

City Council Worksession Agenda
Monday January 25th, 2021 at 5:30 p.m.
Via Zoom

- 1) Call the Meeting to Order
- 2) Roll Call
- 3) Fire Department
- 4) Highway 47 Meeting
- 5) Liquor Store Expansion
- 6) Adjourn



**City Council
AGENDA REPORT
Agenda Item #
3**

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Fire Department – Chief and Assistant Chief
DATE: January 25th, 2021

OVERVIEW

The City signed a Fire Management Service Contract with the City of Nowthen that will result in revenue of **\$75,069; \$77,322; and \$79,641. OR \$232,032** over three years. The City of Nowthen will only be paying the City of St. Francis directly for Fire Management Services. Also, while it was not put in the contract for various reasons – it is anticipated that 20 hours roughly per week would be with Nowthen. Thus requiring both the Chief and Assistant Chief to increase their time allocated by about 50% of the Fire Chief's current workload (yearly hours = 2,080 hours + 1,040 hours for Nowthen).

Staff has reviewed the Fire Chief job description and assessed the additional role of the Assistant Fire Chief. With that, there is support for reassessing each position's salary. Staff's assessment, based on the city's pay guide, was that an increase in **\$6,986** for the Fire Chief is supportable. Due to the increased time for the Assistant Chief, assuming paid per call is removed, an increase of about **\$8,800** could be supported. These adjustments would make their salaries **\$99,902** and **\$17,500** respectively.

Comparisons

Staff found metro area comparisons used in 2019 when reviewing the full time Chief positions. Since these are 2019 salaries, 3%-5% could be added to get their 2021 salaries (2020 and 2021 COLAs likely impacted these salaries).

The Met Council Population Estimates for St. Francis and Nowthen are **8,045** and **4,771** totaling **12,816**.

***Note St. Francis/Nowthen shown in 2021 Salary compared to 2019 salaries**

City	Population	2019 Salary
North St. Paul	12,069	\$114,483
St. Anthony	8,437	\$110,583
Mound	9,787	\$107,723
Mahtomedi	8,143	\$107,390
East Bethel	11,626	\$98,737
St. Francis/Nowthen	12,816	\$92,916

Victoria	10,144	\$87,984
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Alternatives

There is also a proposal to increase the pay of the Fire Chief 2% of the contract every year or – 2021 – **\$1,501** 2022 - **\$1,546** 2023 - **\$1,593**.

No action required:

Review and discuss.

City Council
AGENDA REPORT
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TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: MNDOT Meeting
DATE: January 25th, 2021

OVERVIEW

MNDOT has reached out to Staff and would like to know if we would prefer a virtual meeting with the Commissioner over the requested face to face meeting. If the City waits for an in person meeting – the anticipated timeframe is June/July.

However, the Assistant Commissioner reached out and said that the City could meet with the Commissioner, Assistant Commissioner and City representatives via virtual meeting much sooner (dependent on coordinating schedules).

Staff would suggest inviting Rep. Kurt Daudt and Sen. Benson. Also, Matt Look was originally asked to assist with the Meeting too.

Tonight the City should determine the following:

- 1) virtual meeting vs. in person?
- 2) Who from the City Council would attend? Which Staff (C.D.D. and Administrator)?
- 3) Affirm that we should extend the invite to Commissioner and Representatives?

Regardless of meeting time desired – Staff will work on preparing information for discussion among the Council so the City enters the meeting with some clear goals. This will require a future worksession as Staff has not been able to put this together for the meeting tonight.

Action to be considered:

Provide Staff with direction.



**City Council
AGENDA REPORT**
Agenda Item #
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TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Liquor Store Expansion
DATE: January 25th, 2021

OVERVIEW

In February of 2020, the City entered into an agreement with Pearl Architecture for designing plans and specs for the Bottle Shop renovation/expansion. A work scope variance was approved in April of 2020 (for additional designs due to setbacks). The City Council considered a proposed timeline for renovation/expansion in May of 2020. At that time, the City decided to wait until 2021 to review the proposals.

Pearl Architecture has sent over an updated timeline for the proposed project (attached). If the City decides to move forward for consideration, the City could approve going out for bids on the February 1st City Council Meeting.

The current cash balance is \$1,960,690 in the Liquor Fund.

Attachments:

Proposed Timeline of the project
Cost estimate
Proposed plans



PROJECT SCHEDULE – Revised

From: Miles D. Britz, ALA, LEED AP

Date: 1/18/2021

Re: St. Francis Bottle Shop Addition & Alterations

Design Development:	Completed / March 13, 2020
Construction Documents:	Completed / May 8, 2020
Submit Dwg's. to MNDLI :	February 18, 2021 (3 – 4 week MEP plan review period at MNDLI)
Submit Drawings & Spec for City Code Plan Review:	February 18, 2021 (req'd. plan review for issuing building permits)
Publish Advertisement To Bid:	March 4, 2021 (runs for min. 3 weeks prior to bids due)
<u>ISSUE For BID:</u>	<u>March 4, 2021</u> (dwg's. & spec. available online to contractors)
Send RFP to Special Inspectors:	March 15, 2021 (solicit fee for Required Special Inspections – due 4/6/21)
Send RFP to John Britz:	March 15, 2021 (solicit fee for exist. Walk-in Cooler scope – due 4/6/21)
Pre-Bid Conference:	March 17, 2021 (Wed. 10:00-12:00 Tour of Bottle Shop by interested bidders – walking tour of the exist. Bottle Shop & questions / answer)
Last Addendum Issued:	April 1, 2021 (last chance to edit / revise dwg's. or spec's.)
<u>BIDS DUE :</u>	<u>April 8, 2021</u> (Thursday at 2:00 pm at SF City Hall)
City Council Meeting:	April 19, 2021 (discuss & award selected contractor bid)
Award Contract:	April 19, 2021 (award contract to selected Contractor)
Mobilization & Start Construct:	April 26, 2021 (typically 3 – 4 days after award of contract)
Pre-Construction Meeting:	May 6, 2021 (typically within a week after award of contract)
Construction Phase:	May 1 - November, 2021 (6 month construction period)
Substantial Completion:	November 5, 2021 (2 weeks prior to Final Completion Date)
Certificate of Occupancy:	November 19, 2021 (100% complete – ready for occupancy)

This schedule attempts to have the Bottle Shop re-open just prior to the Thanksgiving Holidays. However, Contractors will dictate if this is reasonable.

Documents to be dated FOR BID ISSUE: 3/04/2021

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Pearl Architecture LLC
St. Paul, MN 55075
pearl.architecture@gmail.com
612-716-9676



CITY OF ST. FRANCIS, MN

Proposed Addition & Interior Alterations to Bottle Shop

PROBABLE COSTS

Bottle Shop Addition (44' x 55')

Hard Costs - Construction dollars

* Building Addition (44' x 55')	2,420 GSF x \$110 / sq.ft. =	\$	266,200
* Strategic Demolition & Temp Shoring (8' x 54')	432 SF x \$135 / sq.ft. =	\$	59,320
* New Furnace & Condensing Unit for Addition Sq. Footage		\$	25,000
* New Interior Finishes; CT Floor, Carpeting, Wall Paint, Ceilings, Checkout Counter, Restroom HC requirements, e		\$	99,396
* Exterior Site Improvements / bit. paving, concrete walks, curbs,		\$	24,000
* Exterior Landscaping Plants, Shrubs, Shade Trees	Add Alternate # 1	\$	8,000
* Install Lawn Irrigation System	Add Alternate # 2	\$	6,874

Construction Cost:

\$ 488,790

Project Soft Costs - Owner's Obligations

* Site Topographic - Alta Survey		\$	6,500
* Soil Borings / Geotechnical Report	Not Required	\$	-
* Special Inspections and Soils Testing. Owner contracts separatly with a Geotechnical Firm.		\$	4,000
* City Fees / Legal Fees		\$	8,500
* Building Permits / Plan Review Fees		\$	3,153
* Existing walk-in cooler; Remove, re-install & expand 2 bays. Under Owner's separate Contract.		\$	18,735
* FFE (Furniture, Fixtures, Equipment) procurement		\$	10,500
* Signage Package - Interior		\$	-
* Install Fiber Optics / ZAYO Network to City Hall & Water Tower (not includ (separate city project)		\$	45,976
* IT / Technology - Phones, Data Network, Installation costs	TBD	\$	6,000
* A/E Design Fees (includes WSV # 01)		\$	71,320
* Printing - Reimbursables	TBD	\$	1,000
* Construction Contingency at 10%	0.10	\$	48,879

Soft Costs Total :

\$ 224,563

OVERALL PROJECT BUDGET

\$ 713,353

** ZAYCO fiber optics installation is a separate city project under a separate contract. Not included within this construction project.

Project Title:
St. Francis Bottle Shop

Addition & Alterations

23307 St. Francis Boulevard NW
St. Francis, MN 55070

NOT FOR CONSTRUCTION

Revisions:

Rev. #	Date	Approved By
-	-	-
PRELIMINARY PLANS		
100% Owner Review		
0.0	05.08.20	MOB
50% Owner Review		
0	04.09.20	MOB

Note:

Drawings are not to be scaled to obtain dimensions. Contact Pearl Architecture, LLC for omitted or additional dimensions, or those in conflict with actual field measurements.

I hereby certify that this plan, specification or report was prepared by me, or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.

Signature: _____

Printed Name: Miss D. Britz

Date: _____ Reg. No.: 22945

Project Number: _____ X

Date: 05-06-20

Drawn By: NJW

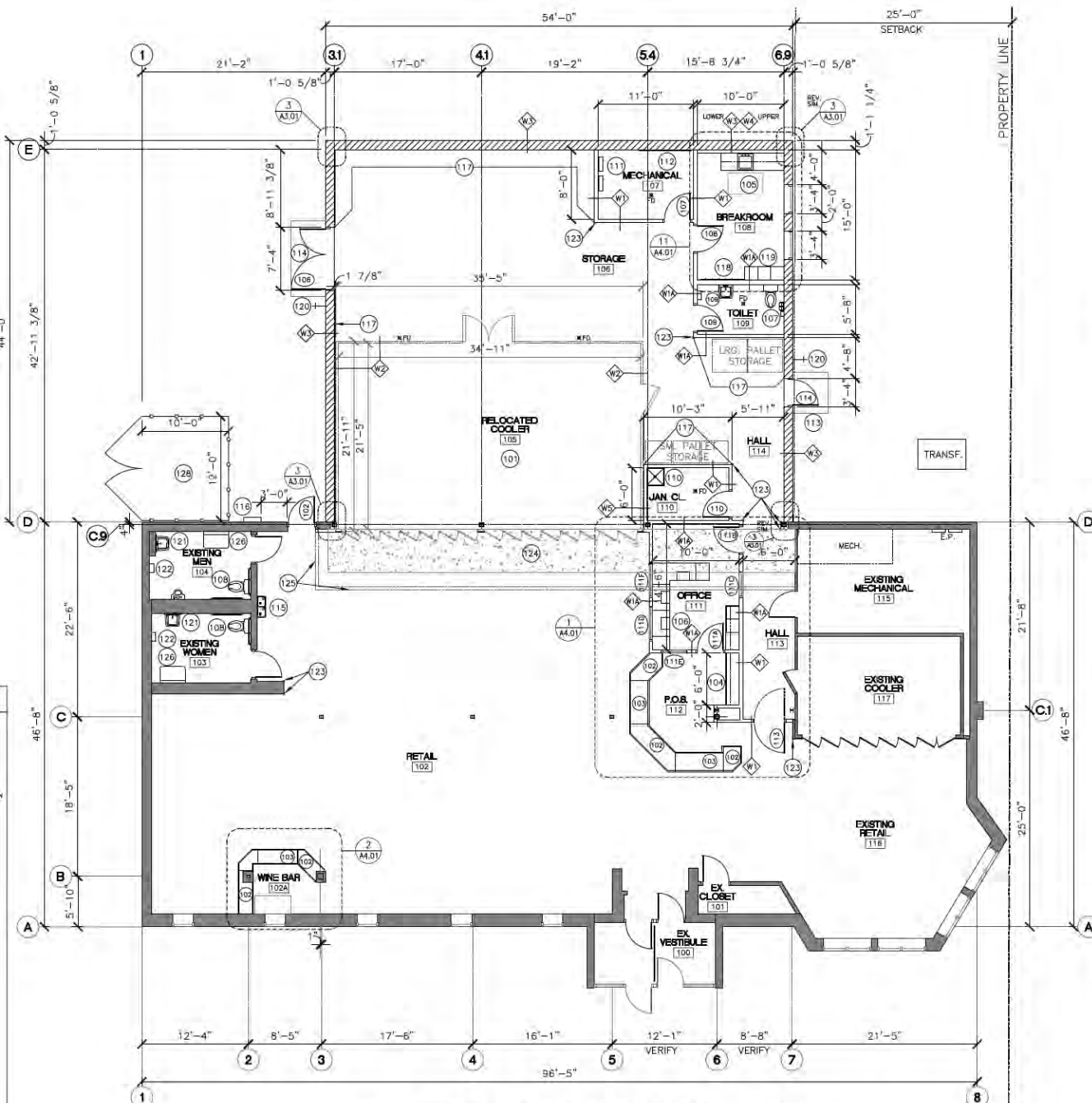
Checked By: MOB

Copyright: 2020

Sheet Title:
Remodeling Floor Plan

Sheet:

A1.02



1 REMODELING FLOOR PLAN
A102 1/8" = 1'-0"

