

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
TUESDAY, JANUARY 18, 2011
ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW
6:00 pm

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes- January 3, 2011
 - b. Letter of Resignation from Planning Commission Member Kyle Waterworth
 - c. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. Anoka County Commissioner – Matt Look
7. Ordinances & Resolutions:
 - a. Resolution 2011-02: Declaring Surplus Property
8. Reports of Consultants & Staff Members
 - a. Engineer: - Amb. Blvd Trunk Utility Improvement-Lift Station Base Removal Variance
 - Trunk Hwy 47/Pederson Drive Intersection Improvements
 - b. Attorney:
 - c. Staff:
 - Fire Dept:
 - Public
 - Works:
 - Liquor Store:
 - Police:
 - City Administrator
 - Report:
9. Reports from Council Members
10. Report from Mayor
11. Old Business
 - a. Discussion on Police Contract with the City of Oak Grove
 - b. Discussion on a Council Retreat
12. New Business
 - a. Efficiency Report Card
13. Adjournment

Calendar of Events

- Jan. 17th: City Offices Closed in Observance of Martin Luther King Day
Jan. 18th –Tues: City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm
Jan. 19th: Planning Commission Meeting @ ISD #15 Central Services Center 7:00 pm-**CANCELLED**
Feb. 7th: City Council Meeting @ ISD# 15 Central Services Center (District Offices) 6:00 pm
Feb. 16th: Planning Commission Meeting @ ISD #15 Central Services Center 7:00 pm
Feb. 21st: City Offices Closed in Observance of Presidents Day
Feb. 22nd –Tues: 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 – January 18, 2011 Meeting

Agenda Items:

4. Consent Agenda:

6. Petitions, Requests, Applications:

- a. Anoka County Commissioner Matt Look: Commissioner Look would like to meet the City Council and introduce himself as our new County Commissioner representative.

7. Ordinances & Resolutions:

- a. *Resolution 2011-02*: Enclosed is Resolution 2011-02 declaring excess property (two old police squad cars). A motion would be in order to approve Resolution 2011-02.

8. Reports:

- a. **Engineer:** *Ambassador Project Variance*: Attached is a memorandum from Jared Voge, City Engineering regarding issues discovered while completing the Ambassador Blvd Trunk Utility Improvement Project. *T.H.47/Pederson Drive Intersection Improvements*: Mr. Voge has an attached memorandum regarding some developments on this intersection.

b. City Attorney:

c. Staff:

Fire Dept:

Public Works:

Liquor Store:

Police:

City Administrator:

11. Old Business

- a. *Oak Grove Police Contract Proposal Discussion*: Chief Harapat and I have been discussing the impact to our department should the City of Oak Grove choose to accept a contract to have the City of St. Francis provide their police protection. Chief Harapat and I will lead a discussion with the Council on both financial and service impact on our taxpayers. In simple terms one option is to half our budget and offer to cover O.G. for \$765,294.00 (24 hours of service (not 24hr/day) per day). Another option is to itemize our costs at the maximum officer pay and expenses to offer \$784,182.00. BOTH of these options do not discuss how much “incentive” there is to St. Francis taxpayers. Sometimes I hear from citizens government should be run like a business; then we need to discuss the “profit” our citizens will be receiving over and beyond the aforementioned dollar amounts. We also need to discuss the need to have a minimum 5 year contract due to the significant investment into personnel, cars, and equipment. Additionally, if the contract is ended some day, the need for compensation on unemployment for officers laid

off, any potential ongoing workers compensations costs for any accidents/injuries while in Oak Grove, or any other costs of dissolving the relationship. Once guidance is received from Council, I will request one or two member to be with me as elected officials on any type of negotiation team. Oak Grove has indicated they will not be hiring a City Administrator for several months, if at all (they are testing operations without). I know Oak Grove is looking at other options.

CITY OF ST. FRANCIS
ST. FRANCIS, MN

CITY COUNCIL MINUTES

January 3, 2011

Pursuant to due call and notice duly given, a special meeting of the “outgoing” City Council was held at ISD #15 District Offices at 6:00 pm. The meeting was called to order by Mayor Jerry Tveit at 6:00 pm with the following council members present: Jeff Sandoval, LeRoy Schaffer, Steve Kane, and Tim Brown. Also present was City Attorney Scott Lepak (Barna, Guzy & Steffen), Public Works Director Paul Teicher, Police Chief Jeff Harapat, Finance Director Darcy Mulvihill, and City Administrator Matt Hysten.

MOTION BY BROWN SECOND SANDOVAL TO APPROVE THE DECEMBER 20, 2010 CITY COUNCIL MINUTES. Motion carried 5-0.

Points of Privilege: Mayor Tveit presented to Council member Tim Brown a certificate of appreciation for the twelve years of service as a councilmember.

Mayor Tveit adjourned SESSION SINE DIE AT 6:05 PM. Motion carried 5-0.

Oaths of Office: The following individuals having been duly elected with valid Certificates of Election and qualified presented themselves to take the Oath of Office. City Attorney Scott Lepak administered the Oaths of Office to elected Mayor Jerry Tveit, councilmember re-elect LeRoy Schaffer and newly elected councilmember Chris McClish.

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:09 pm.

2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Jeff Sandoval, LeRoy Schaffer, Steve Kane, and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, and City Administrator Matt Hysten.

3. **Adopt Agenda:** MOTION BY KANE SECOND SANDOVAL TO ADOPT THE JANUARY 3, 2011 CITY COUNCIL AGENDA. Motion carried 5-0.

4. **Consent Agenda:** Tveit noted that for the information for item c. it should read Grade 3 not Grade 1. MOTION BY SANDOVAL SECOND SANDOVAL TO APPROVE THE JANUARY 3, 2011 AMENDED CITY COUNCIL CONSENT AGENDA AS A-D AS FOLLOWS:

- a. Approve the City Council Minutes of December 20, 2010.
- b. Enter into an Agreement between Anoka County Integrated Waste Management Department and the City of St. Francis for Residential Recycling Program.

- c. Extend a Conditional Employment Offer to Kathleen Lind for the Receptionist/Office Support Position starting at Grade 3, Step 1.
- d. Approve the Payment of Claims for \$119,449.14.

Motion carried 5-0.

5. **Meeting Open to the Public:** Tim Brown, 5268 Ambassador Blvd NW, stated the last 12 years have been some of his best and worst years. Being on the City Council was a great experience before serving on the City Council; I was on the fire department. I will always remember that City Staff and consultants made my job easy. They were always pleasant and went above and beyond the call of duty. Keep up the good work. Mayor Tveit I was not sure when you first took office, but I thank you for your leadership. Councilmember McClish, I would like to be sitting there but cannot think of anyone better to be taking my seat. Councilmember Sandoval, you helped me have a broader view on issues, thank you. Councilmember Kane, we were able to bounce ideas off each other and covered for each other on meetings we had to attend. Councilmember Schaffer, you taught me a very valuable lesson. You could say whatever you wanted and as a public official, I would just have to sit there and take it. Now I am on the other side and I will be watching.

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

7. **Ordinances & Resolution:**

a. **Ordinance 151, Second Series: Amending the St. Francis City Code Section 4-5-1 Regarding Adoption of the Minnesota State Fire Code (Second Reading):** MOTION BY SANDOVAL SECOND KANE TO APPROVE THE SECOND READING OF ORDINANCE 151, SECOND SERIES AMENDING THE ST. FRANCIS CITY CODE SECTION 4-5-1 REGARDING ADOPTION OF THE MINNESOTA STATE FIRE CODE. Roll Call: Ayes: Schaffer, Sandoval, Kane, McClish and Tveit. Nays: None.

b. **Ordinance 150, Second Series: Adding Section 4-1-5 Regarding Completion of Exterior Work (Second Reading):** MOTION BY KANE SECOND SCHAFFER TO APPROVE THE SECOND READING OF ORDINANCE 150, SECOND SERIES ADDING SECTION 4-1-5 REGARDING COMPLETION OF EXTERIOR WORK. Roll Call: Ayes: McClish, Kane, Schaffer, Sandoval and Tveit. Nays: None.

c. **Resolution 2011-01: Approving Appointments for 2011:** MOTION BY SANDOVAL SECOND McCLISH TO ADOPT RESOLUTION 2010-47 A RESOLUTION APPROVING THE LICENSE RENEWALS FOR 2011. Motion carried 5-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff: Fire Dept:**

Public Works:

Liquor Store:

Police Dept: Police Car Replacement: This Squad replacement is for the Purchase of a 2010 Dodge Charger off State Bid for \$21,293 which is a lower price than the anticipated 2011 Charge model with current availability. MOTION BY KANE SECOND SANDOVAL APPROVING THE POLICE DEPARTMENT TO PURCHASE A 2010 DODGE CHARGER OFF STATE BID FOR \$ 21,293.00. Motion carried 4-1. Schaffer voting nay.

City Administrator Report: Hylen stated the Public Works Director Paul Teicher, has had problems with the Bridge Street lift station and wants to address the City Council on the matter. Teicher reported the Bridge Street Lift Station has been giving the City a problem the last couple of years. We found out there was a design flaw with the installation in 1997. Teicher provided pictures for the council. This lift station is a critical lift station for us. There are other lift stations pumping into this one. Teicher said we are looking at putting in new pumps and getting the clearance off the floor that is needed. We did obtain three quotes they range from \$16,000 to \$27,000. This is in our repair and maintenance budget, we just wanted you to know.

Hylen reported the City closed on the property located at 4058 St. Francis Blvd. (06-33-24-14-0003).

Hylen also stated that he and the Police Chief are continually working on getting numbers together on what the cost would be for providing police protection to Oak Grove.

Hylen is continuing to attend meetings relating to the County wide high-speed internet.

9. **Reports from Council Members:** Council member Kane handed out an article that was in the Enterprise Magazine on the St. Francis High School motorcycle program.

McClish reported that he is looking forward to work with the City Staff and Council.

Schaffer said there will be a rally at the State Capital tomorrow if anyone wants to attend regarding home foreclosures.

Sandoval said at the State level it looks like there maybe more cuts in the LGA and there is a really big push for cities to look at joint services. We are doing that, so it is nice that we are proactive.

10. **Report from Mayor:** Tveit said that Hylen already mentioned about the closing on the property. Also just a reminder of the Mayor's Snowmobile ride on January 22nd.

11. **Old Business:** None.

12. **New Business:** Schaffer had a list of items he wanted to discuss. They were regarding the repair of the east shop; having a Town Hall dinner in April for up to 200 people, with a private donation to pay for the dinner; also pay for someone \$25.00 to video tape the council meetings. MOTION BY SCHAFFER SECOND TVEIT TO HAVE THE CITY ADMINISTRATOR CONTRACT WITH SOMEONE WHO IS RELIABLE AND HAD VIDEO EXPERIENCE TO FILM THE REGULAR COUNCIL MEETINGS AND PAY THEM \$25.00 A MEETING. Hylen said we did have a high school student that was video taping the meetings and was being paid. He chose not to show up anymore not sure why. The school district is trying something new, as you can see with the equipment in the room. Before we get too far and hire someone, let me contact the school district to see how the taping of the meetings is going. Motion failed 1-4. Schaffer asked to have the City Administrator to contact a contractor about repairs for the east shop. The council discussed this item and the majority of the council agreed

not to proceed in that direction. In regards to getting pole barn/canvas building estimates Tveit said I am not sure that is even allowed in that area of town. The majority of the council again agreed not to go in that direction. Tveit stated in regards to your idea of having a town hall dinner with the meal being paid by a donor; Tveit said I am not opposed to having a town hall meeting, not so much the dinner.

a. **Efficiency Report Card-Administration:** Hylen reported he is happy to see the computers being used by the City Council. It saves in staff time with copying and delivering packets. The cities in Anoka County along with Anoka County staff has been meeting on how we can do more consolidation and cooperation. The City has already been working on joint cooperation.

Hylen said he would like the City Council to discuss the option of having a retreat. Hylen stated we can do the same type of retreat as in the past or have an outside consultant come in. Tveit said we have had more of a work session where we prioritize projects. I think maybe we should have an outside person come in to conduct a retreat. The Council agreed to have an outside consultant to come in for a retreat. Hylen stated he will bring back more information on a consulting firm.

Tveit just wanted to remind the Council of the URRWMO meeting on January 4th.

Tveit also reported he has received emails regarding the street's conditions. Tveit just wanted to say thank you to the public works for doing a great job on keeping the streets plowed with all the snow we have had.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:31 pm.

Darcy Mulvihill, Finance Director

Kyle Waterworth
2500 244th Ave NW
St. Francis, MN 55070
January 10, 2011

City Officials & Staff of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

City Officials & Staff of the City of St. Francis:

With this letter, I hereby submit my resignation from the St. Francis City Planning Commission, effective January of 2011, due to my wife's recent promotion at work and family circumstances. As a result of my wife's promotion her hours have changed effective immediately. Her new hours will make it difficult for me to get to our Wednesday night meetings since I will be responsible for watching our two girls on Wednesday nights.

I wish you good luck and apologize for the promptness of my resignation.

Sincerely,

Kyle Waterworth



PAYMENT BATCH AP 01-18-11

ACE SOLID WASTE, INC.

01/01/2011	0008160369	E 101-42110-384	Refuse/Garbage Disposal	JANUARY	13.68
01/01/2011	0008160369	E 101-42210-384	Refuse/Garbage Disposal	JANUARY	13.68
01/01/2011	0008160369	E 101-43210-384	Refuse/Garbage Disposal	JANUARY	33.84
01/01/2011	0008160369	E 101-45200-384	Refuse/Garbage Disposal	JANUARY	79.01
01/01/2011	0008160369	E 601-49440-384	Refuse/Garbage Disposal	JANUARY	60.12
01/01/2011	0008160369	E 602-49490-384	Refuse/Garbage Disposal	JANUARY	60.12
01/01/2011	0008160369	E 609-49750-384	Refuse/Garbage Disposal	JANUARY	126.49
					\$386.94

AIRGAS NORTH CENTRAL

12/31/2010	105662597	E 101-43100-217	Other Operating Supplies	METAL CUTTING/TORCH GAS	3.67
12/31/2010	105662597	E 101-43210-217	Other Operating Supplies	METAL CUTTING/TORCH GAS	3.67
12/31/2010	105662597	E 101-45200-217	Other Operating Supplies	METAL CUTTING/TORCH GAS	3.67
12/31/2010	105662597	E 601-49440-217	Other Operating Supplies	METAL CUTTING/TORCH GAS	3.67
12/31/2010	105662597	E 602-49490-217	Other Operating Supplies	METAL CUTTING/TORCH GAS	3.67
					\$18.35

AMERIPRIDE LINEN & APPAREL SER

01/06/2011	1000721951	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	43.83
					\$43.83

ASTLEFORD INTERNATIONAL

11/22/2010	T212002.10	E 101-43100-221	Vehicle Repair & Maintenance	TRUCK #32	3,151.48
12/08/2010	T212950	E 101-43100-221	Vehicle Repair & Maintenance	TRUCK #32	(467.58)
					\$2,683.90

BERNICK COMPANIES, THE

12/31/2010	116669	E 609-49751-252	Beer For Resale		235.35
					\$235.35

BGS (BARNA GUZY)

12/31/2010	76924	E 101-41600-312	Criminal Legal Fees	PROSECUTION/MISC	4,864.00
12/31/2010	77057	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,800.00
12/31/2010	77058	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	481.00
12/31/2010	77059	E 101-41400-441	Miscellaneous	VOGTLIN DISCIPLINE	325.00
12/31/2010	77160	E 101-41600-312	Criminal Legal Fees	WILLIAM PETER JR	26.00
					\$7,496.00

BUSINESS FORMS AND ACCOUNTING

01/05/2011	42948	E 101-41400-200	Office Supplies	W2 & 1099	199.22
					\$199.22

CEDAR CREEK BAKING COMPANY

01/03/2011	010311	E 101-41110-441	Miscellaneous	CAKE	22.00
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						\$22.00
CHISAGO LAKES DISTRIBUTING CO.						
01/03/2011	435666	E 609-49751-252	Beer For Resale			451.20
						\$451.20
COLONIAL INSURANCE						
12/26/2010	7129661-0105112	G 101-21710	Other Deductions	JAN 2011 PREMIUM		76.46
						\$76.46
CONSTRUCTION & GENERAL						
01/11/2011	011111	G 101-21707	Union Dues	MAINT UNION DUES JAN 11		216.00
						\$216.00
COUNTY MARKET - PUBLIC WORKS						
12/30/2010	227.1210	E 101-43100-212	Motor Fuels	FUEL		878.80
						\$878.80
CRYSTAL SPRINGS ICE						
12/31/2010	51804C	E 609-49751-254	Miscellaneous Merchandise	DISCOUNT		(5.51)
01/04/2011	22659	E 609-49751-254	Miscellaneous Merchandise			53.90
						\$48.39
DAHLHEIMER DIST. CO. INC.						
01/05/2011	33852	E 609-49751-252	Beer For Resale			1,908.80
01/05/2011	33852	E 609-49751-254	Miscellaneous Merchandise			136.00
01/05/2011	33852	E 609-49751-255	N/A Products			15.50
						\$2,060.30
DAY DISTRIBUTING CO.						
07/01/2011	583946	E 609-49751-252	Beer For Resale			1,011.75
07/01/2011	583946	E 609-49751-255	N/A Products			19.20
						\$1,030.95
DEX MEDIA EAST LLC						
01/05/2011	110097217.0111	E 609-49750-340	Advertising	JANUARY 2011		62.85
						\$62.85
DODGE OF BURNSVILLE, INC.						
01/06/2011		E 402-42110-550	C-O-L Motor Vehicles	2010 DODGE CHARGER		21,313.00
						\$21,313.00
ECM PUBLISHERS, INC.						
01/07/2011	IQ 01780066	E 101-41410-351	Legal Notices Publishing	LEGAL ORD 151		66.63
01/07/2011	IQ 01780067	E 101-41410-351	Legal Notices Publishing	LEGAL ORD 150		56.38
						\$123.01
ELECTRIC PUMP						
12/29/2010	0043218-IN	E 602-49451-229	Project Repair & Maintenance	REPLACEMENT OF PUMP		15,969.55
						\$15,969.55
ENVENTIS						
01/01/2011	737705.0111	E 101-41940-321	Telephone	DECEMBER 2010		218.01
01/01/2011	737705.0111	E 101-42110-321	Telephone	DECEMBER 2010		254.82
01/01/2011	737705.0111	E 101-42210-321	Telephone	DECEMBER 2010		36.17
01/01/2011	737705.0111	E 101-43100-321	Telephone	DECEMBER 2010		36.40
01/01/2011	737705.0111	E 101-45200-321	Telephone	DECEMBER 2010		36.40

01/01/2011	737705.0111	E 601-49440-321	Telephone	DECEMBER 2010	36.17
01/01/2011	737705.0111	E 602-49490-321	Telephone	DECEMBER 2010	36.17
01/01/2011	737705.0111	E 609-49750-321	Telephone	DECEMBER 2010	72.41
					\$726.55

FREEDOM SERVICES, INC.-FD

	G 101-21706	Flex Account		FEBRUARY	1,365.50
	G 101-21708	Health Premium		FEBRUARY	471.82
					\$1,837.32

FREEDOM SERVICES, INC.-RE

01/10/2011	10176	E 101-41540-301	Auditing and Acct'g Services	FEBRUARY	92.40
					\$92.40

G&K SERVICES, INC

12/07/2010	1043613885	E 101-43100-402	Janitorial Service	TOWELS	10.47
12/07/2010	1043613885	E 101-45200-402	Janitorial Service	TOWELS	10.46
12/07/2010	1043613885	E 601-49440-402	Janitorial Service	TOWELS	10.47
12/07/2010	1043613885	E 602-49490-402	Janitorial Service	TOWELS	10.47
01/04/2011	1043632746	E 101-43100-402	Janitorial Service	TOWELS	10.47
01/04/2011	1043632746	E 101-45200-402	Janitorial Service	TOWELS	10.46
01/04/2011	1043632746	E 601-49440-402	Janitorial Service	TOWELS	10.47
01/04/2011	1043632746	E 602-49490-402	Janitorial Service	TOWELS	10.47
01/11/2011	1043637480	E 601-49440-402	Janitorial Service	MATS	85.09
					\$168.83

GHP ENTERPRISES, INC.

01/01/2011	14681	E 101-41940-402	Janitorial Service	JAN 2011	165.66
01/01/2011	14681	E 101-42110-402	Janitorial Service	JAN 2011	190.23
01/01/2011	14681	E 601-49440-402	Janitorial Service	JAN 2011	68.40
01/01/2011	14681	E 602-49490-402	Janitorial Service	JAN 2011	68.40
					\$492.69

GIBSONS MANAGEMENT

01/07/2011	1172011	E 101-45200-311	Contract	JAN MGT OUTDOOR RINKS	5,909.33
					\$5,909.33

GOPHER STATE ONE-CALL, INC.

12/31/2010	0120885	E 601-49440-442	Gopher State	DECEMBER	0.00
12/31/2010	0120885	E 602-49490-442	Gopher State	DECEMBER	23.20
					\$23.20

GRANITE CITY JOBBING CO.

01/04/2011	668193	E 609-49750-210	Operating Supplies		53.76
01/04/2011	668193	E 609-49751-206	Freight and Fuel Charges		5.65
01/04/2011	668193	E 609-49751-254	Miscellaneous Merchandise		30.77
01/04/2011	668193	E 609-49751-256	Tobacco Products For Resale		860.70
					\$950.88

INNOVATIVE OFFICE SOLUTIONS, L

01/03/2011	10476945-1	E 101-43100-200	Office Supplies	SUPPLIES	4.24
01/03/2011	10476945-1	E 101-45200-200	Office Supplies	SUPPLIES	4.24
01/03/2011	10476945-1	E 601-49440-200	Office Supplies	SUPPLIES	4.24
01/03/2011	10476945-1	E 602-49490-200	Office Supplies	SUPPLIES	4.23
01/03/2011	10477145-1	E 101-43100-200	Office Supplies	FLASH DRIVE	6.27

01/03/2011	10477145-1	E 101-45200-200	Office Supplies	FLASH DRIVE	6.27
01/03/2011	10477145-1	E 601-49440-200	Office Supplies	FLASH DRIVE	6.27
01/03/2011	10477145-1	E 602-49490-200	Office Supplies	FLASH DRIVE	6.26
					\$42.02

ISANTI COUNTY TREASURER

12/31/2010	98 9408	E 101-41410-441	Miscellaneous	GEN ELECTION COSTS	55.00
					\$55.00

JOHNSON BROS WHLSE LIQUOR

01/05/2011	1977913	E 609-49751-206	Freight and Fuel Charges		7.35
01/05/2011	1977913	E 609-49751-251	Liquor For Resale		894.20
01/05/2011	1977914	E 609-49751-206	Freight and Fuel Charges		17.64
01/05/2011	1977914	E 609-49751-253	Wine For Resale		731.55
01/06/2011	483122	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.47)
01/06/2011	483122	E 609-49751-253	Wine For Resale	CREDIT	(132.40)
					\$1,516.87

KRIS ENGINEERING, INC.

01/04/2011	19070	E 101-43100-408	Ice& Snow Removal	PLOW PARTS	72.14
					\$72.14

LAW ENFORCEMENT LABOR SVCS.

01/11/2011	011111	G 101-21707	Union Dues	POLICE UNION DUES-JAN 2011	323.82
					\$323.82

LMC INSURANCE TRUST

12/31/2010		E 101-42210-160	Work Comp Insurance	DEDUCTIBLE	1,000.00
					\$1,000.00

MCDONALD DIST CO.

12/30/2010	261647	E 609-49751-255	N/A Products		32.50
12/30/2010	261648	E 609-49751-252	Beer For Resale		12,525.50
01/06/2011	262120	E 609-49751-254	Miscellaneous Merchandise		34.00
01/06/2011	262120	E 609-49751-255	N/A Products		59.50
01/06/2011	262121	E 609-49751-252	Beer For Resale		1,580.50
07/01/2011	262276	E 609-49751-252	Beer For Resale		88.00
					\$14,320.00

MEDTOX LABORATORIES, INC.

12/31/2010	12201095907	E 101-43100-441	Miscellaneous	TESTS	19.91
12/31/2010	12201095907	E 101-45200-441	Miscellaneous	TESTS	19.91
12/31/2010	12201095907	E 601-49440-441	Miscellaneous	TESTS	19.91
12/31/2010	12201095907	E 602-49490-441	Miscellaneous	TESTS	19.92
					\$79.65

METRO WEST INSPECTIONS SERVICE

01/10/2011		E 101-42400-311	Contract	Inspection services	3,792.39
					\$3,792.39

MN MUNICIPAL UTILITIES ASSOC.

01/03/2011	36448	E 101-41400-311	Contract	3011 WATER UTILITY MEMBER I	38.50
01/03/2011	36448	E 101-42110-311	Contract	3011 WATER UTILITY MEMBER I	38.50
01/03/2011	36448	E 101-42210-311	Contract	3011 WATER UTILITY MEMBER I	38.50
01/03/2011	36448	E 101-43100-311	Contract	3011 WATER UTILITY MEMBER I	57.75

01/03/2011	36448	E 101-45200-311	Contract	3011 WATER UTILITY MEMBER I	57.75
01/03/2011	36448	E 601-49440-311	Contract	3011 WATER UTILITY MEMBER I	57.75
01/03/2011	36448	E 602-49490-311	Contract	3011 WATER UTILITY MEMBER I	57.75
01/03/2011	36448	E 609-49750-311	Contract	3011 WATER UTILITY MEMBER I	38.50
01/03/2011	36704	E 101-41400-311	Contract	OTLY SAFETY PROGRAM 1ST Q	416.87
01/03/2011	36704	E 101-42110-311	Contract	OTLY SAFETY PROGRAM 1ST Q	416.87
01/03/2011	36704	E 101-42210-311	Contract	OTLY SAFETY PROGRAM 1ST Q	416.87
01/03/2011	36704	E 101-43100-311	Contract	OTLY SAFETY PROGRAM 1ST Q	625.31
01/03/2011	36704	E 101-45200-311	Contract	OTLY SAFETY PROGRAM 1ST Q	625.31
01/03/2011	36704	E 601-49440-311	Contract	OTLY SAFETY PROGRAM 1ST Q	625.31
01/03/2011	36704	E 602-49490-311	Contract	OTLY SAFETY PROGRAM 1ST Q	625.31
01/03/2011	36704	E 609-49750-311	Contract	OTLY SAFETY PROGRAM 1ST Q	416.90
					\$4,553.75

NELSON ELECTRIC MOTOR REPAIR

12/29/2010	5073	E 602-49451-229	Project Repair & Maintenance	BARIDGE ST LIFT	300.00
					\$300.00

NORTHLAND TRUST SERVICES, INC.

12/14/2010	011111	E 310-47090-601	Debt Srv Bond Principal	DEBT PAYMENT 2006A	225,000.00
12/14/2010	011111	E 310-47090-611	Bond Interest	DEBT PAYMENT 2006A	47,728.75
12/14/2010	011111	E 310-47090-620	Fiscal Agent's Fees	DEBT PAYMENT 2006A	425.00
01/11/2011	011111	E 311-47000-601	Debt Srv Bond Principal	DEBT PAYMENT 2007A	43,750.00
01/11/2011	011111	E 311-47000-611	Bond Interest	DEBT PAYMENT 2007A	20,738.75
01/11/2011	011111	E 311-47000-620	Fiscal Agent's Fees	DEBT PAYMENT 2007A	425.00
01/11/2011	011111	E 313-47000-601	Debt Srv Bond Principal	DEBT PAYMENT 2007A	131,250.00
01/11/2011	011111	E 313-47000-611	Bond Interest	DEBT PAYMENT 2007A	61,241.25
					\$530,558.75

NORTHWEST ASSOC. CONSULTANTS

12/31/2010	19574	E 101-41910-311	Contract	DEC 2010 TECH ASSIST CITY PF	3,717.35
					\$3,717.35

OPUS 21

01/09/2011	101253	E 601-49440-382	Utility Billing	DEC SERVICES	1,376.81
01/09/2011	101253	E 602-49490-382	Utility Billing	DEC SERVICES	1,376.80
					\$2,753.61

OREILLY AUTO PARTS

04/01/2011	1539-442356	E 101-43100-218	Equipment Repair & Maintenance	KUBOTA TRACTOR	40.02
04/01/2011	1539-442356	E 101-45200-218	Equipment Repair & Maintenance	KUBOTA TRACTOR	40.01
					\$80.03

PETERSON, ERIC

11/26/2010	112610	E 602-49490-217	Other Operating Supplies	TRAINING VIDEOS	20.37
					\$20.37

PHILLIPS WINE & SPIRITS CO.

12/30/2010	3450959	E 609-49751-206	Freight and Fuel Charges		(1.47)
12/30/2010	3450959	E 609-49751-251	Liquor For Resale		(68.74)
01/05/2011	2012876	E 609-49751-206	Freight and Fuel Charges		11.76
01/05/2011	2012876	E 609-49751-251	Liquor For Resale		1,117.40
01/05/2011	2012877	E 609-49751-206	Freight and Fuel Charges		4.41
01/05/2011	2012877	E 609-49751-253	Wine For Resale		132.00

01/05/2011	2012878	E 609-49751-206	Freight and Fuel Charges		1.47
01/05/2011	2012878	E 609-49751-254	Miscellaneous Merchandise		39.95
					\$1,236.78

QWEST

01/01/2011	612E018624.111	E 101-41940-321	Telephone	JANUARY	90.90
01/01/2011	612E018624.111	E 101-42110-321	Telephone	JANUARY	75.76
01/01/2011	612E018624.111	E 101-42210-321	Telephone	JANUARY	75.76
01/01/2011	612E018624.111	E 101-43100-321	Telephone	JANUARY	15.15
01/01/2011	612E018624.111	E 101-45200-321	Telephone	JANUARY	15.15
01/01/2011	612E018624.111	E 601-49440-321	Telephone	JANUARY	15.15
01/01/2011	612E018624.111	E 602-49490-321	Telephone	JANUARY	15.15
					\$303.02

SCHARBER & SONS

12/10/2010	1064573	E 101-45200-218	Equipment Repair & Maintenance	PARTS	57.73
					\$57.73

ST. FRANCIS AREA CHAMBER OF

01/10/2011	207	E 609-49750-433	Dues and Subscriptions	MEMBERSHIP DUES	150.00
					\$150.00

ST. FRANCIS TRUE VALUE HARDWAR

12/01/2010	15539	E 602-49490-217	Other Operating Supplies	SUPPLIES	2.72
12/01/2010	15540	E 602-49490-217	Other Operating Supplies	SUPPLIES	1.98
12/02/2010	15549	E 101-43100-217	Other Operating Supplies	SCALE	64.11
12/06/2010	15590	E 601-49440-233	Water Treatment Plant Maint	PVC CUTTER	36.65
12/07/2010	15614	E 101-43100-217	Other Operating Supplies	BOLTS	3.05
12/08/2010	15626	E 602-49490-217	Other Operating Supplies	CLIPS	0.93
12/12/2010	15661	E 601-49440-233	Water Treatment Plant Maint	SHOVEL	15.22
12/20/2010	15763	E 101-42210-401	Repairs/Maint Buildings	SUPPLIES	14.16
12/20/2010	15764	E 101-43100-217	Other Operating Supplies	SHOVELS	116.73
12/20/2010	15764	E 601-49440-233	Water Treatment Plant Maint	WATER PLANT	21.71
12/20/2010	15766	E 601-49440-233	Water Treatment Plant Maint	BLADES	37.52
12/20/2010	15768	E 601-49440-233	Water Treatment Plant Maint	RETURN WATER PLANT	(10.14)
12/27/2010	15718	E 101-43100-217	Other Operating Supplies	CHAIN	11.14
12/27/2010	15720	E 101-43100-217	Other Operating Supplies	SPRAY NOZZLE	13.19
					\$328.97

STANLEY ACCESS TECH LLC

12/21/2010	901179236	E 609-49750-401	Repairs/Maint Buildings	REPAIRS	1,272.60
					\$1,272.60

SWENSON, KIMBERLY

01/04/2011	040111	E 101-42210-208	Training and Instruction	APPLICATION FEE	20.00
					\$20.00

TOWMASTER

01/07/2010	326510	E 101-43100-237	Small Equipment	TRUCK REPAIR	3,907.35
					\$3,907.35

TURTLE RIDGE TOWNHOMES

12/02/2010	26512.1210	E 250-49200-444	Refund & Reimbursement	TIF 2ND HALD 2010 PMT	8,224.68
					\$8,224.68

VERIZON WIRELESS

01/02/2011	2510264465	E 101-41940-321	Telephone	SERVICE 12/3 - 01/02	116.21
01/02/2011	2510264465	E 101-42110-321	Telephone	SERVICE 12/3 - 01/02	612.55
01/02/2011	2510264465	E 101-42210-321	Telephone	SERVICE 12/3 - 01/02	73.20
01/02/2011	2510264465	E 101-43100-321	Telephone	SERVICE 12/3 - 01/02	138.20
01/02/2011	2510264465	E 101-45200-321	Telephone	SERVICE 12/3 - 01/02	138.19
01/02/2011	2510264465	E 601-49440-321	Telephone	SERVICE 12/3 - 01/02	117.55
01/02/2011	2510264465	E 602-49490-321	Telephone	SERVICE 12/3 - 01/02	117.55
					\$1,313.45

WATER LABORATORIES INC.

01/05/2011	2059	E 602-49490-313	Sample Testing	TEST	231.00
					\$231.00

WINE MERCHANTS

01/05/2011	346989	E 609-49751-206	Freight and Fuel Charges		1.47
01/05/2011	346989	E 609-49751-253	Wine For Resale		95.25
					\$96.72

WIRTZ BEVERAGE MN

01/06/2011	513008	E 609-49751-206	Freight and Fuel Charges		17.40
01/06/2011	513008	E 609-49751-251	Liquor For Resale		1,631.33
01/06/2011	513008	E 609-49751-253	Wine For Resale		108.00
					\$1,756.73

\$645,602.08

FUND SUMMARY

101 GENERAL FUND	\$38,057.54
250 TURTLE RIDGE TIF	\$8,224.68
310 WATER/SEWERBONDS	\$273,153.75
311 G.O. BONDS - 2007A	\$64,913.75
313 G.O. BONDS - 2007A Utility	\$192,491.25
402 CAPITAL EQUIPMENT	\$21,313.00
601 WATER FUND	\$2,598.34
602 SEWER FUND	\$18,962.02
609 MUNICIPAL LIQUOR FUND	\$25,887.75
Total	645,602.08

CITY OF ST. FRANCIS
1/18/2011

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>0.00</u>

Disbursements via Debits to Checking account

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
01/06/11	U.S. Treasurer	Federal Payroll Tax	15,350.34
01/06/11	P.E.R.A.	P.E.R.A	12,720.47
01/06/11	ING	Deferred Comp	770.00
01/06/11	ICMA	Deferred Comp	715.00
01/06/11	MN State Treasurer	State Payroll Tax	3,553.12
01/13/11	MN Dept of Revenue	Sales Tax	17,852.00
01/10/11	Elan Financial	Purchasing Cards*	13,583.59
	TOTAL		<u>64,544.52</u>

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

RESOLUTION 2011-02

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

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

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

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

- | | |
|---------------------------------------|-----------------|
| • 2000 Crown Victoria (77,100 miles) | Value < \$1,000 |
| • 2005 Crown Victoria (112,000 miles) | Value < \$1,000 |

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18th DAY OF JANUARY, 2011.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk



BOLTON & MENK, INC.®

Consulting Engineers & Surveyors

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MEMORANDUM

Date: January 7, 2011
To: Honorable Mayor Tveit and Members of the City Council
City of St. Francis
From:  Jared Voge, P.E.
City Engineer
Subject: Ambassador Boulevard Trunk Utility Improvements
St. Francis, Minnesota
BMI Project No: R13.101124

The Ambassador Trunk Utilities Improvements Project includes the elimination of two existing lift stations. The lift stations are located at DeGardner Circle and Stark Drive. The City's existing policy is that all concrete structures/foundations be excavated during construction. We have evaluated the removal of the Stark Drive lift station with respect to an existing building foundation and have determined that the risk associated with complete removal of the lift station is excessive. Given the lift station's proximity to the adjacent building and foundation, the complete removal of the structure will likely result in structural failures of the adjacent building. As a result, we have determined that the prudent course of action is to leave the bottom portion of the lift station in place, fill it with sand, and install a concrete cover over the top of the structure. This abandonment method will ensure that no future settlements occur in the area of the lift station and will also prevent structural damage to the adjacent building. City Staff is seeking a motion from the City Council to acknowledge this variance to the City's policy for the Stark Drive Lift Station removal associated with the Ambassador Trunk Utility Improvements project.

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

JAV/jd



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MEMORANDUM

Date: January 11, 2011
To: Honorable Mayor Tveit and Members of the City Council
City of St. Francis
From: Jared Voge, P.E.
City Engineer
Subject: Trunk Highway 47/Pederson Drive Intersection Improvements
St. Francis, Minnesota
BMI Project No: R13.102380

In July of 2010 the City of St. Francis submitted an application for the Municipal Agreement Program to the Minnesota Department of Transportation. The application included improvements to the intersection of Trunk Highway 47 and Pederson Drive by the installation of a stoplight. The Minnesota Department of Transportation reviewed the City's application and indicated in a letter from Jim Myers, Metro District State Cooperative Agreements Program Manager that Mn/DOT will not fund the project at this time. A copy of Mr. Myers' letter has been attached for your information. During a follow up conversation with Mark Lindeberg Mn/DOT Area Engineer, Mr. Lindeberg indicated that he does not feel that the project is necessarily dead in the water; however, a signal at the intersection is currently not warranted. Mn/DOT is open to reviewing additional information should it be provided by the City. Such information may include an Intersection Control Evaluation (I.C.E.) and/or other documents further defining traffic and pedestrian volumes at the intersection. Mr. Lindeberg did not guarantee that a signal system could be installed; however, other improvements may be available to provide increased safety to pedestrians and children crossing Trunk Highway 47. City Staff is seeking Council direction regarding additional studies and their associated costs for potential improvements at the intersection.

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

JAV/jd

Enclosure

DESIGNING FOR A BETTER TOMORROW

H:\ASTFR\R13102380\Word\Mayor_Council Intersection Signal.mmo.doc
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Minnesota Department of Transportation

Metro District
Office of State Aid
1500 West County Road B2
Roseville, MN 55113-3174

Office Tel: 651-234-7760
Office Fax: 651-234-7765

October 14, 2010

Mr. Matt Hylen
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

OCT 18 2010

Subject: TH 47 at Pederson Dr. in the City of St. Francis
C.S. 0206
Project Submittal Review for FY 2012 Municipal Agreement Program

Dear Mr. Hylen:

The Metro District has completed the review of the project submittal for the above referenced project. The review comments are as follows:

North Area Program Delivery Engineer - Mark Lindeberg, Waters Edge Office, 651-234-7722

- It appears that the Mn/DOT portion of the cost split is high.
- The east side of this intersection is not a city street and the intersection of TH 47 and Co. Rd. 28 is a full 4 legged intersection. A determination needs to be made as to where the priority should be.

Metro Traffic Program Support North Area, TSAM-Gayle Gedstad, Waters Edge Office, 651-234-7815

- The signal is not approved based on this submittal.
- If St. Francis chooses to re-submit, they should include updated turning movement counts and a signal warrant analysis. The analysis must have the right turns removed from the totals.
- Mn/DOT has the turning movement counts submitted by Anoka County in 2008, but the minor leg volumes are far too small to justify a signal.
- Is there a development planned in the next 4 years that could increase the traffic at this signal?
- Mn/DOT prefers 3 approach lanes on the minor legs (Left/Right/Through) but exceptions are possible if additional right-of-way is needed to build 3 lanes. For instance, the westbound (school) approach could be configured as a Right and Left/Through. The "right" should not be combined with the "through."
- The number of crashes in 2005 appear to be an anomaly. In 2009, and 2007 there was one crash each year.

Maintenance Operations - Molly Kline, Waters Edge Office, 651-234-7909

- Will ADA upgrades be included with this project?
- The City will remain responsible for the maintenance of all facilities on Pederson Drive/

C.O. Environmental Services – Nancy Radle, MS 620, C.O., 651-366-3621

I reviewed the Minnesota Pollution Control Agency (MPCA) and Minnesota Department of Agriculture (MDA) databases to check for known contaminated sites in the project area. The databases searched included: leaking underground storage tank facilities, landfill, salvage yards, voluntary investigation and cleanup (VIC) sites, Superfund sites and dump sites. A review of these files is a component of a Phase I Environmental Site Assessment (Phase I ESA). A complete Phase I ESA includes at least two other components: research on historic land use, and site reconnaissance. It should be noted that the database files are continually being updated. Although this information is the most up-to-date available, some of the information may be incomplete or inaccurate.

Based on the database review, there are no contaminated sites in close proximity to this project. Based on the criteria summarized below, this project has a low risk of impacting a potentially contaminated site. Therefore, additional evaluation of the project area for potential contamination is not necessary:

1. The project does not involve the acquisition of new right of way.
2. The project involves excavation in the right of way but it is minimal: minor grading for turn lanes and minor soil disturbance for installing signals.
3. The project is a developed area. This increases the chances of encountering contaminants that may have originated from an off-site source and migrated into the right of way; however, based on the specific project and location, the increased risk is minimal.
4. It appears that the project does not require groundwater dewatering.

No additional assessment is needed at this time. If information is obtained that indicates a contaminated site may be impacted by the project, the property will need to be evaluated, and soil and groundwater testing completed, as appropriate. If necessary, a plan will need to be developed for handling and treating contaminated soil and/or groundwater during construction in accordance with all applicable state and federal requirements. Special Provision 1717 is a contaminated material contingency plan that should be included in the contract provisions.

Office of Transit, Bicycle and Pedestrian Section

Please see the enclosed memo from Mary Jackson.

Metro State Aid, Cooperative Agreements - Jim Myers, Waters Edge Office, 651-234-7776

Based on the comments from traffic it is unlikely that Mn/DOT will fund the project at this time. The City needs to work with Mark Lindeberg, the area engineer, and Gayle Gedstad, Metro traffic to determine if there are changes or further information that will enhance this project.

Please contact me if you have any questions or additional comments by telephone at 651-234-7776 or by e-mail at jim.myers@state.mn.us.

Sincerely,



Jim Myers
Cooperative Agreements Project Manager
Metro District, State Aid

Mr. Matt Hylan
Page 3
October 14, 2010

Enclosures:

cc: Mike Kowski, Mn/DOT-Metro State Aid *
Wayne Norris, Mn/DOT-Metro Program Delivery *
Mark Lindeberg, Mn/DOT-Metro Program Delivery *
Gayle Gedstad, Mn/DOT-Metro Traffic Engineering *
Project File

* Electronic copy only (hard copies available upon request)



Minnesota Department of Transportation

Office of Transit

395 John Ireland Boulevard, Mail stop 315
Saint Paul, MN 55155

mary.jackson@state.mn.us

Phone: 651-366-4174

Fax: 651-366-4192

Memo

TO: Jim Myers
Metro District State Aid

FROM: Mary E. Jackson
Bicycle and Pedestrian Section
651.366.4174

DATE: September 20, 2010

SUBJECT: Response to TH 47 and Pederson Drive Cooperative Agreement Candidate Project, FY 2012, St. Francis, Anoka County

CC: Bicycle and Pedestrian Section

On behalf of the Bicycle and Pedestrian Section, I reviewed the proposal by the City of St. Francis for a fully actuated traffic control system with left turn phasing and pedestrian signal project at TH 47 and Pederson Drive in St. Francis, Anoka County. Please note that this review does not constitute a formal review of bicycle and pedestrian safety, mobility or Americans with Disabilities Act (ADA) accessibility. Please see the following recommendations and comments. Please contact our office if you have any questions.

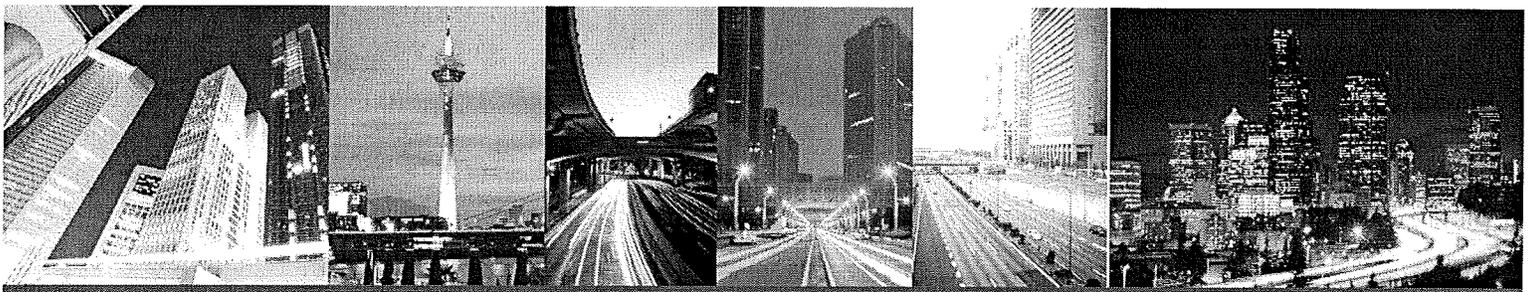
Highway 47 and Pederson Drive is in close proximity to many bicycling and pedestrian destinations, schools, restaurants, parks, and path and road connections, residential, shopping, employment centers and other schools. The pedestrian and bicycle environment can be complex in navigating higher speed roads with multiple lanes.

1. All pedestrian and shared use facilities on public rights-of-way must be constructed to be compliant to Title II of the Americans with Disabilities Act (ADA). For Mn/DOT facilities, ADA standards are based on the 2005 *Revised Draft Guidelines for Accessible Public Rights-of-Way* (<http://www.access-board.gov/prowac/draft.htm>). Resurfacing a roadway is defined as an alteration project; therefore for any resurfacing project, noncompliant pedestrian curb ramps or other pedestrian transition to the street must be updated or replaced as described by Mn/DOT technical memorandum 10-02-TR-01 and must comply to ADA standards to the maximum extent feasible. Please see <http://dotapp7.dot.state.mn.us/edms/download?docId=887529> for more information.
2. We recommend conducting an ADA and safety audit for this intersection (including the connecting roadway and driveway up to the intersection) to determine the extent of ADA upgrades that are needed as well as bicycle and safety issues and needs. Whether or not a traffic control system is installed or signal is planned, the current configuration of the curb ramps, blended transitions, pedestrian signal, pedestrian refuge, landings and street crossings appear to not be compliant to ADA and also not meet Mn/DOT minimum pedestrian design guidelines. Consider expanding scope, project or construction limits to include these upgrades to minimize mobilization and business impact costs. Accessibility

requirements apply to many elements of the public right-of-way including but not limited to street crossings, sidewalks, and sidewalks/paths and any pedestrian routes crossing driveways, curb ramps, landings (or any pedestrian transition to the street), and traffic signals including pedestrian warning systems.

3. Consult the Mn/DOT ADA Transition Plan to incorporate any required upgrades: <http://www.dot.state.mn.us/ada/> . The Mn/DOT Metro District inventory is in process so the project manager should consult with the ADA Office for further information as the plan develops. Add any identified ADA needs to ADA transition plan if beyond project scope. In addition, consult local ADA Transition Plans or equivalent of all public entities with right-of-way involved in the project to identify and incorporate any required ADA upgrades.
4. The crash evaluation showed that 1 of the crashes from 2004 to 2008 was a pedestrian crash. We recommend reviewing 10 years of bicycle and pedestrian crashes if there has not been any major change to the intersection or corridor in that time to assist in identifying bicycle and pedestrian safety issues.
5. At this point, we do not have the Metro Traffic ICE evaluation for the signal to see if it meets signal warrants. If a signal is planned, provide an accessible pedestrian signal (APS) along with the signal installation as described in PROWAG (PROWAG is referenced in the Mn/DOT technical memorandum 10-02-TR-01). Countdowns are also required. See tech memo listed above and contact Mike Gerbensky, Metro Traffic. One component of meeting signal warrants is pedestrian and bicycle traffic volume. Check with the schools in the area to see if there is active promotion of biking and walking to school and any Active Living program that may be in effect. This may affect future bike/ped volumes and signal warrant determination. Please see *Improving Pedestrian Safety at Unsignalized Crossings*, TCRP Report 112 http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_562.pdf While the existing crossing is signalized, this document provides other treatments shown to be effective, including the HAWK signal.
6. Consider providing "gateway treatment" south and north of the intersections in this corridor, see NCHRP Report 612, pages 32 – 36 for description of some of these treatments. Identify strategies to allow motorists time to adjust speed for the downtown area for both north and south bound traffic. See TCRP Report 112, pages 50 and 51 for treatment types based on speed limit and number of lanes that are most effective to promote motorist yielding to pedestrians at intersections. Consider dynamic speed messaging.
7. Evaluate the lighting along the corridor at this section of TH 47 for the goal of improving visibility of bicyclists and pedestrians who may cross at other intersections. Installing intersection lighting with adequate illumination levels for bicyclists and pedestrians is recognized safety measure. Please consult Metro Traffic for more information about the requirements and specifications. This crossing channelizes pedestrian and bicycle traffic and serves travelers during evening and night hours (after school activities and events). Lighting will help improve motorist visibility of pedestrians and bicyclists.
8. Intersection Design:
 - a. In general, promote design that provides bicycle and pedestrian facilities on both sides of roadway to minimize exposure of crossing vehicle traffic, separates bicycle from pedestrian traffic as much as possible, and maximizes sight lines and optimizes curb radii. Smaller radii serve pedestrians better than larger radii in most cases.
 - b. Mark all the crosswalks where crossing is intended with longitudinal markings and provide stop bar.
 - c. Provide shortest crossing distance as possible. This may be done by narrowing lanes widths, positioning curb ramp/blended transition in optimal location on the curb line, adding bump outs, and/or increasing the width of the raised center island (pedestrian refuge.)
 - d. For design options for pedestrian curb ramp (or other pedestrian transition to street) design and placement requirements and design options, consult the Mn/DOT ADA Office.

- e. With APS, provide pedestrian street transitions (curb ramps or blended transitions) with adequate space on each corner and the raised island for separate pedestrian station.
9. The pedestrian refuge needs redesign to better serve pedestrians whether or not a signal is planned. For a pedestrian refuge, provide a raised concrete island with adequate space for both pedestrian and bicycle storage with curb ramps or other transition to street, placed where motorists are not as likely to encroach on the crosswalk, but still provide good orientation to the curb ramp on the opposite side.
10. On-road bicycle travel helps channel bicycle traffic away from pedestrians and reduces bicycle use of path where they could pose a conflict with pedestrians. Because children are likely to use the path when bicycling, integrate bicycle design into the path and refuge design. Provide wider curb ramp openings for example. Bicyclists should also be able to effectively turn from Pederson Drive onto TH 47. Generally, biking is allowed on all roads except interstates or where signed to indicate biking is prohibited.
11. The *Mn/DOT Bikeway Facility Manual 2007* provides bicycle facility recommendations based on design, motor vehicle speed, and motor vehicle volume: (<http://www.dot.state.mn.us/bike/bikewaysdesignmanual.html>) . See page 70 for on-road facility recommendations for TH 47 and Pederson Drive.
12. All pedestrian facilities and shared use facilities must be maintained for accessibility. If not already in place, establish a maintenance agreement/procedure for proper snow and ice removal, sweeping, and sidewalk/path repairs and a process for routine sidewalk inspections.
13. Please see the Mn/DOT Work Zone website for more information for pedestrian and bicycle facilities requirements during construction: <http://www.dot.state.mn.us/trafficeng/workzone/tpar.html> Since cities and counties may not be familiar with these requirements, so they may want to contact Ken Johnson 651-234-7386 (Program - Logistics) Marv Sohlo 651-234-7380 (Device Demonstration) for more information.
14. Please contact our office for information on Safe Routes to School design, funding and/or partnership opportunities, Anoka County Active Living programs, Complete Streets bicycle and pedestrian design and strategies. To facilitate community involvement to address common goals, the city may want to consider creating a universal design advisory group to obtain feedback and comment from a variety of stakeholders including representatives from bicycling and pedestrian interests, schools, Active Living organizations, disability interests, transit operators, business owners, and freight interests.



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Executive Search | Strategies

City of St. Francis
Team Building
Governance
Workshop

Teambuilding Governance Communications

St. Francis, Minnesota

January 13, 2011

Submitted by

Richard and Irina Fursman
Brimeyer Fursman, llc.

www.Bringroup.com
651.204.0441

1666 Village Trail East * Suite 7
Maplewood, MN 55109

Project Understanding

Expectations



Process Points

Fee Structure

The City of St. Francis is preparing to do a team building exercise with the objective of creating a cohesive working group of elected officials and administrator. This is an opportunity for newly elected officials to acclimate and bond with the other elected officials, to the mission, and to better understand/relate to the City Administrator

Client Goals

To achieve the greatest success for the City of St. Francis in the most and efficient manner, the council would like to work as an effective, purpose driven body that will lead to:

- Strong leadership
- Clear focus for the community
- Best utilization of the City Administrator's and staff time
- Greater efficiency
- Deeper understanding of goals and process
- Understanding the dynamic of council and staff roles and responsibilities
- Have fun

The Council will hold a **6 hour** retreat with the City Administrator to blend the established goals with the concept of team and governance. The following points will be covered:

- Goals overview
- Communications
- Giving Direction
- Checking each other
- Support for the group
- Expectations of staff and each other

\$2,000-\$2,500 (+/- depending on full scope)

Organization and Individual Backgrounds

Facilitators Richard and Irina Fursman



Our Mission
*"Help Individuals, Organizations,
and Communities Grow, Change
and Perform with Character and
Purpose."*

Brimeyer Fursman, llc.

Richard and Irina Fursman founded Brimeyer Fursman when they merged Global Synergy Group (GSG) and The Brimeyer Group in 2007. The mission of the company is to ***"Help Individuals, Organizations and Communities Grow, Change and Perform with Character and Purpose."***

As organizations face change through phases of growth or decline, shifts in focus or mission, we assist by helping create successful strategies for change.

Richard Fursman

Richard is a seasoned strategic planning and work environment facilitator. He has facilitated various types of strategic planning retreats throughout Minnesota and the Midwest as well as with Cities and Universities in Ukraine. He has done numerous organizational studies and executive recruitments as well.

Richard has over 20 years of senior management experience in local government as a department head and City Manager. He is an Adjunct Faculty Member at the University of St. Thomas where he teaches Master's level Courses in Leadership. He earned his Bachelor of Arts in Economics from the University of St. Thomas and his Master of Arts degree in Urban and Regional Affairs from Mankato State University. Richard is currently writing his Dissertation as an Organization Development Doctoral Candidate at the University of St. Thomas.

Irina Fursman

Irina is co-owner of Brimeyer Fursman, llc., and is the primary architect of the various group facilitations of the company. Irina is a national certified facilitator and facilitator trainer. She received her certifications from the Institute of Cultural Affairs. Irina was born, raised, and educated in Russia and Ukraine where she earned her Bachelor Degree of Education and Masters of Science Degree in Mathematics and Computer Science before moving to the United States in 2002. She also worked professionally in Ukraine, as a currency broker and as a professor of mathematics at Simferopol Technical College. Irina has facilitated various types of meetings for Cities, Non-profits, NGO's, and Private Businesses. In addition to facilitating sessions, Irina also trains in the art and science of facilitation. Irina has presented nationally and internationally on the subject of citizen engagement, strategic planning and sustainable development.

Client History

Partial list of clients served by Brimeyer Fursman in the area of Strategic Planning

	Population
City of Luverne, MN (2007, 08, 09)	5,000
City of Canton, SD (2009, 10)	3,500
City of Eveleth, MN (2007, 2009)	3,000
City of Brooklyn Park, MN (2009, 10)	70,000
City of Eden Prairie, MN (2008)	65,000
City of St. Anthony, MN (2007, 8, 9)	20,000
City of Vasilkov, Ukraine (2007)	45,000
City of Northfield, MN (2007, 09)	20,000
Barron County, Wisconsin (2008)	44,000
City of Maplewood, MN (2006)	40,000
City of Farmington, MN, EDA (2008)	20,000
Senior Community Services (<i>non-profit</i>) 2007	
City of Shoreview, MN (2009)	15,000
City of Falcon Heights: HRC (2008)	
City of Edina, MN: Environmental Comm	55,000
City of Norfolk, Nebraska (2009)	23,000
City of Oak Park Heights, MN (2009)	4,000
City of Victoria, MN (2009)	4,000
City of Lake City, MN (2008, 09, 10)	5,000
City of Chaska, MN (2009, 2010)	18,000
City of Bayport, MN (2010)	3,000
City of Worthington (2010)	10,000
City of Roseville HRC (2010)	35,000

Team Building/Capacity Building/Governance and Other

City of Medina (2008)	4,000
YWCA Forum (2008, 09)	
NAUKMA University, Kiev, Ukraine (2007)	
City and Region of Bar, Ukraine (2010)	45,000
City of Crystal, MN (2008, 10)	20,000
City of Brooklyn Park, MN (2008-Present)	70,000
AmeriPride (2010) (Headquarters, Minneapolis)	
Eureka Recycling (<i>non-profit</i>) (2009)	
Ramsey/Washington County (2009)	500,000+
Minnesota Immigrants Freedom Network (2009)	
ASHOKA (Non-profit) (2010)	
Institute of Cultural Affairs (2009-10)	
TOP Trainers Network (Virtual Facilitation 2010)	
League of Minnesota Cities (2007-2010)	
Senior Community Services (2010)	