


CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
OCTOBER 5, 2009
ISD #15 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-September 21, 2009
 - b. Apply for Grant Funding for the Pederson Path
 - c. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. ISD #15: Update on the Elections-November 3rd, 2009
 - b. Horse Ordinance Violation Extension Request: 23955 Erkium Street
7. Ordinances & Resolutions
 - a.
8. Reports of Consultants & Staff Members
 - a. Engineer: 235th Speed Study (East of Rum River Blvd to Arrowhead)
 - b. Attorney:
 - c. Staff:
 - Fire Dept:
 - Public Works:
 - Liquor Store: 2010 Proposed Budget Report
 - Police:
 - City Administrator Report: Revised Space Needs Study to include Police Station
9. Reports from Council Members
10. Report from Mayor
 - a. Proclamation for Fire Prevention Week October 4-10th
11. Old Business
12. New Business
13. Adjournment

Calendar of Events

- | | |
|-------------------------|--|
| Oct. 3 rd | Recycling Day 8 am to 12 noon at the SF Middle School Parking Lot |
| Oct. 3 rd : | Oktoberfest 1-5 pm at Woodbury Park |
| Oct. 5 th : | City Council Meeting @ ISD #15 District Offices 6:00 pm |
| Oct. 10 th : | Fire Prevention Open House and French Toast Breakfast @ Fire Stn. 8:00 am -1:00 pm |
| Oct. 12 th : | City Offices Closed in Observance of Columbus Day |
| Oct. 13 th : | Park Commission Meeting @ Community Center 6:15 pm |
| Oct. 19 th : | City Council Meeting @ ISD #15 District Offices 6:00 pm |
| Oct. 21 st : | Planning Commission Meeting @ ISD #15 District Offices 7:00 pm |
| Oct. 27 th : | "Town Hall Meeting" @ St. Francis Elementary School 6-8 pm |
| Nov. 2 nd : | City Council Meeting @ ISD #15 District Offices 6:00 pm |
| Nov. 3 rd : | ISD #15 School Election 7am – 8 pm |

TO: Mayor & City Council

FROM: Matthew L. Hylen,
City Administrator 

RE: Agenda Memorandum – October 5, 2009 Meeting

Agenda Items:

4. Consent Agenda:

- b. Pederson Path: Approval is requested to apply for another grant to construct Pederson Path. Enclosed is a memorandum from City Engineer Jared Voge.

6. Petitions, Requests, Applications:

- a. ISD #15 Update: Tom Larson, Community Education will be at the meeting to discuss the election on November 3, 2009.
- b. Horse Ordinance Violation Extension Request: Enclosed is a letter from a citizen regarding his horses. We have been attempting to work with this resident to resolve a violation of City Code relating to horses. The applicant is currently not the property owner according to Anoka County property records. Staff requests Council either grant the extension or staff will continue enforcement action against this property owner.

7. Ordinances & Resolutions:

8. Reports:

- a. **Engineer:** *235th Speed Study:* Enclosed is a memorandum from Jared Voge, City Engineer regarding the Council requested speed study on 235th Avenue NW. Council action is needed before any signs will be placed.

- b. **City Attorney:**

- c. **Staff:**

Fire Dept:

Public Works:

Liquor Store: 2010 Budget Discussion: Bottle Shop Manager John Schmidt will make a short presentation regarding his proposed 2010 Budget as well as an overview of improving operations.

Police:

City Administrator: Revised Space Needs Study: Enclosed is a proposal to include the Police Department Space Needs Analysis into the current Public Works Building space needs study along with an Agenda Report. Adding this study to our current agreement would increase our cost by \$4,000. A motion would be in order to approve this amendment should the Council concur with the Agenda Report.

CITY OF ST. FRANCIS
ST. FRANCIS, MN

CITY COUNCIL MINUTES

September 21, 2009

6:00 pm

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:03 pm at the ISD #15 District Offices.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members LeRoy Schaffer, Jeff Sandoval, and Tim Brown. Steve Kane excused. Also present was City Attorney Scott Lepak (Barna, Guzy & Steffen), Assistant City Engineer Jared Voge, Public Works Director Paul Teicher, Police Chief Jeff Harapat, Finance Director Gayle Bauman, City Administrator Matt Hylen and City Clerk Barb Held
3. **Adopt Agenda:** MOTION BY BROWN SECOND SANDOVAL TO ADOPT THE SEPTEMBER 21 2009 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND SANDOVAL TO APPROVE THE SEPTEMBER 21, CITY COUNCIL CONSENT AGENDA A-F AS FOLLOWS:
 - a. Approve the City Council Minutes of September 8, 2009.
 - b. Receive and File the St. Francis Fire and Rescue General Meeting Minutes of September 13, 2009.
 - c. Accept the Performance Review of Assistant Liquor Store Manager Crystal Buskey and move her to Step 4 of Grade 8.
 - d. Hire Aaron Schroeder as a Public Works-Streets/Parks Worker at Grade 7, Step 1 Conditional offer pending waiting for additional pre-employment information.
 - e. Accept the Performance Review of Public Works Operator Parish Barten and move him to Step 5 of Grade 8.
 - f. Approve the Payment of Claims for \$168,057.40Motion carried 4-0.
5. **Petitions, Requests, Applications:**
 - a. **State Senator Rick Olseen and State Representative Rob Eastlund: 2009 Legislative Re-Cap:** State Representative Rob Eastlund stated that Rick Olseen was caught in traffic and will be arriving later. Thanked the City Council for the opportunity. Mr. Eastlund gave a re-cap of the 2009 Legislative Session. After his presentation, he thanked the City Council for all their hard work. Mr. Eastlund said I have a great amount of respect for local government.
 - b. **Minnetonka Game & Fish Club-Conditional Use Permit Amendment:** The Minnetonka Game & Fish Club has made a CUP Amendment application to modify the existing site plan. The modifications include two additional trap/skeet fields, extending the silhouette range to

200 meters, extension of the bullseye range to 60 meters, and the demolition of three buildings and replacing it with one 50x100 structure. The site is located at 8310 Hill and Dale Road and the site is 139 acres. The Planning Commission held a public hearing on September 16, 2009 and found that the applicant is meeting the standards required for a CUP approval, and recommended approval with the conditions listed in Resolution 2009-24. MOTION BY SCHAFFER SECOND BROWN TO ADOPT RESOLUTION 2009-24 A RESOLUTION APPROVING A CONDITIONAL USE PERMIT AMENDMENT FOR THE MINNETONKA GAME AND FISH CLUB AT 8301 HILL AND DALE DRIVE WITH CONDITIONS NOTED IN THE RESOLUTION. Motion carried 4-0.

State Senator Rick Olseen arrived at 6:21 pm. Mr. Olseen apologized for being late. He stated he worked this weekend cleaning up the Rum River from Sunrise Resort to St. Francis and removed a lot of debris from the Rum River. Spoke about the last Legislative Session. Mr. Olseen stated he appreciates being able to speak to the City Council.

6. **Ordinances & Resolution:**

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

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

a. Engineer: URRWMO: The URRWMO reviewed the submission of the St. Francis Draft Local Surface Water Management Plan and found the revisions to the plan satisfactorily addressed all of the comments submitted by the URRWMO. They found the plan, in combination with our Storm Water Pollution Plan (SWPPP), consistent with the Upper Rum River WMO Water Management Plan and will serve to protect water resources.

2009 Watermain Looping Project: City staff is currently preparing the Public Facilities Authority (PFA) Loan Documents for the project as authorized by the City Council at the September 8, 2009 City Council Meeting. Since the schedule associated with closing the PFA Loan is unknown and because it has been the Council's intent to complete the construction associated with the project during 2009, a PFA Reimbursement Resolution is required. A resolution was prepared for the Council's review and adoption. Resolution 2009-25 identifies the City's intent to obtain a PFA Loan from the Drinking Water Revolving Loan Fund in the approximate amount of \$363,750.00. Resolution 2009-25 indicates the City's intent to repay the loan as well as the City's intent to use loan proceeds to reimburse construction expenditures made prior to the issuance of the General Obligation Bond to the Public Facilities Authority. There is also an option the City's Water Enterprise Fund will finance the PFA debt obligation until the properties benefiting from the improvements are developed and the City of St. Francis is reimbursed. MOTION BY BROWN SECOND SCHAFFER TO ADOPT RESOLUTION 2009-25 A RESOLUTION APPROVING MINNESOTA PUBLIC FACILITIES AUTHORITY APPLICATION DRINKING WATER REVOLVING FUND 2009 WATERMAIN LOOPING. Motion carried 4-0.

Tveit asked about the Wetland Delineation for the Pederson Path. Voge stated the report has been completed, forwarded and is under review. Once we hear back from the agency we will bring the information to the City Council.

b. Attorney: No report.

c. Staff: Fire Dept: No report.

Public Works: No report.

Liquor Store: No report.

Police Dept: No report.

City Administrator Report: 2010 Budget Discussion: Finance Director Gayle Bauman gave a power point presentation on the 2010 Proposed Budget.

Tveit asked would it be at all possible for departments to minimize their expenditures and possibly cut some services. Hysten stated maybe one example and it is just an example, is we don't plow until Monday morning if we get up to 6-8" of snow. That is a service cut option, very visible. This type of example would have to be up to the council. In regards mowing the grass we are not mowing as often, it is frustrating for staff when you take pride, but we do need to cut some where. Schaffer said has anybody look at contracting out the snow plowing. I know it would be cutting some union jobs. Tveit said we have not but I don't think that is a way we want to go. Tveit said the guys in the winter are also the ones we need in the summer. I do not know what we would gain to contract it out. Schaffer said I see. Salaries are our biggest expense. Tveit said there are things that we as a council need to look at. Tveit said I get calls from both sides. Brown stated as far as reducing overtime for snow plowing, I learnt long time ago that overtime is the cheapest labor. You are already paying benefits to these employees. You wait to plow for 6-8" and you get a fire truck stuck, how much is that going to cost you to get it out. Our employees have been good, loyal and reliable employees lets keep them.

Schaffer said we have some high administrative positions that have not been here very long. The detective and the finance director. I believe Matt (Hysten) can do the finance job. I am feeling this has to be said. I want everything looked at. Olseen just said we are probably losing Local Government Aid (LGA). Tveit said what, then we will have to have CPA's doing the books? You have a 3 million dollar budget; there are laws that need to be followed. Tveit said I don't believe that Matt (Hysten) is qualified to do the job. Schaffer said just look into it. Tveit said what Ms. Bauman does is a very difficult job. She is very sharp. I do not believe anyone in this room is qualified to do that job. Tveit said I have a four-year accounting degree and I could not do that job.

Brown said there was a time when Gayle and Matt were not needed. Times have changed; we are a lot bigger than we used to be. You go down to the public works and find an old grader. That grader use to be sufficient, it is not any more. Times change, not as simple as it was 10 to 20 years ago. Schaffer said there is some validity that Council Brown said.

Sandoval to put this to rest. Give us a detail on a weekly basis what you do. Lets look at the benefits of these positions. Also, get a detail of what the investigator does.

Tveit said we will be scheduling budget workshops to discuss this further.

Hylen said as we move the City forward in the openness in government we would like to hold a town hall meeting on October 27th from 6-8 pm. We will have some equipment in the parking lot for the residents to look at. We will have different department areas to answer the questions citizens have. Possibly, toward the end of the town hall meeting we will have a question and answer period. This is our first one; we probably will make some mistakes but I think it is a good idea. Some people live their lives under gossip. Tveit lets go to the public and what are some of the frequently asked questions at city hall. Hylen stated that probably will be the focus of each department. If there are any questions, please forward them on to City Staff. It is a great chance for our residents to ask questions.

A representative from the school was here to tape the meeting this evening. We ran out of tape but we will keep working on getting it ready to be viewed.

Hylen reported the school district did order the hearing devices.

Update on the Rum River Blvd. Project: Previously, we sent out letters to all the residents along Rum River Blvd. with the dollar amount the City was to reimburse them for grass seed and a release form for them to sign off. To date, we have not received any response from the residents. Tveit said we are not only talking of \$600 for grass seed, we have engineering and staff time invested in this. I believe we have tried to work with the residents. **MOTION BY TVEIT SECOND BROWN TO COMPLETE DISCUSSION WITH RESIDENTS BY OCTOBER 5, 2009 OR HAVE ALL CITY'S OFFER WITHDRAWN.** Hylen said we will send out one more letter indicating after October 5, 2009 we will not have any more discussion on the seed/restoration matter. Motion carried 4-0.

9. **Reports from Council Members:** Brown said last week there was a joint session with the planning commission and the city code is moving along very well.

Schaffer reported I have two appointments with Oak Grove, the mayor and some of the council members. I will go door to door in Oak Grove. Tveit asked what are you going to them for. Schaffer stated for joint law enforcement. Tveit said for the record, I disagree with you doing that on your own.

Schaffer also stated I have seen reports from the police departments before, I have heard things from the coffee shop but I would like to see reports about the drug calls.

Schaffer stated I never see the gross profit and the numbers for the liquor store. Hylen said you get that report every month in your off week memorandums.

Chief Harapat said Mr. Schaffer has asked me for this information, reports on the number of drug calls before. Trying to explain the different classes of these cases, it is hard to explain in a simple report. I have tried to explained that to Mr. Schaffer before. Schaffer asked about the meth (methamphetamines) problem. Harapat said meth has died.

Tveit said I don't want to put you in a position to explain us case by case. Harapat indicated he will try to see what kind of numbers he maybe able to get. Lepak stated even if the data is gathered, it is still hard to deceive. You could have a stop for a DUI and find drugs in the car. There are so many different case scenarios.

Brown stated the way I put the numbers down I can make you look like a hero or a zero. Don't put the numbers down for me, we just talked about wasting personnel time.

Schaffer was wondering about convictions, the end result, can I get that?

Tveit asked what useful information is this anyway. If we are going to collect data let's collect for a purpose.

10. **Report from Mayor:** Want to get the word out about our open house/town hall meeting. I do not want residents to wait for town hall meetings to ask questions, they can call anytime.

11. **Old Business:** Brown said it is kind of upsetting to me, when we are having a council meeting and council members talk out of order, please call me out of order, if I do that.

Schaffer started talking, Mayor Tveit call Schaffer out of order. What Council member Brown is saying when you have something to say, raise your hand and ask to address the council. At the January meeting, I gave a little speech at the beginning of the meeting on how I was going to handle the meetings. I have not been as good as I should be in controlling the meetings.

Quite some time ago, we talked about handing out pamphlets and we came to a truce that we would not hand out pamphlets anymore. At that time Schaffer, you said you had some left and we said ok but that was going to be it. There are pamphlets being handed out, again.

12. **New Business:** None.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:58 pm



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

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

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

www.bolton-menk.com

MEMORANDUM

Date: September 29, 2009
To: Honorable Mayor Tveit and Members of the City Council
City of St. Francis
From: Jared Voge, P.E.
City Engineer
Subject: Pederson Path Funding Applications
St. Francis, Minnesota
BMI Project No: W13.37909

INTRODUCTION:

The Clean Water Land and Legacy Amendment which was passed in 2008 resulted in an increase of 3/8% in the State Sales Tax. The monies generated by the Sales Tax increase are constitutionally dedicated to the Outdoor Heritage Fund, the Clean Water Fund, Parks and Trails, and the Cultural Heritage Fund.

BACKGROUND:

The City of St. Francis has been actively pursuing funding mechanisms for the construction of Pederson Path along Pederson Drive. The Clean Water Land and Legacy Amendment provides additional funding opportunities for the construction of trails of regional significance through the Minnesota Department of Natural Resources and the Met Council. City Staff is currently tracking application forms associated with the Parks and Trails Fund through the DNR and Met Council. The applications from the DNR have been developed, however the applications from the Met Council have not been established. The DNR application deadline is November 13, 2009. The Met Council application deadline has not been determined.

RECOMMENDATION:

We recommend that the City Council authorize City Staff to submit funding applications to the Minnesota Department of Natural Resources and the Met Council for the construction of Pederson Path located along Pederson Drive.

BUDGET IMPACT:

The Minnesota Department of Natural Resources funding application requires a 25% match. The Metropolitan Council application is not yet available and the required match is unknown.

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

JAV/jd



10/01/2009

1:17 pm

PAYMENT BATCH AP 10-05-09

ADVANCED AUTOMOTIVE CARE, INC.

08/18/2009	26526	E 101-42110-221	Vehicle Repair & Maintenance	09 DODGE CHARGE - BRAKES &	762.10
09/10/2009	26699	E 101-42110-221	Vehicle Repair & Maintenance	05 CROWN VIC OIL/FILTER/TIRE	40.49
					\$802.59

AFLAC

09/12/2009	727780	G 101-21710	Other Deductions	MONTHLY PREMIUM SEPT 09	806.75
					\$806.75

ALEX AIR APPARATUS INC.

09/17/2009	16810	E 101-42210-218	Equipment Repair & Maintenance	SCBA MAINT	2,681.93
09/18/2009	16814	E 101-42210-218	Equipment Repair & Maintenance	COMPRESSOR SERVICE/AIR TE	685.00
					\$3,366.93

ALL AMERICAN TITLE CO, INC.

09/30/2009	093009	G 803-22000	Deposits	24460 NEON ST ESCROW RELEA	5,800.00
					\$5,800.00

AMERIPRIDE LINEN & APPAREL SER

09/17/2009	1000296522	E 609-49750-219	Rug Maintenance	RUB MAINTENANCE	41.64
09/24/2009	1000302739	E 101-41940-219	Rug Maintenance	RUGS	39.71
					\$81.35

ANOKA COUNTY CENTRAL COMM.

09/05/2009	2009-274	E 101-42110-321	Telephone	INTERNET AUGUST 09	258.06
					\$258.06

ARCTIC GLACIER ICE

09/16/2009	411925913	E 609-49751-206	Freight and Fuel Charges		1.00
09/16/2009	411925913	E 609-49751-254	Miscellaneous Merchandise		219.16
09/22/2009	411926511	E 609-49751-206	Freight and Fuel Charges		1.00
09/22/2009	411926511	E 609-49751-254	Miscellaneous Merchandise		169.83
					\$390.99

ASPEN MILLS

09/16/2009	92084	E 101-42210-437	Uniform Allowance	SHIRT-E GRIEGO	33.55
09/16/2009	92085	E 101-42210-437	Uniform Allowance	PANT/SHIRT-PACE	69.05
					\$102.60

ASSURANT EMPLOYEE BENEFITS

09/01/2009	5447229.0909	E 101-41400-130	Employer Paid Insurance	EMPLOYEE BENEFITS SEPT 09	96.56
09/01/2009	5447229.0909	E 101-41500-130	Employer Paid Insurance	EMPLOYEE BENEFITS SEPT 09	35.79
09/01/2009	5447229.0909	E 101-42110-130	Employer Paid Insurance	EMPLOYEE BENEFITS SEPT 09	362.72
09/01/2009	5447229.0909	E 101-43100-130	Employer Paid Insurance	EMPLOYEE BENEFITS SEPT 09	40.91
09/01/2009	5447229.0909	E 101-43210-130	Employer Paid Insurance	EMPLOYEE BENEFITS SEPT 09	9.09
09/01/2009	5447229.0909	E 101-45200-130	Employer Paid Insurance	EMPLOYEE BENEFITS SEPT 09	40.91
09/01/2009	5447229.0909	E 601-49440-130	Employer Paid Insurance	EMPLOYEE BENEFITS SEPT 09	57.21
09/01/2009	5447229.0909	E 602-49490-130	Employer Paid Insurance	EMPLOYEE BENEFITS SEPT 09	57.20
09/01/2009	5447229.0909	E 609-49750-130	Employer Paid Insurance	EMPLOYEE BENEFITS SEPT 09	57.47

09/23/2009	5447229.1009	E 101-41400-130	Employer Paid Insurance	EMPLOYEE BENEFITS OCT 09	96.56
09/23/2009	5447229.1009	E 101-41500-130	Employer Paid Insurance	EMPLOYEE BENEFITS OCT 09	35.79
09/23/2009	5447229.1009	E 101-42110-130	Employer Paid Insurance	EMPLOYEE BENEFITS OCT 09	362.72
09/23/2009	5447229.1009	E 101-43100-130	Employer Paid Insurance	EMPLOYEE BENEFITS OCT 09	40.91
09/23/2009	5447229.1009	E 101-43210-130	Employer Paid Insurance	EMPLOYEE BENEFITS OCT 09	9.09
09/23/2009	5447229.1009	E 101-45200-130	Employer Paid Insurance	EMPLOYEE BENEFITS OCT 09	40.91
09/23/2009	5447229.1009	E 601-49440-130	Employer Paid Insurance	EMPLOYEE BENEFITS OCT 09	57.21
09/23/2009	5447229.1009	E 602-49490-130	Employer Paid Insurance	EMPLOYEE BENEFITS OCT 09	57.20
09/23/2009	5447229.1009	E 609-49750-130	Employer Paid Insurance	EMPLOYEE BENEFITS OCT 09	57.47
					\$1,515.72

BAUMAN, GAYLE

09/30/2009	093009	E 101-41500-331	Travel Expenses	MILEAGE/PARKING MNGFO/AA	179.25
					\$179.25

BEDFORD TECHNOLOGY LLC

09/15/2009	32156	E 225-45100-510	Land-Park Improvement	LUMBER FOR PICNIC TABLES	762.53
09/15/2009	32156	E 508-00000-441	Miscellaneous	LUMBER FOR PICNIC TABLES	508.36
					\$1,270.89

BERNICK COMPANIES, THE

09/22/2009	49783	E 609-49751-252	Beer For Resale		440.46
09/22/2009	49783	E 609-49751-255	N/A Products		100.00
					\$540.46

BOLTON & MENK, INC.

09/29/2009	0128008	E 425-00000-303	Engineering Fees	WATER TREATMENT PLANT	3,472.42
					\$3,472.42

BULERA, CHRISTOPHER

09/25/2009	092509	E 101-42110-104	Reserves	GAME	31.50
					\$31.50

CENTERPOINT ENERGY

09/16/2009	5939160-7.0809	E 101-43100-383	Gas Utilities	3518 8/14-9/10	26.86
09/16/2009	5939160-7.0809	E 101-45200-383	Gas Utilities	3518 8/14-9/10	26.86
09/16/2009	5944643-5.0809	E 609-49750-383	Gas Utilities	23307 8/14-9/10	16.62
09/16/2009	5945449-6.0809	E 101-42110-383	Gas Utilities	3740 8/14-9/10	16.47
09/16/2009	5945449-6.0809	E 101-42210-383	Gas Utilities	3740 8/14-9/10	38.43
09/16/2009	5963820-5.0809	E 101-45200-383	Gas Utilities	3948 8/13-9/10	16.62
09/16/2009	6002544-2.0809	E 601-49440-383	Gas Utilities	4020 8/13-9/10	5.26
09/16/2009	6002544-2.0809	E 602-49490-383	Gas Utilities	4020 8/13-9/10	5.26
09/16/2009	6002548-3.0809	E 602-49490-383	Gas Utilities	WWTP 8/13-9/10	16.62
09/16/2009	6886465-1.0809	E 101-41940-383	Gas Utilities	UNIT 1 8/13-9/10	10.52
09/16/2009	6886468-5.0809	E 101-41940-383	Gas Utilities	UNIT 2 8/13-9/10	10.52
09/16/2009	6886472-7.0809	E 101-41940-383	Gas Utilities	UNIT 3 8/13-9/10	10.52
09/16/2009	6886475-0.0809	E 101-45000-383	Gas Utilities	UNIT 4 8/13-9/10	10.52
					\$211.08

CENTRAL WOOD PRODUCTS

09/14/2009	93208	E 101-45200-229	Project Repair & Maintenance	PLAYGROUND CHIPS	1,881.00
09/21/2009	93300	E 101-45200-229	Project Repair & Maintenance	PLAYGROUND CHIPS	1,881.00
					\$3,762.00

CHISAGO LAKES DISTRIBUTING CO.

09/28/2009	401386	E 609-49751-252	Beer For Resale		325.00
09/28/2009	401387	E 609-49751-254	Miscellaneous Merchandise		19.60
					\$344.60

COCA COLA BOTTLING

09/28/2009	0128093318	E 609-49751-254	Miscellaneous Merchandise		370.00
					<u>\$370.00</u>

COLONIAL INS.

09/25/2009	7129661-1005140	G 101-21710	Other Deductions	OCT 09 PREMIUM	142.70
					<u>\$142.70</u>

CONNEXUS ENERGY

09/21/2009	178511.0809	E 609-49750-381	Electric Utilities	23307 8/10-9/14	1,343.80
09/21/2009	178586.0809	E 101-43100-381	Electric Utilities	3518 8/10-9/11	18.86
09/21/2009	178586.0809	E 101-45200-381	Electric Utilities	3518 8/10-9/11	18.87
09/21/2009	178832.0809	E 601-49440-381	Electric Utilities	4020 8/10-9/14	48.78
09/21/2009	178832.0809	E 602-49490-381	Electric Utilities	4020 8/10-9/14	48.77
09/21/2009	237580.0809	E 101-42110-381	Electric Utilities	4681 SIREN	5.34
09/21/2009	237584.0809	E 101-42110-381	Electric Utilities	23248 SIREN	5.34
09/21/2009	242519.0809	E 101-42110-381	Electric Utilities	3740 8/10-9/11	208.56
09/21/2009	242519.0809	E 101-42210-381	Electric Utilities	3740 8/10-9/11	486.62
09/21/2009	298392.0809	E 101-41940-381	Electric Utilities	CITY HALL 8/11-9/14	346.53
09/21/2009	298393.0809	E 602-49451-381	Electric Utilities	LIFT STA 8/10-9/14	7,989.16
09/21/2009	298394.0809	E 101-45200-381	Electric Utilities	PARKS 8/10-9/9	245.24
09/21/2009	298395.0809	E 601-49440-380	Electric-System	WATER 8/11-9/9	5,724.22
09/21/2009	298396.0809	E 101-43100-386	Street Lighting	LIGHTS 8/11-9/9	3,333.37
					<u>\$19,823.46</u>

COUNTY MARKET - PUBLIC WORKS

08/03/2009	227.0709	E 101-45200-212	Motor Fuels	FUEL	36.77
					<u>\$36.77</u>

DAHLHEIMER DIST. CO. INC.

09/21/2009	52670	E 609-49751-252	Beer For Resale		6,698.30
09/21/2009	52670	E 609-49751-254	Miscellaneous Merchandise		148.85
09/21/2009	52670	E 609-49751-255	N/A Products		15.20
09/28/2009	53662	E 609-49751-252	Beer For Resale		15,930.54
					<u>\$22,792.89</u>

DAY DISTRIBUTING CO.

09/18/2009	521434	E 609-49751-252	Beer For Resale		2,225.35
					<u>\$2,225.35</u>

ESS BROTHERS & SONS INC.

09/14/2009	MM4303	E 602-49451-229	Project Repair & Maintenance	SELF SEALING COVER	1,117.91
					<u>\$1,117.91</u>

EXTREME BEVERAGE

09/25/2009	812313	E 609-49751-254	Miscellaneous Merchandise		167.50
					<u>\$167.50</u>

G&K SERVICES, INC

09/21/2009	1043309133	E 601-49440-402	Janitorial Service	MATS	77.77
					<u>\$77.77</u>

GE CAPITAL INFORMATION

09/06/2009	52602140	E 101-42110-218	Equipment Repair & Maintenance	RICOH COPIER	249.82
					<u>\$249.82</u>

GERDIN AUTO SERVICE, INC.

09/09/2009	48490	E 208-42110-436	Towing Charges	1998 CHEV MONTE CARLO - DAM	119.70
09/22/2009	48691	E 208-42110-436	Towing Charges	1997 DODGE TRUCK - VELANDE	111.15

\$230.85

GRANITE CITY JOBBING CO.

09/15/2009	617919	E 609-49750-210	Operating Supplies	18.27
09/15/2009	617919	E 609-49751-254	Miscellaneous Merchandise	40.59
09/15/2009	617919	E 609-49751-256	Tobacco Products For Resale	866.76
09/15/2009	617919	G 101-20810	Sales Tax Payable	(1.17)
09/22/2009	618651	E 609-49750-210	Operating Supplies	30.45
09/22/2009	618651	E 609-49751-206	Freight and Fuel Charges	4.25
09/22/2009	618651	E 609-49751-254	Miscellaneous Merchandise	30.77
09/22/2009	618651	E 609-49751-256	Tobacco Products For Resale	754.43
				<hr/>
				\$1,744.35

GUARDIAN

08/19/2009	372263.0909	E 101-41400-130	Employer Paid Insurance	PREMIUM ADJUSTMENTS	2.64
08/19/2009	372263.0909	E 101-42110-130	Employer Paid Insurance	PREMIUM ADJUSTMENTS	4.10
08/19/2009	372263.0909	E 601-49440-130	Employer Paid Insurance	PREMIUM ADJUSTMENTS	0.69
08/19/2009	372263.0909	E 602-49490-130	Employer Paid Insurance	PREMIUM ADJUSTMENTS	0.68
				<hr/>	\$8.11

HYLEN, MATT

09/17/2009	091709	E 101-41400-322	Postage	MAILING FALL NEWSLETTER	6.00
09/17/2009	091709	E 101-41400-331	Travel Expenses	LMC CONFERENCE	10.00
09/17/2009	091709	E 101-41500-441	Miscellaneous	MAILING FALL NEWSLETTER	3.00
09/17/2009	091709	E 101-42110-441	Miscellaneous	MAILING FALL NEWSLETTER	0.80
09/17/2009	091709	E 101-43100-441	Miscellaneous	MAILING FALL NEWSLETTER	0.80
09/17/2009	091709	E 101-43210-439	Recycling Days	MAILING FALL NEWSLETTER	3.00
09/17/2009	091709	E 101-45200-319	Events	MAILING FALL NEWSLETTER	1.60
09/17/2009	091709	E 101-45200-441	Miscellaneous	MAILING FALL NEWSLETTER	1.60
09/17/2009	091709	E 601-49440-441	Miscellaneous	MAILING FALL NEWSLETTER	0.80
09/17/2009	091709	E 602-49490-441	Miscellaneous	MAILING FALL NEWSLETTER	0.80
09/17/2009	091709	E 609-49750-441	Miscellaneous	MAILING FALL NEWSLETTER	1.60
				<hr/>	\$30.00

ISD #15

09/24/2009	6272	E 101-41400-240	Office Equip	AUDIO VISUAL SYSTEM	654.00
				<hr/>	\$654.00

JOHNSON BROS WHLSE LIQUOR

09/10/2009	432635	E 609-49751-206	Freight and Fuel Charges	(1.47)	
09/10/2009	432635	E 609-49751-253	Wine For Resale	(40.00)	
09/16/2009	1700105	E 609-49751-206	Freight and Fuel Charges	171.99	
09/16/2009	1700105	E 609-49751-251	Liquor For Resale	15,751.89	
09/16/2009	1700106	E 609-49751-206	Freight and Fuel Charges	16.54	
09/16/2009	1700106	E 609-49751-253	Wine For Resale	479.55	
09/17/2009	433338	E 609-49751-206	Freight and Fuel Charges	(1.47)	
09/17/2009	433338	E 609-49751-251	Liquor For Resale	(151.00)	
09/23/2009	1703917	E 609-49751-206	Freight and Fuel Charges	5.88	
09/23/2009	1703917	E 609-49751-251	Liquor For Resale	485.00	
09/23/2009	1703918	E 609-49751-206	Freight and Fuel Charges	16.17	
09/23/2009	1703918	E 609-49751-253	Wine For Resale	419.29	
				<hr/>	\$17,152.37

MCDONALD DIST CO.

09/17/2009	225321	E 609-49751-252	Beer For Resale	7,320.25
09/17/2009	225321	E 609-49751-255	N/A Products	81.05
09/24/2009	225873	E 609-49751-252	Beer For Resale	26,026.05
09/24/2009	225874	E 609-49751-254	Miscellaneous Merchandise	40.00

09/24/2009	225874	E 609-49751-255	N/A Products		126.80
					<u>\$33,594.15</u>

METRO SALES, INC.

07/29/2009	334674	E 101-42110-218	Equipment Repair & Maintenance	CREDIT ON COPIER	(35.00)
09/22/2009	340273	E 101-42110-218	Equipment Repair & Maintenance	COPIER 9/22/09-12/22/09	320.86
					<u>\$285.86</u>

MN MUNICIPAL UTILITIES ASSOC.

10/01/2009	34286	E 101-41400-311	Contract	4TH QTR SAFETY PROGRAM	410.00
10/01/2009	34286	E 101-42110-311	Contract	4TH QTR SAFETY PROGRAM	410.00
10/01/2009	34286	E 101-42210-311	Contract	4TH QTR SAFETY PROGRAM	410.00
10/01/2009	34286	E 101-43100-311	Contract	4TH QTR SAFETY PROGRAM	615.00
10/01/2009	34286	E 101-45200-311	Contract	4TH QTR SAFETY PROGRAM	615.00
10/01/2009	34286	E 601-49440-311	Contract	4TH QTR SAFETY PROGRAM	615.00
10/01/2009	34286	E 602-49490-311	Contract	4TH QTR SAFETY PROGRAM	615.00
10/01/2009	34286	E 609-49750-311	Contract	4TH QTR SAFETY PROGRAM	410.00
					<u>\$4,100.00</u>

NEWSTROM, WILLIAM

09/25/2009	092509	E 101-42110-104	Reserves	GAME & DANCE	58.50
					<u>\$58.50</u>

NEXTEL

09/18/2009	388227321-072	E 101-41940-321	Telephone	AUGUST 15 - SEPTEMBER 14	53.15
09/18/2009	388227321-072	E 101-42110-321	Telephone	AUGUST 15 - SEPTEMBER 14	1,212.92
09/18/2009	388227321-072	E 101-42210-321	Telephone	AUGUST 15 - SEPTEMBER 14	86.81
09/18/2009	388227321-072	E 101-43100-321	Telephone	AUGUST 15 - SEPTEMBER 14	46.72
09/18/2009	388227321-072	E 101-45200-321	Telephone	AUGUST 15 - SEPTEMBER 14	46.72
09/18/2009	388227321-072	E 601-49440-321	Telephone	AUGUST 15 - SEPTEMBER 14	47.04
09/18/2009	388227321-072	E 602-49490-321	Telephone	AUGUST 15 - SEPTEMBER 14	47.04
					<u>\$1,540.40</u>

NORTHWEST ASSOC. CONSULTANTS

09/01/2009	18817	E 101-41910-311	Contract	GENERAL AUG 09	4,129.35
09/01/2009	18818	E 101-41910-311	Contract	ZONING/SUBDIVISION CONTRAC	7,035.38
10/01/2009	18880	E 101-41910-311	Contract	GENERAL SEPT 09	3,537.00
10/01/2009	18880	G 803-22086	Esc-Minnetonka Game & Fish	GUN CLUB CUP	742.12
10/01/2009	18881	E 101-41910-311	Contract	MEETINGS SEPT 09	200.00
10/01/2009	18882	E 101-41910-311	Contract	ZONING/SUBDIVISION CONTRAC	2,332.20
					<u>\$17,976.05</u>

PEPSI COLA

09/24/2009	58392199	E 609-49751-254	Miscellaneous Merchandise		362.45
					<u>\$362.45</u>

PHILLIPS WINE & SPIRITS CO.

09/10/2009	3420453	E 609-49751-206	Freight and Fuel Charges		(2.94)
09/10/2009	3420453	E 609-49751-253	Wine For Resale		(45.00)
09/16/2009	2808691	E 609-49751-206	Freight and Fuel Charges		21.80
09/16/2009	2808691	E 609-49751-251	Liquor For Resale		2,038.20
09/16/2009	2808692	E 609-49751-206	Freight and Fuel Charges		14.70
09/16/2009	2808692	E 609-49751-253	Wine For Resale		540.40
09/16/2009	2808693	E 609-49751-252	Beer For Resale		200.00
09/16/2009	2808694	E 609-49751-206	Freight and Fuel Charges		1.47
09/18/2009	3421206	E 609-49751-251	Liquor For Resale		(9.02)
09/18/2009	3421207	E 609-49751-253	Wine For Resale		(24.00)
09/18/2009	3421208	E 609-49751-252	Beer For Resale		(12.48)

09/18/2009	3421209	E 609-49751-254	Miscellaneous Merchandise		(12.48)
09/18/2009	3421210	E 609-49751-251	Liquor For Resale		(38.01)
09/18/2009	3421211	E 609-49751-253	Wine For Resale		(20.00)
09/18/2009	3421212	E 609-49751-253	Wine For Resale		(13.44)
09/18/2009	3421213	E 609-49751-251	Liquor For Resale		(11.42)
09/23/2009	2811705	E 609-49751-206	Freight and Fuel Charges		7.35
09/23/2009	2811705	E 609-49751-251	Liquor For Resale		504.72
09/23/2009	2811706	E 609-49751-206	Freight and Fuel Charges		2.94
09/23/2009	2811706	E 609-49751-253	Wine For Resale		208.00
					\$3,350.79

PRINTING UNLIMITED

09/08/2009	00004995	E 101-42110-200	Office Supplies	"REQUEST FOR COPY"	52.36
09/18/2009	00005009	E 101-41400-322	Postage	FALL 09 NEWSLETTER	234.06
09/18/2009	00005009	E 101-41500-441	Miscellaneous	FALL 09 NEWSLETTER	117.03
09/18/2009	00005009	E 101-42110-441	Miscellaneous	FALL 09 NEWSLETTER	31.21
09/18/2009	00005009	E 101-43100-441	Miscellaneous	FALL 09 NEWSLETTER	31.21
09/18/2009	00005009	E 101-43210-439	Recycling Days	FALL 09 NEWSLETTER	117.00
09/18/2009	00005009	E 101-45200-319	Events	FALL 09 NEWSLETTER	62.42
09/18/2009	00005009	E 101-45200-441	Miscellaneous	FALL 09 NEWSLETTER	62.42
09/18/2009	00005009	E 601-49440-441	Miscellaneous	FALL 09 NEWSLETTER	31.21
09/18/2009	00005009	E 602-49490-441	Miscellaneous	FALL 09 NEWSLETTER	31.21
09/18/2009	00005009	E 609-49750-441	Miscellaneous	FALL 09 NEWSLETTER	62.42
09/28/2009	5027	E 101-41400-200	Office Supplies	WINDOW ENVELOPES	19.61
09/28/2009	5027	E 101-42110-200	Office Supplies	WINDOW ENVELOPES	6.55
09/28/2009	5027	E 101-42210-200	Office Supplies	WINDOW ENVELOPES	6.55
09/28/2009	5027	E 101-43100-200	Office Supplies	WINDOW ENVELOPES	6.55
09/28/2009	5027	E 101-45200-200	Office Supplies	WINDOW ENVELOPES	6.55
09/28/2009	5027	E 601-49440-200	Office Supplies	WINDOW ENVELOPES	6.55
09/28/2009	5027	E 602-49490-200	Office Supplies	WINDOW ENVELOPES	6.55
09/28/2009	5027	E 609-49750-200	Office Supplies	WINDOW ENVELOPES	6.55
					\$898.01

QUALITY WINE & SPIRITS

09/16/2009	206812-00	E 609-49751-206	Freight and Fuel Charges		23.85
09/16/2009	206812-00	E 609-49751-251	Liquor For Resale		933.55
09/17/2009	207465-00	E 609-49751-206	Freight and Fuel Charges		2.00
09/17/2009	207465-00	E 609-49751-251	Liquor For Resale		202.65
					\$1,162.05

ROYAL TIRE, INC.

08/12/2009	T200374587	E 101-42110-221	Vehicle Repair & Maintenance	GY EAGLE TIRES	426.82
08/28/2009	T200379177	E 101-42110-221	Vehicle Repair & Maintenance	GY EAGLE TIRES	366.24
					\$793.06

SFCOPS

09/30/2009	093009	E 101-42110-104	Reserves	RESERVE HRS 9/25/09	154.00
					\$154.00

SKINNER, MARLINE

09/30/2009	093009	E 101-42700-311	Contract	MONTHLY IMPOUND FEES SEPT	500.00
					\$500.00

SMITH IRONWORKS

09/15/2009	8973	E 101-43100-237	Small Equipment	REMOVABLE CHIPPER BOX	846.98
09/15/2009	8973	E 101-45200-237	Small Equipment	REMOVABLE CHIPPER BOX	846.98
09/25/2009	8985	E 225-45100-510	Land-Park Improvement	5 PICNIC TABLES	961.88
09/25/2009	8985	E 508-00000-441	Miscellaneous	5 PICNIC TABLES	641.25

09/25/2009	8985	G 101-20810	Sales Tax Payable	5 PICNIC TABLES	(5.63)
09/25/2009	8988	E 508-00000-441	Miscellaneous	INFORMATION SIGN STAND	187.03
09/25/2009	8988	G 101-20810	Sales Tax Payable	INFORMATION SIGN STAND	(0.65)
					<u>\$3,477.84</u>

ST. CROIX RECREATION CO. INC.

09/23/2009	16252	E 225-45100-510	Land-Park Improvement	3 LITTER CONTAINERS	403.63
09/23/2009	16252	E 508-00000-441	Miscellaneous	3 LITTER CONTAINERS	807.26
					<u>\$1,210.89</u>

STAPLES

09/14/2009	97561668	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	202.85
					<u>\$202.85</u>

STEIGER, NICK

09/27/2009	092709	E 101-42110-331	Travel Expenses	COURT MILEAGE	49.50
					<u>\$49.50</u>

STREICHER'S

08/21/2009	1658281	E 101-42110-437	Uniform Allowance	BOOTS	152.98
					<u>\$152.98</u>

STURDEVANT, BRIAN

09/25/2009	092509	E 101-42110-104	Reserves	GAME	36.00
					<u>\$36.00</u>

TASTY PIZZA

09/30/2009	093009	E 101-43210-439	Recycling Days	RECYCLING DAY	67.74
					<u>\$67.74</u>

TOM LYNCH ELECTRIC

09/29/2009	092909	E 101-45200-401	Repairs/Maint Buildings	BANNERS/FLAG POLE & GFCI W	60.00
09/29/2009	092909	E 101-45200-415	Equipment Rentals	BANNERS/FLAG POLE & GFCI W	375.00
					<u>\$435.00</u>

TRUGREEN CHEMLAWN

09/14/2009	884682	E 101-45200-311	Contract	ROUND UP ON BASEBALL FIELDS	150.33
					<u>\$150.33</u>

TWIN CITIES FLAG

09/22/2009	14191	E 101-45200-401	Repairs/Maint Buildings	USA FLAG	41.68
					<u>\$41.68</u>

U S CABLE

10/01/2009	100615.1009	E 601-49440-321	Telephone	3913 OCT 09	69.95
10/01/2009	48808.1009	E 601-49440-321	Telephone	4020 OCT 09	34.97
10/01/2009	48808.1009	E 602-49490-321	Telephone	4020 OCT 09	34.98
10/01/2009	62165.1009	E 101-41940-321	Telephone	23340 OCT 09	69.95
10/01/2009	70456.1009	E 609-49750-321	Telephone	23307 OCT 09	69.95
10/01/2009	74181.1009	E 101-43100-321	Telephone	3518 OCT 09	34.97
10/01/2009	74181.1009	E 101-45200-321	Telephone	3518 OCT 09	34.98
10/01/2009	97572.1009	E 601-49440-321	Telephone	3921 OCT 09	69.95
					<u>\$419.70</u>

VINOPIA, INC.

09/16/2009	0018426-IN	E 609-49751-206	Freight and Fuel Charges		12.00
09/16/2009	0018426-IN	E 609-49751-251	Liquor For Resale		424.00
09/16/2009	0018426-IN	E 609-49751-253	Wine For Resale		136.00

\$572.00

VISI

09/08/2009	1744669	E 101-42110-321	Telephone	EMAIL 9/07-10/07	40.00
					<hr/> \$40.00

WATER LABORATORIES INC.

09/21/2009	1115	E 602-49451-313	Sample Testing	9/1 & 9/15 TESTING	328.00
					<hr/> \$328.00

WIRTZ BEVERAGE MN

09/17/2009	289079	E 609-49751-206	Freight and Fuel Charges		1.45
09/17/2009	289079	E 609-49751-253	Wine For Resale		71.90
09/17/2009	289080	E 609-49751-206	Freight and Fuel Charges		13.05
09/17/2009	289080	E 609-49751-251	Liquor For Resale		1,319.84
09/22/2009	786000	E 609-49751-206	Freight and Fuel Charges		(1.45)
09/22/2009	786000	E 609-49751-251	Liquor For Resale		(81.15)
09/24/2009	292362	E 609-49751-206	Freight and Fuel Charges		2.90
09/24/2009	292362	E 609-49751-253	Wine For Resale		231.79
09/24/2009	292363	E 609-49751-206	Freight and Fuel Charges		11.60
09/24/2009	292363	E 609-49751-251	Liquor For Resale		585.68
09/24/2009	292363	E 609-49751-254	Miscellaneous Merchandise		94.11
					<hr/> \$2,249.72

\$163,970.59

FUND SUMMARY

101 GENERAL FUND	\$43,161.91
208 POLICE FORFEITURE	\$230.85
225 PARK FUND	\$2,128.04
425 WATER TREATMENT PLANT	\$3,472.42
508 WOODBURY PARK PARKING LOT	\$2,143.90
601 WATER FUND	\$6,846.61
602 SEWER FUND	\$10,356.38
609 MUNICIPAL LIQUOR FUND	\$89,088.36
803 ESCROW	\$6,542.12
Total	<hr/> 163,970.59

CITY OF ST. FRANCIS

Checks cut since last Council Meeting

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
09/28/09	58906	Anoka County Conservation	Presentation & Tour	30.00
09/29/09	58907	Anoka County	Recording Fee	46.00
		TOTAL		<u>76.00</u>

Disbursements via Debits to Checking account

<u>Transmitted Date</u>	<u>Settlement Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
09/21/09	09/23/09	U.S. Treasurer	Federal Payroll Tax	1,006.03
09/21/09	09/23/09	MN State Treasurer	State Payroll Tax	78.90
10/01/09	10/02/09	ING	Deferred Comp	845.00
10/01/09	10/02/09	ICMA	Deferred Comp	1,305.00
10/01/09	10/05/09	U.S. Treasurer	Federal Payroll Tax	13,383.00
10/01/09	10/05/09	MN State Treasurer	State Payroll Tax	3,017.94
10/01/09	10/05/09	P.E.R.A.	P.E.R.A	11,920.69
		TOTAL		<u>31,556.56</u>

STAFF MEMO

Date: October 1, 2009

To: Matt Hylan, City Administrator

From: Nate Sparks, Consulting Planner

Re: Wright Code Enforcement Case

The City received a complaint about horses being introduced to a property less than 5 acres in size at 23955 Erkium St. Mr. Wright was notified of the violations via certified mail and stated that he would take the appropriate steps towards rectifying the situation. In the letter Mr. Wright was given 20 days to correct the situation. Mr. Wright sought and received a 30 day administrative extension. By the City's adopted code enforcement policy, City Staff is not authorized to grant extensions beyond the 30 day period. In the attached letter, Mr. Wright is citing difficulties in finding a place to put the horses and would like an additional extension to June 1, 2010. This extension may only be granted by discretionary Council action.

Upon reviewing the attached letter, the Council may:

- 1) Grant the requested extension to June 1, 2009
- 2) Grant a shorter extension to a date the Council finds more reasonable.
- 3) Require immediate compliance and turn the case back to City Staff to enforce.

September 27, 2009

Dear Mr. Sparks,

I am writing this letter in regards to your letter I received in August. I have placed my horses on Craig's List in an attempt to get rid of them. Due to the economy, it's not going so well for getting rid of them. I'm trying to give them away, and no one seems interested. There seems to be a lot of people giving their horses away.

For this reason I'm asking for a six month extension to find them a home. Maybe until June 1st so that by Spring I can make this happen. If need be I would like time to go before the city council to request this time. I don't want to keep them through the winter, but I may have to. My only other option would be to put them down, and this would create a hardship on my children.

Your attention to this would be greatly appreciated. I can be reached at (763) 486-2205. Thank you for your time on this matter.



David J Wright

23955 Erklum St.

This ~~Building Permit~~ was
received by: D.V.

SEP 28 2009

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



BOLTON & MENK, INC.®

Consulting Engineers & Surveyors

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

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

www.bolton-menk.com

MEMORANDUM

Date: September 29, 2009
To: Honorable Mayor Tveit and Members of the City Council
City of St. Francis
From: Jared Voge, P.E.
City Engineer
Subject: 235th Avenue Speed Study
St. Francis, Minnesota
BMI Project No: R13.100672

INTRODUCTION:

The Minnesota Department of Transportation has completed a Speed Study on 235th Avenue between Rum River Boulevard and Arrowhead Street.

BACKGROUND:

At the May 21, 2007 City Council Meeting the City Council authorized the preparation of a Speed Study based on a request from a resident on 235th Avenue. We have received a letter from the Minnesota Department of Transportation as well as a Local Street Or Highway Speed Limit Authorization for that section of 235th Avenue between Arrowhead Street and Rum River Boulevard. The results of the Speed Study indicate that 235th Avenue shall be posted at 35 miles per hour between Rum River Boulevard and Arrowhead Street. Please find enclosed a copy of the letter and Local Street Or Highway Speed Limit Authorization for your information. Please also find enclosed an informational brochure provided by the Minnesota Department of Transportation regarding speed limits throughout Minnesota.

RECOMMENDATION:

We recommend that if the City Council concurs with the findings of the Minnesota Department of Transportation Speed Study that Council pass a motion authorizing City Staff to install 35 mile per hour signage on 235th Avenue between Rum River Boulevard and Arrowhead Street.

BUDGET IMPACT:

The City's Street Budget will finance the costs associated with the removal of the existing speed limit signs and the installation of the new 35 mile per hour speed limit signs.

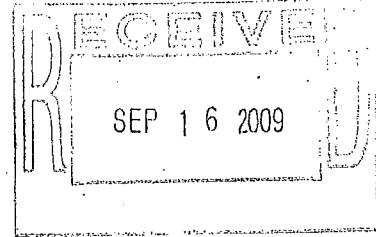
If you have any questions on the above, please call.

JAV/jd

Enclosures



Minnesota Department of Transportation
Office of Traffic, Security, and Technology
1500 West County Road B-2, Mail Stop 725
Roseville, MN 55113
Tel: 651/234-7000 Fax: 651/234-7006



September 8, 2009

Matt Hylan
Saint Francis City Administrator
23340 Cree Street NW
Saint Francis, MN 55070

Dear Mr. Hylan,

As requested on May 29, 2007, attached is authorization to erect the appropriate signs designating the reasonable and safe speeds on **235th Avenue**.

Please keep this authorization in your permanent files; we have our necessary copies. Erection of signs shall be in conformance with the current Minnesota Manual on Uniform Traffic Control Devices.

Note the contingency on the authorization. This must be met before the regulatory speed limit signs are erected or changed.

Sincerely,

A handwritten signature in black ink that reads "Cassandra Isackson".

Cassandra Isackson, P.E.
Assistant State Traffic Engineer



STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION Page 1 of 1 Page(s)
LOCAL STREET OR HIGHWAY SPEED LIMIT AUTHORIZATION

Road Authority	City of Saint Francis	Date	September 8, 2009
Road Name or No.	235 th Avenue		
Termini of Zone: From	Rum River Boulevard		
To	Arrowhead Street	Date of Request	October 8, 2008

As authorized in Minnesota Statutes, Section 169.14, it is hereby ordered that the following speed limits are approved and shall be put into effect on the described roadway or sections thereof.

35 miles per hour between the intersection with Rum River Boulevard and the intersection with Arrowhead Street

NOTE:

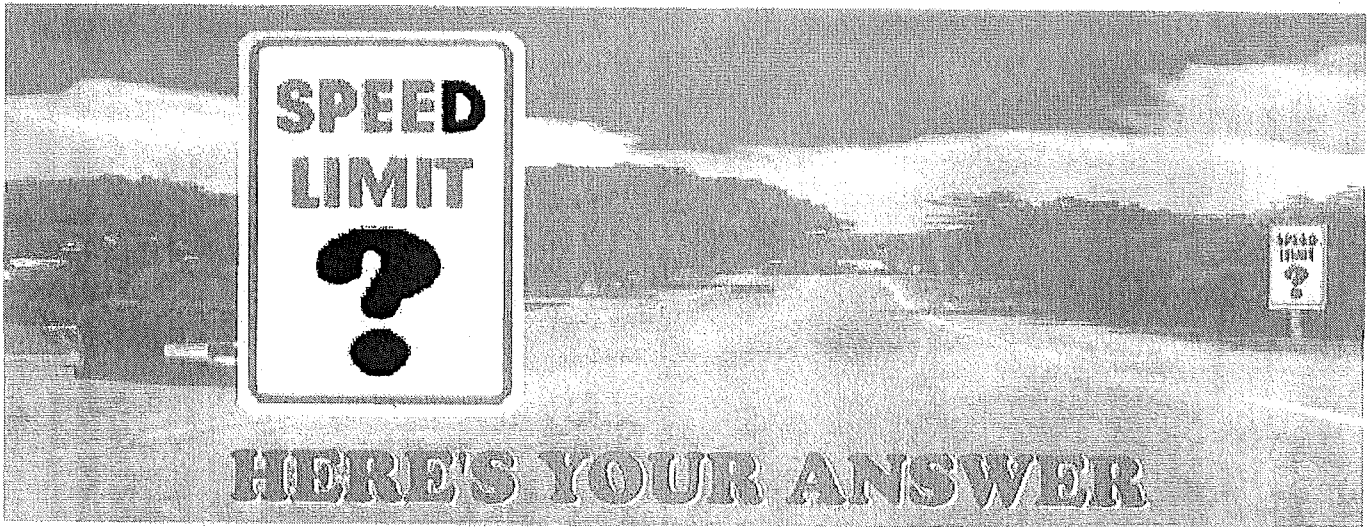
The speed limits, described in this authorization, are authorized contingent upon curves and hazards being signed with the appropriate advance curve or warning signs, including appropriate speed advisory plates. The roadway described shall be reviewed for traffic control devices impacted by the authorized speed limits before posting the signs. Warning signs and speed limit signs shall be in accordance with the Minnesota Manual on Uniform Traffic Control Devices.

Mn/DOT Authorized Signature

- (1) White - Road Authority
- (1) Pink - Central Office Traffic
- (1) Blue - District Traffic Engineer

for Road Authority use only
 Date traffic control devices changed implementing this authorization

Month-Day-Year	Signature	Title
----------------	-----------	-------



HERE'S YOUR ANSWER

What are the Legal Speed Limits?



MN Statute 169.14

Speed laws are created for the protection of the public and the curbing of unreasonable behavior. To effectively enforce a law, the public must believe that the law is

reasonable. Minnesota's speed regulations are based on the same Basic Speed Law that is used in all 50 states: "No person shall drive a vehicle on a highway at a speed greater than is reasonable and prudent under the conditions".

Statutory limits are based on the concept that uniform categories of highways can operate safely at certain preset maximum speeds under ideal conditions. Whether the speed limit is posted or unposted, drivers are required to reduce speed below these values for poor weather conditions, curves or hills and potential hazards such as pedestrians. Drivers must also reduce speed when approaching or passing emergency vehicles with emergency lights flashing.

These are the most common statutory speeds:

- ┆ 10 mph in alleys
- ┆ 30 mph on streets in urban districts
- ┆ 70 mph on rural interstate highways
- ┆ 65 mph on urban interstate highways
- ┆ 65 mph on expressways
- ┆ 55 mph on other roads

Whenever these statutory speed limits are not the correct value for a specific highway, the commissioner of transportation authorizes the posting of other regulatory speed limits.



Interstates are high design multi-lane divided highways that have controlled access interchanges such as cloverleafs or diamond shaped interchanges. Through traffic on the interstate never has to stop or yield. *Examples: I-94 or I-35*



Expressways are multi-lane divided highways but they have entries and intersections, sometimes controlled by traffic signals. Some interchanges may exist but they are not the rule. *Examples: Highway 10 or Highway 52*

How Does Mn/DOT Determine the Regulatory Speed Limit?

The commissioner of transportation sets regulatory speed limits on state and local roads based on a thorough engineering and traffic investigation.

These factors are considered:

- ┆ road type and condition
- ┆ location and type of access points (intersections, entrances, etc.)
- ┆ sufficient length of roadway (1/4 mile minimum)
- ┆ existing traffic control devices (signs, signals, etc.)
- ┆ crash history
- ┆ traffic volume
- ┆ sight distances (curve, hill, etc.)
- ┆ test drive results
- ┆ speed study

The most important part of the traffic investigation is the speed study. When choosing a speed, drivers take many roadway environment factors into consideration. Therefore, the speed that the majority of people consider prudent is an important value. Data is collected by performing radar checks at selected locations on the roadway under ideal driving conditions. A technical analysis is done on the results to determine the 85th percentile. This is the value indicating the speed at which most (85%) drivers are traveling under. Experience has shown that a posted speed limit near this value is the maximum safe and reasonable speed. Studies have shown that traveling much faster or slower than this value can increase your chance of being in a crash.

Engineering judgement is an important tool. The traffic investigator must use knowledge of nationally accepted principles combined with experience to assign the safe speed.



Moving Minnesota

August 2002
Minnesota Department of Transportation
Office of Traffic Engineering &
Intelligent Transportation Systems

www.dot.state.mn.us/trafficeng

What are the Types of Speed Limits?

REGULATORY SPEED LIMIT SIGN



This black and white sign shows the maximum speed that a motorist may travel under ideal conditions. It can be a statutory value or else it must be authorized by the commissioner of transportation.

ADVISORY SPEED SIGN



This black and yellow speed sign is used to advise motorists of a comfortable speed to navigate certain situations. It is used with a warning sign. For instance, when traveling on a winding road, the curve warning sign would be used with an advisory speed sign. This sign may be posted by the local road authority on local roads.

SPEED LIMITS IN SCHOOL ZONES



Local authorities may establish school speed limits on local streets, within a school zone, upon the basis of an engineering and traffic investigation as prescribed by the commissioner of transportation. This regulatory speed limit is in effect whenever children are present, such as before and after school or during recess. The school plate is black and yellow and the other signs are black and white. Optional fluorescent yellow green may be used for the school plate.

SPEED LIMITS IN WORK ZONES



Advisory speed limits are used to identify safe speeds for specific conditions within a work zone. These black and orange signs are always used with warning signs. The local road authority can post these plates in work zones on local roads.



Work zone speed limits are short term regulatory speed limits that are established for worker safety due to traffic in adjacent lanes. These speed limits range from 20 mph to 40 mph on two lane-two way roads and up to 55 mph on divided highways. They can be posted by the local road authority in active work zones on local roads. The FINES DOUBLE plate is black and orange and the speed limit sign is black and white.



Temporary speed limits in construction zones are sometimes needed for long term construction projects or detour routes. These regulatory black and white signs are used when a reduced speed is needed for driver safety. Valid 24 hours a day, 7 days a week, these must be authorized by the commissioner of transportation for any roadway.

See the website: www.dot.state.mn.us/speed for more information on "Work Zone Speed Guidelines"



Safety Notes

- DOUBLE FINES will be imposed for violating any regulatory speed limits in work zones or in school zones. Fines are also double for failing to reduce speed when passing by a stopped emergency vehicle with its lights flashing.
- When an EMERGENCY VEHICLE is approaching you, move to the closest shoulder without crossing the path of the approaching emergency vehicle. You may proceed when the emergency vehicle passes you. If you are approaching a stopped emergency vehicle with its lights flashing, immediately reduce speed and, if it's safe to do so, move over in your lane away from the stopped emergency vehicle. Drivers should actually change lanes if there are two or more lanes in the same direction and there are no vehicles in their path.

Questions & Answers

Will lowering the speed limit reduce speeds?

NO. Studies show that there is little change in the speed pattern after the posting of a speed limit. The driver is much more influenced by the roadway conditions.

Will lowering the speed limit reduce crash frequency?

NO. Although lowering the speed limit is often seen as a cure-all in preventing crashes, this is not the case. Crashes are most often the result of driver inattention and driver error. However, if a posted speed limit is unrealistically low, it creates a greater speed variance (i.e. some drivers follow the speed limit while most drive the reasonable speed). This speed variance can contribute to crashes.

Why do we even have speed limits?

A uniform speed of vehicles in a traffic flow results in the safest operation. The posted speed limits can keep the traffic flowing smoothly provided the majority of drivers find the speed limits reasonable. To best do this, the limits must be consistent throughout the state. The speed limits also give the motorist an idea of a reasonable speed to drive in an unfamiliar location. The speed limits are used by police officials to identify excessive speeds and curb unreasonable behavior.

Who Do I Contact?

If you believe that there is a safety concern or an inappropriate speed limit posted, the person to contact depends on the type of road.

TRUNK HIGHWAYS

For regulatory and advisory speed limits on the trunk highway system, you may contact the district traffic engineer at your Mn/DOT district office.

The trunk highway system includes:

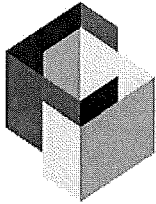
- Interstate Highways,
- U.S. Highways and
- Minnesota State Highways

LOCAL STREETS AND HIGHWAYS

For these roadways, you may contact your local road authority (county, city, or township). For advisory speed limits: The local road authority can determine these advisory speeds and post the plates without authorization from the commissioner of transportation. For regulatory speed limits: The local road authority can pass a resolution requesting an investigation by Mn/DOT. Based upon the results, Mn/DOT may then authorize the local road authority to post new speed limits.

The phone numbers to call for state or local assistance can be found in the phone book under government listings. If you are unable to find the proper phone number, you may call the Mn/DOT Information Center at the following numbers:

1-800-657-3774 Greater Minnesota or
651-296-3000 Twin Cities Metro Area



**Professional
Design Group**
Architects/Engineers

September 4, 2009

Matt Hylan, City Administrator
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

Re: Proposal for Professional Services (REVISED)
City of St. Francis Space Needs Analysis for Proposed Public Works Facility
& Police Station
St. Francis, Minnesota
PDG Nos. 2007115.01 & 2007115.02

Dear Mr. Hylan:

We are pleased to resubmit our proposal for professional architectural and structural engineering services for the referenced projects. The following is our understanding of the project:

Scope:

The City of St. Francis has identified the need for a new Public Works building and future Police Station, which would be constructed on existing City-owned property. These could be separate stand-alone facilities on the same site, or designed as one complex but to be built in phases. We understand that this property is currently undeveloped. Our scope of services would include:

- Meet with City personnel to review the requirements for each facility and define the space needs associated with those requirements.
- Review of the proposed site with the City Engineer and Planner to determine how this facility interacts with future development of the property.
- Development of options for building arrangements and traffic flow on the property.
- Review with City personnel options and determine the Site Master Plan content.
- Preparation of construction cost estimates for both the Public Works Facility and Police Station Facility.
- Submittal of a report summarizing our efforts on the analysis of this project.
- For purposes of this project, PDG will calculate travel time and distance from Bolton & Menk's Ramsey, MN office. We will endeavor to reduce costs by electronic transfer of information and conference calls to the greatest extent possible.

Civil, mechanical, and electrical engineering are not included in this proposal.

Fee:

Professional Design Group proposes to provide our services on an hourly basis, invoicing monthly for time and materials invested in the project. We have estimated that our fees for the scope of work defined above would be in the range of NINE THOUSAND FIVE HUNDRED DOLLARS to ELEVEN THOUSAND DOLLARS (\$9,500.00 to \$11,000.00). This is an add of \$4,000.00 Additional Services to include the Police Station Space Needs Study and Site Master Planning efforts to accommodate both facilities.

Respectfully submitted,

PROFESSIONAL DESIGN GROUP, INC.

Jim D. Braucher, P.E.
President

Enclosure

If this letter/proposal agreement meets with your approval please sign and date both copies, keeping one (1) copy for your records and returning the other signed copy to our office.

Accepted

CITY OF ST. FRANCIS, MN

(Name and title)

Date _____

AGENDA REPORT

TO: City Council
FROM: City Administrator Hylan 
SUBJECT: Police Station Space Needs Study
DATE: October 1, 2009

INTRODUCTION

The City of St. Francis is currently completing a space needs analysis for the Public Works building with Professional Design Group, Inc. Our current Police Station is too small for proper work flow, storage and efficiency.

BACKGROUND

Several years ago a space needs study was completed on the Police Station by Bonestroo engineering as authorized by the City Council at that time. This study failed to be a usable document due to the size and scope of the "final" report. Staff have looked at the site for the future Public Works Building north of the Wastewater Treatment Facility and recognize there is enough land to construct BOTH the Public Works Building and a Police Station. Additionally, there could be significant savings on both buildings if they are connected in the future and share some building amenities. For this reason, we recognize the current need to request the Council consider another Police Station space needs study to analyze potential sharing and proper site layout.

RECOMMENDATION

Motion to approve the enclosed letter of agreement with Professional Design Group, Inc to include a space needs study for the St. Francis Police Department for an additional \$4,000.

BUDGET IMPACT

This would be an additional \$4,000 contract expenditure from the Police Department.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. None

**Proclamation of Fire Prevention Week
October 4th – October 10th**

WHEREAS, the City of St. Francis is committed to ensuring the safety and security of all those living in and visiting our state; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, roughly 3,000 people die as a result of home fires and burns, more than 200,000 individuals are seen in the nation's emergency rooms for burn injuries; and

WHEREAS, Thermal burns outnumber scalds nearly two-to-one, but for children ages five and under, scalds outnumber burns roughly two-to-one.

WHEREAS, cooking is the leading cause of home fires and home fire injuries, while heating equipment and smoking are the leading causes of home fire deaths; and

WHEREAS, St. Francis Fire and Rescue are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, St. Francis residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, the 2009 Fire Prevention Week theme, "Stay Fire Smart! Don't Get Burned" effectively serves to remind us all of the simple actions we can take to stay safer from fire during Fire Prevention Week and year-round.

THEREFORE, I Jerry Tveit, Mayor of the city of St. Francis do hereby proclaim October 4rd -10th, 2009 as Fire Prevention Week throughout this City, and I urge all the people of St. Francis to protect their homes and families by heeding the important safety messages of Fire Prevention Week 2009, and to support the public safety activities and efforts of the St. Francis Fire and Rescue.

Jerry Tveit, Mayor