new legislation pertaining to the Organized Waste Collection. This meeting was put on by Metro Cities along with the League of MN Cities. This meeting removed some the political fear by organizing waste collection. It can be beneficial for everyone through the competitive bid process. Through the competitive bid process, you are getting the best price along with putting some accountability on the hauler. Some of the other benefits are better recycling and less wear and tear on the city streets. One city was rebuilding 3.5 miles a year to keep up with the deterioration of roads. Another city had four haulers but the city was sectioned off. The recycling numbers also increased. The next direction is up to you. We could invite other cities in that have gone through this experience. The council thanked Paul.

Liquor Store:

Police Dept.:

City Administrator: I would just like to follow up with Mr. Teicher's presentation. Are you comfortable with four to eight trucks per week drive through your City streets? Would you like to have staff do more research? A little work on staff and council's part may help us in the end. McClish said he would like to see all the options in the next off week memo. Hylen said yes we could do that.

Office Support Staff -Job Description and Grade: We have some needs on how we are doing business today. This is just not a job description and grade. We would be reorganizing the day-to-day operations of the City. We would move the building inspection to the new public works/police building. There is more foot traffic with that move along with the public works now in the building. Currently we are inefficient on how we handle the public at city hall. This position would be shared with multiple departments and possibly look at limiting the city hall hours of when it would be open to the public. We are trying to minimize the foot traffic at city hall. This is new position, the job description was created and will be utilized by a number of departments as stated before. It was hard to determine who would supervise this person. We also would like to move forward with document imaging. Tveit said what would it take to get city hall all in one place. Hylen said that dialogue has taken place with the management team. The current building works quite well for a public works/police building. Yes, today we all could crunch in there. In the very short future, we may not have space. Tveit said I think we need to pursue the document imaging. Maybe we need to get creative with our space. Not sure if there is space for expansion. McClish said he has mixed feelings with city hall moving to the new building. It was not designed for that purpose. Haggard said well Fridley has all the departments in one building. McClish said the Fridley building was designed for all the departments, for us it was not, that is a big difference. Hylen said to finish my report I would need a motion to approve. Lazere said to have one building with three people I think we need to do a little more research. I am not in favor of selling the current city hall because once you do that you can't get it back. Tveit said I think we need this position regardless of what we do with the buildings. McClish agreed with Lazere to look for more options. Hylen said it is a lot to put before you. Hylen agreed with Lazere once you sell it you can't get it back. Hylen then asked could we do something with limiting hours at city hall. Brown said it seems silly to have three higher paid staff to answer phones and answer the door. Yes, we don't need all the space at city hall and yes we should have built the new building with a city hall. However, we were trying to keep cost down like everyone wanted, Brown stated. Lazere said we had a position like this and were told we didn't need the position. Tveit said that was budget decision not because we didn't need one. Brown said this is a hybrid position. Tveit asked how do we feel about city hall reducing the hours. Lazere said let's look into this more in two weeks with the rest of the council agreeing.

Boards & Commission – Compensation Pay: City Clerk Barb Held was contacted by a member of one of the City's boards and asked about reimbursement for attending the meetings. Held did a quick survey of the neighboring communities to see what they pay. Discussion was held on the various amount and consensus was to pay the same across the board for all commission members. The amount they agreed upon was \$20 per meeting.

Building Department Staffing Discussion: We currently are in contract with the city of Nowthen. The city of Ramsey is currently in need of some help in the building inspection department. Schreder is looking at helping them on as needed or time permitting bases. Schreder indicated that all cities are experiencing some peaks and valleys in the inspection department. The agreement with Nowthen lets us have the flexibility to move hours around. Now Ramsey is looking for some hours. We are looking at the similarities with what the joint fire service is doing. Tveit said I am an advocate with joint agreements. I think this would be a win, win for all cities involved. Tveit asked the council what they thought. Consensus of the city council was to research this more. Schreder said he would come back with more information.

Anoka Ramsey Community College-Professional & Workforce Training: Hylen reported he was contacted a number of weeks ago from the Professional & Workforce Training at Anoka-Ramsey Community College. They were doing more of an outreach seeing what they can do for the cities. Just last week he met again with them and just received the proposal on Friday for a customized Council Development training. The cost of training is \$2,400 for two four-hour sessions. That would include up to ten people. Lazere thought this would be beneficial. McClish asked if this is a two-day retreat. Hylen stated there would be one four-hour session and then thirty days later there would be another four-hour session. Brown said he would after the budget set to look into it further. Consensus was to wait.

9. **Reports from Council Members:** None.

10. **Report from Mayor:** Thanked the council for letting the Lions member speak regarding the sign.

Tomorrow is Night to Unite at Community Park from 6:00 pm to 8:00 pm, I am hoping everyone can make it to the park sometime that evening.

11. **Old Business:** Haggard asked about the drop box and the pricing at city hall. We did have a contractor stop in and is he is going to give us a proposal. Tveit said Ramsey has a nice one.

Lazere was wondering if we could have an update on the old public works building (east shop) and where Meridian is at in their process. Hylen stated Meridian is having the same title issue that we are experiencing with the purchase of the townhome lots. In regards to the east shop, we will need to get updated demolition proposals.

12. **New Business:** Lazere was in the liquor store over the weekend. Lazere suggested the rugs in the entry way and counter top needs be upgraded.

Lazere reported we had a chamber meeting at the new building and it was great. Lazere asked why don't we have our council meetings there. There was some discussion on the sound system and security of the building.

13. **Adjournment:** The Regular City Council meeting adjourned at 8:02 pm.

Barbara I. Held, City Clerk

DRAFT



PAYMENT BATCH AP 08-19-13

AA BEST PEST SERVICES, INC

08/08/2013	5468	E 101-41940-401	Repairs/Maint Buildings	PEST CONTROL	81.05
08/08/2013	5468	E 101-42110-401	Repairs/Maint Buildings	PEST CONTROL	81.05
08/08/2013	5468	E 101-42210-401	Repairs/Maint Buildings	PEST CONTROL	81.05
08/08/2013	5468	E 101-45200-401	Repairs/Maint Buildings	PEST CONTROL	81.05
08/08/2013	5468	E 602-49490-401	Repairs/Maint Buildings	PEST CONTROL	81.03
08/08/2013	5468	E 609-49750-401	Repairs/Maint Buildings	PEST CONTROL	81.05
					\$486.28

AIRGAS NORTH CENTRAL

07/31/2013	9911965220	E 101-43100-217	Other Operating Supplies	CHEMICALS	5.17
07/31/2013	9911965220	E 101-43210-217	Other Operating Supplies	CHEMICALS	5.17
07/31/2013	9911965220	E 101-45200-217	Other Operating Supplies	CHEMICALS	5.17
07/31/2013	9911965220	E 601-49440-217	Other Operating Supplies	CHEMICALS	5.17
07/31/2013	9911965220	E 602-49490-217	Other Operating Supplies	CHEMICALS	5.19
					\$25.87

AMERIPRIDE LINEN & APPAREL SER

07/31/2013	1002529415	E 609-49750-219	Rug Maintenance	Rugs-Liquor Store	54.57
08/07/2013	1002535294	E 101-41940-219	Rug Maintenance	Rugs-City Hall	58.34
					\$112.91

ANDERSON TECHNOLOGY

07/31/2013	991	E 101-42110-401	Repairs/Maint Buildings	GROUND WIRE/LADDER RACK	98.60
07/31/2013	991	E 101-43100-401	Repairs/Maint Buildings	GROUND WIRE/LADDER RACK	98.60
07/31/2013	991	E 101-45200-401	Repairs/Maint Buildings	GROUND WIRE/LADDER RACK	98.60
07/31/2013	991	E 601-49440-401	Repairs/Maint Buildings	GROUND WIRE/LADDER RACK	98.60
07/31/2013	991	E 602-49490-401	Repairs/Maint Buildings	GROUND WIRE/LADDER RACK	98.60
07/31/2013	992	E 101-43100-441	Miscellaneous	TEST CAMERA CABLES	195.00
					\$688.00

ASPEN MILLS

07/30/2013	137676	E 101-42210-437	Uniform Allowance	THOMPSON	142.46
07/30/2013	137677	E 101-42210-437	Uniform Allowance	THOMPSON	75.90
07/31/2013	137797	E 101-42110-437	Uniform Allowance	REHLING	29.50
					\$247.86

B&B PRODUCTS / RIGS & SQUADS

07/29/2013	3965	E 101-42210-221	Vehicle Repair & Maintenance	VEHICLE REPAIR	2,165.98
					\$2,165.98

BARGEN INC.

08/07/2013	213351	E 101-43100-406	Asphalt Repair & Maint	OVERPAID ON 213351	(24.75)
08/07/2013	213389	E 101-43100-406	Asphalt Repair & Maint	INFARED PATCHING	4,160.00
					\$4,135.25

BELLBOY CORPORATION

07/23/2013	79143700	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.50
07/23/2013	79143700	E 609-49751-251	Liquor For Resale	LIQUOR	582.50
07/24/2013	88790500	E 609-49751-254	Miscellaneous Merchandise	MISC	62.45
07/25/2013	79192000	E 609-49751-251	Liquor For Resale	LIQUOR	616.00
08/07/2013	30073100	E 609-49751-251	Liquor For Resale	LIQUOR	472.00
08/08/2013	88863200	E 609-49751-254	Miscellaneous Merchandise	MISC	76.68
					\$1,825.13

BERNICK COMPANIES, THE

07/29/2013	74432	E 609-49751-252	Beer For Resale	BEER	525.60
					\$525.60

BGS (BARNA GUZY)

07/31/2013	119403	E 101-41600-304	Civil Legal Fees	REAL ESTATE DEVELOPMENT	104.00
07/31/2013	119404	E 101-41600-304	Civil Legal Fees	WLAEN-ENCROACHMENT	166.50
07/31/2013	119468	E 101-41600-312	Criminal Legal Fees	PROSECUTION/MISC	4,864.00
07/31/2013	119592	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,800.00
07/31/2013	119593	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	136.50
07/31/2013	119595	E 101-41600-304	Civil Legal Fees	SMITH/O'RESKIE	1,389.72
07/31/2013	119596	E 101-41600-304	Civil Legal Fees	MEADOWS OF ST. FRANCIS PU	1,216.00
07/31/2013	119755	E 101-41600-304	Civil Legal Fees	ABBEY FIELD	1,300.00
07/31/2013	119756	G 803-22105	O Reilly Escrow	O'REILLY AUTO STORES	637.00
07/31/2013	119826	E 101-41600-312	Criminal Legal Fees	MISC FORFEITURES	195.00
07/31/2013	119827	E 101-41600-312	Criminal Legal Fees	HANSON-FORIFEITURE	52.00
07/31/2013	119829	E 101-41600-312	Criminal Legal Fees	STRINGER FORFEITURE	52.00
					\$11,912.72

BJORKLUND COMPANIES

08/07/2013	16570	E 101-45200-229	Project Repair & Maintenance	BLACK DIRT	1,026.00
					\$1,026.00

BOLTON & MENK, INC.

07/18/2013	158322	E 601-49440-303	Engineering Fees	GIS	425.00
07/18/2013	158322	E 602-49490-303	Engineering Fees	GIS	425.00
07/18/2013	158323	G 602-16500	Construction in Progress	AMBASSADOR TRUCK UTILITY II	734.50
07/18/2013	158324	E 101-43100-303	Engineering Fees	NACRE/233RD SPING HILL RD	206.00
07/23/2013	158375	E 101-41910-303	Engineering Fees	GEN ENGINEERING	491.67
07/23/2013	158375	E 101-42400-311	Contract	GEN ENGINEERING	260.00
07/23/2013	158375	E 101-43100-303	Engineering Fees	GEN ENGINEERING	158.00
07/23/2013	158375	E 226-45100-303	Engineering Fees	GEN ENGINEERING	47.50
07/23/2013	158375	E 601-49440-303	Engineering Fees	GEN ENGINEERING	1,229.72
07/23/2013	158375	E 602-49490-303	Engineering Fees	GEN ENGINEERING	732.16
07/23/2013	158376	E 101-43100-303	Engineering Fees	2013 STATE AID	1,560.00
07/23/2013	158377	G 803-22102	Esc-Meridian Beh Health	MERIDIAN BEHAVIORAL HEALTH	4,350.50
07/23/2013	158379	E 101-41910-303	Engineering Fees	RUM RIVER BLUFFS DEVELOP	14,574.00
07/23/2013	158380	E 101-43100-303	Engineering Fees	239TH AVE IMP FEASIBILITY	4,020.00
07/23/2013	158381	E 101-43100-303	Engineering Fees	KERRY ST/23RD LANE IMP	4,077.00
07/23/2013	158382	E 101-43100-303	Engineering Fees	2013 ST MAINTENANCE	7,553.00
07/31/2013	158545	E 602-49490-303	Engineering Fees	WASTEWATER FACILITY PLAN	3,022.10
					\$43,866.15

CENTURY LINK

08/07/2013	.0813	E 601-49440-321	Telephone	PHONE	88.30
08/07/2013	.0813	E 602-49490-321	Telephone	PHONE	88.30
					\$176.60

CLASSIC CONSTRUCTION

08/05/2013	14656	E 101-43100-414	Storm Sewers	WESTSIDE	3,335.00
					\$3,335.00

COCA COLA REFRESHMENTS

		E 609-49751-254	Miscellaneous Merchandise	MISC	(23.84)
07/29/2013	128094720	E 609-49751-254	Miscellaneous Merchandise	MISC	375.06
08/12/2013	128095718	E 609-49751-254	Miscellaneous Merchandise	MISC	340.22
08/12/2013	128095719	E 609-49751-254	Miscellaneous Merchandise	MISC	(4.47)
					\$686.97

COUNTY MARKET - CITY ACCOUNT

08/01/2013	224.0713	E 101-42210-212	Motor Fuels	FUEL	13.18
08/01/2013	224.0713	E 101-45200-212	Motor Fuels	FUEL	55.49
08/01/2013	224.0713	E 101-45200-212	Motor Fuels	FUEL	36.42
08/01/2013	227.0713	E 101-45200-212	Motor Fuels	FUEL	99.40
08/01/2013	227.0713	E 101-45200-212	Motor Fuels	FUEL	75.50
08/01/2013	227.0713	E 101-45200-212	Motor Fuels	FUEL	50.00
08/01/2013	227.0713	E 101-45200-212	Motor Fuels	FUEL	24.36
08/01/2013	227.0713	E 101-45200-212	Motor Fuels	FUEL	14.03
08/01/2013	227.0713	E 101-45200-212	Motor Fuels	FUEL	21.85
08/01/2013	227.0713	E 101-45200-212	Motor Fuels	FUEL	35.02
08/01/2013	227.0713	E 101-45200-212	Motor Fuels	FUEL	80.32
08/01/2013	227.0713	E 101-45200-212	Motor Fuels	FUEL	60.74
08/01/2013	227.0713	E 101-45200-212	Motor Fuels	FUEL	105.61
08/01/2013	227.0713	E 101-45200-212	Motor Fuels	FUEL	20.63
					\$692.55

COURIER, THE

08/01/2013	51248	E 101-45230-340	Advertising	PIONEER DAYS	90.00
08/07/2013	51344	E 101-43210-439	Recycling Days	RECYCLE	89.00
					\$179.00

CRAWFORD EQUIPMENT

08/14/2013	32931	E 101-43100-218	Equipment Repair & Maintenance	WINTER SET TIRES FOR TOOL C	857.98
08/14/2013	32931	E 101-45200-218	Equipment Repair & Maintenance	WINTER SET TIRES FOR TOOL C	857.99
					\$1,715.97

CRYSTAL SPRINGS ICE

07/23/2013	30128	E 609-49751-254	Miscellaneous Merchandise	MISC	121.44
07/27/2013	30214	E 609-49751-254	Miscellaneous Merchandise	MISC	118.72
07/30/2013	30248	E 609-49751-254	Miscellaneous Merchandise	MISC	74.27
08/03/2013	30327	E 609-49751-254	Miscellaneous Merchandise	MISC	121.74
08/06/2013	30372	E 609-49751-254	Miscellaneous Merchandise	MISC	87.84
08/10/2013	30448	E 609-49751-254	Miscellaneous Merchandise	MISC	124.15
					\$648.16

DAHLHEIMER DIST. CO. INC.

07/24/2013	1072326	E 609-49751-252	Beer For Resale	BEER	5,216.25
07/24/2013	1072326	E 609-49751-254	Miscellaneous Merchandise	MISC	105.00

07/31/2013	1072373	E 609-49751-252	Beer For Resale	BEER	9,237.17
07/31/2013	1072373	E 609-49751-255	N/A Products	N/A	15.50
08/07/2013	1075816	E 609-49751-252	Beer For Resale	BEER	14,197.45
08/07/2013	1075816	E 609-49751-254	Miscellaneous Merchandise	MISC	220.00
08/07/2013	1075816	E 609-49751-255	N/A Products	N/A	15.50
					\$29,006.87
DAY DISTRIBUTING CO.					
08/02/2013	712767	E 609-49751-252	Beer For Resale	BEER	1,156.05
					\$1,156.05
DE LAGE LANDEN					
08/10/2013	18978366	E 101-41400-240	Office Equip	CITY HALL COPIER	261.92
08/10/2013	19032858	E 101-42110-200	Office Supplies	POLICE COPIER	253.89
					\$515.81
DEX MEDIA EAST LLC					
08/05/2013	110097517.0813	E 609-49750-340	Advertising	ADVERTISING	71.50
					\$71.50
ELK RIVER FORD, INC.					
07/01/2013	16052854	E 101-42110-221	Vehicle Repair & Maintenance	2010 DODGE CHARGER	155.10
					\$155.10
FREEDOM SERVICES, INC.-FD					
08/08/2013	15631	G 101-21706	Flex Account	SEPT 2013	377.12
08/08/2013	15631	G 101-21708	Health Premium	SEPT 2013	1,550.18
					\$1,927.30
FREEDOM SERVICES, INC-MA					
08/08/2013	15632	E 101-41540-301	Auditing and Acct g Services	Admin Fee	80.00
					\$80.00
GERDIN AUTO SERVICE, INC.					
07/24/2013	37715	E 208-42110-436	Towing Charges	2008 CHEV	150.69
07/25/2013	67882	E 208-42110-436	Towing Charges	1997 VOLKSWAGEN	133.59
					\$284.28
GRANITE CITY JOBBING CO.					
07/23/2013	773312	E 609-49750-210	Operating Supplies	OPERATING	68.93
07/23/2013	773312	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
07/23/2013	773312	E 609-49751-256	Tobacco Products For Resale	TOBACCO	447.99
07/23/2013	773312	G 101-20810	Sales Tax Payable	TAX	(0.88)
07/30/2013	774288	E 609-49750-210	Operating Supplies	OPERAITING	54.99
07/30/2013	774288	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
07/30/2013	774288	E 609-49751-256	Tobacco Products For Resale	TOBACCO	571.18
08/06/2013	775227	E 609-49750-210	Operating Supplies	OPERATING	39.98
08/06/2013	775227	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
08/06/2013	775227	E 609-49751-254	Miscellaneous Merchandise	MISC	21.80
08/06/2013	775227	E 609-49751-256	Tobacco Products For Resale	TOBACCO	726.95
08/06/2013	775227	G 101-20810	Sales Tax Payable	TAX	(0.88)
					\$1,942.81
GREAT RIVER ENERGY					
07/24/2013	U1306F652	E 601-49440-331	Travel Expenses	ARC FLASH STUDY	991.58

07/24/2013	U1306F652	E 602-49490-331	Travel Expenses	ARC FLASH STUDY	991.58
					\$1,983.16

HEWLETT-PACKARD COMPANY

08/01/2013	53153010	E 101-42110-237	Small Equipment	MONITOR	203.06
					\$203.06

HYDRO KLEAN

07/31/2013	47160	E 602-49451-400	System Jetting	CLEAN TANKS	11,519.96
					\$11,519.96

HYLEN, MATT

08/08/2013	080813	E 101-41400-331	Travel Expenses	MILEAGE	76.28
					\$76.28

INNOVATIVE OFFICE SOLUTIONS, L

08/05/2013	IN0333686	E 101-42110-200	Office Supplies	SUPPLIES	82.51
08/05/2013	in0333831	E 101-42110-200	Office Supplies	SUPPLIES	30.18
					\$112.69

ISD #15

08/06/2013	1127	E 101-45200-218	Equipment Repair & Maintenance	2012 VIRNIG	48.49
08/06/2013	1128	E 101-43100-218	Equipment Repair & Maintenance	2004 BERTI	387.60
08/06/2013	1129	E 101-43100-218	Equipment Repair & Maintenance	2007 KUBOTA	240.59
					\$676.68

JADIN PAINTING INC.

08/12/2013	026	E 601-49440-229	Project Repair & Maintenance	PAINTING FIRE HYDRANTS	4,200.00
					\$4,200.00

JJ TAYLOR DISTRIBUTING

07/31/2013	2047756	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
07/31/2013	2047756	E 609-49751-252	Beer For Resale	BEER	399.65
					\$402.65

JOHNSON BROS WHLSE LIQUOR

07/24/2013	1628364	E 609-49751-206	Freight and Fuel Charges	FREIGHT	113.19
07/24/2013	1628364	E 609-49751-251	Liquor For Resale	LIQUOR	6,420.44
07/24/2013	1628365	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.64
07/24/2013	1628365	E 609-49751-253	Wine For Resale	WINE	531.35
07/31/2013	1634223	E 609-49751-206	Freight and Fuel Charges	FREIGHT	51.95
07/31/2013	1634223	E 609-49751-251	Liquor For Resale	LIQUOR	3,264.96
07/31/2013	1634224	E 609-49751-206	Freight and Fuel Charges	FREIGHT	51.45
07/31/2013	1634224	E 609-49751-253	Wine For Resale	WINE	2,333.30
07/31/2013	1634225	E 609-49751-252	Beer For Resale	BEER	31.95
07/31/2013	1634225	E 609-49751-253	Wine For Resale	WINE	62.97
08/02/2013	586567	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.47)
08/02/2013	586567	E 609-49751-253	Wine For Resale	WINE	(40.00)
08/07/2013	1639614	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.48
08/07/2013	1639614	E 609-49751-251	Liquor For Resale	LIQUOR	1,201.18
08/07/2013	1639615	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.46
08/07/2013	1639615	E 609-49751-253	Wine For Resale	WINE	667.25
08/07/2013	1639616	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.94
08/07/2013	1639616	E 609-49751-254	Miscellaneous Merchandise	MISC	64.50

\$14,813.54

LEAGUE OF MN CITIES

07/29/2013	184503	E 101-42110-208	Training and Instruction	REHLING TRAINING	30.00
					<hr/>
					\$30.00

LMC INSURANCE TRUST

08/01/2013		E 101-42110-160	Work Comp Insurance	DEDUCTIBLE	24.27
					<hr/>
					\$24.27

MARTIES FARM SERVICE

07/11/2013	251147	E 101-45200-419	Turf/Fertilizer/Weed Control	SUPPLIES	24.05
07/11/2013	251147	E 602-49490-419	Turf/Fertilizer/Weed Control	SUPPLIES	24.06
07/31/2013	252941	E 101-45200-419	Turf/Fertilizer/Weed Control	PARK	175.06
					<hr/>
					\$223.17

MCDONALD DIST CO.

07/25/2013	335114	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
07/25/2013	335114	E 609-49751-252	Beer For Resale	BEER	6,608.60
07/25/2013	335114	E 609-49751-255	N/A Products	N/A	82.10
07/26/2013	335143	E 609-49751-252	Beer For Resale	BEER	6,690.00
08/01/2013	335652	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
08/01/2013	335656	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
08/01/2013	335656	E 609-49751-252	Beer For Resale	BEER	3,660.60
08/01/2013	335656	E 609-49751-255	N/A Products	N/A	17.65
08/08/2013	336242	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
08/08/2013	336242	E 609-49751-252	Beer For Resale	BEER	8,044.60
08/08/2013	336242	E 609-49751-254	Miscellaneous Merchandise	MISC	28.50
08/08/2013	336242	E 609-49751-255	N/A Products	N/A	32.70
					<hr/>
					\$25,207.75

MED-COMPASS, INC.

07/24/2013	21883	E 101-41940-441	Miscellaneous	HEARING TESTS	48.00
07/24/2013	21883	E 101-42110-441	Miscellaneous	HEARING TESTS	72.00
07/24/2013	21883	E 101-43100-441	Miscellaneous	HEARING TESTS	90.00
07/24/2013	21883	E 101-45200-441	Miscellaneous	HEARING TESTS	90.00
07/24/2013	21883	E 601-49440-441	Miscellaneous	HEARING TESTS	90.00
07/24/2013	21883	E 602-49490-441	Miscellaneous	HEARING TESTS	90.00
07/24/2013	21884	E 101-42210-305	Medical & Testing Fees	PHYSICALS	1,255.00
					<hr/>
					\$1,735.00

MEDTOX LABORATORIES, INC.

07/31/2013	7201395907	E 101-43100-441	Miscellaneous	MED TESTING	6.25
07/31/2013	7201395907	E 101-45200-441	Miscellaneous	MED TESTING	6.25
07/31/2013	7201395907	E 601-49440-441	Miscellaneous	MED TESTING	6.25
07/31/2013	7201395907	E 602-49490-441	Miscellaneous	MED TESTING	6.25
					<hr/>
					\$25.00

MN SHERIFFS ASSOCIATION

02/11/2013	12770	E 101-42110-208	Training and Instruction	SUPPLIES	210.00
					<hr/>
					\$210.00

M-R SIGN COMPANY, INC.

08/01/2013	177650	E 101-43100-226	Sign Repair Materials	SIGNS	564.05
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					\$564.05
NELSON ELECTRIC MOTOR REPAIR					
07/30/2013	6377	E 602-49490-229	Project Repair & Maintenance	LIFT STATIONS	611.84
					\$611.84
NORTH METRO TREE SERVICE INC.					
08/09/2013	.0813	E 101-43100-311	Contract	TREE REMOVAL	547.73
08/09/2013	.0813	E 101-45200-311	Contract	TREE REMOVAL	547.74
					\$1,095.47
PACE ANALYTICAL SERVICES					
07/30/2013	131231252	E 602-49490-313	Sample Testing	ANALYSIS	120.00
07/30/2013	131231253	E 602-49490-313	Sample Testing	ANALYSIS	345.50
					\$465.50
PAUSTIS & SONS					
08/05/2013	8410358	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.25
08/05/2013	8410358	E 609-49751-253	Wine For Resale	WINE	1,383.04
08/05/2013	8410367	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.25
08/05/2013	8410367	E 609-49751-251	Liquor For Resale	LIQUOR	168.00
					\$1,568.54
PHILLIPS WINE & SPIRITS CO.					
07/24/2013	2459317	E 609-49751-206	Freight and Fuel Charges	FREIGHT	71.88
07/24/2013	2459317	E 609-49751-251	Liquor For Resale	LIQUOR	3,276.90
07/24/2013	2459318	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.88
07/24/2013	2459318	E 609-49751-253	Wine For Resale	WINE	204.00
07/24/2013	2459319	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.47
07/24/2013	2459319	E 609-49751-254	Miscellaneous Merchandise	MISC	41.95
07/31/2013	2463016	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.58
07/31/2013	2463016	E 609-49751-251	Liquor For Resale	LIQUOR	1,113.97
07/31/2013	2463017	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.23
07/31/2013	2463017	E 609-49751-253	Wine For Resale	WINE	659.90
08/07/2013	2466477	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.76
08/07/2013	2466477	E 609-49751-251	Liquor For Resale	LIQUOR	913.99
08/07/2013	2466478	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.23
08/07/2013	2466478	E 609-49751-253	Wine For Resale	WINE	576.00
08/07/2013	2466479	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.47
08/07/2013	2466479	E 609-49751-254	Miscellaneous Merchandise	MISC	41.95
					\$6,968.16
ROSEVILLE, CITY OF					
08/01/2013	217669	E 101-41110-310	Computer Consulting Fees	IT SERVICES	238.79
08/01/2013	217669	E 101-41400-310	Computer Consulting Fees	IT SERVICES	795.97
08/01/2013	217669	E 101-42110-310	Computer Consulting Fees	IT SERVICES	1,074.56
08/01/2013	217669	E 101-42210-310	Computer Consulting Fees	IT SERVICES	198.99
08/01/2013	217669	E 101-43100-310	Computer Consulting Fees	IT SERVICES	198.99
08/01/2013	217669	E 101-45200-310	Computer Consulting Fees	IT SERVICES	198.99
08/01/2013	217669	E 601-49440-310	Computer Consulting Fees	IT SERVICES	198.99
08/01/2013	217669	E 602-49490-310	Computer Consulting Fees	IT SERVICES	198.99
08/01/2013	217669	E 609-49750-310	Computer Consulting Fees	IT SERVICES	238.81
					\$3,343.08

SCHREDER, ANDY

08/12/2013	081213	E 101-42400-331	Travel Expenses	MILEAGE	140.12
					<u>140.12</u>

SOUTHERN WINE & SPIRITS OF MN

07/25/2013	1057674	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.17
07/25/2013	1057674	E 609-49751-251	Liquor For Resale	LIQUOR	350.03
07/31/2013	1060254	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.56
07/31/2013	1060254	E 609-49751-251	Liquor For Resale	LIQUOR	124.64
08/08/2013	1062723	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.50
08/08/2013	1062723	E 609-49751-253	Wine For Resale	WINE	376.00
08/08/2013	1062724	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.45
08/08/2013	1062724	E 609-49751-251	Liquor For Resale	LIQUOR	1,781.07
					<u>\$2,657.42</u>

ST. FRANCIS - PETTY CASH

		E 101-42110-441	Miscellaneous	LICENSE CARS	62.25
		R 101-36200	Miscellaneous Revenues	OVERPAYMENT ON DOG LICENS	5.00
					<u>\$67.25</u>

ST. FRANCIS TRUE VALUE HARDWAR

07/31/2013	24259	E 602-49490-217	Other Operating Supplies	SUPPLIES	20.30
07/31/2013	24300	E 602-49490-217	Other Operating Supplies	SUPPLIES	3.04
07/31/2013	24328	E 602-49490-217	Other Operating Supplies	SUPPLIES	16.23
07/31/2013	24420	E 602-49490-217	Other Operating Supplies	SUPPLIES	10.14
07/31/2013	24442	E 602-49490-217	Other Operating Supplies	SUPPLIES	40.59
07/31/2013	24445	E 101-43100-217	Other Operating Supplies	SUPPLIES	20.27
07/31/2013	24445	E 101-45200-217	Other Operating Supplies	SUPPLIES	20.27
07/31/2013	25329	E 101-43100-217	Other Operating Supplies	SUPPLIES	9.49
07/31/2013	25348	E 101-43100-217	Other Operating Supplies	SUPPLIES	25.71
07/31/2013	25348	E 101-45200-217	Other Operating Supplies	SUPPLIES	25.72
07/31/2013	25418	E 602-49490-217	Other Operating Supplies	SUPPLIES	22.32
07/31/2013	25434	E 602-49490-217	Other Operating Supplies	SUPPLIES	33.45
07/31/2013	25435	E 101-42210-221	Vehicle Repair & Maintenance	SUPPLIES	6.58
07/31/2013	25500	E 602-49490-217	Other Operating Supplies	SUPPLIES	5.64
					<u>\$259.75</u>

STEINBRECHER PAINTING, INC

08/12/2013	1	E 402-42210-520	C-O-L Building & Structures	PAINTING FIRE STATION	15,434.00
					<u>\$15,434.00</u>

THE AMERICAN BOTTLING COMPANY

07/29/2013	2449719843	E 609-49751-254	Miscellaneous Merchandise	MISC	170.66
08/12/2013	2449720004	E 609-49751-254	Miscellaneous Merchandise	MISC	239.32
					<u>\$409.98</u>

THORPE DISTRIBUTING COMPANY

08/02/2013	768507	E 609-49751-252	Beer For Resale	BEER	214.00
					<u>\$214.00</u>

USABUEBOOK

08/01/2013	113582	E 602-49490-217	Other Operating Supplies	BOTTLES/GLASSES	80.78
					<u>\$80.78</u>

UTILITY SERVICE CO., INC.

08/01/2013	322345	E 601-49440-234	Water Tower Maintenance	HYDROPILLAR NEW TOWER-QT	23,511.75
					\$23,511.75

VINOCOPIA, INC.

07/26/2013	81057	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.50
07/26/2013	81057	E 609-49751-251	Liquor For Resale	LIQUOR	791.50
07/26/2013	81057	E 609-49751-253	Wine For Resale	WINE	520.00
					\$1,334.00

WIRTZ BEVERAGE MN

07/25/2013	1080065401	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.60
07/25/2013	1080065401	E 609-49751-251	Liquor For Resale	LIQUOR	893.84
07/25/2013	1080065401	E 609-49751-253	Wine For Resale	WINE	46.00
08/01/2013	1080068161	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.10
08/01/2013	1080068161	E 609-49751-251	Liquor For Resale	LIQUOR	2,465.33
08/01/2013	1080068161	E 609-49751-254	Miscellaneous Merchandise	MISC	33.62
08/08/2013	1080070547	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.75
08/08/2013	1080070547	E 609-49751-251	Liquor For Resale	LIQUOR	1,079.36
08/08/2013	1080070547	E 609-49751-253	Wine For Resale	WINE	306.00
08/08/2013	1080070547	E 609-49751-254	Miscellaneous Merchandise	MISC	176.48
					\$5,067.08

\$234,827.70

FUND SUMMARY

101 GENERAL FUND	\$69,019.11
208 POLICE FORFEITURE	\$284.28
226 PEDERSON PATH FUND	\$47.50
402 CAPITAL EQUIPMENT	\$15,434.00
601 WATER FUND	\$30,845.36
602 SEWER FUND	\$19,327.55
609 MUNICIPAL LIQUOR FUND	\$94,882.40
803 ESCROW	\$4,987.50
Total	<u>234,827.70</u>

CITY OF ST. FRANCIS
8/19/2013

Checks cut since last Council Meeting

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
TOTAL				<u><u>0.00</u></u>

Disbursements via Debits to Checking & 4M Account

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Visa	July Credit Card	10,712.00
Federal Tax	Payroll 07-03-13	23,494.20
PERA	Payroll 07-03-13	11,146.42
ING	Payroll 07-03-13	930.00
ICMA	Payroll 07-03-13	660.00
State Tax	Payroll 07-03-13	4,932.46
MSRS	Payroll 07-03-13	1,919.23
Federal Tax	Payroll 07-16-13	1,784.06
PERA	Payroll 07-16-13	320.16
State Tax	Payroll 07-16-13	167.59
Sales Tax	June Sales Tax	2,690.00
Federal Tax	Payroll 07-18-13	15,816.94
PERA	Payroll 07-18-13	11,315.78
ING	Payroll 07-18-13	930.00
ICMA	Payroll 07-18-13	660.00
State Tax	Payroll 07-18-13	3,290.79
MSRS	Payroll 07-18-13	586.58
Village Bank	June Fees	76.30
Village Bank	NSF Checks & Fees	1,070.00
MN DOR	Cigarette Tax	244.00
State Tax	State Tax	159.13
Bonds Payments	Due 08/01/13	286,335.63
TOTAL		<u><u>379,241.27</u></u>



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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

PLANNING REPORT

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

From: Nate Sparks, City Planner

Date: August 14, 2013

Meeting Date: August 19, 2013

Re: O'Reilly Preliminary Plat, Site Plan Review, Variance

BACKGROUND

O'Reilly Auto Parts has made an application for a preliminary plat, site plan review, and variance to develop a property located at the southeastern corner of Highway 47 and 233rd Avenue. The intent is to split the property into two building sites and construct an auto parts store on the new northern lot.

SUBJECT SITE

The subject site is a vacant parcel of land located south of 233rd Avenue and east of Highway 47. At one time a plat was approved for this site to make three commercial parcels. The final plat was never recorded, as the State closed the access points to the property that were planned to be from Highway 47. The site is zoned B-2, General Commercial and guided for a Commercial land use in the Comprehensive Plan.

PROPOSED PRELIMINARY PLAT

In order to divide the property, the applicant has submitted a preliminary plat application. The preliminary plat proposes two new parcels and a right-of-way for a southerly extension of Aztec Street.

Lot Sizes & Zoning Standards

The minimum lot size for parcels in the B-2 District is 20,000 square feet with a minimum width of 100 feet. The two proposed parcels are both over an acre in size and greater than 100 feet in width.

Streets & Access

The property already dedicated right-of-way for Highway 47 and the applicant is proposing 33 feet from center for 233rd Avenue. Also, included is a 50 foot wide service road for Aztec Street. Aztec is intended to provide access to the two new parcels. Service roads of this width are permitted by the City's Subdivision Ordinance.

The proposed location of the Aztec right-of-way is offset from the location of the existing Aztec Street north of 233rd. This is due to the fact that the applicant does not control the property to the east where Aztec would properly line up. On the site plan, the applicant depicts an access crossing this property to the east that would be in the proper location. The applicant is proposing this configuration in hopes that an agreement with the neighboring property owner could be reached but is proposing right-of-way in the off-set location in the event it cannot.

The current proposal is for the City to build Aztec Street and assess the benefitted properties. This construction would most likely occur next year. The applicant will need to work with City Staff on determining the proper location for their access point. The temporary access will be located within the proposed right-of-way for Aztec Street. This access will be used until that time the road is built.

The applicant is showing the road being constructed about 140 feet south of the property line between the two parcels. The southern parcel is actually 279 feet in depth. Thus, the proposed street does not extend the length of the property. This may only be permitted if found to be acceptable by the City Engineer.

No sidewalk or pedestrian way is being proposed along Aztec because it is a service road. Due to the proximity to residential development, the final City design should allow for a sidewalk.

Easements

The applicant is depicting perimeter drainage and utility easements that will conflict with the layout of the site plan. This should be revised as directed by the City Engineer.

Park Dedication

For commercial properties, the City requires a park dedication fee of 3% of the value of the land not to exceed three times the cash-in-lieu amount for one single family residential property. The applicant will need to provide an appraisal to determine this amount or pay the fee of \$7500.

SITE PLAN

The applicant has submitted a site plan for general review showing the layout of the northern proposed parcel with the building and parking lot.

Setbacks & Performance Standards

In the B-2 District the required setbacks are 25 from local roads, 50 from collector/arterial roads, 10 from the side lot line, and 25 from the rear property line. This property had right-of-ways on three sides and a rear lot line. The applicant is proposing the building to be 25 feet from 233rd Avenue, about 83 feet from Highway 47, and about 17 feet from the Aztec Street right-of-way. The applicant is seeking a variance from the last condition.

Impervious surfaces on the site are allowed up to 80% and the building may be up to 40 feet in height. The proposed building appears to be less than 20 feet tall. Impervious surface calculations will need to be finalized but do not appear to be an issue. Slightly under 25% of the site is being reserved for ponding and drainage.

Parking

The parking standard for a retail use is 1 stall for every 250 square feet. This would require about 30 parking stalls. The applicant is proposing 46. The drive aisles are about 30 feet in width and the stalls measure 9' x 19'. Both standards meet City requirements. The location of the loading area near the entrance to the site and the trash enclosure will need to be reviewed by the Fire Chief prior to issuance of any building permit.

Lighting

The applicant has supplied a lighting plan. Lighting is not allowed to exceed a reading of one foot candle at the centerline of any adjacent street or 0.4 on any adjacent neighboring property. The calculations do not extend far enough off the property to make this determination. A revised plan will be needed.

Landscaping

The City requires one caliper inch of tree for every 320 square foot of building. The trees must be a mix of types and not be less than 25% both evergreen and deciduous or 10% ornamental. This results in a requirement of 12 new trees to be planted on this site. A minimum of two have to be ornamental and three each for evergreen and deciduous.

The landscaping plan depicts a planting schedule that will need revision to include the proper size of trees and three deciduous. It will also need revision to include some plantings adjacent to the Aztec right-of-way for buffering to the multi-family development across the street.

Building Materials

The building is proposed to be 100% masonry and exterior insulation and finish system blocks. This meets the minimum standards of the ordinance.

Signage

The applicant is permitted wall signage on each street facing side of the building up to 15% and one 80 square foot free standing sign on the primary right-of-way with an additional 32 square foot free standing sign on a secondary right-of-way. Full final dimensions on the front wall signs will need to be submitted. The free standing sign location appears to be acceptable. Separate sign permits will need to be issued for each sign proposed.

VARIANCE

Due to the applicant needing to dedicate right-of-way for Aztec Street for access to the property and related reduction the buildable area of the parcel, the applicant is seeking a variance from the setback to Aztec Street. The setback to the building is proposed to be 17 feet from Aztec. This places the trash enclosure at about 3 feet from the right-of-way. This makes a full 20 foot wide landscaping buffer not possible adjacent to the street.

Variances may be granted when the property owner is faced with practical difficulties in putting the property to a reasonable use. The dedication of the right-of-way is necessary due to the applicant not being able to access the property off of Highway 47. This could be viewed as a practical difficulty. Otherwise, the applicant would need to reduce parking and move the site development further west.

Staff feels that this request is reasonable provided the trash enclosure be made of the same materials as the building and that the distance from the right-of-way to the trash enclosure be widened to 5 feet. The landscaping plan should be amended to include plantings along the remainder of the eastern property line.

No special consideration is given to the southern parcel to be created with the proposed subdivision, at this time.

RECOMMENDATIONS

The Planning Commission recommended approval of the request with the following conditions;

1. All comments by the City Engineer, Fire Chief, Building Official, City Attorney, and Minnesota Department of Transportation shall be addressed.
2. The City of St. Francis may design and construct Aztec Street and assess the benefitting properties. The applicant shall not contest this assessment.
3. The applicant may use the dedicated right-of-way for Aztec Street for a temporary access for construction and use of the site until that time Aztec Street is constructed.
4. The applicant shall remove or allow the City to remove at the applicant's expense any temporary access upon completion of the road construction.
5. The applicant shall pay a park dedication fee of 3% of the value of the current appraised value of the land. In the absence of a current appraisal being submitted this amount shall be \$7500.
6. Impervious surface calculations shall be provided.
7. The lighting plan shall be revised to show foot candle readings at the centerline of adjacent streets.
8. The trash enclosure shall not be closer than 5 feet from the Aztec Street right-of-way and be made of the same building materials as the building.
9. The landscaping plan shall be revised to meet City standards and include a screening planting strip along the east property line and be subject to approval by the City Planner and City Engineer.
10. Easements on the final plat shall be changed to account for the building location as directed by the City Engineer.
11. Separate sign permits shall be required. Full details on all signage must be submitted for review.
12. The applicant shall enter into a Development Agreement subject to the terms required by the City Attorney.
13. All construction shall occur as represented on the plans dated July 2, 2013 except as modified herein.
14. The final plat shall be recorded prior to the issuance of any permits unless otherwise authorized by the City Attorney.
15. The final plat shall be recorded within 90 days of this approval.
14. All fees shall be paid.

Attached: Engineer's Memo
 DOT Letter
 Applicant's Plan Set

cc: Barb Held, City Clerk

Scott Lepak, City Attorney
Jared Voge, City Engineer
Brian Neihaus, CM Architecture



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303

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

www.bolton-menk.com

July 8, 2013

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

RE: O'Reilly Auto Parts
City of St. Francis, Minnesota
BMI Project No. R18.106919

Dear Nate:

I have reviewed the construction documents which include the preliminary and final plat for the above referenced project which are dated May 28, 2013 with Revision No. 1 dated 7/2/13 and have the following comments:

1. The proposed roadway construction on the adjacent Abbey Field Limited Partnership property shall not be constructed until authorization has been granted by the City of St. Francis. In the interim, a temporary access to 233rd Avenue Northwest will be required.
2. The proposed roadway shall be constructed with B-618 concrete curb and gutter.
3. A cul de sac or turnaround shall be constructed at the southerly roadway limits.
4. Since the future development associated with Lot 2, Block 1 is unknown at this point, the access to Lot 2, Block 1 as depicted in the construction plans shall not be constructed.
5. The proposed roadway shall be constructed with a 2 ½ percent crown rather than the proposed inverted crown as identified on sheet C1. A profile drawing illustrating the proposed street profile shall be submitted for review and approval of the City Engineer.
6. The applicant shall submit a Stormwater Management Plan complete with drainage calculations and drainage maps identifying pre- and post-development drainage areas, rates, and volumes.
7. The proposed water service piping material shall be clearly identified on the construction plans. If the proposed water service piping is non-conductive a tracer wire, 12AWG coated blue shall be installed on the proposed water service.
8. A curb stop with operating rod or gate valve with operating rod and anchorage assembly shall be installed at the property line.
9. Separate domestic and fire suppression services shall be provided to the proposed building as required by the Building Official.
10. 12AWG tracer wire shall be installed on the proposed sanitary sewer service.
11. Additional information regarding the proposed connection and associated materials to the existing



Mr. Nate Sparks
July 8, 2013
Page 2

sanitary sewer shall be provided for review and approval of the City Engineer and Public Works Director.

12. The Fire Chief shall be provided an opportunity to review the location of existing fire hydrants in the vicinity of the proposed building. Existing fire hydrants shall be clearly illustrated on the construction documents.
13. The applicant shall be responsible for all costs associated with repairs to the existing bituminous trail and streets as a result of construction.
14. All references to the Oregon One Call system shall be eliminated from the construction documents.
15. The following City of St. Francis standard details shall be included in the construction plan set: 1000-000, 1000-004, 1000-100, 1000-101, 3-105, 3-107, 3-108A, 3-502, 3-600, 4-000, 4-002, 4-100, 4-102, 4-101, 4-105, 4-201, 4-601, 5-101, 5-104, 5-110, 5-200, 6-101, 6-400, 6-404, 7-000, 7-009, 7-201, 8-115, 8-116.
16. Pedestrian ramps complying with ADA and PROWAG standards shall be constructed where the bituminous trail crosses the proposed Aztec Street.
17. All construction shall be in accordance with the City of St. Francis standards.

I recommend that the above referenced information be submitted and the construction plans revised to incorporate the above referenced comments and those comments as submitted by other City staff prior to a building permit being issued for the site.

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

Sincerely,

BOLTON & MENK, INC.

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

Cc: Paul Teicher, Public Works Director



Minnesota Department of Transportation

Metropolitan District
Waters Edge Building
1500 County Road B2 West
Roseville, MN 55113

August 13, 2013

Nate Sparks
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

SUBJECT: Aztec Commercial Plat # P13-036
SE Corner of TH 47 and 233rd Ave. NW
St. Francis, Anoka County
Control Section 0206

Dear Mr. Sparks:

The Minnesota Department of Transportation (MnDOT) has reviewed the above referenced plat in compliance with Minnesota Statute 505.03, subdivision 2, Plats. Before any further development, please address the following issues:

Water Resources

A MnDOT drainage permit may be required. Existing drainage rates to MnDOT right of way must not be increased and drainage patterns must be perpetuated to MnDOT right of way. The following information must be submitted to determine if a drainage permit is required:

- 1) A grading plan showing existing and proposed contours,
- 2) Drainage area maps for the proposed project showing existing and proposed drainage areas. Any off-site areas that drain to the project area should also be included in the drainage area maps. The direction of flow for each drainage area must be indicated by arrows,
- 3) Drainage computations for pre and post construction conditions during the 2, 10, 50 and 100 year rain events,
- 4) An electronic copy of any computer modeling used for the drainage computations, and
- 5) Relevant construction plan sheets.

Direct any questions regarding permit requirements to Thomas Mitchell, Metro Water Resources at 651-234-7540 or thomas.mitchell@state.mn.us.

Permits:

Any use of or work within or affecting MnDOT right of way requires a permit. Permit forms are available from MnDOT's utility website at <http://www.dot.state.mn.us/utility/>. Submit plans showing the construction of the access on US 61. Include one 11 x 17 plan

set and one full size plan set with each permit application. Direct any questions regarding permit requirements to Buck Craig, Metro Permits, at 651-234-7911, or buck.craig@state.mn.us.

Review Submittal Options:

Mn/DOT's goal is to complete the review of plans within 30 days. Submittals sent in electronically can usually be turned around faster. There are four submittal options. Please submit either:

1. One (1) pdf version of the plans. MnDOT accepts plans at metrodevreviews.dot@state.mn.us provided each email is under 20 megabytes.
2. Three (3) sets of full size plans. Submitting seven sets of full size plans will expedite the review process. Send plans to:

Mn/DOT – Metro District Planning Section
Development Reviews Coordinator
1500 West County Road B-2
Roseville, MN 55113

3. One (1) compact disk.
4. Plans can also be submitted to MnDOT's External FTP Site. Please send files to: <ftp://ftp2.dot.state.mn.us/pub/incoming/MetroWatersEdge/Planning> Internet Explorer doesn't work using ftp so please use an FTP Client or your Windows Explorer (My Computer). Also, please notify metrodevreviews.dot@state.mn.us when plans have been submitted.

If you have any questions concerning this review contact me at 651-234-7789.

Sincerely,



Molly McCartney
Senior Transportation Planner

Copy sent via E-Mail:

Buck Craig, Permits
Nancy Jacobson, Design
Thomas Mitchell, Water Resources
Doug Nelson, Right-of-Way
Paul Jung, Area Engineer
Gayle Gedstad, Traffic
Jared Voge, Bolton & Menk
Russ Owen, Metropolitan Council

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

RESOLUTION 2013-26

**A RESOLUTION APPROVING A PRELIMINARY & FINAL PLAT FOR
THE AZTEC COMMERCIAL PLAT**

WHEREAS, O'Reilly Automotive Stores, Inc, a Missouri Corporation, (the "Applicant") has made an application for a preliminary and final plat; and

WHEREAS, the subject site (the "Property") has a legal description of:

That part of Outlot 17, Village of St. Francis lying East of the Easterly right of way line of State Trunk Highway No. 47, as now laid out and traveled, lying West of a line distant 710.42 feet West of the West line of Block 3, Durigan and Locher Addition, and lying south of the north line of the Southwest Quarter of the Section 32, Township 34, Range 24, Anoka County, Minnesota.

WHEREAS, the Property is zoned B-2, General Commercial and guided for a Commercial land use in the Comprehensive Plan; and

WHEREAS, the Property is identified in Anoka County records with the property identification number of 32-34-24-32-0016; and

WHEREAS, the Property is 2.9 acres in size; and

WHEREAS, the Applicant proposes to subdivide the parcel into two lots both exceeding the minimum standards of the B-2 District; and

WHEREAS, the St. Francis Planning Commission held a duly noticed public hearing and reviewed this request on July 24, 2013 and recommended approval of the request; and

WHEREAS, the St. Francis City Council reviewed the request on August 19, 2013 and made the following findings of fact:

1. The proposed plat generally conforms with all performance standards found within the Zoning and Subdivision Ordinance.
2. The proposed plat is consistent with the Comprehensive Plan.
3. The proposed plat is not premature for consideration.
4. The proposed right-of-way dedication is sufficient for a service road in this location.

NOW, THEREFORE, BE IT RESOLVED that the City of St. Francis hereby approves the preliminary and final plat subject to the following conditions:

1. All comments by the City Engineer, Fire Chief, Building Official, City Attorney, and Minnesota Department of Transportation shall be addressed.
2. The City of St. Francis may design and construct Aztec Street and assess the benefitting properties. The applicant shall not contest this assessment.
3. The applicant may use the dedicated right-of-way for Aztec Street for a temporary access for construction and use of the site until that time Aztec Street is constructed.
4. The applicant shall remove or allow the City to remove at the applicant's expense any temporary access upon completion of the road construction.
5. The applicant shall pay a park dedication fee of 3% of the value of the current appraised value of the land. In the absence of a current appraisal being submitted this amount shall be \$7500.
6. Easements on the final plat shall be changed to account for the building location as directed by the City Engineer.
7. The applicant shall enter into a Development Agreement subject to the terms required by the City Attorney.
8. All construction shall occur as represented on the plans dated July 2, 2013 except as modified herein.
9. The final plat shall be recorded within 90 days of this approval.
10. All fees shall be paid.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY OF AUGUST, 2013.

APPROVED

Jerry Tveit
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk

Attachments:
Preliminary Plat
Final Plat

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

RESOLUTION 2013-27

**A RESOLUTION APPROVING A VARIANCE & SITE PLAN REVIEW FOR
O'REILLY AUTOMOTIVE STORES TO CONSTRUCT A RETAIL STORE 5 FEET
FROM THE AZTEC STREET RIGHT-OF-WAY**

WHEREAS, O'Reilly Automotive Stores, Inc, a Missouri Corporation, (the "Applicant") has made an application for a variance and a site plan review; and

WHEREAS, the subject site has a legal description of:

That part of Outlot 17, Village of St. Francis lying East of the Easterly right of way line of State Trunk Highway No. 47, as now laid out and traveled, lying West of a line distant 710.42 feet West of the West line of Block 3, Durigan and Locher Addition, and lying south of the north line of the Southwest Quarter of the Section 32, Township 34, Range 24, Anoka County, Minnesota.

WHEREAS, the proposed parcel (the "Property") for the store location is Lot 1, Block 1 of the unrecorded Aztec Commercial Plat; and

WHEREAS, the Property is zoned B-2, General Commercial and guided for a Commercial land use in the Comprehensive Plan; and

WHEREAS, the Applicant proposed to build a retail store on the Property and has requested a variance to construct within the setback for the right-of-way for Aztec Street; and

WHEREAS, the site plan generally conformed to all requirements and standards found in the St. Francis Zoning Ordinance; and

WHEREAS, the St. Francis Planning Commission held a duly noticed public hearing and reviewed the request on July 24, 2013 and recommended approval of the variance with the following findings of fact:

1. The width of the property and the necessity of a right-of-way for access to the site presents a practical difficulty in putting the property to a reasonable use.
2. The proposed variance will not alter the essential character of the neighborhood.
3. The request conforms to the Comprehensive Plan.

WHEREAS, the St. Francis City Council reviewed the request on August 19, 2013; and

NOW, THEREFORE, BE IT RESOLVED that the City of St. Francis hereby approves the variance and site plan review subject to the following conditions:

1. All comments by the City Engineer, Fire Chief, Building Official, City Attorney, and Minnesota Department of Transportation shall be addressed.
2. The final plat associated with this application shall be recorded prior to the issuance of any building permit unless otherwise authorized by the City Attorney.
3. Impervious surface calculations shall be provided.
4. The lighting plan shall be revised to show foot candle readings at the centerline of adjacent streets.
5. The trash enclosure shall not be closer than 5 feet from the Aztec Street right-of-way and be made of the same building materials as the building.
6. The landscaping plan shall be revised to meet City standards and include a screening planting strip along the east property line and be subject to approval by the City Planner and City Engineer.
7. Separate sign permits shall be required. Full details on all signage must be submitted for review.
8. The applicant shall enter into a Development Agreement subject to the terms required by the City Attorney.
9. All construction shall occur as represented on the plans dated July 2, 2013 except as modified herein.
10. All fees shall be paid.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY OF AUGUST, 2013.

APPROVED

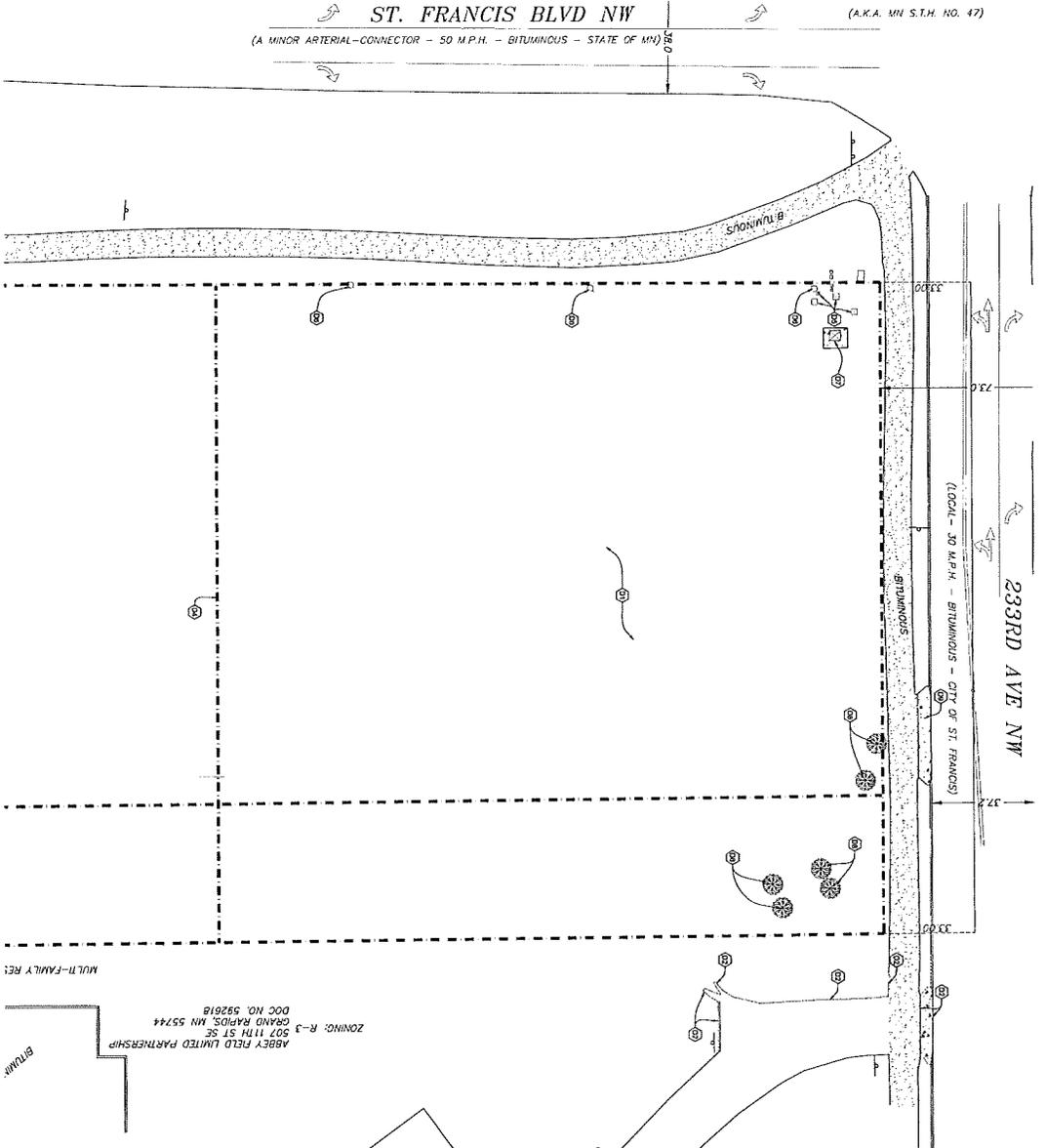
Jerry Tveit
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk

Attachments:
Site Plan

1 SITE DEMOLITION PLAN
SCALE: 1" = 20'



ABBAY FIELD LIMITED PARTNERSHIP
507 11TH ST SE
GRAND HARBOR, MN 55744
DOC NO. 592818

GENERAL NOTES:

- A. REFER TO PROJECT MANUAL FOR ADDITIONAL REQUIREMENTS.
- B. SITE CONDITIONS SHALL BE MAINTAINED UNLESS OTHERWISE SPECIFIED BY THE CONTRACTOR.
- C. REMOVE ALL EXISTING SITE CONSTRUCTION AND DEBRIS MATERIALS AND SHRED TO 2" MAXIMUM SIZE.
- D. REMOVE ALL EXISTING UTILITY PIPES AND REPAIR OR REPLACE AS NECESSARY.
- E. ALL DEMOLISHED MATERIALS SHALL BE PROPERLY DISPOSED OF AT AN APPROVED LANDFILL OR RECYCLING FACILITY.

KEY NOTES:

1. REMOVE EXISTING OVERHEAD WIRE AS NEEDED FOR SITEWORK. REFER TO CIVIL DRAWING FOR WIRE LOCATION.
2. REMOVE EXISTING CURB AND SIDEWALK AS NEEDED FOR DRIVE. REFER TO CIVIL DRAWING FOR DRIVE LOCATION.
3. EXISTING UTILITY POLE TO REMAIN.
4. EXISTING UTILITY PRESERVE WITH CONCRETE PAD TO REMAIN.
5. EXISTING TREE TO REMAIN.
6. REMOVE CURB OUT, SET OR MOVE IN/OUT.

SPECIAL HAZARDOUS MATERIALS NOTE:

AN ENVIRONMENTAL ANALYSIS HAS BEEN PERFORMED ON THE EXISTING SITE. REFER TO PROJECT MANUAL FOR ADDITIONAL INFORMATION. THE ANALYSIS INDICATES THAT THERE ARE NO HAZARDOUS MATERIALS ON THE SITE. THE CONTRACTOR IS TO PROCEED WITH THE DEMOLITION AND DISPOSAL PER ENVIRONMENTAL ANALYSIS RECOMMENDATIONS.

SYMBOLS LEGEND

REFER TO SYMBOL FOR EXISTING CONDITION SYMBOLS	EXISTING ITEMS TO BE REMOVED
(Symbol: Circle with diagonal line)	EXISTING TREE TO BE REMOVED



G.M.T. LANDSCAPE DESIGN
10000 W. 13TH AVE. SUITE 100
MINNEAPOLIS, MN 55441
PHONE: (612) 247-1301
FAX: (612) 247-1301
WWW.GMTLANDSCAPEDESIGN.COM

CONSULTANTS:

ANGELSON ENGINEERING, INC.
2205 WEST WASHINGTON
MINNEAPOLIS, MN 55402
PHONE: 612-486-5214
FAX: 412-886-2718

AST, INC.
10000 W. 13TH AVE. SUITE 600
MINNEAPOLIS, MN 55441
PHONE: 612-486-2002
FAX: 612-486-2002

DOMINIK ASSOCIATES, INC.
1000 W. WASHINGTON AVE. SUITE 1100
MINNEAPOLIS, MN 55402
PHONE: 612-486-7281
FAX: 612-486-7281

SEAL:

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED ARCHITECT IN THE STATE OF MINNESOTA. No. 5-12-13

DATE: 5-23-13

STATE: MN

EXPIRES: 5-23-15

DATE: 5-23-13

EXPIRES: 5-23-15



ST. FRANCIS BLVD.
ST. FRANCIS, MN

SHEET TITLE:
SITE DEMOLITION PLAN

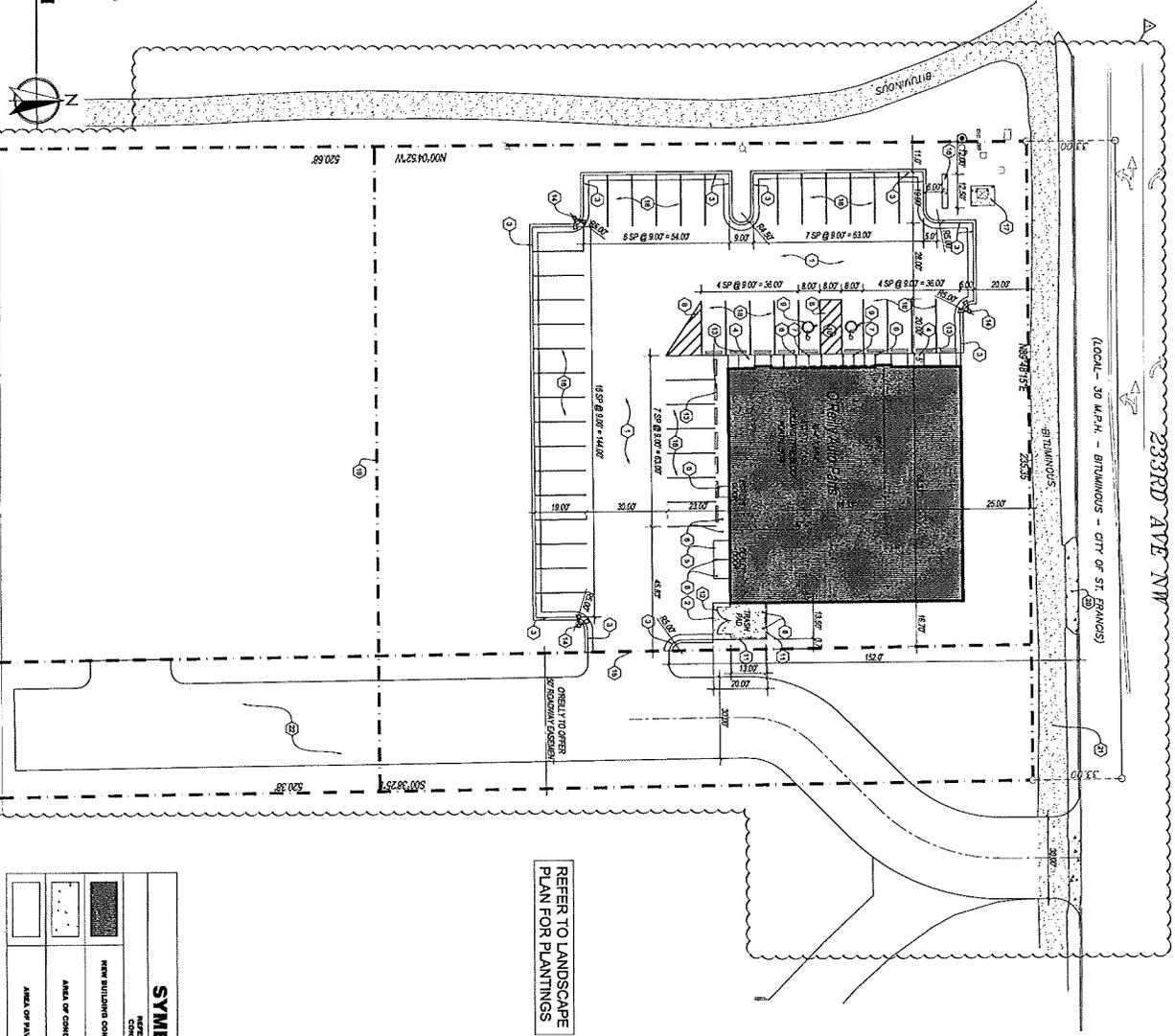
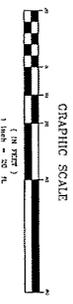
NO.	DATE	BY

PROJECT NO.: 1311259
DRAWN BY: JMT

D1

SHEET 1 OF 1

1
SITE DEVELOPMENT PLAN
SCALE: 1" = 20'



233RD AVE NW
BITUMINOUS - CITY OF ST. FRANCIS
LOCAL - 30 M.P.H. - BITUMINOUS - CITY OF ST. FRANCIS

GENERAL NOTES:

- A. REFER TO PROJECT MANUAL FOR ADDITIONAL REQUIREMENTS.
- B. ALL SITE WORK TO BE TO THE OUTLINE LINE OF THE PROPERTY UNLESS OTHERWISE NOTED. CONSTRUCTION BY DETAIL OR REFERENCE TO CONSTRUCTION MANUAL AND DRAWINGS.
- C. CONSTRUCTION WORK WITH OTHER ARE RELATED DEVELOPMENT DRAWINGS.
- D. REFER TO STRUCTURAL PLANS FOR DEVELOPMENT OF STRUCTURAL REQUIREMENTS FOR CONSTRUCTION BY DETAIL OR REFERENCE TO CONSTRUCTION MANUAL AND DRAWINGS.
- E. ALL UTILITIES SHOWN ON THIS PLAN ARE TO BE PROTECTED. GENERAL CONTRACTOR TO VERIFY LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. GENERAL CONTRACTOR TO VERIFY LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. GENERAL CONTRACTOR TO VERIFY LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.

KEY NOTES:

- 1 CONCRETE DRIVEWAY
- 2 ASPHALT DRIVEWAY
- 3 CONCRETE DRIVEWAY
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- 100 CONCRETE DRIVEWAY

SYMBOLS LEGEND

	NEW BUILDING CONSTRUCTION
	AREA OF CONCRETE
	AREA OF PAVING
	NEW POLE SIGN LOCATION
	NEW CONCRETE PAVING BLOCK
	NEW LIGHT POLE LOCATION

REVISIONS:

NO.	DATE	BY
1	7.2.13	CITY

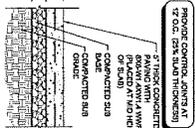
PROJECT NO: 13115.009
SHEET NO: 2 OF 3

ST. FRANCIS BLVD. ST. FRANCIS, MN

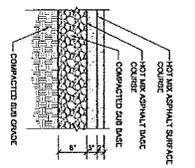
Reilly AUTO PARTS

1100 SOUTH SPRING ST. SUITE 1100
ST. FRANCIS, MN 55079
PHONE: 612-452-7200
FAX: 612-452-7200

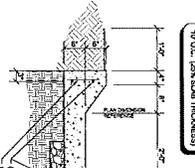
ANDERSON ENGINEERING, INC.
CONSULTANTS:
1100 SOUTH SPRING ST. SUITE 1100
ST. FRANCIS, MN 55079
PHONE: 612-452-7200
FAX: 612-452-7200



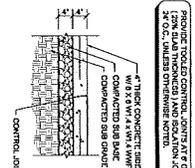
1 CONCRETE PAVING SECTION
SCALE: 3/4" = 1'-0"



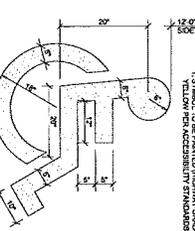
2 ASPHALT PAVING SECTION
SCALE: 3/4" = 1'-0"



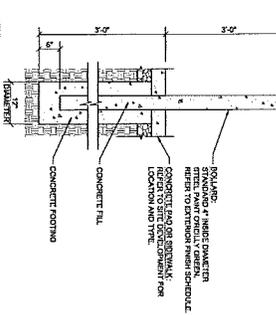
3 CONCRETE CURB SECTION
SCALE: 3/4" = 1'-0"



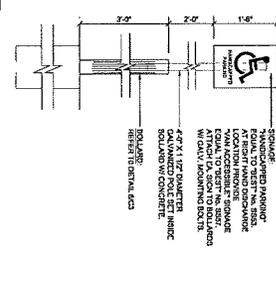
4 CONCRETE SIDEWALK SECTION
SCALE: 3/4" = 1'-0"



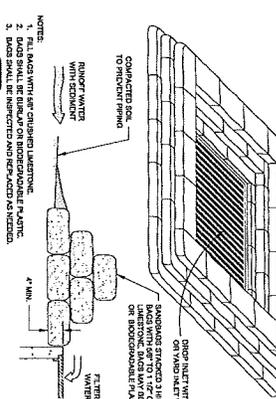
5 HANDICAP PARKING SYMBOL
SCALE: 3/4" = 1'-0"



6 STEEL BOLLARD SECTION
SCALE: 3/4" = 1'-0"

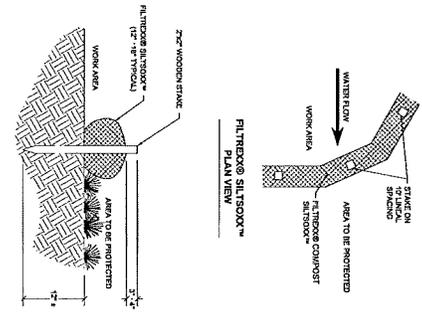


7 HANDICAP PARKING SIGN
SCALE: 3/4" = 1'-0"

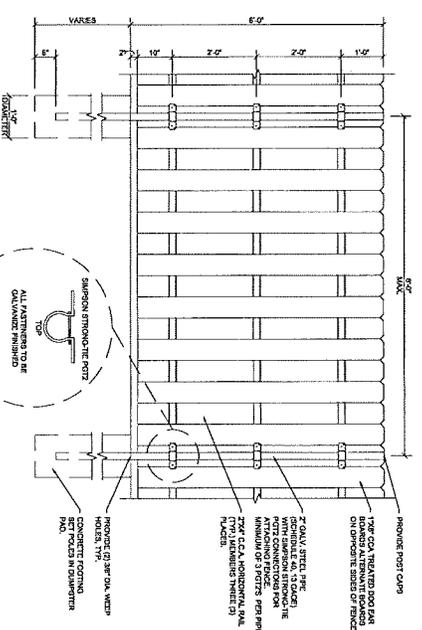


8 INLET SEDIMENT FILTER
SCALE: NOT TO SCALE

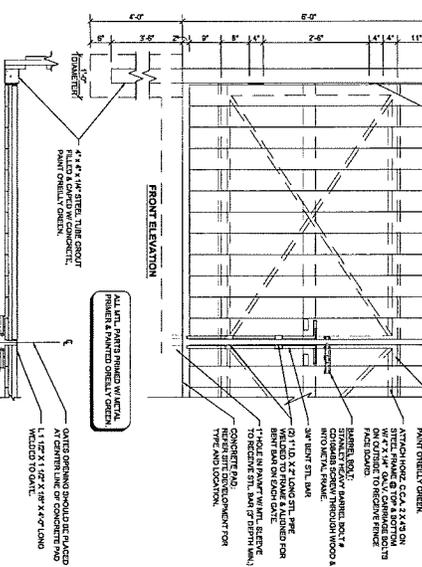
9 NOT USED
SCALE: NOT TO SCALE



10 FILTREX SILTSOXX™
SCALE: 3/4" = 1'-0"



11 SCREEN FENCE DETAIL
SCALE: 3/4" = 1'-0"



12 SCREEN FENCE GATE DETAIL
SCALE: 3/4" = 1'-0"



CONSULTANTS:
ANDERSON ENGINEERING, INC.
1000 AMERICAN BLVD. W. SUITE 800
MINNEAPOLIS, MN 55425
PHONE: 952-832-3222
FAX: 417-868-2778
www.andersoneng.com

CLIENT:
ST. FRANCIS
1000 AMERICAN BLVD. W. SUITE 800
MINNEAPOLIS, MN 55425
PHONE: 952-832-3222
FAX: 417-868-2778
www.andersoneng.com

DESIGNER:
DANIEL J. ANDERSON
1000 AMERICAN BLVD. W. SUITE 800
MINNEAPOLIS, MN 55425
PHONE: 952-832-3222
FAX: 417-868-2778
www.andersoneng.com

Reilly AUTO PARTS
ST. FRANCIS BLVD.
ST. FRANCIS, MN

SHEET TITLE:
SITE DEVELOPMENT PLAN

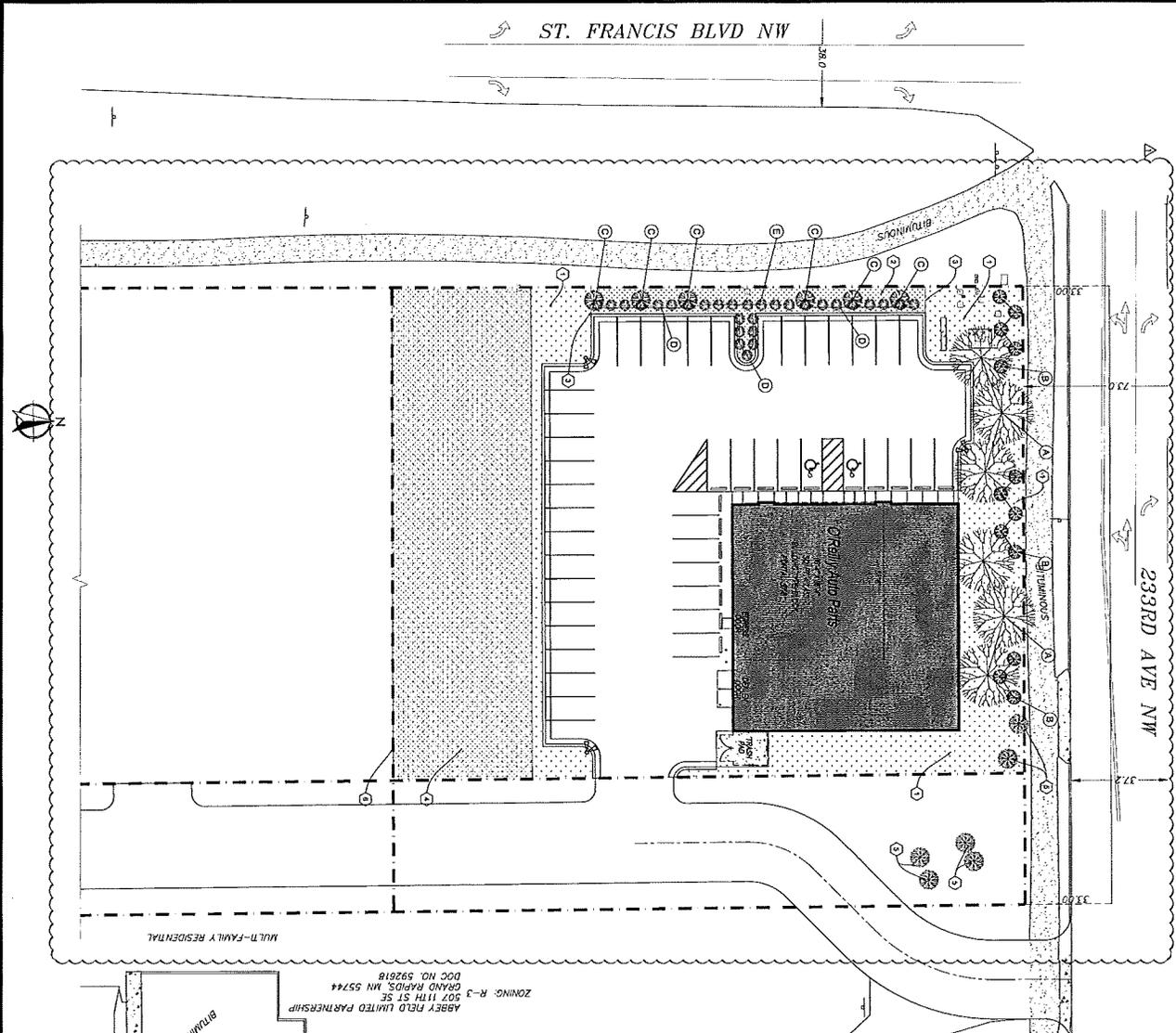
REVISIONS:

NO.	DATE:	BY:

PROJECT NO.: 13115.009
DRAWN BY: DJF
CHECKED BY:

SCALE: 3/4" = 1'-0"

SHEET: 3 OF 3



ABBEY FIELD LIMITED PARTNERSHIP
 907 11th St SE
 GRAND RAPIDS, MN 55744
 ZONING: R-2
 DCC NO. 592818

PLANTING SCHEDULE

REFER TO PROJECT MANUAL FOR EXISTING AND PROPOSED PLANTING SCHEDULES. ALL PLANTING MUST BE SUBMITTED TO THE REGIONAL OFFICE FOR LOCAL IMPLEMENTATION IF NECESSARY.

MARK	COMMON NAME	SCIENTIFIC NAME	RECOMMENDATION	QUANTITY	SIZE	DETAIL
A	INDICATED PLANTING	INDICATED PLANTING	INDICATED PLANTING	6	6" DB	4A.2
B	INDICATED PLANTING	INDICATED PLANTING	INDICATED PLANTING	6	6" DB	4A.2
C	INDICATED PLANTING	INDICATED PLANTING	INDICATED PLANTING	6	1.5" DB	3A.2
D	INDICATED PLANTING	INDICATED PLANTING	INDICATED PLANTING	22	6"	3A.2
E	INDICATED PLANTING	INDICATED PLANTING	INDICATED PLANTING	7	6"	3A.2

- ### GENERAL NOTES:
- A. REFER TO PROJECT MANUAL FOR ADDITIONAL REQUIREMENTS.
 - B. SITE CONDITIONS SHOULD BE ASSESSED BY THE CONTRACTOR PRIOR TO PLANTING. ADJUSTMENTS TO PLANTING SCHEDULES SHOULD BE MADE AS NECESSARY.
 - C. REFER TO THE PROJECT MANUAL FOR ADDITIONAL REQUIREMENTS.
 - D. ALL PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH THE PROJECT MANUAL AND THE RECOMMENDATIONS OF THE ARCHITECT.
 - E. NO PLANTING SHALL BE INSTALLED WITHOUT THE APPROVAL OF THE ARCHITECT.
 - F. PLANT LOCATIONS ARE APPROXIMATE. ADJUST AS NECESSARY TO ACCOMMODATE SITE CONDITIONS.
 - G. QUANTITIES OF MATERIALS SHOWN ON LANDSCAPE PLAN SHALL BE QUANTITIES OF MATERIALS REQUIRED FOR PLANTING. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING MATERIALS.
 - H. IRREGULAR, GRADE AND PROTECT EXISTING AT ALL PLANTING LOCATIONS.
 - I. WHEN AT SOIL IS INSTALLED IN THE ESTABLISHMENT OF THE PLANTING, CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING MATERIALS.
 - J. RE-ESTABLISH TURF IN AREAS DISTURBED BY GRADING OR UTILITY TRENCHING IN THE RIGHT-OF-WAY.
 - K. COORDINATE WORK WITH OTHER SITE RELATED CONTRACTORS.
 - L. LANDSCAPE WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE PROJECT MANUAL AND THE RECOMMENDATIONS OF THE ARCHITECT.

- ### KEY NOTES:
1. AREA OF SOIL TO BE REMOVED AND REPLACED WITH TOPSOIL.
 2. REFER TO DETAIL 3A.2.
 3. 4" BLACK POLYURETHANE ISOLATION TYPE.
 4. EXISTING CURB AND GUTTER SHALL BE MAINTAINED AND REPAIRED AS NECESSARY.
 5. EXISTING CURB AND GUTTER SHALL BE MAINTAINED AND REPAIRED AS NECESSARY.
 6. EXISTING CURB AND GUTTER SHALL BE MAINTAINED AND REPAIRED AS NECESSARY.
 7. EXISTING CURB AND GUTTER SHALL BE MAINTAINED AND REPAIRED AS NECESSARY.
 8. EXISTING CURB AND GUTTER SHALL BE MAINTAINED AND REPAIRED AS NECESSARY.

LANDSCAPE SYMBOLS LEGEND

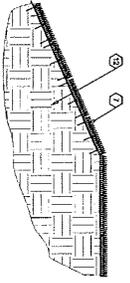
	NEW BUILDING CONSTRUCTION
	AREA OF CONCRETE
	NEW POLE SIGN LOCATION
	NEW CONCRETE PAVING BLOCK
	NEW LIGHT POLE LOCATION
	AREA OF SOIL TO BE REMOVED AND REPLACED WITH TOPSOIL
	SEED
	CHECK DAM
	NEW SIGN
	NEW BUILDING CONSTRUCTION
	NEW POLE SIGN LOCATION
	AREA OF SOIL TO BE REMOVED AND REPLACED WITH TOPSOIL
	SEED
	CHECK DAM
	NEW SIGN
	NEW BUILDING CONSTRUCTION
	NEW POLE SIGN LOCATION
	AREA OF SOIL TO BE REMOVED AND REPLACED WITH TOPSOIL
	SEED
	CHECK DAM
	NEW SIGN

PROJECT NO. 13115.009
 DRAWN BY: [Signature]
 DATE: 7/2/13
 SHEET 1 OF 3

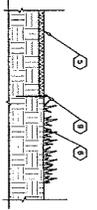
Reilly AUTO PARTS
 ST. FRANCIS BLVD.
 ST. FRANCIS, MN

ANDERSON ENGINEERING, INC.
 501 AMERICAN BLVD. N. SUITE 800
 MINNEAPOLIS, MN 55412
 PHONE: (612) 547-1500
 FAX: (612) 547-1500
 WWW.ANDERSONENGINEERING.COM

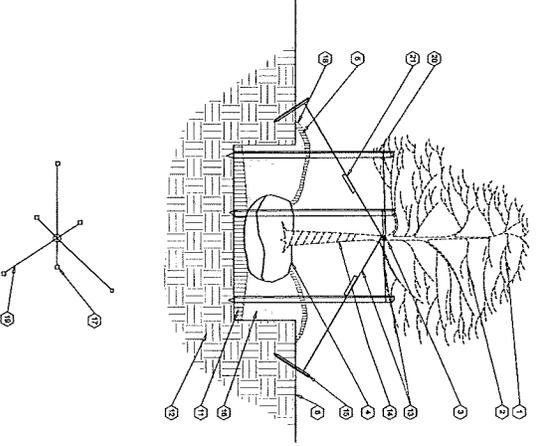
DUNHAM ASSOCIATES, INC.
 501 AMERICAN BLVD. N. SUITE 800
 MINNEAPOLIS, MN 55412
 PHONE: (612) 547-1500
 FAX: (612) 547-1500
 WWW.DUNHAMASSOCIATES.COM



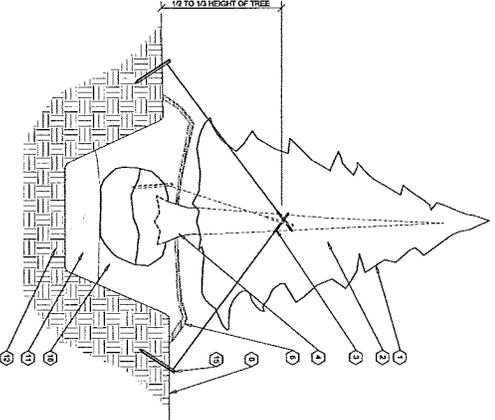
1 SODDING WITH PINS
SCALE: 3/8" = 1'-0"



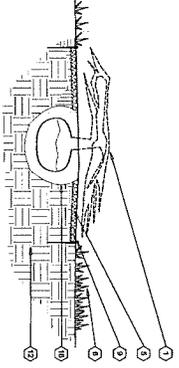
2 MULCH LANDSCAPE FABRIC
SCALE: 3/8" = 1'-0"



3 LARGE DECIDUOUS TREE PLANTING
SCALE: 3/8" = 1'-0"



4 LARGE EVERGREEN TREE PLANTING
SCALE: 3/8" = 1'-0"



5 SMALL SHRUB PLANTING
SCALE: 3/8" = 1'-0"

GENERAL NOTES:

- A. REFER TO PROJECT MANUAL FOR ADDITIONAL REQUIREMENTS.
- B. COMMENTATE WORK WITH OTHER SITE RELATED DEVELOPMENT DRAWINGS.

KEY NOTES:

- 1 PLANTING: PLANTING SCHEDULE FOR TYPE
- 2 REFER TO DETAIL AND FULL STRONGS AFTER SETTLEMENT IS REQUIRED.
- 3 EXPOSED WIRE SHOULD BE PROTECTED BY BLACK RUBBER SHEATHING. MINIMUM COVER SHALL BE 1/2" TO 1" OF THE HEIGHT OF TREE.
- 4 SET TREE WITH TOP 1/4 OF ROOT ABOVE FINISH GRADE.
- 5 REFER TO LANDSCAPE PLAN FOR GRADING COVER TYPE AND LOCATION. MINIMUM COVER SHALL BE 2" ABOVE FINISH GRADE. SHIMMERED CHECKERS MATCH OVER BLACK VISIBILITY GRASS.
- 6 LUMEN
- 7 2" X 2" WOOD STAKES SHALL BE 2'-0" ABOVE FINISH GRADE. STAKES SHALL BE COMPARED OF TWO VERTICALS MINIMUM OF 150" LONG.
- 8 3" DEEP, 1/2" CRACK GRIFFEL OVER BLACK VISIBILITY
- 9 4" BLACK POLYETHYLENE GROUND
- 10 NOT APPLICABLE
- 11 COMPACTED PLANTING
- 12 8/8 GROUND
- 13 TWO STRANDES OF WIRE
- 14 TRUNK WRAP
- 15 2" X 2" WOOD STAKES SHALL BE 2'-0" ABOVE FINISH GRADE. STAKES SHALL BE COMPARED OF TWO VERTICALS MINIMUM OF 150" LONG.
- 16 PREPARED PLANTING MEDIUM
- 17 TREE SPECIES TO BE PLANTED SHALL BE SHOWN AS INDICATED IN (A) BELOW.
- 18 EXPOSED WIRE SHOULD BE PROTECTED BY BLACK RUBBER SHEATHING. MINIMUM COVER SHALL BE 1/2" TO 1" OF THE HEIGHT OF TREE.
- 19 TREES SPECIES 2" AND 4" DBH SHALL BE PLANTED TO TOP AND STAKES AS INDICATED IN (A) ABOVE OR (B) BELOW.
- 20 2" X 4" STAKE - ON - METAL FINISH PORT (UP OR BY STEEL LATCHES)
- 21 1" X 4" X 1/2" WHITE WOOD PLUG
- 22 2" DEEP SHIMMERED CHECKERS MATCH OVER BLACK VISIBILITY GRASS.



G.M. ANTHONY, INC. 2100 W. 13TH ST. ST. FRANCIS, MN 55052
 (612) 547-1301
 CONTACT: BRAD@GVMINC.COM
 GVMINC.COM

ANGELSON ENGINEERING, INC.
 2002 W. 13TH ST. ST. FRANCIS, MN 55052
 (612) 547-1301
 FAX: 612-547-2778

AST, INC.
 5501 AMERICAN BLVD. SUITE 200
 ST. FRANCIS, MN 55052
 (612) 547-1301
 FAX: 612-483-7531

SEAL:

Reilly AUTO PARTS
 ST. FRANCIS BLVD.
 ST. FRANCIS, MN

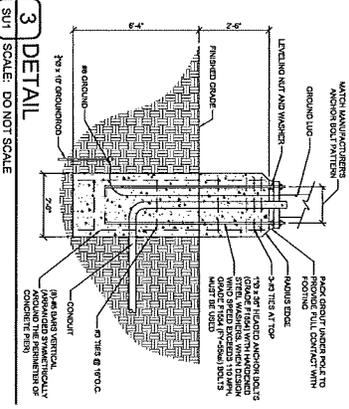
SHEET TITLE:
LANDSCAPE PLANTING
DETAILS

NO.	DATE	BY

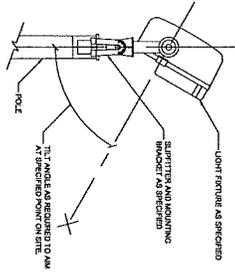
PRODUCT NO. 13115.009
 DRAWN BY: MTT

Special	Level	Qty	Category Number	Description	Quantity - Min	Quantity - Max	Unit	Price	Lowest Bid	Notes
	P1	0	W/100000	RECESSED LIGHT FIXTURE	1000	1000	1000	1000		
	P1	3	1000000000	RECESSED LIGHT FIXTURE	1000	1000	1000	1000		
	P1	3	1000000000	RECESSED LIGHT FIXTURE	1000	1000	1000	1000		

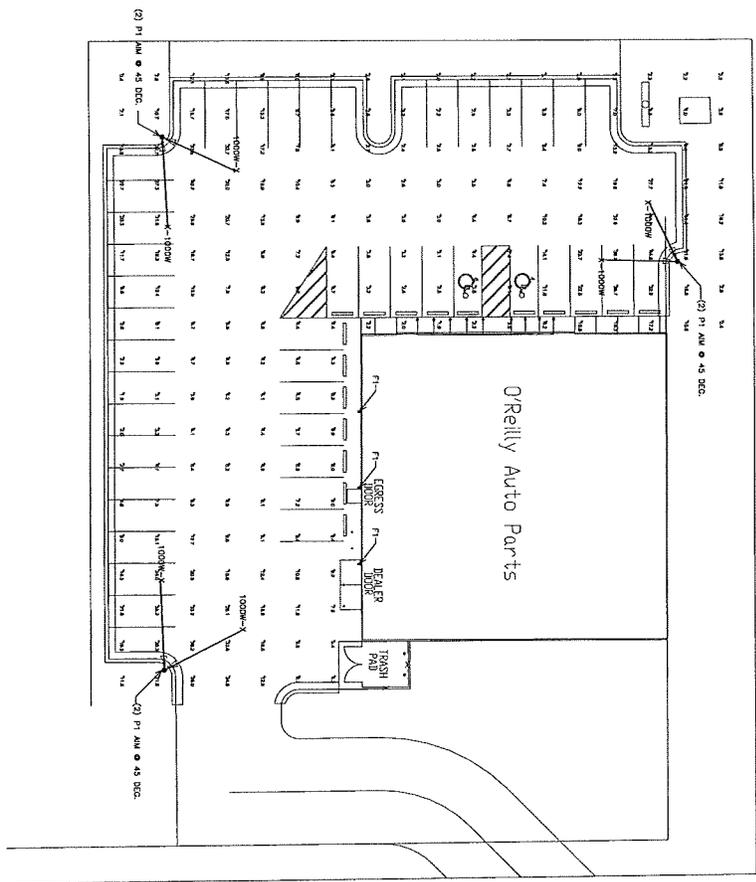
Statistics	Typical	Max	Min	Max/Min	Avg/Min
Quantity	1000	1000	1000	1000	1000
Cost/Line #	112.0	44.8	0.4	112.0	77.2



3 DETAIL
SU1 SCALE: DO NOT SCALE



4 FLOODLIGHT MOUNTING DETAIL
SU1 SCALE: DO NOT SCALE



1 SITE PHOTOMETRIC PLAN
SU1 SCALE: DO NOT SCALE

SL1

PROJECT NO: 1313A09

DATE: 4/19/13

DESIGNER: [Signature]

O'Reilly AUTO PARTS

ST. FRANCIS BLVD.
ST. FRANCIS, MN

DUNHAM

Dunham Associates, Inc.
1100
Minnesota, Minnesota 55407-1540
Phone: 612.442.7500
Fax: 612.442.7502
www.dunham.com
mechanical + electrical
consulting engineering
612.442.7500

Semler Homes, Inc

1875 Station Parkway NW
Andover, MN 55304
Tel: (763) 755-6554 Fax: (763) 755-6311

Mr. Matt Hylen
City of St. Francis Administrator
23340 Cree Street NW
St. Francis, MN

Re: Purchase of City Lot

August 12, 2013

Dear Mr. Hylen:

Semler Homes proposes to purchase Lot 8, Block 2, Royal Oaks, from the City of St. Francis for \$1,500.00. All existing or pending assessments against this property will be waived.

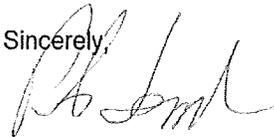
To sell a house on this lot I will be competing against newly developed lots which are ready to build on. To attract a new home buyer to a neighborhood built in the mid 1980s requires a substantial discount to the selling prices of new developments. In addition this lot will have construction expenses for tree clearing, stump removal, concrete curb removal and replacement for the driveway, soil corrections and structural fill to bring the lot to grade. All expenses not required for a newly developed lot. Taking these factors into consideration I feel that the proposed price is fair for this lot in today's market.

Within 45 days of the date of sale, Semler Homes will apply for a building permit or deposit \$10,000.00 with the City to be used toward the building permit fee when applied for. Extra funds will be returned to the builder at the time the building permit is issued. If additional funds are required for the building permit they will be paid by Semler Homes.

If no building permit is applied for within one year from the date of sale, the \$10,000.00 deposit will be forfeit to the City.

Thank you for considering this proposal and please let me know if it is accepted.

Sincerely,



Pete Semler
Semler Homes

ORDINANCE NO. 99, SECOND SERIES

CITY OF ST. FRANCIS
ANOKA COUNTY
STATE OF MINNESOTA

AN ORDINANCE APPROVING THE SALE OF
CITY OWNED REAL ESTATE

THE CITY OF ST. FRANCIS ORDAINS;

Section 1. The City is hereby authorized and shall sell the following described real property at such time, under such terms and for amount that the City Council deems appropriate at the time of sale:

33-34-24-33-0019 23021 Ivywood Street (Lot 8 Blk 2 Royal Oaks Addn)

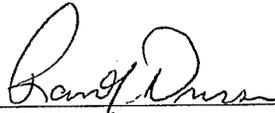
Section 2. The Mayor and the City Administrator are hereby authorized to execute the necessary documents to convey the interest of the City of St. Francis to said property.

Section 3. That pursuant to Section 12.03 of the City Charter, any net cash proceeds of the sale of said property shall be used to retire any outstanding indebtedness incurred by the City in the acquisition or improvement of the property. Any remaining proceeds shall be used to finance other improvements in the capital improvement budget or to retire any other bonded indebtedness.

Section 4. Effective Date. This Ordinance shall take effect thirty (30) days after its publication.

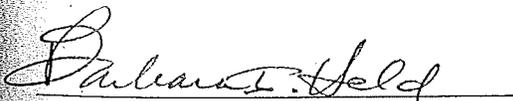
PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 5TH DAY OF JUNE, 2006.

APPROVED:



Randy Dressen
Mayor of St. Francis

ATTEST:



Barbara I. Held
City Clerk/Treasurer

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

RESOLUTION 2013-28

RESOLUTION TO CONTINUE EFFORTS TOWARDS A SHARED FIRE SERVICE

WHEREAS, the Shared Fire Service Study Group, known as the Rum River Regional Fire Study Group includes the cities of Bethel, Nowthen, Oak Grove, Ramsey and St Francis has held scheduled meetings on a regular basis since October of 2011; and

WHEREAS, the City of St. Francis had the following members participate in the Shared Fire Service Study Group; Mayor Jerry Tveit, Fire Chief Dean Kapler, City Administrator Matt Hysten and Firefighter Kim Swenson, and

WHEREAS, the Shared Fire Service Study Group presented a committee report to all communities involved on April 12, 2012 in Ramsey MN; and

WHEREAS, all cities mutually adopted a resolution to continue efforts towards a shared fire service and

WHEREAS, the “Rum River Regional Fire” Study group applied for and received a grant for a feasibility study for shared or cooperative fire and emergency services; and

WHEREAS, the feasibility study was completed and the results were presented to a meeting of the five city councils on June 26th, 2013, and

WHEREAS, the City of St. Francis has reviewed the opportunities and issues identified in the feasibility study, and conclude that there appears to be opportunity to provide the same or better fire related services at a good value to all tax payers involved; and

NOW THEREFOR, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST FRANCIS, ANOKA COUNTY, STATE OF MINNESOTA; as follows:

The City of St. Francis hereby supports the continued effort of looking towards a Shared Fire Service with the other interested communities.

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

Councilmember XXXX
Councilmember XXXX
Councilmember XXXX
Councilmember XXXX
Mayor

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the St. Francis City Council this 19th day of August, 2013.

Jerry Tveit, Mayor

ATTEST:

Barbara I. Held, City Clerk

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

RESOLUTION 2013-29

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

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

	<u>FROM</u>	<u>TO</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
1	General Fund	EDA Bond Fund	Budgeted amount	330,000.00
2	Water Fund	EDA Bond Fund	Budgeted amount	82,500.00
3	Sewer Fund	EDA Bond Fund	Budgeted amount	82,500.00

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

Councilmember
Councilmember
Councilmember
Councilmember
Mayor

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19TH
DAY OF AUGUST, 2013.

APPROVED:

Jerry Tveit, Mayor

ATTEST:

Barbara I. Held, City Clerk



BOLTON & MENK, INC.®

Consulting Engineers & Surveyors

7533 Sunwood Drive NW, Suite 206 • Ramsey, MN 55303
Phone (763) 433-2851 • Fax (763) 427-0833
www.bolton-menk.com

MEMORANDUM

To: Honorable Mayor Tveit
Members of the City Council
City of St. Francis

Date: August 13, 2013

From:  Jared Voge, P.E.
City Engineer

Subject: Municipal State Aid Street System
St. Francis, Minnesota
BMI Project No. R18.106099

INTRODUCTION:

A revised Resolution Establishing Municipal State Aid Streets is required for MnDOT's files.

BACKGROUND:

At the July 1, 2013 City Council meeting, Council adopted Resolution 2013-21, Resolution Establishing Municipal State Aid Streets. The resolution referenced 225th Avenue Northwest rather than 225th Lane Northwest. In addition, the termini of 229th Lane Northwest was identified as Rum River Boulevard Northwest (CSAH 7) rather than Poppy Street. A revised resolution incorporating the changes has been enclosed for adoption by the City Council.

RECOMMENDATION:

1. Adopt the enclosed Resolution Establishing Municipal State Aid Streets.

BUDGET IMPACT:

Adoption of the enclosed Resolution will maximize the funding associated with the City's Municipal State Aid System.

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

JAV/kg
Enclosure

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

RESOLUTION 2013-30

RESOLUTION ESTABLISHING MUNICIPAL STATE AID STREETS

WHEREAS, it appears to the City Council of the City of St. Francis that the streets hereinafter described should be designated Municipal State Aid Streets under the provisions of Minnesota Law.

NOW THEREFORE IT BE RESOLVED, by the City Council of the City of St. Francis that the streets described as follows, to-wit:

233rd Avenue Northwest-232nd Avenue NW to St. Francis Boulevard Northwest (TH 47)
241st Avenue Northwest-Ute Street Northwest to Roanoke Street Northwest
Ute Street Northwest-239th Avenue Northwest to 241st Avenue Northwest
239th Avenue Northwest-Ute Street Northwest to Roanoke Street Northwest
Salish Street Northwest-232nd Avenue Northwest to Ambassador Boulevard Northwest (CSAH 28)
232nd Avenue Northwest-Salish Street Northwest to Navajo Street Northwest
Lipan Street Northwest-232nd Lane Northwest to Pederson Drive
232nd Lane Northwest-Navajo Street Northwest to Lipan Street Northwest
Navajo Street Northwest-230th Avenue Northwest to 232nd Lane Northwest
230th Avenue Northwest-Navajo Street Northwest to Jivaro Street Northwest
Jivaro Street Northwest-230th Avenue Northwest to Pederson Drive
Fox Street Northwest-Pederson Drive to 232nd Avenue Northwest
232nd Avenue Northwest-Fox Street Northwest to 233rd Avenue Northwest
225th Lane Northwest-Rum River Boulevard Northwest (CSAH 7) to Tulip Street Northwest
Zea Street Northwest-225th Lane Northwest to 226th Avenue Northwest
226th Avenue Northwest/Tulip Street Northwest- Zea Street Northwest to 225th Lane Northwest
Vintage Street Northwest-226th Avenue Northwest to 227th Avenue Northwest
227th Avenue Northwest-Rum River Boulevard Northwest (CSAH 7) to Vintage Street Northwest
Silverod Street Northwest/227th Avenue Northwest- Quay Street Northwest to Poppy Street Northwest
Quay Street Northwest-Silverod Street Northwest to 229th Lane Northwest
229th Lane Northwest-Quay Street Northwest to Poppy Street

Kerry Street Northwest- Bridge Street (CSAH 24) to 232nd Lane Northwest
232nd Lane Northwest/Ivywood Street Northwest-Kerry Street Northwest to 235th Avenue
Northwest

Heather Street Northwest-235th Avenue Northwest to 237th Avenue Northwest
237th Avenue Northwest-Heather Street Northwest to Crocus Street Northwest

Crocus Street Northwest-235th Avenue Northwest to 237th Avenue Northwest

Arrowwood Street Northwest-229th Street Northwest (CSAH 24) to 235th Avenue
Northwest

be, and hereby are established, located, and designated Municipal State Aid Streets of said City
subject to the approval of the Commissioner of Transportation of the State of Minnesota.

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized and directed to forward
two certified copies of this resolution to the Commissioner of Transportation for his
consideration, and that upon his approval of the designation of said streets or portions thereof,
that same be constructed, improved and maintained as Municipal State Aid Streets of the City of
St. Francis, to be numbered and known as Municipal State Aid Streets.

ADOPTED _____, 2013

Jerry Tveit, Mayor

ATTEST:

Barbara I. Held, City Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted
and approved by the City Council of said City on August 19, 2013.

City Clerk

(SEAL)

City of St. Francis

Professional & Workforce Training



August 12, 2013

City of St. Francis: Council Development Training

Prepared for – Matt Huyen: City Administrator

OVERVIEW

The City of St. Francis is a dynamic community located on the northern edge of Anoka County that offers a blend of rural and city living to a community of over 7,000 people. With an ever changing community it is increasingly essential for government officials and employees to fully engage in their roles and develop effective collaboration skills that accomplish the work of sustaining a thriving community for the citizens and businesses they serve.

TRAINING REQUESTED

Council Development for the City of St. Francis City Council

OBJECTIVE OF THIS PROJECT

To deliver a relevant and compelling retreat experience that will:

- Motivate council members to become an active and engaged city council.
- Empower city council members by enhancing their understanding of the role they hold within city government.
- Discover opportunities for the city council to collaborate with the City Administrator.
- Equip council members to participate fully in city government and prepare policies that best serve the citizens and business community.

RECOMMENDED TRAINING

Professional and Workforce Training recommends two half day retreats facilitated by expert instructor, Frank Plachecki, PhD. Day One will include 4 hours of training where participants will learn the responsibilities of their elected positions and recognize opportunities for engagement and collaboration. This session will include participants developing an Action Plan and committing to working it throughout the upcoming month. Day Two will have participants return to discuss the impact of their action plan and discuss how they can carry the plan into the future.

TRAINING OUTLINE

Day One: Recognizing Opportunities for Engagement and Collaboration: A City Council Retreat

Areas of Emphasis:

1. Understanding and Embracing our Opportunity to Serve the Constituents
2. Becoming an Active and Engaged Council
3. Identifying Points of Pride
4. Exploring our Role as Council Members
5. Review of Successful City Councils in the Metro and Surrounding Rural Areas: Active Engagement, Community Outreach, Building Powerful Relationships with Residents and Businesses
6. Explore Opportunities for COLLABORATION with the City Administrator
7. What is our Strategic Plan? (*Joint Fire Departments, School Speed Policy, Attracting Business to our Community, Road Repair and Improvement, New Industrial Parks, Citizen Awareness and Education, Citizen Involvement in City Growth and Development, Target Marketing, Employee Recognition Programs*)
8. Which of the listed areas are Policy Driven? Which of them are Strategic Planning? What is each of our roles in building the future of this great City?

Action Plan will be written

Day Two: Engagement and Collaboration Follow-up Retreat

Area of Emphasis:

1. Discuss the impact and outcomes of the Action Plan over the past month.
2. Discuss opportunities for future success and sustainability

LOCATION AND DATES

Retreats will be scheduled on mutually agreeable Sunday afternoons at a facility selected by The City of St. Francis.

Suggested times: 1:00- 5:00pm

MEET THE INSTRUCTOR

Dr. Frank Plachecki is a professor of supervisory management, author, trainer, and speaker in the business industry. His Bachelors, Masters and Doctorate degrees were earned through the Department of Work, Community, and Family Education at the University of Minnesota. He lives with his wife Melissa in Wayzata, Minnesota.

INVESTMENT FEE

Course	Description	Investment
Day 1	4 hr. retreat: Recognizing Opportunities for Engagement & Collaboration	\$1,150
Day 2	4 hour retreat: Engagement and Collaboration Follow Up	\$1,150

Total Investment Fee for up to 6 participants **\$2,300**

The cost per participant for this investment fee is **\$383/person** and includes:

- All professional development of a customized curriculum
- All materials needed for instruction
- 8 hours of customized training for up to 10 participants

In addition, this training will have a positive and long-term impact on The City of St. Francis by improving the city council's ability to understand their roles, engage in their elected positions, and positively impact the future of the community.

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: August 2013

Position Title: Office Support

Status: Non-Exempt

Department: Administration

Approved: _____

Accountable to: Public Works Director

Primary Objectives

Performs administrative support and receptionist work for the City; performs related duties as required.

Supervision Received

Works under the general and/or technical supervision of the Public Works Director.

Supervision Exercised

None.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Acts as primary receptionist for Police/Building/Public Works Departments and assists with other City Departments as needed; responds to phone, and in-person inquiries; directs calls, provides information and assistance or refers to another staff member as appropriate.
- * 2. Performs administrative support work including: typing letters and memo's, scanning, document imaging, copying, printing, and retrieving data or documents as needed.
- * 3. Provides information to billing provider for water and sewer billing work order file and arranges for water shutoffs or reinstatement of service. Handles routine water and sewer phone calls and forwards all other billing questions to the billing provider.
- * 4. Contacts builders and homeowners when building permits are ready; collects fees, provides receipts; provides a copy of permits to Anoka County and maintains records.
- 5. Schedules rentals for parks and community center, along with handing keys for the facilities.
- * 6. Accepts applications and escrow fees for zoning variances and answers routine questions.
- * 7. Makes copies of surveys and plats and charges according to established criteria. Assists in the collection of fees, fines and other payments due to the City.

8. Performs administrative support for the on-site septic records management.
9. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Knowledge of standard office procedures, tools, equipment and practices.
- Working knowledge of building permit process.
- Working knowledge of zoning requirements and variance approval process.
- * ➤ Ability to read, understand and follow policies and procedures.
- * ➤ Ability to operate standard office equipment, including a personal computer with word processing, spreadsheet, document imaging, and GIS software.
- * ➤ Ability and to detect and correct errors in both written documents and data entry and to maintain accurate records and files.
- * ➤ Ability to promote and provide excellent customer service, to communicate effectively and tactfully and to maintain effective working relationships with City staff, contacts from outside agencies and the public.
- * ➤ Ability to organize and prioritize work and to track the progress of building permits.
- * ➤ Ability to respond to questions and requests for information.
- * ➤ Ability to prepare or generate accurate reports.
- * ➤ Ability to read and understand plats, surveys, ordinances and related documents.
- * ➤ Ability to perform work that requires bending, crouching, lifting and carrying of files and pushing/pulling to retrieve documents and sitting to perform data entry for long periods of time.

MINIMUM QUALIFICATIONS

High School Education or Equivalent.

* Note: Asterisked items are essential to the job.