

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
APRIL 16, 2018  
ISD #15 CENTRAL SERVICE CENTER  
4115 Ambassador Blvd NW  
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA - *All matters listed within the Consent Agenda are considered routine items to be enacted upon by one motion by the City Council. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.*
  - A. City Council Minutes –April 2, 2018
  - B. Acknowledge receipt of Donation from Village Bank \$100 for Winning with Cops Program
  - C. Economic Development Authority (EDA) – Annual Report
  - D. Demolition Contract for Structure at 3757 Bridge Street
  - E. Payment of Claims
5. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person\***
6. SPECIAL BUSINESS
  - A. Street Maintenance Presentation
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
  - A. 2018 Street Project – Resolution 2018-17
  - B. Seal Coating and Crack Filling
  - C. Declaring Surplus Property – Resolution 2018-18
  - D. Schedule Work Session in June for Riverbank Lane/Kings Highway
  - E. Accepting Property Transfer from Anoka County Per Bridge Street JPA– Resolution 2018-16
  - F. Ordinance 239, Second Series; Conveying Surplus Property to Anoka County per the Terms of Bridge Street Joint Powers Agreement (First Reading)
10. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person\***
11. REPORTS
  - A. Public Works – Monthly Report
  - B. Councilmember Reports -
  - C. Upcoming Events –
    - Apr 18 ~~Planning Comm Meeting @ ISD #15 Central Services Center 7 pm~~ CANCELLED
    - Apr 28 Recycling Day @ Public Works 4020 St. Francis Blvd 8 am to 2 pm
    - May 5 Pet Clinic @ 4058 St. Francis Blvd – Police/Public Works Facility 9 am to noon (NEW LOCATION)
    - May 7 City Council Meeting @ ISD #15 Central Services Center 6 pm
12. ADJOURNMENT

CITY OF ST. FRANCIS  
ST. FRANCIS MN  
ANOKA COUNTY

CITY COUNCIL MINUTES  
APRIL 2, 2018

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman.

2. **ROLL CALL**

Members present: Mayor Steve Feldman, Councilmembers Jerry Tveit, Joe Muehlbauer, Robert Bauer and Rich Skordahl.

Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and Acct Tech/Deputy Clerk Lori Streich.

3. **APPROVAL OF AGENDA**

MOTION TO APPROVE THE REGULAR CITY COUNCIL AGENDA BY MUEHLBAUER, SECONDED BY BAUER. MOTION CARRIED 5-0.

4. **CONSENT AGENDA**

Before adopting tonight's consent agenda, Mayor Feldman asked to pull out item E for clarification – Lease Amendment with American Tower – Resolution 2018-13.

MOTION TO APPROVE THE CONSENT AGENDA ITEMS A-E AS FOLLOWS BY SKORDAHL, SECONDED BY MUEHLBAUER, ALL IN FAVOR, MOTION PASSES 5-0.

CONSENT AGENDA ITEMS A-E AS FOLLOWS:

- A. City Council Minutes – March 19, 2018
  - B. Fireworks Agreement with Northern Lighter Pyrotechnic for display during Pioneer Days
  - C. Acknowledge the Donation Received from Blaine Blazin' 4th for Pioneer Days
  - D. St. Francis Lions 5K Run/Walk – June 9, 2018 Pioneer Days Event
  - E. Lease Amendment with American Tower – Resolution 2018-13
  - F. Proclamation "Week of a Young Child" April 15-21, 2018
  - E. Payment of Claims \$ (Check #'s 073960-074028)
- Motion carried 5-0.

Regarding Item E. Lease Amendment with American Tower, Mayor Feldman asked City Administrator Kohlmann what the formula for breaking that down would be.

Kohlmann said that when the lease was originally signed in 1999, they were paying \$1,000/month which includes 3% escalators every year. The last revenue history in 2017 was around \$30,000. This lease was supposed to go through 2024, by extending the lease out beyond that as the terms are listed in the packet, they are going to keep with that same rate structure of increasing the rate at 3% each year, and they are also going to pay the City a lump sum of \$65,000 just for extending the agreement.

Mayor Feldman stated that we would have a one time extending the 8, 5 year term period, with a monthly and yearly lease for the next 40 years.

Kohlmann confirmed that to be true.

Bauer said that he wanted to explain to the public that the \$65,000 is not just spanned over 40 years.

Mayor Feldman stated this is a good deal for the City.

Tveit asked if there was a location that these funds would be dedicated to.

Kohlmann stated that he spoke to the Finance Director about that and what was decided was that they would go through the steps to get the approval to sign this agreement, and once it proceeds, they would come back to Council and ask what they would like done with that money.

Tveit thinks the Capital Improvement Plan would be a great place to allocate these funds.

Muehlbauer agreed.

Finance Director Mulvihill said that right now it is allocated for the General Fund.

MOTION TO APPROVE THE LEASE AMENDMENT WITH AMERICAN TOWER –  
RESOLUTION 2018-13 BY BAUER, SECONDED BY MUEHLBAUER.  
MOTION CARRIED 5-0

## 5. MEETING OPEN TO THE PUBLIC

Amanda Zandlo, 723 Roanoke Street NW would like to thank the Council for taking the time and listening to the residents, and said that the last time she was here they said they were putting together a committee to look into the animal control options, and she appreciates that. She is here today because she wanted to ask them to consider other options for the animal control. The number one concern she has is the

“cash only”. There are a lot of people in this city that can’t afford this and aren’t able to come up with a lot of money in a short amount of time. The fees are ridiculously high. There’s impound fees, boarding fees, potentially \$80/hour for control fee. There are other cities that don’t have this and when you add to it the “cash only”, you have to look at the population and see they don’t have a lot of extra money. They are already coming to the city about the water prices. You may be permanently removing their animal from their home because they cannot come up with the cash. They need other options like credit cards. She is aware that there was an issue brought forth about people disputing charges on their credit cards and that they don’t want to pay for animal impound. But you can’t dispute credit card payments just because you don’t want to pay them. If this was true there wouldn’t be a credit card industry. On the website it says that the animal control company is available 7 days a week by appointment. She’s wondering if weekend days count as impound days. A friend of hers had her dogs tagged and one was chipped. They were picked up on a Friday but they were not notified until Monday. So if you are not going to be notified on the weekend then they shouldn’t be counted as impound days. If they are picked up on a Friday and you aren’t notified until Monday, you have a shorter amount of time to come up with the cash. This does not make people irresponsible pet owners because most people’s dogs get out by accident. She would support higher fees for repeat offenders. But for the average person who’s dog got out, you should not be so punitive for an accident.

Mayor Feldman responded that he got her email and he did respond back to her and appreciates her thanking them since they don’t get a lot of thank you’s in this job. The committee hasn’t had a chance to meet yet because they’ve had some other things come up with a little more priority right now for development. But they have every intention of doing that. Police Chief Schweiger has looked at four different companies, Dovers, Gratitude Farms, Quiet Oaks Kennels and Online Retrievers. They are looking at everything. The decision will be based on what’s best for the majority of our residents in the City of St Francis, not the City of East Bethel, not the City of Ham Lake. He wants to emphasize to everyone that this will be a fair, impartial decision. Not based on Facebook posts or emails. He’s had enough of all of that. This is one of those polarized situations he’s ever seen built up. It’s either for or against. There’s nothing in the middle. They are damned if they do and damned if they don’t. Our decision will be based on what is best for the majority of the residents here in this city. What she does in East Bethel is East Bethel’s business, and Ham Lake, that’s their business. He’s concerned about our residents and our dogs. He believes the Animal Control Officer’s main responsibility is to get these animals back, in the best shape, to their families that love it, in the fastest, most responsible way. He is an animal lover himself, and that is what he would want. He’s read a lot of documents, he’s had a lot sent to him, he’s heard a lot of complaints at the State level, to City level, to County level, and has done a lot of research on this. Mayor Feldman, along with Councilmember Tveit and Police Chief Schweiger will be on the committee together and they will have interviews and they will make a decision based on that. He just wants to say that the people doing the Facebook posts, you are not doing

yourself any good service. You are doing a disservice. He does not go by Facebook at all. If you want to talk to the Council you need to come to a meeting and discuss it with us openly and face to face. He doesn't like threats from people saying he's in a "sh\*t storm" like what was said to him in an e-mail on April 2<sup>nd</sup>. Threats like that don't do any good to anyone. You need to come in with common respect and common courtesy and we will discuss it with you and give you the best response we can. As he stated earlier, his opinion is that the Animal Control Officer will get that dog in the best shape it can quickly with the family that loves it in the most responsible, prudent way that they can.

Wendy Warren of East Bethel would like the Council to address the city code. She thinks that makes it a really hard job no matter who you hire for the job. The city code really interferes with what the Animal Control Officer and the State Statute says. Your city code says if the owner doesn't pick the dog up after 5 days, the Animal Control Officer is actually supposed to euthanize the dog. It also says that the Animal Control Officer has to be open for 24 hours a day, 7 days a week. Right now, your current Animal Control Officer is a one man band, and also a Firefighter. She used to work for the City of East Bethel, and when she worked there, she responded to a lot of the day calls. She's sure she can do both of those functions, and she's sure that a lot of the other Animal Control Officers have other cities and are having to run out to those other cities to pick up animals and she doesn't know how many people they have on their staff. So she doesn't know how many hours that person can be open. But your code has to definitely be looked at as part of your committee because there's things in there that, unless it's best the owner specifies after seizure that the dog not be used for research, there's no way that the current Animal Control Officer could ever do that. As a resident of East Bethel, when she goes to the dog clinic, she's always around the 10<sup>th</sup> person to get her dog licensed. She never goes on the St. Francis website, never sees anything about getting your dog licensed, and whenever they have the dog clinic they didn't charge for licenses because it's promoting that you get your dog licensed so the Animal Control Officer can call and find that dog owner. You saw what happened over there. She just lost a dog in November and it really pulled at her heart. If that were one of her grandkids dogs, she would have fought like crazy to get it back. She would still be fighting and giving money left and right to get that dog back. None of us know the real story and never will. You guys have gotten repercussions from it, as well as others. All of this needs to be cleaned up before you can go out and award a new contract to any of these four people. She doesn't care who it is but if either of her dogs get out she wants to be able to go out there and find out how to get them back.

The other thing is that all of these companies say that they will advertise on their Facebooks that your dog is lost. Your ordinance says that it is supposed to be posted at City Hall. We all need to remember that a lot of people still don't have access to internet or uses it, so pick a couple places like County Market, City Hall, where it can be posted.

Mayor agrees that euthanasia should absolutely be the last thing.

Community Development Thunstrom stated that without having the code in front of her, she wouldn't want to misquote our ordinances but it is something we can look at.

Mayor Feldman said that they will take this into consideration when the committee meets. They are not taking sides anywhere along the line. They are trying to get the best care and if it's a website they need to upgrade or posting in different sites, it will all be taken into consideration. They want to get this right.

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

River's Edge Development (Laketown Homes, LLC) – Planned Unit Development – Res 2018-14

Ben Gozola, City Planner, explained in detail, the River's Edge-Planned Unit Development (PUD) as outlined in the staff's report in the agenda packet.

Mayor Feldman stated that the county will do a traffic study on 235<sup>th</sup> and Rum River Blvd., and that's never been done before. We will have to wait to find out but at least that's a start. What he likes about this development is the fact that there's slab on grade homes for seniors, no steps. That's a good thing as our population gets older. There are also different sized lots, some city lots and other larger lots coming up in the second phase. Will Phase 2 have acreage lots or slightly below acreage lots that veer off of Rum River?

Gozola answered that until we get to Phase 2 he can't tell exactly what to expect. But what he had heard at the Concept Plan was yes, this will tend to be more of your senior living, patio homes, association, probably maintained for the older members of our community. We then get into more entry level lots for that segment of the community looking to buy their first home at decent price points, and as we move West, especially once we get on the river, then we are talking about the larger lots that are going to have the higher price points, and higher quality home.

Mayor Feldman said he likes the mix of it but also wants to point out to the public that this started way back in 2004 and 2006. The economy took its fall and that affected this development.

One concern he would like to address that came in on a letter from a gentleman about how the road system ties in on the second phase and he didn't believe we should be dependent on the second phase. Feldman had a discussion with Thunstrom and nobody knows what the economy is going to do, but what Thunstrom told him was that we will see how it pans out and when the second phase comes into play adjustments or modifications can be made at that time so nothing is etched in stone.

Feldman said there's going to be a temporary road for construction and access now that will become permanent to the second phase from what he understands.

Gozola said that is correct and it will be between Lots 6 and 7 and those two lots will not be allowed to be platted until such point that they add additional access into this area. The details and specifics of how we would mark the date on when that came out, we would continue to talk to the developer on that and put it in stone once we get to the final plans. But yes, temporary access is what is proposed.

Feldman asked as far as the study by the county, the county could change that if they decide there is a need for it because the population and traffic flow has increased and there is a need, can they decide if they want to go temporary or permanent, or whatever they want to do?

Gozola said it is a county road so they will definitely be at the table talking about what is most appropriate there. For the city's perspective, he would think it would be most important for our short term and making sure our construction traffic is not impacting our roads, keeping it open for construction traffic as long as possible.

Feldman said he wants to emphasize to the public that this development is 200 homes in total between two phases. It is not something built out in one year. This will take over five years if everything works out right.

Councilmember Skordahl said he was at the public hearing. There was a lot of feedback from the residents in the neighborhood to the south regarding traffic. He can't blame them but doesn't know what to do. Just like the Woodhaven Development when we have these neighborhoods that butt up against a county road and have to rely on someone else to take care of our traffic issues. He's anxious to see what the county comes back with for the plan for 235<sup>th</sup>. But he does think it will be manageable and it won't be built out overnight. Regarding the fence, he doesn't know where we got to the idea that if somebody does something with their property they need to put up a fence to keep people out of my yard. If someone is going to develop in the lot behind me, and I don't want them on my yard, I put up the fence. I don't expect them to put up the fence. It shouldn't be a surprise that this was going to happen. A couple citizens made that comment and one of them said had he known this was going to go in he wouldn't have bought his house. As you are putting out a lot of money on a big

investment, I think it's incumbent on people to stop in to City Hall, ask questions, go online, go look at a zoning map, go look at a comprehensive plan. We don't do any of this in secret. He thinks this is a good use for this land, he's just a little bit concerned with 235<sup>th</sup> and is curious to see what the county is going to do but he thinks that will be balanced by the fact that this will not be built out all at once. He did have a question for Public Works Director Teicher about what they do with the snow when there's a cul-de-sac. Is the snow pushed into adjoining property?

Teicher said that generally when there is a dead end like that there is a barricade sign. The snow will be piled to the barricade sign, not onto adjacent property.

Engineer Jochum said that they did make those comments if there are some of these stubs that need to be plowed they do need to put in temporary cul-de-sacs. Some of them want a driveway so they don't have to, but Public Works has to plow so it has to have a temporary cul-de-sac.

Skordahl said there is a lot of good dialogue from the neighbors. By definition, we are going to grow. You are going to have urban meet rural at some point. This happens to be moving that split another quarter mile north. In a few years it will move a little bit farther north.

Mayor Feldman said that progress is a double edge sword. People are going to like it others aren't. We can stay back 20 years and those people will like it but then other people in the urban area won't like it. We are in between a rock and a hard place and are trying to do this smart and common sense as possible. Will there be pain through the development period of time, yes there is. There's always two ways to look at it – a positive and a negative. We are looking at the broader big picture of the City of St. Francis. We can't just look at it as the rural or urban. I moved out here for the rural as I'm sure others have also, but things are going to change, times change and that's what we are dealing with right now.

Councilmember Bauer asked Gozola about the park on page 13. Is Phase 1 and Phase 2 utilizing this entire space or will Phase 2 have its own park location?

Gozola said that Phase 2 is anticipated to take care of the passive park that is called for by the comprehensive plan. As part of the concept plan, what we were looking at is preserving as much land as we could along the river. That also helps to preserve one of the goals of your comp plan in the Rum River Management District which is to protect that water body. The less development we have on there the more we can control runoff and the less runoff that goes into the river, the cleaner it is. It is yet to be discussed as to how much acreage.

Bauer said he was confused by the 9.6 acres for all phases. When broken down Phase 1 is 42.0 acres which means 4.25 acres should be allotted. This area doesn't



meet that, so he just wants to know, for his clarification and understanding and the public's, understanding of how that concept goes with that formula to get to \$948.00/unit for the park dedication.

Gozola explained that anytime someone develops a property, whether it's residential, city or industrial, your city code does require that you're bringing more people into the community, either workers or residents, that in turn is going to create a burden on your park systems because people will want to be outside and will want to have picnics, their kids will use these facilities. Your plan looks at the overall community and the question is how much park land do we need to service our community? Then looks at where are the locations that are most appropriate. We don't want to overbuild the park system where we would have a financial burden on our hands. In this case the comp plan is identifying a need in this area because we have so many residents in Rum River Bluffs and we envision so many more residents to the north. With this opportunity we are able to provide this added park. In a residential setting it's a 10% requirement so we are dividing that requirement between Phase 1 and Phase 2. Phase 1 being 42 ½ acres and 10% of that is 4.25 acres of usable land. We are looking at this parcel which is 6 acres in size but not all of that is usable. We are only going to try and do what is actually what someone in St Francis may use and that is about 2.35 acres. Because there is a difference in the 2.35 acres and the full 4.25 that they have to provide, they then have to pay cash in lieu for the land that they are not dedicating and the city's fee schedule has a formula in it that tells us how much they have to dedicate per unit.

Councilmember Muehlbauer's concern is the traffic, but as Skordahl said, it will be slowly built in and we can hopefully get it addressed and being it's a County road, we are at their mercy. If he read right, it said when it gets up to 239<sup>th</sup> they would allow that to be an access. He has no other concerns.

Councilmember Tveit likes the idea of the construction access between lots 5 & 6. We had the same issue in Ivywood when they were building up the Ponds. When there's a lot of heavy trucks driving on a residential road it really tears up the roads. So having that separate entrance will save those roads a lot. It's the same argument with the garbage trucks. You get a 5 ton road and a garbage truck that's 64,000 lbs. no wonder why they wear out. It's not just garbage trucks, it school busses, etc. Any little bit that you limit them just prolongs the life of the road. He likes that idea. Anyone that lives back in Ivywood knew how bad those roads got. Those roads were only 12 years old and were supposed to be a 30 year road. It was because of the road construction driving on them. In general, he's in favor of the development and likes the idea of the park and not giving them credit for swampland. It's not usable, it's green space and there's not a lot you can do with it.

Developer is here and came up for comment. Dale from Waconia, MN. Been working on this project since late last summer. Initially they thought they would take the

existing plat approved back in 2006 but speaking with City staff, and the outside engineers, they came up with this concept which incorporated the park. It's down below the Rivers Bluff development and he doesn't think they have a park in that neighborhood and would have to cross a busy road. The different life cycles is important to him. Slab on grade is in demand right now and hard to find. It's retired empty nesters up to senior citizens. He's proud of the development and knows things are going well. He believes the city will be running out of lots soon and this keeps that momentum going which is important. Builders are fickle and will go where the building is happening.

Feldman asked if he had picked his builders yet for this development.

Developer answered yes, that there are two builders that are very active in St Francis right now. They've signed purchase agreements for the first 30 lots and they want to get going. This is a big step tonight and it's good to hear the positive comments. Traffic is a concern and he wants that temporary county access. If it ends up being permanent that could be good too. He understands if it's on a curve and its within a quarter mile of another county entrance or intersection, they may not allow all of that, but they may not allow temporary. As a Developer, he's a little worried that they come back at final plat and the county says they don't allow any access there its a safety concern and we are going to shut that down. He wants that access too but his hands are tied. Back in 2006 the same thing was proposed for permanent access and he believes the county said sorry, your access is at 235<sup>th</sup>.

Feldman asked about turn lanes that are supposed to be coming off of 235<sup>th</sup> in the last development.

Gozola said that is correct and he understood that there is money to put towards those improvements, but the City and the County want to make sure we are using those funds as wisely as possible so if there's a better solution to use those monies to put towards that vs. putting in turn lanes right now and then turning around and doing something different.

Feldman thanked the Developer for his professionalism working with the staff and has received good compliments on that. What the City is looking for is long term, reputable development. That helps us out and helps the residents out. He also wants to emphasize that what he likes about this is the mix of slab on grade, city lots, and bigger lots. A lot of times you will see in developments in the first phase and the second phase is basically the second phase is a copycat of the first phase. This is a nice mix and complimentary to the City. It adapts to all - senior years, younger couples, and the people that mix in the middle that may want a bigger lot, and be on their way to retirement.

As he mentioned before, progress is a double edged sword so there's going to be some headaches with the roads. The road speed 55 onto 235<sup>th</sup> was default and there

was never a study there. Hopefully if they see what the population growth and traffic flow the County will be wise and make a decision there, but we are all at their mercy.

MOTION TO ACCEPT RIVER'S EDGE DEVELOPMENT (LAKETOWN HOMES, LLC)  
-PLANNED UNIT DEVELOPMENT-RESOLUTION 2018-14 BY MUEHLBAUER,  
SECONDED BY SKORDAHL, ALL IN FAVOR, MOTION PASSES.

B. TH Construction of Anoka Inc. – Variance Request – Resolution 2018-15

Planner Gozola explained, in detail, the variance request from TH Construction of Anoka, Inc. as outlined in the staff's report in the agenda packet.

Feldman stated that it is his understanding that this comes into play because the market has changed. On page 2, he sees that there's not much difference between lots 25 and 30. And for Lots 33 and 34, the key to that is that it's garage to garage, not garage to house. He's seen from over 25 years of building that if you increase the size of the house but the lot doesn't give in proportion, it's gotta give some place. He prefers bigger setbacks but it's not house to house, it's garage to garage. Times change and things change, and he just wants to point out to council that he's not concerned with going back to 10 feet for these setbacks.

Muehlbauer does not see an issue and agrees that it's not a huge difference. As long as it doesn't become a consistent issue.

Tveit said that he's inclined to approve this and it is consistent with what we've done in the past. Gozola did a great job laying out the facts.

Feldman mentioned that there's no cookie cutter plan for everything. We look at everything on an individual basis. Just because we did it here doesn't mean we will do it in another development

Tveit said these are the last lots to be developed. It's not like they just started this development and they want to do this. We are talking about the last unit to be built and it just worked out that way.

Bauer said that he also has no issue either and just wants the lots to be built out. His only concern is what the structure will be. He would like to see that it's brick faced even though it's garage to garage just from a firefighting standpoint and being that they are close, you could have both of those houses go up.

Gozola said that he doesn't know that yet because they don't have the actual building plans. Since this is only the variance step. This building has standards that absolutely have to be met.

Skordahl said he doesn't have much to add. Only one person that made a comment at the public hearing and he was a landowner to the west and his concerns were addressed about the rear yard setbacks and this doesn't affect that. Developer came up with a good way to make this work. Moving the living space to the inside rather than the outside. He likes it.

Mayor Feldman commended Sambatek and Gozola on the simplicity of their reports.

MOTION TO ACCEPT THE CONSTRUCTION OF ANOKA INC. VARIANCE REQUEST  
– RESOLUTION 2018-15 BY TVEIT, SECONDED BY BAUER  
ALL IN FAVOR, MOTION CARRIED.

C. HVAC Replacement for Liquor Store

Public Works Director Teicher stated that this is a budgeted item for a planned replacement of some outdated HVAC units in the Liquor Store that have been there since 2002. They will be replaced with 92% efficiency units.

Feldman said that one thing he's curious about is that it's a 3500 square foot building, and there are two heat and two ac units that are separate, not combined. This building was built early and added on to and it's late in the game but it's too bad that when it was redone, that the ducting wasn't redone to have it be one unit instead of two. He wished it could have been thought out better. To him, it's just not that big of a building to suffice having two heat and two ac units but the way it's laid out and roughed in mechanical wise, that's the way it has to be. Going from 80% efficiency to 92% efficiency is a good thing though. Are there good warranties in place? And when will the work begin?

Teicher said that that the warranties are laid out in the proposal. He wasn't sure when it would be scheduled he's guessing it would take some time to get it ordered once it's approved.

Bauer was confused because they are saying it was a budgeted item and the funds were available in the liquor fund. So it's under your budget, but not the liquor fund profit fund?

Mulvihill said it is the same pool.

Bauer said that he doesn't see that as a budgeted item through the liquor store. He sees that coming out of the liquor fund profit fund. How do we say it's budgeted through the liquor store fund?

Skordahl explained that it was a planned thing they were going to do, it's just coming out of a certain account. He thinks it's something that needs to be done to keep our buildings well maintained. There's a plan in place, and he assumes it won't happen for

another 12 years.

Muehlbauer has a general question about all of the items that need replacing. How many are rooftop?

Teicher said he thinks over 70 different styles of units, whether they are the ac coiled units, rooftop combos, garage heaters that are tube style, radiant heat, etc. There's a wide variety.

Muehlbauer said that rooftop units are out in the elements and their usable life can vary. So he's curious about the contract and what all does that entail? Do they come out and change filters on a monthly basis?

Teicher said the service contracts are a different proposal. What we ask of these four contractors, through either a current or expired contract is that they have identified all these points of all 70 plus units throughout the city. They've identified what we want them to look at twice a year, spring and fall. They look at a lot of different things, depending on what kind of unit it is and will replace belts, filters, cleaning. They will go through and look at each piece of equipment. It's a preventative maintenance program.

Muehlbauer asked if that includes parts.

Teicher said that would be on top of those unless it's covered under the warranty.

Tveit asked if the rebates are through the gas company.

Teicher answered that they are through Centerpoint and Connexus.

**MOTION TO ACCEPT HVAC REPLACEMENT FOR LIQUOR STORE BY BAUER, SECONDED BY MUEHLBAUER, ALL IN FAVOR, MOTION PASSES.**

D. HVAC Replacement for Warming House

Teicher explained that the warming house is a similar situation except that it's a single ac unit and a single furnace that needs to be replaced that was installed in 2001. It is at 80% efficiency, and will be replaced with 92% efficiency.

Feldman mentioned to the council that if they recalled at the beginning of the year, they got a big box of notebooks. In that box of notebooks was the City of St. Francis 2017-2026, 10 year plan for the parks facilities, addition, rehabilitation and replacement. The first thing planned was the replacement of the warming house furnace condensing unit for 2017-2018. Estimated cost \$18,400.00 but it turns out that its \$6,921 so we are basically 1/3 of the cost. So we planned properly. He likes the way the bid process was handled and that the names were taken off the criteria and

everyone was bidding on the same, apples to apples. Not apples to oranges.

Muehlbauer said that the only thing he would say is that the cost of these units and you are getting both for that price, would be reasonable.

MOTION BY MUEHLBAUER FOR HVAC REPLACEMENT FOR WARMING HOUSE, SECONDED BY SKORDAHL; ALL IN FAVOR, MOTION PASSES.

E. Heating, Ventilation and Air Conditioning Service Contract for City Buildings

Teicher explained for their consideration is the contract that they asked four different providers including our current provider to bid on. The previous contract had expired. They are referring to the waste water treatment plant. They want to make sure they have this equipment under a preventative maintenance plan contract. The companies would come out twice a year and make sure the equipment is in working order for the summer cooling or winter heating and do any maintenance that they can at that time and we aren't paying for emergency situations. In the past, what they have seen is that when we do have an issue that comes up, as long as we are referencing our service contract when it comes up we are able to receive some preferred services as far as pricing and time.

Feldman said basically what they are doing is the start-ups for air conditioning season and heating season. By keeping on top of it they can catch any issues before they get big. Service contracts are a good thing.

Bauer asked where this is being funded from.

Teicher said these contracts are typically taken out of the operation and maintenance departments. There's a line item for building repair and maintenance. That is in every yearly operation and maintenance budget for every department.

Bauer said if they come out and do their service on the Police and Public Works building as an example, would it come out of that fund?

Teicher said that when the bill comes in he works with Mulvihill on a breakdown of nine departments it would come out of.

Mulvihill said if it is at one specific facility, it would be charged to that facility.

BAUER MADE A MOTION TO APPROVE THE HEATING, VENTILATION AND AIR CONDITIONING SERVICE CONTRACT FOR CITY BUILDINGS, SECONDED BY TVEIT, ALL IN FAVOR, MOTION PASSES.

F. WETT Program Student Internship

Teicher explained that the WETT Program, located at St Cloud Tech, is a water program where students will study water and waste water treatments and they can enter into the water and waste water field, operating a water or waste water treatment plant. Through the program students are required to have a water plant internship and a waste water plant internship. We have two students through that program that are interested in coming to our wastewater treatment plant. This gives them field practice and field study. It's a two week, unpaid program for each student. One of the students was here last fall as our water plant intern, and the other is just a student that wanted to come to our facility. Insurance is covered by their school.

Feldman thinks this education is a good thing and there's no cost to the public.

MOTION TO APPROVE THE WETT PROGRAM STUDENT INTERNSHIP BY MUEHLBAUER, SECONDED BY BAUER; ALL IN FAVOR, MOTION PASSES.

10. MEETING OPEN TO THE PUBLIC

None

11. REPORTS

Community Development– Annual Report

Community Development, Thunstrom explained that in their packets is an overview of the Community Development Department for 2017. On page 4 she talks about our economic development, and one thing that comes clear with the economic development is that there's a lot of need for patience. A lot of these projects are years to months in the making and many of them you may not see completed until 2019 or 2020 but all of them are moving forward. On page 5 she's discussed the cities ongoing work with both our local St. Francis forward plan and a county wide initiative. Both of these items will continue to grow and be part of the development. They have goals that will provide the city with a strong economic benefit and we will continue to work through both of those as strategic goals. On page 6 she talks about the housing. For 2017 and what's starting in 2018 already, housing has been our most visible success. Our old lots are being sold. Currently there are only 48 single family, water/sewer lots available that are not part of a townhouse development. So we really are coming to the end of our water/utility supply. Within the report she has outlined an additional new 179 units, and that is a positive thing. On page 7 & 8, she discussed that Community Development is one department that is supported by the revenues of their responsibilities. The fees for building and zoning permits support the department increases that come with this role. She has provided a history of how the building department responsibilities have increased and the revenues that are generated by those needs, along with a value of the community of those improvements as a whole. On page 9 she has addressed the code enforcement and depending on the resident, this can mean a simple letter to working with our legal counsel. We have two

properties that are under legal advisement. And she also mentions some of the major code changes that affect the community development department as a whole and staff continues to work on the updating and creating forms for the changes of the codes and the language. On page 10 she addresses the ongoing frustration. Some of the programs that she inherited were severely out of balance and we've consumed a lot of time in regards to getting them back on track. Staff working together as a team has helped pull many of these back on track and we have some real efficient processes that have started, including the use of Permits Works and the tools that have become available to us. Additionally, the outreach to developers requiring the planning and the data, we have had some planning tools that have been created in the past year. Having those tools can allow us to market to developers and builders. Following the report is a copy of the letter that will be sent to households. We need some information in regards to septic maintenance records. This update and ongoing tracking is important as it requires the city to comply with MPCA annual reporting and our comprehensive plan. So this documentation has fallen behind over the past couple of years and it does require that we get caught up. Once this documentation is received, we have set up Permit Works to track it.

Feldman said that one of the things on page 10 is listed as conditional use. This was brought up by one of our residents. These Conditional Use Permits are out there but how do we know 5 or 10 years later if the Conditional Use Permit is being serviced the way they were approved for. There's a lot on everyone's plates at the City right now. This will be addressed and we are trying to prioritize what we can. He would like to trust and give everyone the benefit of the doubt that they are still using their Conditional Use Permit the same as when they received it 5 or 10 years earlier. He thinks Thunstrom's department is doing really good and there's a lot of things on their plate from the past and trying to catch up to move forward.

Skordahl also agrees that Thunstrom's department is doing a great job and hopefully they can stay prioritized on things that need to be done. Having said that though, he understands how we need to treat problem properties and that we need to go out there or give letters to residents that have 10 cars parked in their front yards, but if their neighbors don't mind, he will get off that bandwagon. Those kinds of things take staff's time away from stuff that needs to be done to help our city move forward. He wishes we didn't have to deal with problem properties.

Skordahl also wanted to discuss the septic system letter. He doesn't understand why the resident needs to send the city \$20. He does understand when you get a piece of paper and you need to log it some place and keep track of it, and that takes staff's time. But he's multiplying the number of homes with septic systems by \$20 and can't justify the cost. He also understands that the State comes up with this requirement, but they don't send any money to the city to deal with it. Just like Stormwater Permits. This is one of those "unfunded state mandates". Residents shouldn't be mad about us doing this, it's a requirement by MPCA. He does question the \$20, but is willing to listen.



Thunstrom answered that the \$20 is the fee that is actually set by our fee schedule. We had discussed the properties in the past and whether or not we expect them to catch these up, however, like many, they've had many years of missing that \$20 fee, so to get all of these caught up, to get these mailings out, we do expect the majority of them will have the documentation to complete it, and just need to turn it in. We do have an expectation that there are a handful of properties that have not been doing it and are either draining into a ditch or have a failed system and running into grass in their back yard. The fee is something we can review with our fee schedule on an annual basis. Right now the \$20 is the fee schedule that is in place. We will have the full knowledge of how this will proceed once we start pushing it out and actually getting it on track. There is an annual report for the MPCA that they are supposed to be completing. That has been loosely completed the past few years. There is also an expectation with our Met Council reports that we are recording. Septic systems are what drove a lot of this to light that we were missing these answers, because we had answers that we weren't able to give to the State.

Bauer stated that the overall report is really good. His understanding on the septic is that the \$20 fee would only be collected every three years, so it is something that needs to be tracked. He doesn't feel that it's too outrageous in three years to have your septic pumped because if that leads into your neighbor's yard or whatever, it needs to be tracked. We don't ask a resident that come in to a city building that lives on the sewer system to pay for his water bill. He pays for his water bill because he's on city water and city sewer. This is a fee schedule that is set up to track septic systems that should be pumped every three years and he can guarantee many residents in St. Francis are not doing that, and they need to so our Stormwater fees don't increase because we are pumping our sewage out into our culverts and such. He commends Thunstrom on the septic issue and bringing it back up to standard.

Feldman said there are residents that take care of their septic systems and those that don't. This is to catch those that don't.

Muehlbauer agreed that Thunstrom's department is doing a good job overall.

Tveit mentioned about septic systems and the reason why you have a septic system pumped is because the solids build up inside the septic tank and those solids will overflow into your drain field. Once that happens, it plugs the drain field and you are forced to abandon your drain field and build another drain field. The reason why this is important is because when a house is built, they will allow for where your drain field is going to be and there needs to be room for a secondary drain field just in case. But say it happens twice. You don't have any more property to put in another drain field. He could take the position that it's not government's job to make sure that your getting your septic system pumped, but the problem is once you've run out of space to put in another drain field, your septic system has failed and now your home is non-livable.

You just can't put a drain field anywhere. There are setbacks. So he does support it. Just like being on city water, there's costs to that. There's also costs to being on a septic system and having it pumped is just one of those costs. One question he does have and heard it along with the Stormwater fee as well, is if this is something that will be billed separate or will it be assessed and put on their taxes?

Thunstrom said that the fee comes in when they pump every three years. The pumping companies will come in and pick up 10 or 12 permits. They assign these permits addresses and bring them back, so there is a system in place with the pumping companies and the city. We are just missing the data.

Feldman said that there's a lot of things that this city is doing that the public doesn't see, for instance at the last meeting they just passed a PUD for Woodhaven of 55 mobile lots, expansion and 2<sup>nd</sup> phase of that one, River's Edge, 200 homes over 2 phases, the Meadows is coming back to us this summer, etc. So really we have over 300 lots over the next five years that have potential to be built up. On top of that we have Isanti Bicycle moving in right across from Public Works, Semler Construction putting up a facility next to the liquor store. There's some retail in that. We are doing a lot of things. What he asks for from the public is their patience. He knows everyone wants to see shovels in the ground – so does he. But the one thing he wants to emphasize here is long term, reputable development. We want to make sure that when people come in, like the Developer tonight, gets the information to us as required, does it in the way to keep the flow going, because we have a responsibility to the taxpayers and the TIF District. The main thing is they want to see long term development so years down the road we can look back and see a city that's progressing in the right direction and not look back at empty buildings and question why we didn't ask those questions and take the time to do the due diligence and do it right. One of his main concerns is leaving no question unanswered by the public. It may not always be the answer that they want, but they will make sure to take the time and due diligence to get them an answer. There's things that you don't see, but we try to keep you informed through the city website and newsletters. You can even call the city and we will tell you. We have assisted living coming, we have a rehab center coming and he wants people to know that development is the key to getting these water rates down. We've been working on that for well over a year and are committed to that and we will do that, but it does take time. He wishes that the residents would give them the benefit of the doubt and know that Rome wasn't built in a day, neither will St. Francis be. He wishes it could, but it won't.

B. Councilmember Reports-

Tveit doesn't have anything to report. Just wanted to remind everyone to please drive slow in the snow. It's that time where the kids are out to play, out in the streets, getting off the school busses. Be safe.

Muehlbauer spent some time with Police Chief Schweiger regarding some concerns from the residents. He also got a tour from Teicher of the wastewater treatment

plant.

Bauer just wanted to say that he appreciates the emails and dialogue between the residents. All good things come to those who wait and he thinks they are pushing forward with a lot of good things, so be patient.

Skordahl mentions to bundle up if you are going to one of the Twins game. He also wanted to mention that he received an invitation from the United States Government in his mailbox to participate in a census. If you received one in your mailbox, please be sure to go on line and do it.

Mayor Feldman reported that the animal control issue is being taken serious. They do have a lot on their plate right now and the development is a big part of that. The Committee for the animal control issue is made up of Councilmember Tveit, Mayor Feldman, and Police Chief Schweiger. They will be interviewing people, diving into the facts, to see what pertains here. But once again, he would like to emphasize here that Facebook posts and e-mails don't do any good. They just do a disservice to each side. Give us some patience and time to deal with this and we will make the decision as we always do based on what's best for the majority of the residents of this city. He's been inundated with the calls, e-mails and Facebook posts and it just drives him crazy, and the decision needs to be based on what's best for the residents and the animals. He can't emphasize enough that the sole job of the Animal Control Officer is to get that animal in the best shape as possible, as quickly as possible, and back to the families that love them. There's also the responsibility too of the other side of the family whose animal that is. Leashing, walking your dog and picking up when it goes to the bathroom, etc. is showing responsibility. You see this in every city. We will be going over this in our ordinance section. We will look at it thoroughly as we always do. Let us get through this other stuff and we will get on to that.

He also wanted to talk about cuts. This city for a long time has run lean and mean. We are in a good direction as far as going forward. In doing so, you have to spend money to make money. The key to this is spending the money wisely. We collect the tax rates the same, by taking advantage by the market out there. He received a study from City Clerk Barb Held, of three cities, six cities total.

Three cities kept their rate flat because they said that by development along with the market forces out there, they will not have to burden people with the higher taxes. The point is, we are not doing this to gain money to spend in ridiculous, frivolous places. We are doing this to spend money in good places. For instance, the main reason we are doing this is and we are going to take advantage of with the market out there really relates to the \$166,000 value home, assessed value, your property taxes will go up \$50.00, but that \$50.00 taken over our population will be put into use for road improvements. Eventually hoping to do away with assessments. For residents living in St. Francis you know that the roads need improvement. Ten years, twenty years down the road they will need more improvement. You can't ignore a problem

and expect it to go away. If you don't confront the problem it only gets worse. So what we are doing now, with the mindset of the Council and staff working with us and hopefully the residents, we are taking the money with the rates keeping the same and the market forces around us from the economy and the construction that's going forward in the positive territory for good purposes such as road improvements. He doesn't like assessments any more than anyone else does, so they are trying to be smart and get ahead of the game. Like for instance, the Plan-it Software and what that has done for us. Plan-it Software has allowed us to look at the expenditures we need and that are coming down the road and plan for it. A successful plan is only as good as the preparation behind it. The success of that plan is important in the total picture. It alleviates chunks of 45-85% rate hikes on water bills by gradually raising rates and allowing people to adjust that into their budgets, and that's important. For a couple going out to a movie theater once or twice a month, if they know there's a \$25 increase coming through their budget, they may want to take out one of those movie times. What we have done in the past is waited until it is too late and then our backs are to the wall and we are forced into these rate hikes. His point is this, we are now taking the blinders off and thinking long term for the progress and development of the city. That's a pain in the beginning but it will streamline out down the road. He's all for cuts as long as you can show him long term dividend. If we cut too much, our services will be down and we can't allow that to happen. It's nice to provide the services as long as our services are the same or better than what we had at a lower cost. That's a good thing. Teicher had said there was a mixing unit for a water tower that needs to be replaced that keeps the water flowing in the winter time and it doesn't ice up. Instead of doing that on a separate occasion and then draining the water tower for maintenance he's going to bundle it together and do it at one time. That saves on money, labor and time down. Those are smart things. The buying the plow truck vs rehabbing the Florida truck was a savings in the beginning it costs us money in time as far as being stuck in the snow and having to plow the roads twice and the cost of labor. Now we have a truck that services us better and that was a good expenditure. What this council is doing with staff, and he emphasizes this, is spending the money in the right places. Yes we are spending some money but because in the past it was running lean and mean. Lean and mean will never get us to the growth factor that we need to get to. He hopes to see in the next 5-8 years this city grow from 7400 to 10,000 in population. He thinks that's a good fit and he thinks they could control it. To get to the 12,500 that Met Council thinks we should be at, that's going to take an expansion of our Municipal Urban Service Area. That's going to cost us money and to do that, we would need money, so we need to expand. Utility rates will go down as our development goes up. The more people on our system, the lower our rates will get. It won't happen overnight.

We had some hints on our website about saving water like replacing the caps on the toilet, replacing washers and faucets, etc. You can always contact Public Works and they would be glad to send someone out to take a look to see if it's our meters that we may be able to help you with. Those are just band aids to help keep your rates down. To get the rates really down is through development. Kwik Trip is coming in 2019.

Getting rid of those buildings on 47 that have been here for 14 years. Not only were they an eye sore and a safety hazard, and Chief Schweiger wouldn't even let his police officers in there without wearing a hazmat suit. Safety has been the Mayors concern all along and doesn't want residents or kids near that.

The main thing that he can say is instead of going on Facebook and embellishing a problem and making a mountain out of a mole hill, call City Hall, talk to staff, e-mail or come to a City Council meeting to say your concern. Give us a chance to address it, look into it, and research it and then at the end of the day, as he stated before, it may not be the answer you want to hear, but you will know that we took the time to give you a true answer to the best of our ability. If we are wrong, we will find out why and how to correct it. We want you to work with us. That's the success of the city. This city as great potential right now and we just need to be a little patient right now. He would like to see shovels in the ground, but he wants the right shovels in the ground so it's long term development and not something that will come back into their laps 10 years from now and we wonder why didn't we do our due diligence, why do we have this problem now when we could have alleviated that problem. He hopes the public understands that we aren't working against you, we are trying to work with you to make it a better community. He loves this city and puts a lot of time into this city. He would love to be able to walk down the street in 10 years and see the smiles on people's faces when they say look what we've done here, we've made the city better, a better place to come. He doesn't want to lose the rural effect of the city but together we can work urban and rural together for a better city in the future. We have to work where our MUSA plan is right now in our development. He knows people would like to see a Target here. He would also like to see a lot of things here.

When Kwik Trip came here and did a market study when he just became Mayor, they weren't ready to come here but 8 months later he asked Kohlmann to reach out to them and they came out, liked it and now they are coming here. That will continue happening here as long as we continue having a good reputation for long term development. All of the pieces of the puzzle are coming together.

Please be patient. All of the council members and staff want the same thing you do, development, lower rates, we will get there. It just takes time. We have affordable lot prices, we have affordable houses and we need to keep the rates affordable. We will do that. To make a mistake now and set us backwards at this point would be ridiculous. We've done that a long time in the past. This is the time to step up and spend some money in the right places to get that progress going forward. If you have a question, before you go on Facebook and start the momentum going that way call any of our staff. Work with us and not against us. Just like with the animal control issue, that problem might have been able to alleviate easier when we caught it earlier. When the firestorm happened on Facebook it just blew up out of proportions. We will deal with it, it's just a shame that it's taking us away from our bigger priorities that are development right now.

C. Upcoming Events -

- Apr 9 City Council Work Session @ City Hall 5:30 pm
- Apr 16 City Council Meeting @ ISD #15 Central Services Center 6:00 pm
- Apr 18 Planning Commission Meeting @ ISD #15 Central Services Center 7 pm
- Apr 28 Recycling Day @ Public Works 4020 St. Francis Blvd 8 am to 2 pm

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council meeting at 8:02 pm.

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Lori Streich, Acct Tech/Deputy Clerk

DRAFT





**CITY COUNCIL  
AGENDA REPORT**  
Agenda Item #:  
**4 B**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Donation Approval  
**DATE:** 04-11-2018

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**OVERVIEW:**

The City has received a donation of \$100.00 from Village Bank. The donation is for the City's "Winning with Cops" Promotion. This money will be set aside for this program.

**ACTION TO BE CONSIDERED:**

Approved under consent agenda to accept the donation.

**BUDGET IMPLICATION:**

Reserved for Winning with Cops.



**City Council  
AGENDA REPORT**  
Agenda Item #  
**4 C**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Kate Thunstrom, Community Development Director  
**SUBJECT:** EDA Annual Report  
**DATE:** 04/12/2018

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**OVERVIEW**

The Economic Development Authority (EDA) is to report their activities through an annual report. This report sums up the actions and financial matters that were addressed the previous year.

EDA Meetings are held on an as-needed basis. As part of the ongoing efforts of the St. Francis Forward redevelopment plan, the EDA began taking a more active approach in the cities economic development efforts.

Attached is the 2017 Annual Report that identifies the actions and items that were addressed within the four meetings.

**ITEMS TO BE DICUSSED:**

**POTENTIAL BUDGET:**

**ATTACHMENTS:**



ANNUAL REPORT 2017



Respectfully Submitted

By

Kate Thunstrom, Executive Director

## Economic Development Authority Annual Report 2017

The Economic Development Authority had four meetings in 2017. The meetings were held on the following dates:

January 17<sup>th</sup>, 2017

July 17<sup>th</sup>, 2017

August 7<sup>th</sup>, 2017

November 6<sup>th</sup>, 2017

**At the January 17<sup>th</sup>, 2017 Meeting**, the EDA considered the business subsidy request by LeGen Companies for a Senior Health Care Facility. The City was working with LeGen on a PUD land use project to construct 81 units of senior living and memory care. LeGen had submitted an application in collaboration with Walker Methodist requesting a TIF district be created to allow for the subsidy to provide gap assistance with his project

The EDA recommended the application and public hearing to Council to move forward on TIF assistance.

**At the July 17<sup>th</sup>, 2017 Meeting**, the EDA was presented with information from Joe Kohlmann, City Administrator that the City had made the decision to exercise its option to prepay the Authority Bonds. Proceeds of the City Bonds will be used to prepay the Lease Payments and acquire the Site and the Facilities, and the Authority will use the proceeds derived from the sale of the Site and the Facilities to the City to decrease, redeem, and prepay the outstanding Authority Bonds

The EDA adopted Resolution 2017-01 providing for the Redemption and Prepayment of the Authority's Outstanding Public Project Lease Revenue Bonds, Series 2012A

**At the August 7<sup>th</sup>, 2017 Meeting**, the EDA reviewed the potential benefits of acquiring a property within the Bridge Street corridor for the purposes of redevelopment. The property located at 3757 Bridge Street was for sale and the City had the opportunity to begin land banking for the purpose of redevelopment efforts in creating the downtown and completing steps within the St. Francis Forward plan.

The EDA approved staff to negotiate and close on the property located at 3757 Bridge Street, request funds from the Anoka County HRA/EDA and move forward with the steps necessary for demolition.

**At the November 6<sup>th</sup>, 2017 Meeting**, the EDA reviewed two items as it relates to real property.

Staff had been contacted by the owners located at 3731 Bridge Street in regards to the City's interest in acquiring their property and demolishing the structure. Staff had been working with this property in regards to code enforcement issues and the dilapidated structure. If the EDA was looking to acquire the property to continue the downtown redevelopment, the owners were interesting in further this conversation.

Staff was directed to move forward with the acquisition and closing of the property and request Council to allocate funds from the Liquor Fund Revenues to support the projects acquisition and demolition.

The Meadows Townhome project had been sold a year prior with development requirements. The developer had sold lots to a private contractor which had also not completed the requirements of the sale. Ongoing efforts to work with the developer and contracted had been in action for at least six months prior to the EDA meeting. The EDA was requested to determine if they were going to act on the Performance Agreement and recapture the lots that had not been developed.

Staff was given direction to work with legal counsel to recapture the undeveloped lots. The EDA will reclaim ownership and have to again market the lots to a qualified developer/builder.

### **2017 Financial (Note the following is unaudited)**

The EDA netted \$98,805.00 for the sale of the Meadows of St. Francis Townhome lots in 2016. This fund received \$1,026.08 for interest in 2017. It ends the year with a cash balance of \$99,976.86

The EDA Lease Revenue Bond was refunded in 2017 with a GO Capital Improvement Bond by the City. This removes this obligation from the EDA.

A full report will be included in the City of St. Francis financial statements

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Kate Thunstrom, EDA Executive Director  
**SUBJECT:** Bids for the Demolition of 3757 Bridge St house and garage  
**DATE:** 04/12/2018

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### **OVERVIEW**

The EDA acquired the property at 3757 Bridge Street as part of a redevelopment plan. On the property there is a residential and garage structure that needs to be removed. Pre-Demolition testing was completed. In February and RFP was released to receive bids for the demolition and site control. The RFP was posted on the City website. As the City was waiting for a final testing result that come out of the question period, the closing date of the bid was extended one week.

Staff received two bids. They are as follows:

1. All State Companies, Inc., bid total of \$20,895
2. Nitti Rolloff Services, Inc., bid total of \$19,878

Both companies are proposing a similar service in a similar manner. Both companies have the capacity to complete the task as outlined in the RFP.

### **ITEMS TO BE DICUSSED:**

Review of bids received and approve contract for Nitti Rolloff Services, Inc of \$19,878

### **BUDGET IMPACT:**

This item will be reimbursed by ACHRA funds as previously requested. Current budget balance:

Total requested through ACHRA	\$200,000.00
Total acquisition/closing	\$164,467.18
Pending- pre demolition testing	\$ awaiting invoice
Demolition	\$

### **ATTACHMENTS:**

Contract

**CONTRACT FOR DEMOLITION SERVICES  
BY AND BETWEEN  
THE CITY OF ST. FRANCIS  
AND  
NITTI ROLLOFF SERVICES, INC.**

**3757 BRIDGE STREET NW  
ST. FRANCIS, MINNESOTA**

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This Agreement is made this \_\_\_th day of April 2018, by and between the City of St. Francis, a political subdivision of the State of Minnesota and/or the St. Francis Economic Development Authority (collectively “the City”) and Nitti Rolloff Services, Inc. (“the Contractor”) for **Residential Building Demolition** as detailed in the bid request.

**RECITALS**

1. The City desires to have performed described in the Request for Proposal for Demolition and Property Cleanup for 3757 Bridge Street N.W. St. Francis, MN 55070 dated February 6, 2018 (the “Contract Documents” or the “Work”).
2. Contractor represents that it has the necessary personnel, experience, competence, and legal right to perform the Work.
3. The Contractor is a corporation in good standing and legally authorized to contract and do business in the State of Minnesota.

**AGREEMENT**

In consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

1. **WORK TO BE COMPLETED.** The Work shall be performed in strict accordance with the Contract Documents. The Contractor shall carefully review all the Contract Documents before performing the Work and shall promptly call to the attention of the city any discrepancy or inconsistency which may exist between any documents or between any parts of the same document. The City shall have discretion as to how to address any such discrepancy or inconsistency and shall modify, interpret, or adjust the Contract Documents accordingly as the case may be.
2. **CONTRACT DOCUMENTS.** The Contract Documents shall consist of the Work Agreement and the Request for Proposal for Demolition and Property Cleanup for 3757 Bridge Street N.W. St. Francis, MN 55070 dated February 6, 2018 prepared by or on behalf of the City in connection with the Work (where specified), the Proposal submitted by the Contractor, all Amendment Request Certificates approved by the City, all Change Orders issued by the City, the Notice to Proceed, the Completion Certificate, and written interpretations of the Contract Documents issued by the City. The Contract Documents shall, insofar as is possible, be interpreted to be consistent with one another. Any inconsistencies shall be addressed in accordance with paragraph 1 of this Agreement.
3. **PERMITS AND REGULATIONS.** Prior to commencing the Work, the contractor shall secure all necessary building permits and licenses as may be required, and before and during the progress of the Work, give all notices and comply with all the laws, ordinances, rules and regulations of every kind and nature now or hereafter in effect that are promulgated by any federal, state, county, or other governmental, authority, relating to the performance of the Work. If the Contract’s performance is contrary to any such law, ordinance, rule or regulation, it

shall bear all costs arising there from. Contract specifically agrees to abide by and observe all standards and regulations of the Occupational Safety and Health Administration, which are applicable to the Work.

4. **PROSECUTION OF THE WORK.** The Contractor shall at all times prosecute the Work diligently so as to insure its completion in full accordance with the Contract Documents and shall at all times furnish sufficient numbers and amounts of properly skilled Workers, acceptable materials and equipment, adequate services, construction tool, and equipment. The Work shall be performed in a good and workmanlike manner. Contractor shall keep the Work site clean and orderly during the course of the Work and remove all debris at the completion of the Work. If the Contractor is negligent in these areas, the City reserves the right to perform this work with its own forces at overtime rates. The costs of such work shall be charged to the Contractor. The Contractor will adequately protect the Work from damage, will protect the property from injury or loss, and will take all necessary precautions during the progress of the Work to protect all persons and the property of others from injury or damage. The Contractor will assume full responsibility for all its tools and equipment and all materials to be used in connection with the Work. Materials and equipment that have been removed and replaced, as part of the Work shall belong to the contractor unless agreed otherwise.

5. **COMMENCEMENT AND COMPLETION OF THE WORK.** The Work must commence no later than thirty (30) days after the execution of this Agreement by both Parties ("Commencement Date"). In the event the Work is not commenced by the Commencement Date, the City may in its sole discretion dismiss the Contractor without paying any compensation under this Agreement whatsoever and appoint a substitute Contractor(s). If the Contractor is unable to commence the Work by the Commencement Date, it must promptly notify the City.

6. **AMENDMENT REQUEST CERTIFICATE.** Changes in the scope, specifications, or cost of the Work that are proposed by the Contractor subsequent to the execution of this Agreement shall be considered Amendments. No such Amendments shall be made without proper written approval by the City. Any Amendment proposed by the Contractor shall be submitted via an Amendment Request Certificate. The Amendment Request Certificate must: (a) be signed and dated by the Contractor; (b) specify how the Work is to be amended and the cost for such Amendments; and (c) specify the reason for any cost increase/decrease resulting from the Amendments(s). The City will approve or disapprove the Amendment Request Certificate after appropriate review and property inspection. If approved, a copy of the signed Amendment Request Certificate will be forwarded to the Contractor. Upon receipt by the Contractor of the approved Amendment Request Certificate, the approved Amendment(s) may be implemented. All Amendments made before receipt of an approved Amendment Request Certificate will not be compensable by the City. No such Amendment Request Certificate shall be deemed to constitute a waiver of any remaining covenant, agreement, term, or condition contained in the Contract Documents.

7. **CHANGE ORDER.** The City shall have the right, within the general scope of the Work, to make changes in the Work, either by altering the nature of the same or by adding to or deducting from it. All changes shall, except in the case of emergencies endangering the safety of person or property be made by written Change Order. The Contractor shall promptly comply with any and all written Change Orders. No such Change Order shall be deemed to invalidate the remaining terms and conditions contained in the Contract Documents.

8. **GENERAL GUARANTEE.** The Contractor hereby guarantees to the City that all of the Work shall be completed in a competent, workman-like manner and that such Work shall be and remain free of defects in workmanship and materials for a period of one (1) year from the date that the City executes the Completion Certificate pursuant to paragraph 17 of this Agreement. The Contractor warrants that all materials and equipment furnished in connection with the Work will be new, unless otherwise specified, and be of good quality and free from faults and defects. The Contractor shall assign to the City (if assignable) or enforce for the benefit of the City (if not assignable) any guarantees provided by manufacturers or sellers of machinery materials or equipment that are to be incorporated into the Work. City acceptance of the Work shall not be deemed to be a waiver of any of the City's rights under this paragraph.



9. **WAIVER OF LIABILITY.** It is agreed that the Work is undertaken at the sole risk of the Contractor. The Contractor does expressly forever release the City of St. Francis from any claims, demands, injuries, damage actions, or causes of action whatsoever, arising out of or connected with the Work.

10. **INDEMNIFICATIONS.** Any and all claims that arise or may arise as a consequence of any act or omission on the part of the Contractor, its agents, servants, or employees while engaged in the performance of the Work shall in no way be the obligation or responsibility of the City of St. Francis. The Contractor shall indemnify, hold harmless, and defend the City of St. Francis, council members, officers, employees, successors, and assigns against any all liability, loss, cost, damages, expenses, claims, or actions, including attorneys' fees which the City of St. Francis, council members, officers, or employees may hereinafter incur or be required to pay on account injury to or death of any person or persons or damage to any property arising out of or by reason of any act or omission of the Contractor, its agents, servants, or employees in the execution, performance, or failure to adequately perform its obligations under this Agreement, whatever the cause of such injuries or damage.

11. **INSURANCE.** The Contractor agrees that in order to protect itself, the City of St. Francis under the indemnity provisions set forth in paragraph 10 of this Agreement, it will at all times during the term of this Agreement, maintain, at a minimum, the following insurance policies:

- a. **Workers Compensation Insurance.** The Contractor shall maintain worker's compensation insurance in compliance with all applicable statutes including Chapter 176 of the Minnesota Statutes. Such policy shall include Employer's Liability Coverage and at least such amount(s) as are customarily provided in worker's compensation policies issued in Minnesota. Contractor further agrees to require all subcontractors and independent contractors to maintain worker's compensation insurance in compliance with all applicable statutes and to monitor the compliance of such subcontractors and independent contractors with the applicable statutes.
- b. **Commercial General Liability Insurance.** The Contractor shall maintain Occurrence Based Commercial General Liability Insurance ("CGL"), providing coverage of One Million Five Hundred Thousand Dollars (\$1,500,000 per occurrence) and Two Million Dollars (\$2,000,000) annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. All policies shall be written on an occurrence basis using ISO form CG 00 01 07 98 or its equivalent.
- c. **Automobile Liability Insurance.** The Contractor shall maintain automobile liability insurance covering liability for Bodily Injury and Property Damage arising out of the ownership, use, maintenance, or operation of all owned, non-owned, and hired automobiles and other motor vehicles. Such policy shall provide total liability limits for combined Bodily Injury and/or Property Damage in the amount of at least One Million Five Hundred Thousand Dollars (\$1,500,000) per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an Umbrella Liability Policy (or policies) provided, however, that the coverage afforded under any such Umbrella Liability Policy shall be at least as broad as that afforded by the underlying automobile liability insurance policy.

The City of St. Francis shall be named as "additional insured" parties with respect to the insurance policies specified in (b) and (c) above. The Contractor shall not commence work until a Certificate of Insurance evidencing all of the insurance policies required above is approved and a written Notice to Proceed is issued by an authorized representative of the City of St. Francis. The City of St. Francis shall, at any time during the term of this agreement, have the right to require that the Contractor secure any additional insurance, or additional feature to existing insurance, as the City of St. Francis may reasonably require for the protection of its interests or those of the public. It is expressly understood that the City of St. Francis does not in any way represent that the minimum insurance coverage set forth in this paragraph is sufficient or adequate to protect the interest or liabilities of the Contractor.

13. **SECURITY IN LIEU OF BOND.** The Contractor shall furnish as security either a performance bond, certified check or cashier's check ("the Security"), acceptable to the City and made payable to the City for the performance of the Agreement in the sum of One Hundred Percent (100%) of the Contract Price. The Security shall remain in effect for one year after the date the Completion Certificate is executed by the City and for any warranty period required by the Work, whichever date is later. The premiums for such Security shall be deemed to be included in the Contract Price, and no additional compensation shall be payable to the Contractor with respect to such Security. No Change Order, approval or disapproval of an Amendment Request Certificate, changes in the commencement and/or completion dates pursuant to paragraph 5, failure to enforce any rights arising under the Contract Documents, or other act or forbearance of the City shall, unless specifically agreed to otherwise by the City, operate to release or discharge any Security under this paragraph.

14. **LIEN WAIVERS.** Neither the Contractor nor any subcontractor or other person or entity furnishing labor, equipment, or materials in connection with the Work shall file any mechanic's lien against the City's buildings, structures or land or any part thereof. The Contractor shall protect, defend, indemnify, and hold harmless the City of St. Francis from any and all claims, demands, or actions of whatever nature arising out of work, labor, equipment, or materials furnished by the Contractor or its subcontractors in connection with the Work. Payment of the Contract Price shall not be due until the Contractor has delivered to the City lien waivers acceptable to the City, which release the City from all liens that may arise in connection with the Work. The Contractor shall list below the names of all suppliers and/or subcontractors that will provide materials, services, or labor in connection with the Work. The Contractor will notify the City of any changes in this list prior to the commencement of the Work.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

15. **CONTRACT PRICE.** The Contractor agrees to furnish all work, labor, materials, and equipment necessary to complete the Work as set forth in the Contract Base Bid Documents for the sum of Nineteen Thousand Eight Hundred Seventy Eight Dollars (**\$19,878.00**) (the "Contract Price"), to be paid by the City in accordance with the terms and conditions of this Agreement. The Contract Price shall constitute the sole compensation payable to the Contractor for its performance of the Work or anything done in connection therewith including expenditures by the Contractor for all taxes, permits, licenses, and bonds required to perform the Work. The Contractor shall indemnify and save the City harmless from and against any liability for any such taxes, fees, premiums, contributions, etc. that the Contractor incurs in connection with the Work.

16. **EXAMINATION OF WORK SITE.** Contractor agrees that the Contract Price specified in paragraph 15 of this Agreement is based upon Contractor's examination of the work site and that it will make no claim for additional compensation or the extension of time for performance if the conditions encountered differ from those anticipated by such examination, unless such a claim is based upon conditions at the work site, or omissions, ambiguities, or conflicts in the Contract Documents, which Contractor can show could not have been discovered in the exercise of reasonable care prior to the submission of the Contract Price.

17. **PAYMENT OF CONTRACT PRICE.** The Contractor agrees to provide the City with the following documentation as a condition to receiving payment of the Contract Price: (a) an itemized bill for the completed Work; (b) a properly executed Completion Certificate; (c) a Sworn Construction Statement; and (d) all lien waivers as required by paragraph 14 of this Agreement. The City may withhold payment of the Contract Price to the Contractor to such extent as may be necessary to protect the City from loss on account of: (a) defective work not remedied; (b) claims or actions filed or evidence reasonably indicating the probable filing of the same against the



City with respect to the Work performed; (c) the failure of the Contractor to make payments properly to subcontractors and/or suppliers for equipment, material, or labor, or to provide evidence that such payments have been made; (d) any cost for which the Contractor is liable under the Contract Documents; or (e) a breach by Contractor of any term, condition, or provision contained in the Contract Documents.

18. **EQUAL EMPLOYMENT OPPORTUNITY.** Contractor not to discriminate against any employee or applicant for employment on the basis of age, race, color, religion, sex, or national origin. The Contractor shall comply with all applicable laws, Executive Orders, and regulations concerning non-discrimination in employment, as amended, which is hereby incorporated by reference.

19. **INDEPENDENT CONTRACTOR STATUS.** Contractor is and shall remain an independent contractor in the performance of the Work, maintaining complete control of its workers and operations. Neither Contractor nor anyone employed or engaged by Contractor shall become an agent, representative, servant, or employee of the City in the performance of the Work or any part thereof.

20. **CONTRACT REPRESENTATIVES; ADDRESSES.** The City's representative with respect to this Agreement shall be **Mike Creelman, Community Development Department, City of St. Francis**. The Contractor's representative with respect to this Agreement shall be **Dana Nelson**. All notices, requests, and instructions, or other communications given or received by either party under the terms of this Agreement shall, unless otherwise specifically provided herein, be made in writing signed by the designated representative of the party making such communication and be delivered or addressed to the designated representative of the other party at the following address:

**CITY OF ST. FRANCIS ADDRESS:**

City of St. Francis  
Community Development Department  
Attn: Mike Creelman  
23440 Cree Street NW  
St. Francis, MN 55070  
mcreelman@stfrancismn.org

**CONTRACTOR ADDRESS:**

Nitti Rolloff Services, Inc.  
Attn: Dana Nelson  
12351 Cloud Drive N.E.  
Blaine, MN 55449  
(763) 238-1014

21. **SUBCONTRACTORS.** Contractor agrees to bind every subcontractor by the terms, conditions, and provisions set forth in the Contract Documents that are applicable to the subcontractor's work, unless otherwise specifically agreed otherwise in writing by the City of St. Francis.

22. **ASSIGNMENT.** This Agreement shall be binding upon and in order to the benefit of the Contractor, its legal representatives, heirs, successors, and assigns. No assignment or attempted assignment of this Agreement or any rights hereunder shall be effective unless the written consent of the City is first obtained. No such assignment, even if consented to by the City, shall relieve the Contractor from liability under this Agreement for the performance and completion of the Work in accordance with the Contract Documents.

23. **ENTIRE AGREEMENT.** The Contract Documents contain all the terms, conditions, and provisions pertaining to the Work to be completed by the Contractor, there being no other understandings, agreements, or warranties, express or implied. All prior negotiations and dealings regarding the subject matter of the Contract Documents are superseded by and merged into the Contract Documents.

24. **APPLICABLE LAW.** This Agreement shall be construed in accordance with and governed by the laws of the state of Minnesota.

25. **AMENDMENT.** This Agreement may be modified or amended only with the written approval of the City and the Contractor.

26. **CONSTRUCTION.** In the event that any one or more of the provisions of this Agreement, or any application thereof, shall be found to be invalid, illegal, or otherwise unenforceable, the validity, legality, and enforceability of the remaining provisions or any application thereof shall not in any way be affected or impaired thereby.

27. **AUTHORITY.** Each of the undersigned parties warrants that it has the full authority to execute this Agreement, and each individual signing this Agreement on behalf of a corporation hereby warrants that he or she has full authority to sign on behalf of the corporation and that he or she represents and binds such corporation thereby.

28. **WAIVER.** No failure by the City to insist upon the strict performance of any covenant, duty, agreement, or condition contained in this Agreement or to exercise any right or remedy consequent upon a breach thereof shall constitute a waiver of any such breach or any other covenant, agreement, term, or condition, nor does it imply that such covenant, agreement, term, or condition may be waived again.

IN WITNESS WHEREOF, the parties have set their hands this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2018

**CITY OF ST. FRANCIS**

By: \_\_\_\_\_  
Its: City Administrator

By: \_\_\_\_\_  
Its: Mayor

**CONTRACTOR**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
Witness



**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**4 E**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Bill List to be considered by Council  
**DATE:** 04/12/2018

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**OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$135,854.62 plus any additional bills that are handed out on Monday night. Also to be approved are the March transfers of \$138,111.44.

**ACTION TO BE CONSIDERED:**

Approved under consent agenda to allow Finance Director to draft checks or ACH withdrawals for the attached bill list. Please note additional bills may be handed out at the council meeting.

**BUDGET IMPLICATION:**

City bills

**Attachments:**

- 04-16-2018 Packet List
- 04-16-2018 Other Checks



PAYMENT BATCH AP 04-16-18

**ABDO, EICK & MEYERS, LLP**

04/11/2018	41118	E 601-49440-301	Auditing and Acct g Services	Annual audit services	2,000.00
04/11/2018	41118	E 602-49490-301	Auditing and Acct g Services	Annual audit services	5,000.00
04/11/2018	41118	E 609-49750-301	Auditing and Acct g Services	Annual audit services	9,000.00
					\$16,000.00

**AIRGAS NORTH CENTRAL**

03/31/2018	9952161086	E 101-43100-217	Other Operating Supplies	CYLINDER RENTAL	11.96
03/31/2018	9952161086	E 101-43210-217	Other Operating Supplies	CYLINDER RENTAL	11.96
03/31/2018	9952161086	E 101-45200-217	Other Operating Supplies	CYLINDER RENTAL	11.96
03/31/2018	9952161086	E 601-49440-217	Other Operating Supplies	CYLINDER RENTAL	11.96
03/31/2018	9952161086	E 602-49490-217	Other Operating Supplies	CYLINDER RENTAL	11.96
					\$59.80

**ALLINA HEALTH**

04/03/2018	312089479	E 101-42210-305	Medical & Testing Fees	MEDICAL & TESTING	1,374.00
					\$1,374.00

**ANOKA COUNTY CENTRAL COMM.**

04/05/2018	2018056	E 101-42110-311	Contract	RADIO SERVICE	180.00
					\$180.00

**ANOKA COUNTY TREASURY DEPT.**

04/03/2018	B180403P	E 101-42110-321	Telephone	BROADBAND	37.50
04/03/2018	B180403P	E 101-42210-321	Telephone	BROADBAND	37.50
04/03/2018	B180403P	E 101-43100-321	Telephone	BROADBAND	37.50
04/03/2018	B180403P	E 101-45200-321	Telephone	BROADBAND	37.50
04/03/2018	B180403P	E 601-49440-321	Telephone	BROADBAND	37.50
04/03/2018	B180403P	E 602-49490-321	Telephone	BROADBAND	37.50
					\$225.00

**BERNICK COMPANIES, THE**

03/23/2018	416095	E 609-49751-254	Miscellaneous Merchandise	MISC	14.00
03/23/2018	416096	E 609-49751-252	Beer For Resale	BEER	355.20
					\$369.20

**BREAKTHRU BEVERAGE**

03/29/2018	1080779482	E 609-49751-206	Freight and Fuel Charges	FREIGHT	94.05
03/29/2018	1080779482	E 609-49751-251	Liquor For Resale	LIQUOR	6,655.13
03/29/2018	1080779482	E 609-49751-254	Miscellaneous Merchandise	MISC	28.59
03/29/2018	1080779483	E 609-49751-252	Beer For Resale	BEER	246.00
04/05/2018	1080782040	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.05
04/05/2018	1080782040	E 609-49751-251	Liquor For Resale	LIQUOR	1,051.51
04/05/2018	1080782040	E 609-49751-253	Wine For Resale	WINE	216.65
					\$8,319.98

**C&C MAGNET**

03/27/2018	032718	E 609-49750-340	Advertising	ADVERTISING	335.00
					\$335.00

**COURIER, THE**

04/04/2018	101356	E 101-42110-308	Community Education	DEC STANDARD AD	162.00
04/04/2018	101807	E 101-43210-439	Recycling Days	APRIL ADS	405.00
04/05/2018	101822	E 101-41400-441	Miscellaneous	SPRING NEWSLETTER	105.00
					\$672.00

**CRYSTAL SPRINGS ICE**

03/23/2018	001.B006805	E 609-49751-254	Miscellaneous Merchandise	MISC	148.70
03/27/2018	002.B002758	E 609-49751-254	Miscellaneous Merchandise	MISC	65.00
					<hr/>
					\$213.70

**DAHLHEIMER DIST. CO. INC.**

03/28/2018	1336496	E 609-49751-252	Beer For Resale	BEER	4,887.30
03/28/2018	1336496	E 609-49751-254	Miscellaneous Merchandise	MISC	264.00
04/04/2018	1336543	E 609-49751-252	Beer For Resale	BEER	12,776.55
					<hr/>
					\$17,927.85

**DELL MARKETING L.P.**

01/09/2018	10216653489	E 402-42110-570	C-O-L Office Equip & Misc.	DELL LATITUDE	2,425.62
01/24/2018	10219941326	E 402-43100-570	C-O-L Office Equip & Misc.	DELL LATITUDE	1,135.58
01/27/2018	10220580652	E 402-43100-570	C-O-L Office Equip & Misc.	DELL 23 MONITOR	387.11
03/21/2018	10231347443	E 402-42110-570	C-O-L Office Equip & Misc.	OPTIFLEX 7050 SMALL FORM F/	575.00
03/21/2018	10231347451	E 402-42110-570	C-O-L Office Equip & Misc.	OPTIPLEX 7050 SMALL FORM F/	575.00
03/21/2018	10231491993	E 402-42110-570	C-O-L Office Equip & Misc.	OPTIPLEX 7050 SMALL FORM F/	575.00
03/21/2018	10231492007	E 402-42110-570	C-O-L Office Equip & Misc.	OPTIPLEX 7050 SMALL FORM F/	575.00
03/21/2018	10231529300	E 402-42110-570	C-O-L Office Equip & Misc.	OPTIPLEX 7050 SMALL FORM F/	575.00
					<hr/>
					\$6,823.31

**EMERGENCY AUTOMOTIVE TECH. INC**

04/06/2018	AW040618-60	E 101-42110-401	Repairs/Maint Buildings	SWAP MICROPHONE & REWIRE	170.00
					<hr/>
					\$170.00

**EMERGENCY REPOSE SOLUTIONS**

03/27/2018	10735	E 101-42210-217	Other Operating Supplies	4 PT C-HARN	295.90
					<hr/>
					\$295.90

**FREEDOM SERVICES, INC.-FD**

04/06/2018	29889	G 101-21706	Flex Account	HEALTH FSA	415.00
					<hr/>
					\$415.00

**FREEDOM SERVICES, INC.-MA**

04/06/2018	29890	E 101-41540-301	Auditing and Acct g Services	ADMIN FEE	47.60
					<hr/>
					\$47.60

**G&K SERVICES, INC**

04/03/2018	6043234592	E 101-41940-219	Rug Maintenance	MATS	11.23
04/03/2018	6043234593	E 101-42110-402	Janitorial Service	MATS	23.04
04/03/2018	6043234594	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
					<hr/>
					\$43.58

**GRANITE CITY JOBBING CO.**

04/03/2018	85382	E 609-49750-210	Operating Supplies	OPERATING SUPPLIES	40.34
04/03/2018	85382	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.33
04/03/2018	85382	E 609-49751-254	Miscellaneous Merchandise	MISC	7.38
04/03/2018	85382	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,865.48
					<hr/>
					\$1,919.53

**GRATITUDE FARMS**

04/09/2018	032018	E 101-42700-311	Contract	MARCH SERVICE	350.00
					<hr/>
					\$350.00

**HAKANSON ANDERSON ASSOC., INC.**

03/21/2018	39673	G 803-22142	ESC-BL Holdings-Rum River 2	RUM RIVER BLUFFS 2ND ADDN	206.00
03/21/2018	39674	G 803-22137	Esc-TCO-Assited Living Facility	SR HOUSING	384.75
03/21/2018	39675	G 803-22154	ALS-WOODHAVEN COND USE	WOODHAVEN 6TH	98.50
03/21/2018	39676	G 803-22043	Esc-River s Edge/Siwek	RIVERS EDGE	573.00
03/21/2018	39677	E 101-43100-303	Engineering Fees	GEN ENGINEERING	1,267.00
03/21/2018	39679	E 101-42400-311	Contract	BLDG PERMIT REVIEWS	669.50
03/21/2018	39681	E 601-49440-303	Engineering Fees	2040 COMP PLAN	3,403.78
					<hr/>
					\$6,602.53

**HOISINGTON KOEGLER GROUP, INC**

04/07/2018	017-001-15	E 101-41910-307	Comp Plan/Wetland Fees	COMPREHENSIVE PLAN	6,737.51
					<hr/>
					\$6,737.51

**INNOVATIVE OFFICE SOLUTIONS, L**

04/03/2018	IN1992209	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	41.96
04/03/2018	IN1992209	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	22.21
04/03/2018	IN1992209	E 101-43210-200	Office Supplies	OFFICE SUPPLIES	22.21
04/03/2018	IN1992209	E 601-49440-200	Office Supplies	OFFICE SUPPLIES	22.21
04/03/2018	IN1992209	E 602-49490-200	Office Supplies	OFFICE SUPPLIES	22.21
					\$130.80

<b>ISD #15</b>					
04/03/2018	3683	E 101-42110-221	Vehicle Repair & Maintenance	2014 DODGE CHARGER	43.24
04/03/2018	3684	E 101-42110-221	Vehicle Repair & Maintenance	2016 DODGE CHARGER PURSUI	43.74
04/03/2018	3685	E 101-42110-221	Vehicle Repair & Maintenance	2017 DODGE CHARGER	43.74
					\$130.72

<b>JJ TAYLOR DISTRIBUTING</b>					
03/27/2018	2827009	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
03/27/2018	2827009	E 609-49751-252	Beer For Resale	BEER	1,754.60
					\$1,757.60

<b>JOHNSON BROS WHLSE LIQUOR</b>					
03/28/2018	5971331	E 609-49751-206	Freight and Fuel Charges	FREIGHT	70.66
03/28/2018	5971331	E 609-49751-251	Liquor For Resale	LIQUOR	3,036.83
03/28/2018	5971332	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.28
03/28/2018	5971332	E 609-49751-253	Wine For Resale	WINE	244.30
04/04/2018	5976970	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.42
04/04/2018	5976970	E 609-49751-251	Liquor For Resale	LIQUOR	800.80
04/04/2018	5976971	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.27
04/04/2018	5976971	E 609-49751-253	Wine For Resale	WINE	595.45
04/04/2018	5976972	E 609-49751-253	Wine For Resale	WINE	114.95
					\$4,895.96

<b>MCDONALD DIST CO.</b>					
03/29/2018	440584	E 609-49751-252	Beer For Resale	BEER	4,944.25
03/30/2018	440835	E 609-49751-252	Beer For Resale	BEER	207.00
04/05/2018	441405	E 609-49751-252	Beer For Resale	BEER	9,882.60
					\$15,033.85

<b>MEDORA CORPORATION</b>					
03/26/2018	79286	E 601-49440-229	Project Repair & Maintenance	ELEC POTABLE WATER MIXER	6,960.00
					\$6,960.00

<b>MEDTOX LABORATORIES, INC.</b>					
03/31/2018	03201895907	E 101-43100-441	Miscellaneous	MNDOT TESTING	41.87
03/31/2018	03201895907	E 101-45200-441	Miscellaneous	MNDOT TESTING	41.87
03/31/2018	03201895907	E 601-49440-441	Miscellaneous	MNDOT TESTING	41.87
03/31/2018	03201895907	E 602-49490-441	Miscellaneous	MNDOT TESTING	41.89
					\$167.50

<b>METRO WEST INSPECTIONS SERVICE</b>					
02/21/2018	1393	E 101-42400-311	Contract	INSPECTIONS	1,675.00
					\$1,675.00

<b>MIDCONTINENT COMMUNICATIONS</b>					
04/02/2018	1333509019346	E 101-41940-321	Telephone	CITY HALL	37.03
04/02/2018	1333509019346	E 101-42110-321	Telephone	Police	16.87
04/02/2018	1333509019346	E 101-43100-321	Telephone	Public Works	16.88
04/02/2018	1333509019346	E 601-49440-321	Telephone	WELL HOUSE	150.00
04/02/2018	1333509019346	E 601-49440-321	Telephone	WATER PLANT	150.00
04/02/2018	1333509019346	E 609-49750-321	Telephone	LIQUOR STORE	150.00
					\$520.78

<b>MN CHIEFS OF POLICE ASSN.</b>					
04/04/2018	8353	E 101-42110-208	Training and Instruction	LEADERSHIP ACADEMY	1,350.00
					\$1,350.00

<b>MN MUNICIPAL UTILITIES ASSOC.</b>					
04/04/2018	51083	E 101-41400-311	Contract	SAFETY MGMT PROGRAM	495.00
04/04/2018	51083	E 101-42110-311	Contract	SAFETY MGMT PROGRAM	495.00
04/04/2018	51083	E 101-42210-311	Contract	SAFETY MGMT PROGRAM	495.00
04/04/2018	51083	E 101-43100-311	Contract	SAFETY MGMT PROGRAM	742.50

04/04/2018	51083	E 101-45200-311	Contract	SAFETY MGMT PROGRAM	742.50
04/04/2018	51083	E 601-49440-311	Contract	SAFETY MGMT PROGRAM	742.50
04/04/2018	51083	E 602-49490-311	Contract	SAFETY MGMT PROGRAM	742.50
04/04/2018	51083	E 609-49750-311	Contract	SAFETY MGMT PROGRAM	495.00
					\$4,950.00

**MN STATE FIRE CHIEFS ASSN.**

02/04/2018	200002634	E 101-42210-208	Training and Instruction	2018 DFOS REGISTRATION	705.00
					\$705.00

**OPUS 21**

04/10/2018	180252	E 601-49440-382	Utility Billing	FEBRUARY 2018	1,555.58
04/10/2018	180252	E 602-49490-382	Utility Billing	FEBRUARY 2018	1,555.58
04/10/2018	180306	E 601-49440-382	Utility Billing	MARCH 2018 SERVICES	1,578.51
04/10/2018	180306	E 602-49490-382	Utility Billing	MARCH 2018 SERVICES	1,578.50
					\$6,268.17

**PACE ANALYTICAL SERVICES**

03/30/2018	181292054	E 602-49490-313	Sample Testing	SAMPLE TESTING	96.50
04/04/2018	181292219	E 602-49490-313	Sample Testing	SAMPLE TESTING	136.00
04/04/2018	181292222	E 602-49490-313	Sample Testing	SAMPLE TESTING	93.00
					\$325.50

**PAUSTIS WINE COMPANY**

02/22/2018	2544	E 609-49751-253	Wine For Resale	WINE	(88.00)
03/26/2018	5427	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.00
03/26/2018	5427	E 609-49751-253	Wine For Resale	WINE	431.00
					\$350.00

**PHILLIPS WINE & SPIRITS CO.**

03/28/2018	2331485	E 609-49751-206	Freight and Fuel Charges	FREIGHT	69.87
03/28/2018	2331485	E 609-49751-251	Liquor For Resale	LIQUOR	4,495.10
03/28/2018	2331486	E 609-49751-206	Freight and Fuel Charges	FREIGHT	56.52
03/28/2018	2331486	E 609-49751-253	Wine For Resale	WINE	1,720.00
04/04/2018	2335353	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.56
04/04/2018	2335353	E 609-49751-253	Wine For Resale	WINE	560.50
04/04/2018	5335352	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.63
04/04/2018	5335352	E 609-49751-251	Liquor For Resale	LIQUOR	1,288.40
					\$8,222.58

**RJM DISTRIBUTING INC.**

03/26/2018	IND015724	E 609-49751-252	Beer For Resale	BEER	188.85
03/26/2018	IND015724	E 609-49751-254	Miscellaneous Merchandise	MISC	90.00
					\$278.85

**SOUTHERN GLAZERS OF MN**

03/29/2018	1665319	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.04
03/29/2018	1665319	E 609-49751-253	Wine For Resale	WINE	1,084.00
03/29/2018	1665320	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.96
03/29/2018	1665320	E 609-49751-251	Liquor For Resale	LIQUOR	1,071.54
04/05/2018	1667883	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.77
04/05/2018	1667883	E 609-49751-251	Liquor For Resale	LIQUOR	312.18
					\$2,502.49

**ST. FRANCIS AREA CHAMBER OF**

04/12/2018	040118	E 101-45230-217	Other Operating Supplies	DONATION FROM BLAINE BLAZI	2,000.00
					\$2,000.00

**ST. FRANCIS HOME RUN CLUB**

03/27/2018	03272018	E 101-45200-311	Contract	WARMING HOUSE ATTENDANT	7,084.42
					\$7,084.42

**SYNOVIA SOLUTIONS**

04/01/2018	109723	E 101-43100-311	Contract	LEASE ON GPS	45.79
04/01/2018	109723	E 101-45200-311	Contract	LEASE ON GPS	45.79
04/01/2018	109723	E 601-49440-311	Contract	LEASE ON GPS	45.79
04/01/2018	109723	E 602-49490-311	Contract	LEASE ON GPS	45.82
					\$183.19

**THE AMERICAN BOTTLING COMPANY**

03/05/2018	3562802187	E 609-49751-254	Miscellaneous Merchandise	MISC	129.58
					<u>\$129.58</u>

**TJ ASSOCIATES**

03/21/2018	226592	E 101-42110-441	Miscellaneous	BADGE-DZURIS	7.95
					<u>\$7.95</u>

**U S BANK EQUIPMENT FINANCE**

04/04/2018	354656936	E 101-41400-240	Office Equip	COPIER LEASE	46.75
04/04/2018	354656936	E 101-43100-240	Office Equip	COPIER LEASE	46.75
04/04/2018	354656936	E 101-43210-240	Office Equip	COPIER LEASE	46.75
04/04/2018	354656936	E 101-45200-240	Office Equip	COPIER LEASE	46.75
04/04/2018	354656936	E 601-49440-240	Office Equip	COPIER LEASE	46.75
04/04/2018	354656936	E 602-49490-240	Office Equip	COPIER LEASE	46.75
					<u>\$280.50</u>

**VERIZON WIRELESS**

04/18/2018	9804300338	E 101-42110-101	Full-Time Employees	TELEPHONE	315.09
04/18/2018	9804300338	E 601-49440-321	Telephone	TELEPHONE	35.01
04/18/2018	9804300338	E 602-49490-321	Telephone	TELEPHONE	22.24
					<u>\$372.34</u>

**VINOCOPIA, INC.**

03/23/2018	0203095-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.50
03/23/2018	0203095-IN	E 609-49751-253	Wine For Resale	WINE	120.00
					<u>\$122.50</u>

**WINE MERCHANTS**

03/28/2018	7176722	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
03/28/2018	7176722	E 609-49751-253	Wine For Resale	WINE	360.00
					<u>\$367.85</u>

**FUND SUMMARY**\$135,854.62

101 GENERAL FUND	\$29,156.32
402 CAPITAL EQUIPMENT	\$6,823.31
601 WATER FUND	\$16,781.46
602 SEWER FUND	\$9,439.76
609 MUNICIPAL LIQUOR FUND	\$72,391.52
803 ESCROW	\$1,262.25
Total	<u><u>135,854.62</u></u>







# Street Maintenance Plan Overview

Comprehensive Street Maintenance Plan and Financing

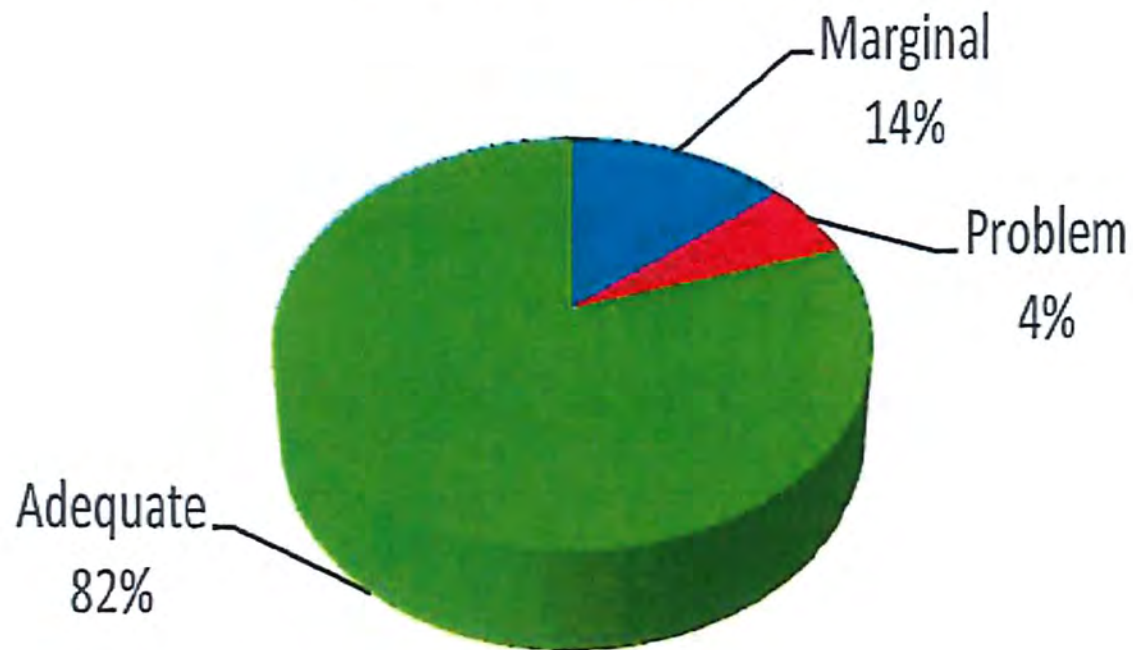
April 16<sup>th</sup>, 2018

# Street Inventory

- 43.85 miles – paved city streets to maintain (focus of presentation)
- 9.00 miles – gravel roads
- 52.85 miles – ditches, catch basins, road crowns, etc. that impact stormwater

# Street Conditions

## ALL STREETS



# Street Condition Goals

## Achievement Goals



Adequate 90% (Minimum)



Marginal 8% (Maximum)



Problem 2% (Maximum)



# Street Maintenance Options (7)

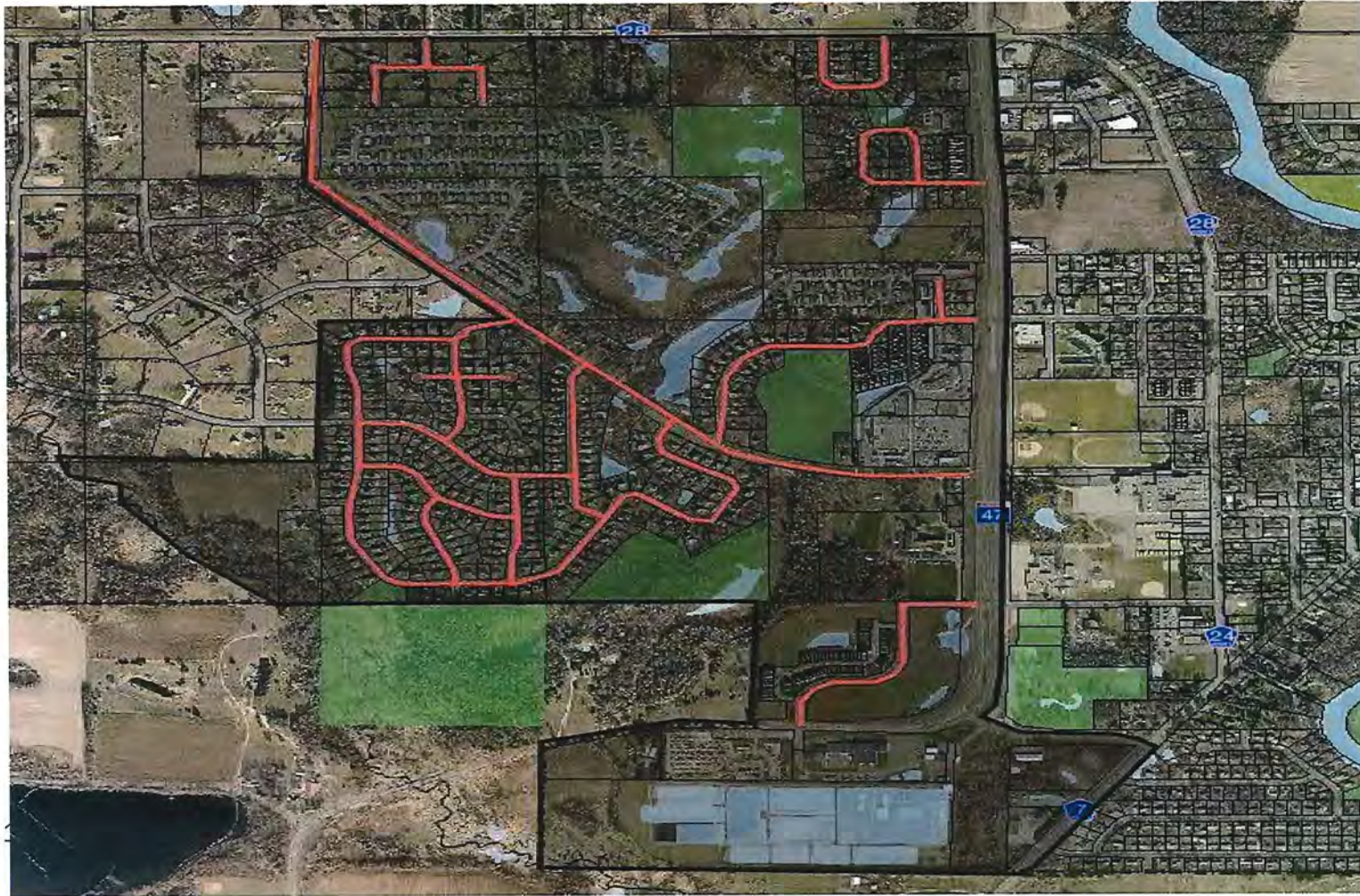
1. Pothole Patching
2. Crack Filling
3. Seal Coating
4. Curb Repair
5. Skin/Section Patching
6. Rehabilitation Overlay
7. Reconstruction

# How can the City manage 43.85 miles of road in various conditions, with 7 maintenance options?

- Public Works conducts a street condition assessment of roads every year and assigns a condition rating to the road
- The appropriate maintenance procedure is identified for the road based on the condition report
- The City will informally create and manage the City's roads in five geographical districts and concentrate on a district every year
- Pot holes will be filled as needed citywide

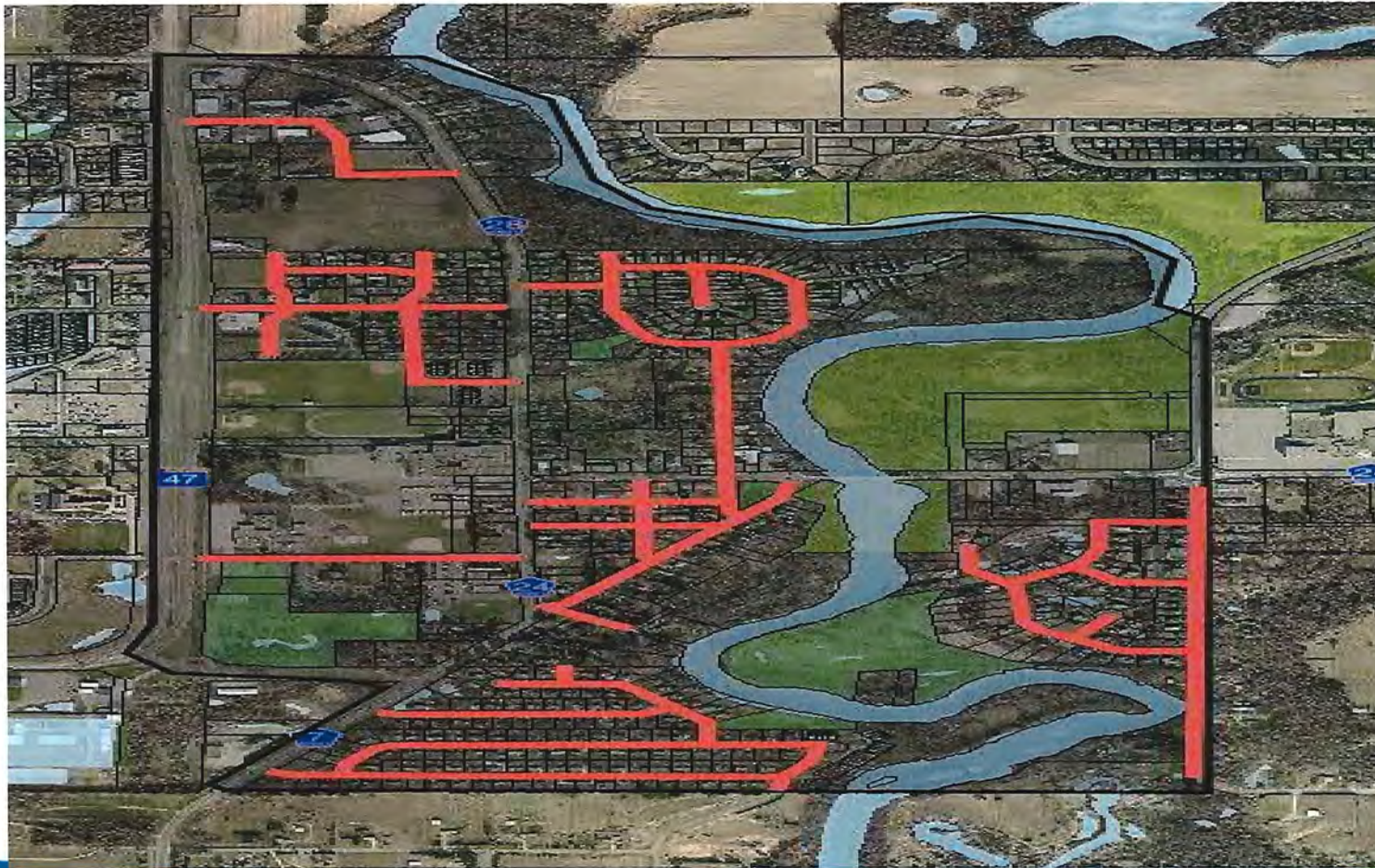


# What are the five Districts? (2)





# District 3



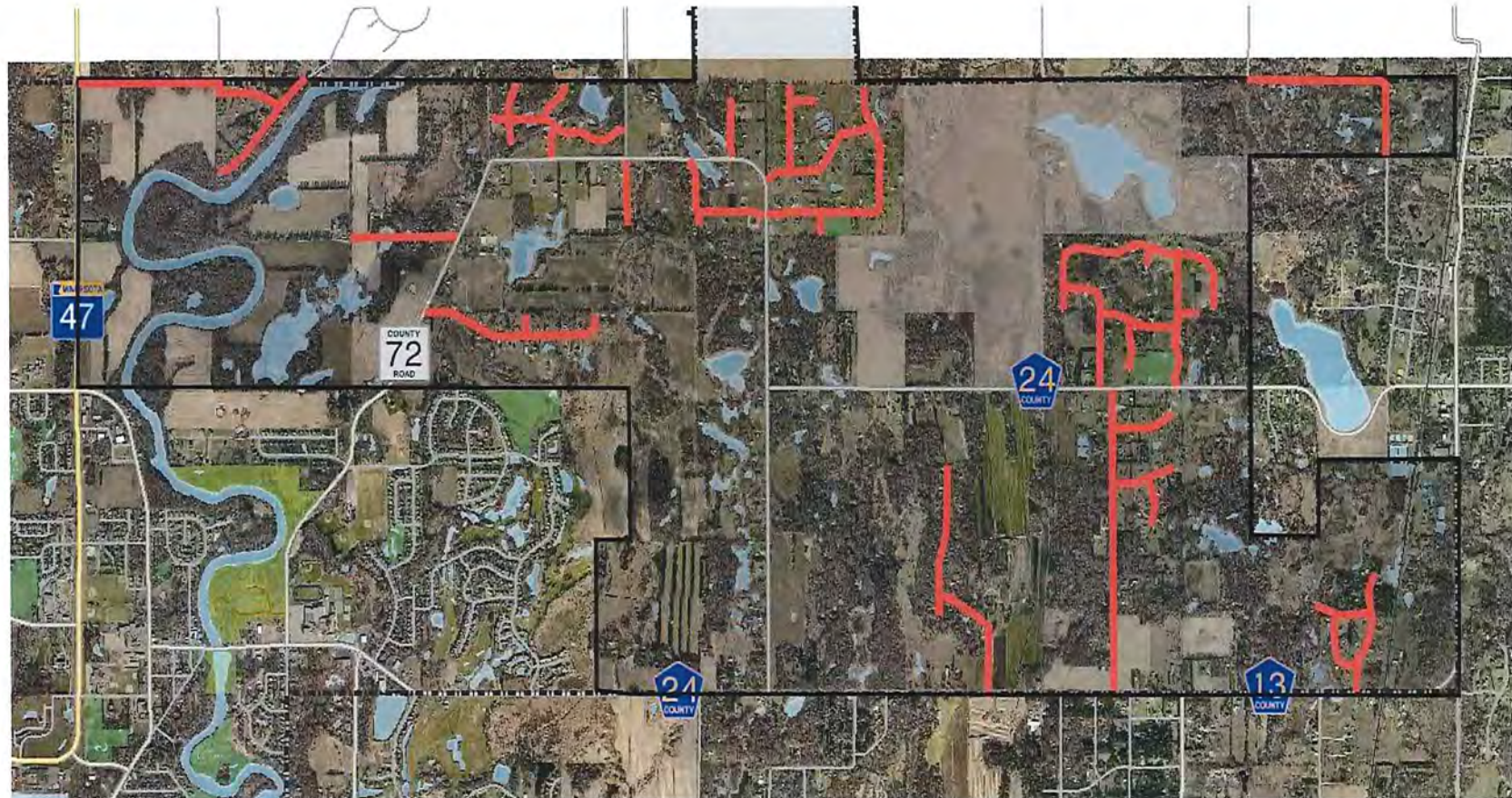


# District 4



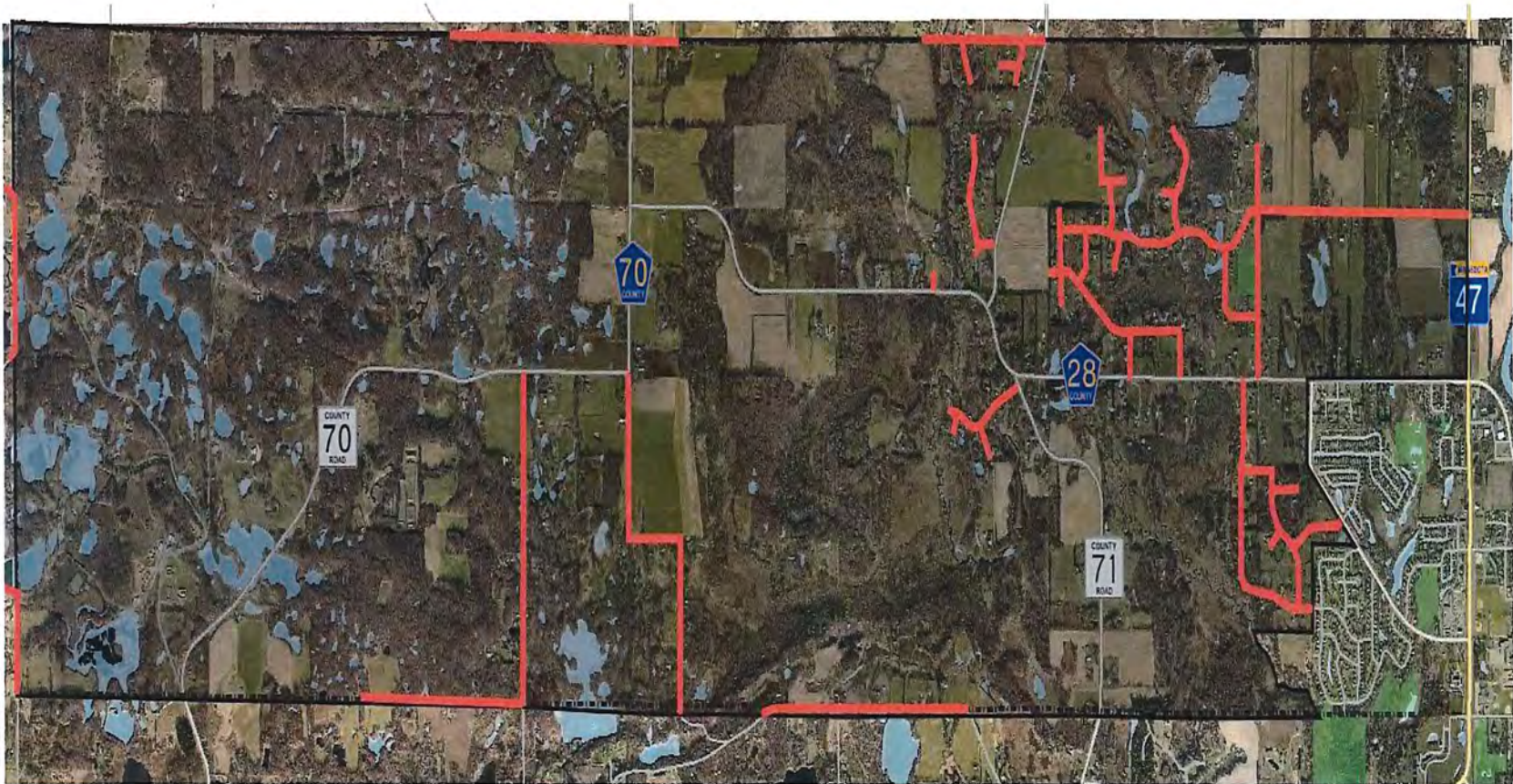


# District 5





# District 1



# When is the City anticipating working on these districts and why districts?

- 2018 – District 2
  - 2019 – District 3
  - 2020 - District 4
  - 2021 – District 5
  - 2022 – District 1
- 
- Sealcoating is recommended approximately every 5 years. Creating 5 districts allows the City to ensure each road is sealcoated and provides cost benefits by locating all of the work within a single district.



# How does the City pay for all of this road maintenance?

- Currently, the following maintenance items are already covered by the City's General Fund:
  - Pot Hole patching
  - Crack Filling
  - Sealcoating
  - Curb Repair
  - Skin/Section Patching

# Are there other sources of funds used to pay for road improvements?

- Yes, the City receives Municipal State Aid (MSA funds)
- This amount is approximately \$370,000 annually
- It can be used for qualifying road maintenance



What about the more expensive road maintenance such as mill/overlay and reconstruction? How is that paid for?

The City has historically paid for 60% of these projects and has assessed properties the remaining 40%.

# 60% and 40% of what? How much do mill/overlays and reconstructions cost?

- The City has projected all road projects for 5 years out.
- The smallest overlay project is estimated to cost \$78,750
- The largest reconstruction projects are estimated to cost \$1,190,000

# So what would that cost residents?

- Smallest overlay project – \$78,750
  - \$47,250 City cost
  - \$31,500 Resident Assessment
  
- Largest Reconstruction - \$1,190,000
  - \$714,000 City Cost
  - \$476,000 Resident Assessment

**Even if there are 50 residents paying a \$476,000 assessment, that is still a \$9,520 assessment to the property owner?**

- Correct, the City faces large assessments to property owners under the current system.
- In addition, the City and residents have to pay financing costs and interest on top of the project price.
- A \$1,800,000 project would also include the following costs:
  - Financing Costs \$58,600
  - Interest Costs \$504,936



**There has to be a better way to pay for these projects. A \$9,000 assessment is a lot of money.**

- The City has determined a new way to pay for mill/overlay and reconstructions projects that would eliminate street assessments.
- The city is planning to add \$60,000 every year to the road maintenance fund until it carries a sustaining balance of funds to pay for these projects.
- Therefore the City would pay for a \$1,190,000 project with cash and there would be no assessments and no financing costs.

# Ok, so now my property taxes will be astronomically high?

- Not necessarily.
- The City is making road maintenance a higher priority in the City's Budget.
- A commitment will be made annually to sufficiently fund streets.
- This annual increase of \$60,000 could come from increased revenues, cost reduction and reallocation, property taxes, or other potential sources.

# I live on a county road, private road, or state highway. Why would I pay for this?

- Residents who live on County Roads, Private Roads, or state highways already pay 60% of these road improvements.
- The high assessments have proven to be a barrier to completing some projects.
- The elimination of street assessments will allow for a complete road maintenance schedule to be implemented.



# What about tax exempt properties? They don't have to pay for road improvements?

- As proposed they would not.
- However, the City is studying ways to ensure that all properties contribute to the road maintenance plan.
- This could include a reduction in the Tax Levy allocation and a nominal franchise fee put into place.
- By utilizing the General Fund to kick start this road maintenance program, the City can begin right away. Council has committed to continuous review and tweaking to achieve efficiency.

# So I will never see another assessment from the City again?

- Possible, but not guaranteed.
- Stormwater improvements and utility improvements would likely still be shared between the City and assessments.
- The Street portion of the assessment is many times the largest portion of the overall assessment.
- Unless your road needs stormwater improvements or major utility upgrades- you should not see an assessment from the City.

# What are the next Steps?

- They City has routine maintenance approvals for sealcoating and preparing plans and specifications as it normally would.
- Once the plans and specs are completed, the City Council will consider a revision to the Assessment Policy and a transfer from the General Fund reserves to eliminate road assessments.
- All future road improvements would be planned to be paid for by the City with cash vs. financing a bond and assessments.



Questions?





**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #

**9 A**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Craig Jochum, City Engineer  
**SUBJECT:** 2018 Street Project  
**DATE:** April 11, 2018

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**OVERVIEW:**

The mill and overlay of Guarani Street NW, 230<sup>th</sup> Avenue NW, and Jivaro Street NW are programmed into the City's Capital Improvement Program for the year 2018. Ordering the improvement and the preparation of plans and specifications is the next step to advance this project.

**ACTION TO BE CONSIDERED:**

Consideration to adopt Resolution 2018-17 Ordering Improvement and Preparation of Plans and Specifications for 2018 Street Project.

**BUDGET IMPLICATION:**

The local portion of the project has been (preliminary) estimated to cost \$90,000 in the City of St. Francis Capital Improvement Plan. The Municipal State Aid portion of the project has been (preliminary) estimated to cost \$112,500 in the City of St Francis Capital Improvement Plan. The total preliminary estimated project cost is therefore \$202,500.

Attachments: Resolution Ordering Improvement and Preparation of Plans and Specifications  
Proposal for Engineering Services – 2018 Street Project



April 11, 2018

Honorable Mayor and City Council  
City of St. Francis  
23340 Cree Street NW  
St. Francis, MN 55070

RE: Proposal for Engineering Services – 2018 Street Project  
Guarani Street NW, 230<sup>th</sup> Avenue NW, Jivaro Street NW

Dear Honorable Mayor and City Council:

As requested, we have prepared a proposal letter for completing the 2018 Street Project as defined herein. We would describe the project and associated scope of work as follows:

### PROJECT DEFINITION

The project is defined as the milling and bituminous overlay of the existing street surface of Guarani Street NW, 230<sup>th</sup> Avenue NW, and Jivaro Street NW. We understand that Jivaro Street NW and 230<sup>th</sup> Avenue (from Jivaro to Makah) are Municipal State Aid (MSA) routes. Guarani Street NW and a portion of 230<sup>th</sup> Avenue are local routes. The total length of the project is approximately 4830 feet. An exhibit depicting the project location is shown below in **Figure 1**.



**Figure 1. Project Location Exhibit**



## **TOPOGRAPHIC SURVEY SERVICES**

Hakanson Anderson, will perform a topographic survey of the project area. The topographic data will be utilized when preparing construction plans and determining the project limits. Cross sections will be taken at approximately 100' stations, and points will be obtained on features within the roadway such as sanitary sewer manholes, gate valves, catchbasins, and driveways such that they can be shown accurately on the construction plans.

## **UTILITY COORDINATION MEETING**

Hakanson Anderson will conduct a utility coordination meeting as required for public improvement projects. It is not anticipated that any utility relocation or replacement will be necessary in conjunction with this project.

## **FIELD RECONNAISSANCE**

Hakanson Anderson will perform a field reconnaissance of the project area to review the field conditions, inspect the condition of the curb and gutter, and determine areas for pavement patching.

## **PREPARATION OF CONSTRUCTION PLANS AND SPECIFICATIONS**

Hakanson Anderson will prepare the construction plans and specifications for the project. Construction Plans will consist of: cover sheet, typical sections and details, estimated quantities, plan sheets, traffic control plans, and erosion and sediment control plans.

## **MNDOT STATE AID REVIEW**

Upon completion of the construction plans, we will submit them to MnDOT State Aid for agency review. Submission to MnDOT State Aid includes all applicable checklists, testing forms, and the required engineer's estimate. Concurrently with the submission to MnDOT, we will submit to City staff for staff review.

## **FINAL CONSTRUCTION DOCUMENTS**

We will incorporate any necessary final changes to the construction plans as determined by the MnDOT State Aid and staff review and prepare the final set of Construction Documents. The final Construction Documents will be submitted to the City Council for final review and approval and will be prepared for public bidding of the construction contract.

The specifications will include the standardized EJCDC General Conditions, Special Conditions to the Contract, Technical Specifications, the Contract Agreement, and sample forms for performance and payment bonds.



## **BIDDING**

Hakanson Anderson will assist the City in preparing and submitting the Advertisement for Bids as required by MN statutes. During the bidding period, we will answer Contractor questions as necessary. If clarifications are needed during the bidding period, we will issue Addenda as necessary. We will attend and assist the City in conducting the bid opening. After the bid opening, we will prepare a bid tabulation to verify that the bid amounts agree with the estimated quantities and unit prices.

## **PERMIT APPLICATIONS**

If necessary, we will complete the Storm Water Pollution Prevention Plan (SWPPP) as required for the NPDES Construction Permit. The contract will require that the Contractor pay the permit fee and obtain the permit.

## **CONSTRUCTION PHASE SERVICES**

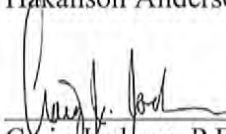
We will perform construction observation services during the construction period to ensure that all work conforms to the approved plans and specifications. The Project Manager will be available for clarifications or for interpretation of the plans and specifications and will make weekly site visits. We will record actual quantities of work and evaluate change order requests, if necessary. We will also prepare Pay Applications, and other pertinent items in administering the construction contract.

## **PROPOSED FEE**

We propose to complete the base services as described herein for a maximum not-to-exceed fee of \$29,400.

We thank you for the opportunity to provide this proposal. If you have any questions, please feel free to contact me at 763-852-0485 (direct) or [craigj@haa-inc.com](mailto:craigj@haa-inc.com).

Sincerely,  
Hakanson Anderson

  
\_\_\_\_\_  
Craig Jochum, P.E.  
President



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

**RESOLUTION 2018 - 17**

**A RESOLUTION ORDERING IMPROVEMENT AND  
PREPARATION OF PLANS AND SPECIFICATIONS FOR THE  
2018 STREET PROJECT**

WHEREAS, per the current Capital Improvement Program the City staff has identified a project that requires Plans and Specifications; and

WHEREAS, this project includes the rehabilitation overlays of Guarani Street NW from Pederson Drive NW to 230<sup>th</sup> Avenue NW, 230<sup>th</sup> Avenue NW from Guarani Street NW to Makah Street NW, and Jivaro Street NW from Pederson Drive to 230<sup>th</sup> Avenue NW.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ST. FRANCIS AS FOLLOWS:**

1. Such improvements are hereby ordered as proposed in the current City Capital Improvement Program.
2. City staff is hereby directed and authorized to prepare plans and specifications for the making of such improvements.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16<sup>th</sup> DAY OF APRIL, 2018.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steven D. Feldman, Mayor

\_\_\_\_\_  
Barbara I. Held, City Clerk

**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**9 B**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Paul Teicher, Public Works Director  
**SUBJECT:** Seal Coating and Crack Filling  
**DATE:** 4/16/2018

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**OVERVIEW:**

The street system strategy plan was introduced to the City Council on May 22<sup>nd</sup> 2017. This plan identifies a systematic approach to road maintenance throughout the city. We are planning on starting in district 2 in 2018. The City joined the street consortium in order to get the best pricing for road repairs. This is a group of cities that pool their project quantities together and have multiple companies bid for the projects. This results in bulk pricing from the companies. The bid for the St. Francis portion of the consortium is **\$85,172**. Staff had budgeted **\$126,540**. A difference of **\$40,368** which will be proposed for replay at a future date when prices are received.

A map of District 2 is attached. The roads scheduled for sealcoating include (in red):

- 229<sup>th</sup> Lane NW
- Makah St. NW
- 230<sup>th</sup> Lane NW
- 230<sup>th</sup> Court NW
- Navajo St. NW
- 231<sup>st</sup> Court NW
- Lipan St.
- 232<sup>nd</sup> Lane NW
- Fox St.
- 232<sup>nd</sup> Avenue NW
- Cree Street
- 228<sup>th</sup> Avenue NW
- Degardner Circle
- Eldorado St. NW

Roads scheduled for mill/overlay (in blue and separate agenda item):

- Guarani Street NW
- 230<sup>th</sup> Avenue NW
- Jivaro Street NW

**ACTION TO BE CONSIDERED:**

Authorize the acceptance of the bid from the consortium in the amount of **\$85,172**. The City budgeted an amount of **\$126,540**.



- Ask About Coordination of Crackfiller + Sealcoater  
 - ADD NEXT DISTRICT CRACKFILL.

CITY OF COON RAPIDS - BID TABULATION  
 2018 STREET MAINTENANCE PROGRAM - PROJECT 10-5  
 SEALCOATING, PAVEMENT MARKINGS,  
 CRACK SEALING AND FOG SEALING

BID OPENING: MARCH 16, 2018, 10:00 A.M.

PEARSON BROS. INC.	SIR LINES-A-LOT	FAHRNER ASPHALT SEALERS INC.	ALLIED BLACKTOP COMPANY	ASPHALT SURFACE TECHNOLOGIES CORP.	NORTHWEST ASPHALT	AAA STRIPING SERVICE	WARNING LITES
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NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL		
<b>BID SCHEDULE NO. 1 - SEAL COAT</b>																			
1	AGGREGATE																		
	DRESSER TRAP ROCK (BASE BID)																		
	F&I FA-2 AGGREGATE	SY	410976	-0.79	324,562.04		0.00		0.00	1.09	447,854.84	0.85	349,244.00		0.00		0.00	0.00	
	F&I FA-1 1/8"	SY	963964	0.88	848,200.32		0.00		0.00	1.13	1,089,195.32	0.97	934,948.09		0.00		0.00	0.00	
	TOTAL DRESSER TRAP ROCK		1374740		1,172,762.36						1,537,021.16		1,284,192.09						
	GRANITE (ALTERNATE)																		
	F&I FA-2 AGGREGATE	SY	410976	0.75	308,157.00		0.00		0.00	1.05	431,419.80	0.78	320,483.28		0.00		0.00	0.00	
	F&I FA-1 1/8"	SY	963964	0.88	848,200.32		0.00		0.00	1.13	1,089,195.32	0.97	934,948.09		0.00		0.00	0.00	
	TOTAL GRANITE		1374740		1,156,357.32						1,520,586.12		1,255,431.36						
2	SEAL COAT OIL																		
	F&I CRS-2 SEAL COAT OIL	GAL	223414	1.11	247,089.54		0.00		0.00	0.48	107,238.72	1.95	435,657.30		0.00		0.00	0.00	
	F&I CRS-2P (POLYMER MOD)	GAL	161804	-1.37	221,671.48		0.00		0.00	0.71	114,880.84	2.35	380,239.40		0.00		0.00	0.00	
	TOTAL SEAL COAT OIL		385218		469,601.02						222,119.56		815,896.70						
3	FOG SEAL OIL																		
	F&I FOG SEAL OIL PER SPEC	GAL	2500	2.50	6,250.00		0.00		0.00	5.00	12,500.00	4.00	10,000.00		0.00		0.00	0.00	
	TOTAL FOG SEAL OIL		2500		6,250.00						12,500.00		10,000.00						
	TOTAL BID SCHEDULE NO. 1 (BASE BID)				1,648,703.38		N/A		N/A		1,771,640.72		2,110,089.38		N/A		N/A	N/A	
	TOTAL BID SCHEDULE NO. 1 (ALTERNATE)				1,832,288.34		N/A		N/A		1,755,205.68		2,081,328.09		N/A		N/A	N/A	
<b>BID SCHEDULE NO. 2 - PAVEMENT MARKINGS</b>																			
1	F&I STREET MARKINGS	GAL	5592.23			20.00	111,844.60		0.00		0.00		0.00		0.00	22.40	125,265.95	28.99	162,118.75
2	F&I STREET SYMBOLS	GAL	633		0.00	99.50	62,983.50		0.00		0.00		0.00		0.00	116.00	73,428.00	114.83	72,687.39
	TOTAL BID SCHEDULE NO. 2				N/A		174,828.10		N/A		N/A		N/A		N/A		198,693.95		234,806.14
<b>BID SCHEDULE NO. 3 - CRACK SEALING</b>																			
1	F&I STREET ROUT & SEAL CRACK SEALING	LF	182414		0.00		0.00	-0.35	63,844.00	0.78	127,689.80	0.72	131,336.08	0.65	118,569.10		0.00		0.00
2	F&I STREET BLOW & GO CRACK SEALING	LF	838384		0.00		0.00	0.33	210,668.72	0.48	255,353.00	0.57	303,878.88	0.48	308,424.32		0.00		0.00
3	F&I TRAIL ROUT & SEAL CRACK SEALING	LF	0.00		0.00		0.00	0.50	0	0.70	0.00	1.00	0.00		0.00		0.00		
4	F&I TRAIL BLOW & GO CRACK SEALING	LF	0.00		0.00		0.00	0.50	0	0.40	0.00	0.90	0.00		0.00		0.00		
	TOTAL BID SCHEDULE NO. 3				N/A		N/A		274,611.62		383,043.40		495,216.96		424,993.42		N/A		N/A
<b>BID SCHEDULE NO. 4 - FOG SEALING</b>																			
1	F&I STREET FOG SEALING	GAL	9283	10.00	92,830.00		0.00		0.00	4.75	44,094.25	6.00	55,698.00		0.00		0.00		0.00
2	F&I TRAIL FOG SEALING	GAL	10816	9.00	97,335.00		0.00		0.00	4.40	47,588.00	8.00	84,800.00		0.00		0.00		0.00
3	F&I PARKING LOT FOG SEALING	GAL	7765	8.00	62,120.00		0.00		0.00	4.40	34,166.00	6.00	46,590.00		0.00		0.00		0.00
	TOTAL BID SCHEDULE NO. 4				252,285.00		N/A		N/A		125,846.25		167,178.00		N/A		N/A		N/A
<b>SUMMARY OF BIDS</b>																			
	TOTAL SEALCOATING (BASE BID)				1,848,703.38		N/A		N/A		1,771,640.72		2,110,089.38		N/A		N/A		N/A
	TOTAL SEALCOATING (ALTERNATE)				1,832,288.34		N/A		N/A		1,755,205.68		2,081,328.09		N/A		N/A		N/A
	TOTAL PAVEMENT MARKINGS				N/A		174,828.10		N/A		N/A		N/A		N/A		198,693.95		234,806.14
	TOTAL CRACK SEALING				N/A		N/A		274,611.62		383,043.40		495,216.96		424,993.42		N/A		N/A
	TOTAL FOG SEALING				252,285.00		N/A		N/A		125,846.25		167,178.00		N/A		N/A		N/A
HIGHLIGHTED CELLS INDICATE CORRECTION TO SCHEDULE OF BID PRICES SUBMITTED BY BIDDER																			

49124 62,638

125713 19791  
 75227

28114  
 49445

OUR PLAN EST. \$126,540  
 Sealcoat Local + MSA 62500 + 32500 = \$95,000  
 Crackfill Local + MSA 20,250 + 10,790 = \$31,540

Bid Result totals \$85,172

- Crackfill in District III -> try to get photo for scheduling purposes  
 - Reply - not calculated.













**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**9 C**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Paul Teicher, Public Works Director  
**SUBJECT:** **Surplus Property**  
**DATE:** April 16<sup>th</sup>, 2018

---

**OVERVIEW:** For safety of our community and employees, the city received a chlorine leak repair kit (type "A") with the construction of the wastewater treatment facility. While city staff is not trained for Hazardous material spill and recovery, we wanted to make sure the response team for Anoka County had the right tools to respond to any potential emergencies we may have. This kit can also work for chlorine emergencies at the water treatment plant.

The Coon Rapids Fire Department is the HazMat Team for Anoka County and would likely be the team to respond to any Chlorine emergency the city may have. They have expressed need and interest in obtaining the kit.

**ACTION TO BE CONSIDERED:** To declare the chlorine leak repair kit surplus and donate it to the HazMat team for Anoka County.

**BUDGET IMPLICATION:** No budget implication.

Attachments: Resolution 2018-18

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

RESOLUTION 2018-18

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 better suited for use by a trained emergency response team for municipal service; and

WHEREAS, the chlorine leak repair kit (type "A") will be donated to HazMat Team for Anoka County after being declared surplus property; and

WHEREAS, 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:

<b>Surplus Property</b>	<b>Estimated Value</b>
Chlorine leak repair kit (type "A")	Less than \$2500.00

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16<sup>th</sup> DAY OF APRIL, 2018.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steven D. Feldman, Mayor

\_\_\_\_\_  
Barbara I. Held, City Clerk





**CITY COUNCIL  
AGENDA REPORT**  
Agenda Item #:  
**9D**

**TO:** Mayor & City Council  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** Kings Highway/Riverbank Lane Worksession  
**DATE:** April 16<sup>th</sup>, 2018

---

**OVERVIEW:**

Staff is looking to schedule a worksession in June to discuss the Kings Highway and Riverbank lane topic.

Staff is anticipating sending out notices to all impacted residents once a date is set.

**Action Requested:**

Motion to set a worksession date in June to discuss Kings Highway and Riverbank Lane.

JEFFREY S. JOHNSON  
RUSSELL H. CROWDER  
MICHAEL F. HURLEY  
DOUGLAS G. SAUTER  
HERMAN L. TALLE  
CHARLES M. SEYKORA  
DANIEL D. GANTER, JR.  
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OF COUNSEL  
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STEVEN G. THORSON  
W. JAMES VOGL, JR.  
\*JAMES H. WILLS

To: Honorable Mayor and City Council Members, Joe Kohlmann, City Administrator

From: David Schaps, Assistant City Attorney

RE: Approval of Resolution Accepting Property Transfers from Anoka County Per the Terms of the Bridge Street Joint Powers Agreement

Date: April 12, 2018

### MEMORANDUM

#### Background:

The City and Anoka entered into a Joint Powers Agreement on October 10, 2014, for the reconstruction of Bridge Street in the City of St. Francis and the addition of two roundabouts in the community. As part of that agreement, certain properties were to be conveyed to the City of St. Francis and Anoka County.

Per the terms of the Joint Powers Agreement, Anoka County is requesting the City of St. Francis accept the transfer of seven properties to it to complete the designation of the right of way on Kerry Street and Rum River Boulevard.

#### Recommended Motion:

Motion to approve Resolution 2018-16, authorizing the conveyance of Anoka County property to the City of St. Francis pursuant to the Bridge Street Joint Powers Agreement – Exhibit D (Parcel 1) and (Parcel 2) and Exhibit E.

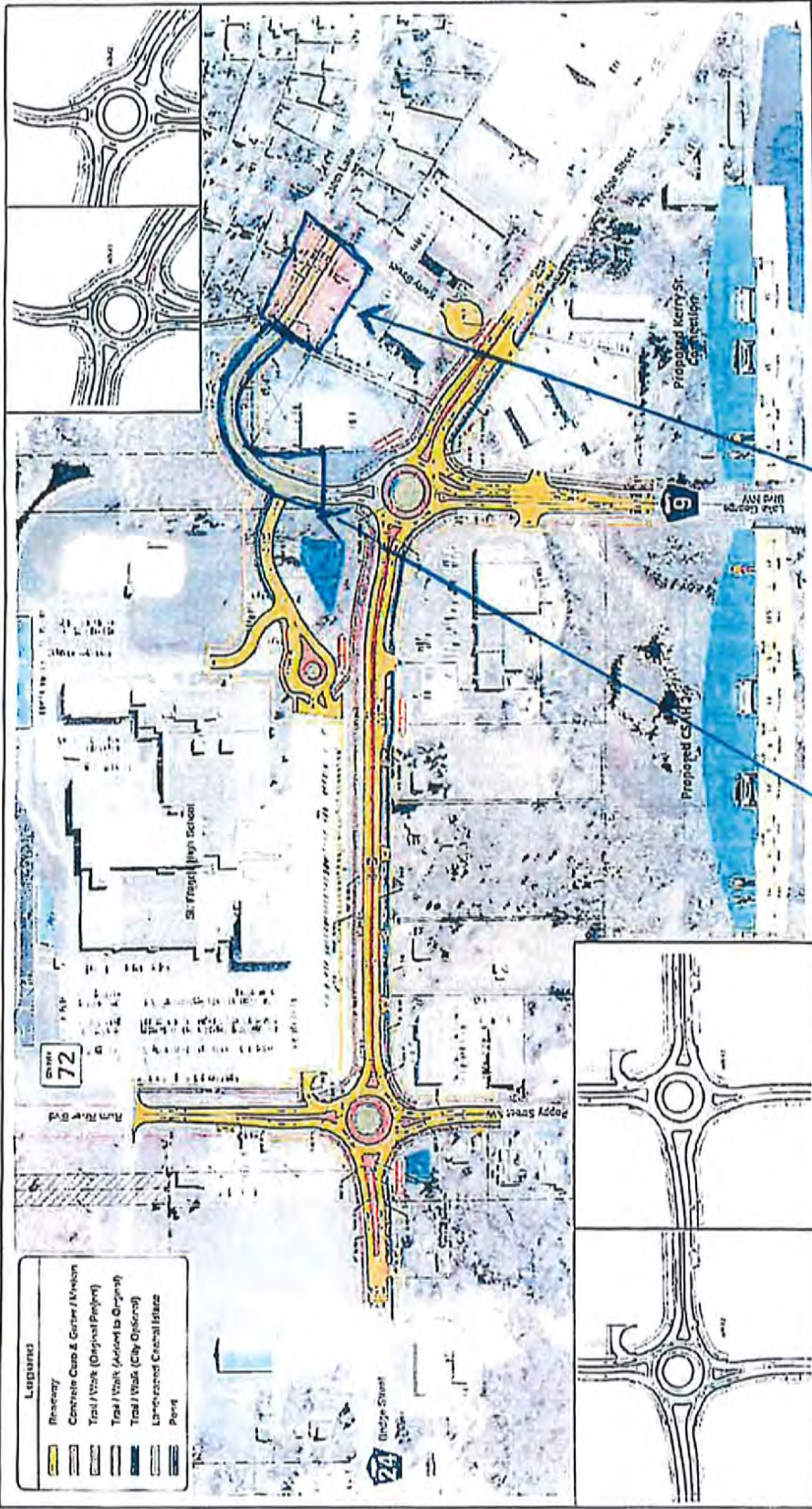


# T-OF-WAY PLAT NO. 91

S.P. 002-624-026







**Project Layout**  
May 11, 2014

Parcel 1  
Parcel 2  
Parcel 3

**CSAH 24 (Bridge Street) Improvements**  
Anoka County, Minnesota



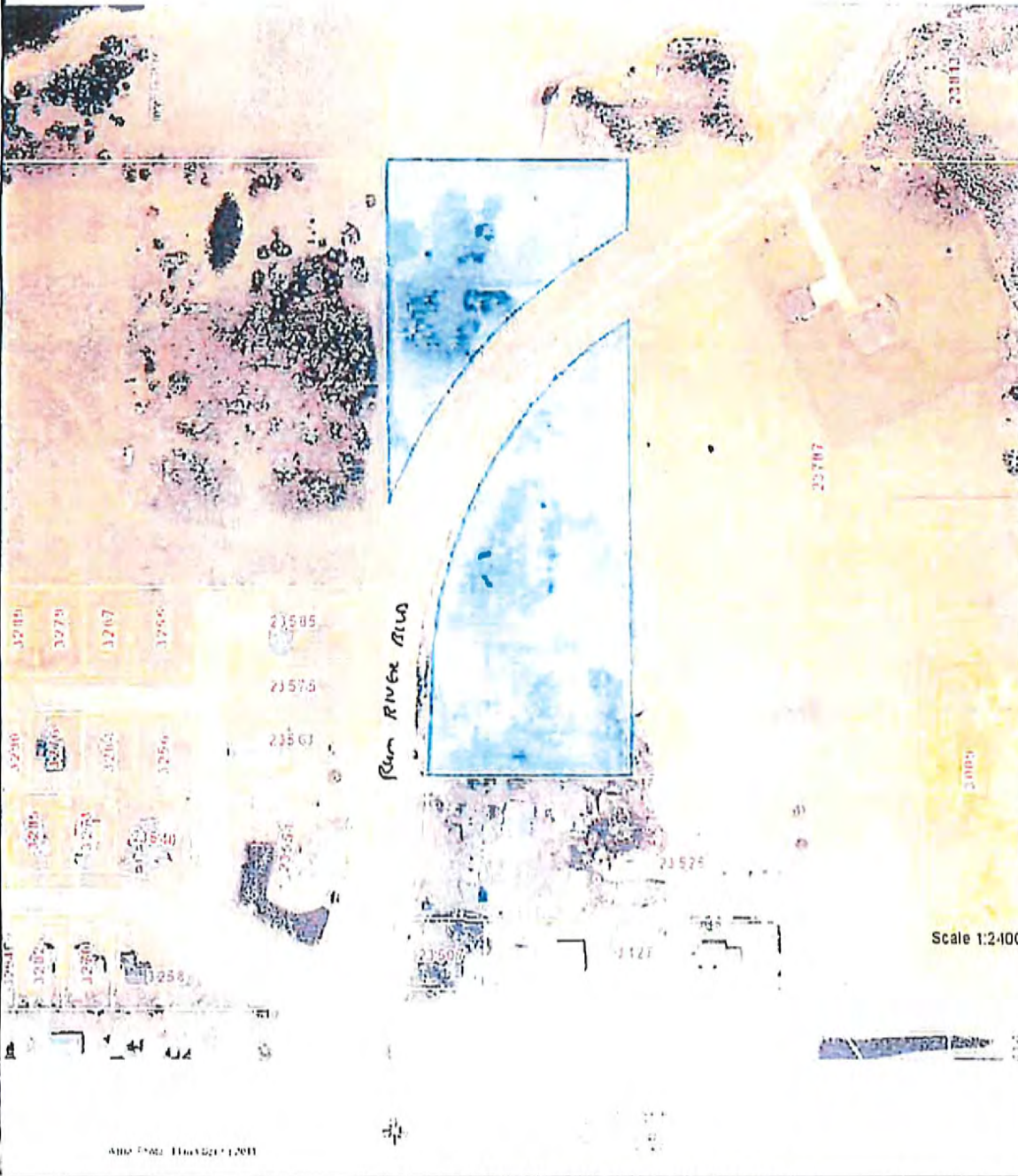
COUNTY OWNED, TRANSFER TO CITY  
TO BE PURCHASED BY ANOKA COUNTY FOR  
RELOCATED CITY STREET  
CITY OWNED, TO BE DONATED FOR PROJECT







# Anoka Co. Hwy \$27,100-6.61ac.



City of St. Francis  
St. Francis, MN  
Anoka County  
State of Minnesota

Resolution No. 2018-16

**A RESOLUTION AUTHORIZING THE CONVEYANCE OF ANOKA COUNTY  
PROPERTY TO THE CITY OF ST. FRANCIS PURSUANT TO BRIDGE STREET  
JOINT POWERS AGREEMENT - EXHIBIT D (PARCEL 1) and (PARCEL 2) and  
EXHIBIT E.**

WHEREAS, The City of St. Francis and Anoka County entered into a Joint Powers Agreement ("Agreement") for the joint reconstruction of Bridge Street in the City of St. Francis dated on or about October 14, 2014 which provided that the County would convey the seven below mentioned property (also described in the Agreement as Exhibit D, Parcel 1 and Parcel 2 and Exhibit E) to the City of St. Francis pursuant to the terms of the Agreement; and

WHEREAS, Now that the Bridge Street reconstruction portion of the project has been completed, Anoka County has requested that seven parcels be conveyed to the City of St. Francis at this time; and

WHEREAS, the City of St. Francis has the ability to accept the property transfer pursuant to Minnesota State Statute § 412.211; and

WHEREAS, the seven parcels are described as:

1. Lot 3, Block 4, ROYAL OAKS, Anoka County, Minnesota.

Part of P.I.N. 33-34-24-33-0039

together with all hereditaments and appurtenances belonging thereto.

2. Lot 4, Block 4, ROYAL OAKS, Anoka County, Minnesota.

Part of P.I.N. 33-34-24-33-0040

together with all hereditaments and appurtenances belonging thereto.

**3.** Parcel 3B, ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 91, Anoka County, Minnesota, EXCEPT that part described as follows:

Commencing at the southeast corner of said Parcel 3B; thence South 89 degrees 31 minutes 26 seconds West, along the south line of said Parcel 3B, 56.84 feet to the point of beginning of the property to be described; thence North 89 degrees 31 minutes 26 seconds East, along said south line, 56.84 feet to said southeast corner of Parcel 3B; thence North 00 degrees 28 minutes 34 seconds West, along the east line of said Parcel 3B, 136.68 feet; thence southwesterly 68.85 feet, along a nontangential curve, concave to the southeast, having a radius of 128.00 feet, a central angle of 30 degrees 49 minutes 04 seconds and a chord bearing of South 28 degrees 45 minutes 18 seconds West; thence North 76 degrees 39 minutes 12 seconds West, nontangential to said curve, 6.00 feet; thence South 13 degrees 20 minutes 48 seconds West 55.66 feet; thence southwesterly 25.13 feet, along a tangential curve, concave to the southeast having a radius of 206.00 feet and a central angle of 06 degrees 59 minutes 25 seconds to the point of beginning.

Part of P.I.N. 32-34-24-44-0027

**4.** Parcel 5A, Anoka County Highway Right-of-Way Plat No. 91, Anoka County, Minnesota.

Part of P.I.N. 33-34-24-33-0060

together with all hereditaments and appurtenances belonging thereto.

**5.** Parcel 10, Anoka County Highway Right-of-Way Plat No. 91, Anoka County, Minnesota.

Part of P.I.N. 33-34-24-33-0041

together with all hereditaments and appurtenances belonging thereto.

**6.** Parcel 11, Anoka County Highway Right-of-Way Plat No. 91, Anoka County, Minnesota.

Part of P.I.N. 33-34-24-33-0027

**7.** That part of the West 400.00 feet of the Northwest Quarter of the Northwest Quarter of Section 33, Township 34, Range 24, Anoka County, Minnesota, as measured along the north line thereof, lying northerly of the South 358.00 feet of said Northwest Quarter of the Northwest Quarter, as measured along the west line thereof.



EXCEPT that part of the above described parcel lying within a 120.00 foot wide strip of land, the southeasterly and easterly line of said strip is described as follows:

Commencing at the northeast corner of said West 400.00; thence South 00 degrees 25 minutes 24 seconds East, along the east line of said West 400.00 feet, a distance of 244.30 feet to the point of beginning of the line to be described; thence South 59 degrees 06 minutes 34 seconds West 11.96 feet; thence southwesterly 654.26 feet along a tangential curve, concave to the southeast, having a radius of 656.20 feet and a central angle of 57 degrees 07 minutes 35 seconds; thence South 01 degrees 58 minutes 59 seconds West to a point on the north line of said South 358.00 feet, distant 60.03 feet easterly of the northwest corner of said South 358.00 feet, and said line there terminating.

The side line of said 120.00 foot wide strip is to be lengthened or shortened to terminate on the east and west lines of said West 400.00 feet.

Part of P.I.N. 33-34-24-22-0016

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The City Council of the City of St. Francis hereby accepts the above referenced property transfers from Anoka County to the City of St. Francis.
2. The Mayor and City Clerk are authorized to execute any document required to perfect the transfer of the above referenced property from Anoka County to the City of St. Francis, upon the approval as to form by the City Attorney.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16th DAY OF APRIL, 2018.

APPROVED:

\_\_\_\_\_  
Steven D. Feldman  
Mayor of St. Francis

ATTEST:

\_\_\_\_\_  
Barbara I. Held  
City Clerk

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\*JAMES H. WILLS

To: Honorable Mayor and City Council Members, Joe Kohlmann, City Administrator

From: David Schaps, Assistant City Attorney

RE: Approval of Ordinance Conveying Surplus Property to Anoka County Per the Terms of the  
Bridge Street Joint Powers Agreement

Date: April 12, 2018

### MEMORANDUM

#### **Background:**

The City and Anoka entered into a Joint Powers Agreement on October 10, 2014, for the reconstruction of Bridge Street in the City of St. Francis and the addition of two roundabouts in the community. As part of that agreement, certain properties were to be conveyed to the City of St. Francis and Anoka County.

Per the terms of the Joint Powers Agreement, Anoka County is requesting the City of St. Francis convey two final properties to it to complete the designation of the right of way on Bridge Street.

#### **Recommended Motion:**

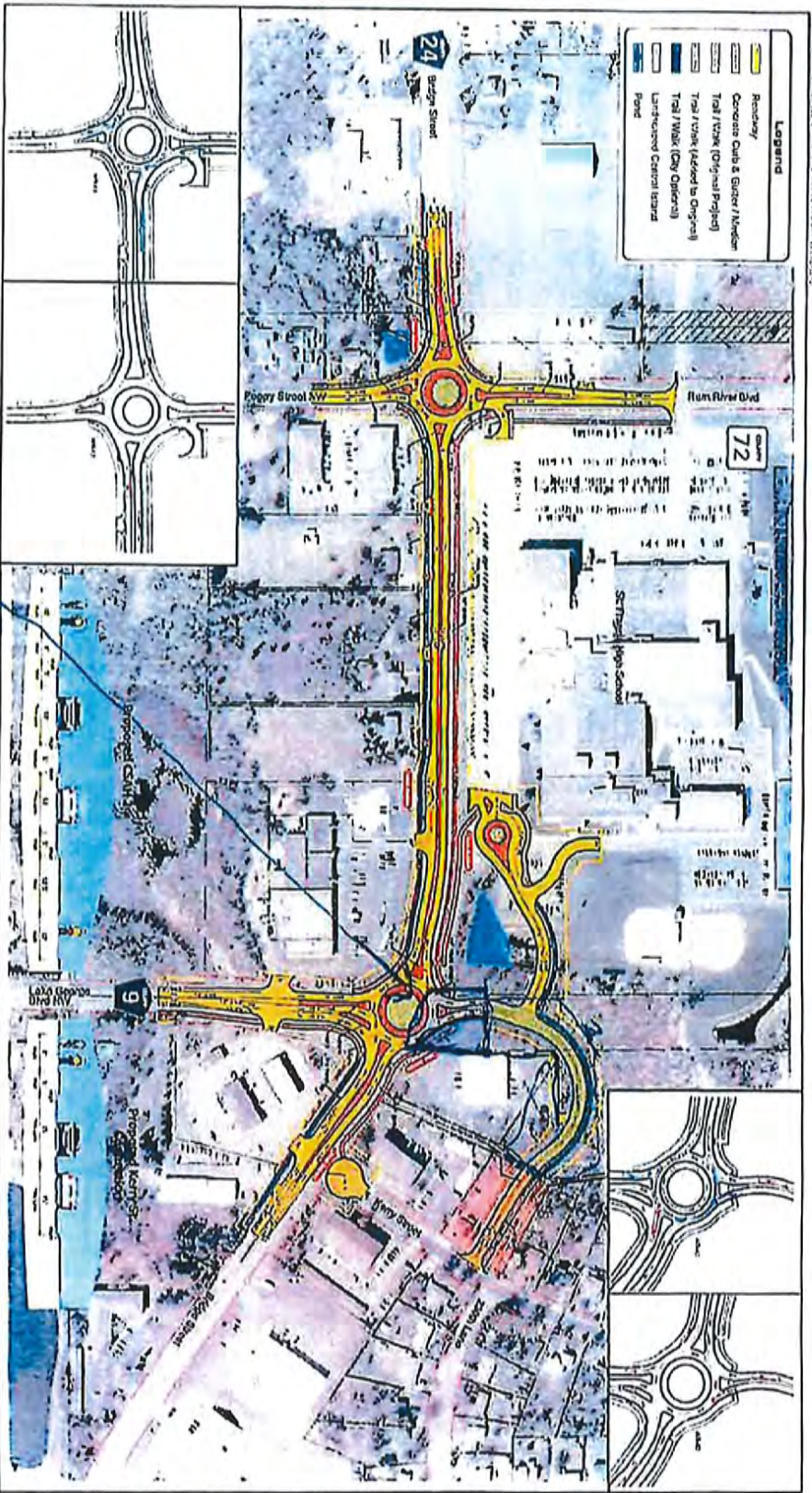
Motion to approve Ordinance 239, Second Series, authorizing the conveyance of City surplus property to Anoka County pursuant to the Bridge Street Joint Powers Agreement and as listed in the Agreement as Exhibit D, Parcel 3.







**CSAH 24 (Bridge Street) Improvements**  
**Anoka County, Minnesota**



**Project Layout**  
 May 11, 2014

**City of St. Francis  
St. Francis, MN  
Anoka County  
State of Minnesota**

**Ordinance 239, Second Series**

**AN ORDINANCE AUTHORIZING THE CONVEYANCE OF CITY SURPLUS  
PROPERTY TO ANOKA COUNTY PURSUANT TO BRIDGE STREET JOINT  
POWERS AGREEMENT - EXHIBIT D (PARCEL 3)**

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

WHEREAS, pursuant to Section 8-7-3, the City has identified property legally described as follows as surplus property and is no longer needed for municipal service;

WHEREAS, the parcels are described as:

That part of Parcel 4, ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 91, Anoka County, Minnesota, lying southerly of the following described line:

Commencing at the northwest corner of said Parcel 4; thence North 89 degrees 31 minutes 26 seconds East, bearing assumed, along the north line of said Parcel 4, a distance of 63.15 feet to the northeast corner of said Parcel 4; thence southerly 65.52 feet along an east line of said Parcel 4 on a nontangential curve, concave to the east, having a radius of 177.92 feet, a central angle of 21 degrees 06 minutes 01 seconds and a chord bearing of South 03 degrees 10 minutes 29 seconds East to an angle point on said east line; thence North 76 degrees 16 minutes 30 seconds East, along a northerly line of said Parcel 4, a distance of 10.13 feet to an angle point on said northerly line, said point being the point of beginning of the line to be described; thence South 76 degrees 16 minutes 30 seconds West 78.16 feet to the west line of said Parcel 4 and said line there terminating.

Part of P.I.N. 33-34-24-33-0048

AND

A permanent easement for drainage, utility, slope, snow storage and storm sewer purposes, over, under and across Parcel 6PE-2, ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 91, Anoka County, Minnesota.

Part of P.I.N. 33-34-24-32-0064

together with all hereditaments and appurtenances belonging thereto.

WHEREAS, The City of St. Francis and Anoka County entered into a Joint Powers Agreement ("Agreement") for the joint reconstruction of Bridge Street in the City of St. Francis dated on or about October 14, 2014 which provided that the City would convey the above mentioned property (also described in the Agreement as Exhibit D, Parcel 3) to Anoka County pursuant to the terms of the Agreement; and

WHEREAS, Now that the Bridge Street reconstruction portion of the project has been completed, Anoka County has requested the parcels be conveyed at this time; and

WHEREAS, Anoka County has requested the conveyance of the property at this time in order to move finalize the right of way ownership as a result of the Bridge Street reconstruction project and the terms of the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

The Mayor and City Clerk are authorized to execute and transfer the above referenced property to Anoka County upon the approval as to form by the City Attorney.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS \_\_\_ DAY OF MAY, 2017.

APPROVED:

\_\_\_\_\_  
Steve Feldman  
Mayor of St. Francis

ATTEST:

\_\_\_\_\_  
Barbara I. Held  
City Clerk

741032-v1





**Streets and Parks Monthly Report – March 2018**

Public Works  
4058 St. Francis Blvd. NW  
St. Francis, MN 55070

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	28	Hours
Streets	Snowplowing	Plowing City Streets	130.2	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	128	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	65	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	16	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	75.84	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	89	Inspections
Parks	Events	Preparation and Inspection	7	7 Warming House
Parks	Fertilizing	City Parks and Property	0	Acres
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	0	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	3	Streets
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	28	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	52	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	10	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	Times
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Recycling	2018 Spring Recycling Newsletter	Created newsletter & mailed out to residents.	3255	Residents
Recycling	Meetings (2 hours), Event Planning, etc.	Attended Recycling Meeting w/ Anoka County, Event Planning	10	Hours



**Water and Sewer Monthly Report – March 2018**

Public Works  
4058 St. Francis Blvd. NW  
St. Francis, MN 55070

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	22	Inspections
Water	Operational Hours	Hours spent at the facility.	50	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	22	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	22	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
<b>Water</b>	<b>Water Treatment Report</b>			
		Total Finished Water	11.2	Million Gallons
		Total Raw Water	11.3	Million Gallons
		Average Daily Flow	.360	Million Gallons
		Average Chlorine	.57	Mg/l
		Average Raw Iron	1.12	Mg/l
		Average Raw Manganese	.082	Mg/l
		Average Fluoride	.74	Mg/l
		Iron Removal	99	%
		Manganese Removal	87	%
<b>Wastewater</b>	<b>Wastewater Treatment Report</b>			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent (25 Constituents); 8 Effluent (39 Constituents)	64	Constituents
Wastewater	Operational Hours	Hours spent at facility.	176	Hours



WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Inspect Operations Building	Daily inspection of building.	22	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	22	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	22	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	22	pH Readings
Wastewater	Inspections	Inspect 10 lift stations daily and calculate pump runtimes.	176	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	88	Tests
	<b>Wastewater Flows/Results</b>			
		Discharge Point	Seelye Brook	
		Total Influent	9.73	Million Gallons
		Total Effluent	9.72	Million Gallons
		Influent TSS	312	Mg/l
	<i>Limit: (30 mg/l)</i>	Effluent TSS	1.2	Mg/l
	<i>Limit: (85 %)</i>	<b>TSS % Removal</b>	<b>99</b>	<b>% Removal</b>
		Influent CBOD	238	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
	<i>Limit: (85 %)</i>	<b>CBOD % Removal</b>	<b>100</b>	<b>% Removal</b>
		Influent Phosphorus	6.2	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
		<b>Phosphorus % Removal</b>	<b>100</b>	<b>% Removal</b>
		Influent Ammonia Nitrogen	28.7	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	0	Mg/l
		<b>Ammonia Nitrogen % Removal</b>	<b>100</b>	<b>% Removal</b>
<b>Water/ Sewer</b>	<b>Monthly Tasks</b>			
Water/Sewer	Locates	Process Locate Requests	17	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	1	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high water usage, no read list, and meter installs.	23	Work Orders
<b>Water/Sewer</b>	<b>Monthly Projects</b>			
WWTP	Blower #1 Motor Repair (Ongoing)	Faulty Bearings - Warranty	1	Blower Motor
WWTP	Generator Recall	Bus Bar Recall - Repaired.	1	Generator



WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
WWTP	HVAC Filters	Replace Dirty Filters	20	Filters
WWTP	Grease Ras/Intermediate Pumps	Preventative Maint.	6	Motors/Pumps
WWTP	Arc-Flash Study	Safety Study Concerning Electric Maintenance	1	Study
Liquor Store	Furnace and AC Replacement	Obtain Quotes - Completed	4	HVAC Units
Warming House	Furnace and AC Replacement	Obtain Quotes - Completed	2	HVAC Units
City Buildings	HVAC Service Contract	Preventative Maintenance - Completed	63	HVAC Units
Public Works	HVAC Training	Training on HVAC SCADA	1	Hour
River Shores Lift Station	Pull Pumps	Pumps Plugged - Rags	6	Pumps
Deer Creek Lift Station	Pull Pumps	Pump Plugged - Rags	1	Pump
Deer Creek Lift Station	Install New Volute/Rail Guide	Old Volute Worn Out That Encloses Impeller	1	Volute
Wastewater Training	Complete credit hour training required for license.	Attend Training Sessions	2.5	Days
Wastewater Training	Complete credit hour training required for license.	Attend Training Sessions	2.5	Days