

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
Virtual Meeting via Zoom

JANUARY 4, 2021

6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
 - A. Oath of Office Acknowledgement
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
 - A. City Council Minutes – December 21, 2020
 - B. City Council Notes – October 13, 2020
 - C. City Council Notes – November 9, 2020
 - D. City Council Notes – December 28, 2020
 - E. Resolution 2021-01 - Appointments for 2021
 - F. Resolution 2021-02 - Declaring Police Department Forfeiture Vehicle Surplus Property
 - G. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Senior Housing Project – Concept Plan
 - B. Schedule a Worksession
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports –
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - Jan 18 City Offices Closed in Observance of Martin Luther King Day Holiday
 - Jan 19 City Council Meeting – 6:00 pm, Zoom meeting
 - Jan 20 Planning Commission Meeting - 7:00 pm, Zoom meeting
 - Feb 1 City Council Meeting – 6:00 pm, Zoom meeting
12. ADJOURNMENT

*This meeting will be a Virtual Meeting through Zoom, please visit our website for a link to Monday's meeting. <https://www.stfrancismn.org/citycouncil/page/city-council-meeting-276>



City of St. Francis

OATH

State of Minnesota

County of Anoka SS:

City of St. Francis

*I, **Steven D. Feldman** do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and faithfully discharge the duties of the office of **Mayor** for the **City of St. Francis** starting January 4, 2021 in the County of Anoka, and State of Minnesota, to the best of my judgment and ability.*

[Signature]

Signature

Subscribed and sworn to before me this 23rd day of December, 2020.

Signature of Notary Public

[Signature]

Date Commission Expires

[Signature]

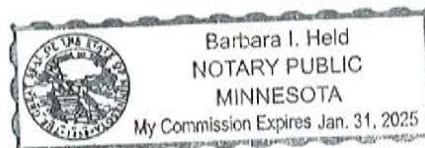
Printed Name of Notary Public

[Signature]

County of Residence

[Signature]

Forms/OATH





OATH

State of Minnesota

County of Anoka SS:

City of St. Francis

I, Robert Bauer do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and faithfully discharge the duties of the office of Council member for the City of St. Francis starting January 4, 2021 in the County of Anoka, and State of Minnesota, to the best of my judgment and ability.

Signature

Subscribed and sworn to before me this 22nd day of December, 2020.

Signature of Notary Public

Date Commission Expires

Jan 31, 2025

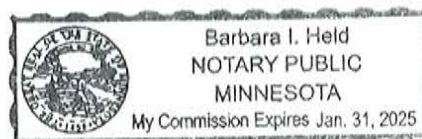
Printed Name of Notary Public

Barbara I. Held

County of Residence

Anoka

Forms/OATH





OATH

State of Minnesota

County of Anoka SS:

City of St. Francis

*I, Joe Muehlbauer do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and faithfully discharge the duties of the office of **Council member** for the **City of St. Francis** starting January 4, 2021 in the County of Anoka, and State of Minnesota, to the best of my judgment and ability.*

Signature

Subscribed and sworn to before me this 22nd day of December, 2020.

Signature of Notary Public

Barbara I. Held

Printed Name of Notary Public

Barbara I. Held

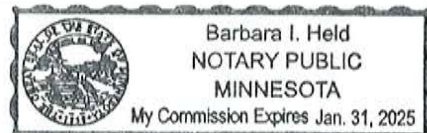
Date Commission Expires

Jan 31, 2025

County of Residence

Anoka

Forms/OATH



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

**CITY COUNCIL MINUTES
DECEMBER 21, 2020**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman through a virtual setting via Zoom.

2. ROLL CALL

Members present: Mayor Steve Feldman, Councilmembers Sarah Udvig, Kevin Robinson, Joe Muehlbauer, and Robert Bauer.

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Jason Windingstad, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. APPROVAL OF AGENDA

MOTION BY BAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA.

Ayes: Udvig, Muehlbauer, Robinson, Feldman and Bauer.

Nays: None

Motion carried 5-0.

4. CONSENT AGENDA

- A. City Council Minutes – November 16, 2020
- B. Accept Resignation from Fire Fighter Renee Wedan
- C. 2021 Agreement for Residential Recycling Program with Anoka County
- D. Police Department - Surplus Property (Vehicle Forfeiture) Resolution 2020-52
- E. Replacement of the UV Bulbs at the Wastewater Treatment Plant
- F. Police Department Policy Updates
- G. Payment of Claims \$ 541,340.72 (ACH 302E-303E \$214,524.33 and Check #78479-78540)

MOTION BY ROBINSON SECOND MUEHLBAUER APPROVING THE CONSENT AGENDA ITEMS A - G.

Ayes: Robinson, Muehlbauer, Udvig, Bauer and Feldman.

Nays: None

Motion carried 5-0.

5. MEETING OPEN TO THE PUBLIC

City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

6. SPECIAL BUSINESS

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Schedule City Council Work Session with City Administrator

City Administrator Joe Kohlmann stated he would like to set a work session to discuss the potential disbanding of the public works union. They will vote to whether or not disband at the end of the year. What needs to be reviewed is whether or not some of their contract items will be carried over, such as the purchase of boots, uniform allowance, etc. If we add this to the personnel policy that too would also need to be updated which there are other items in there that need addressing. One other item is with the addition of Nowthen Fire contract how does that impact our fire and assistant fire chiefs' and what their roles are moving forward. The city council set the work session for Monday, December 28, 2020 starting at 6:00 via Zoom.

10. **MEETING OPEN TO THE PUBLIC**

City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

11. **REPORTS**

A. Department Reports – Public Works Monthly Reports

Public Works Director Jason Windingstad gave an update on the fiber optics to the bottle shop. Most of the underground work is done. They do have to finish up some inside work which will take place on Wednesday. Windingstad also reported they are reviewing the draft of the Wastewater Permit. Hoping to have the finalized soon and will bring the report to the second meeting in January, 2021. Also working on the Emergency Response Plan and then gave a recap of the monthly reports on all departments. Working on cross training employees. Parish Barten is leading that training.

Council all agree good report again. The council had some questions on the wastewater permit and the decommission of the ponds why it took this long and sampling that will no longer be needed. Windingstad said he will go further into detail when he presents the report to the council.

B. Councilmember Reports -

Bauer – wanted to give a shout out to Renee Weldan and thank her for her years of service on the fire department. A great loss but understand people need to move on too. I am thanking her as a former member of the fire department and as a councilmember.

Udvig – I too want to thank Renee for her service to the fire department. I want to thank all firefighters that helped with the Santa and the Firetruck I only heard great reviews, good job. Also, want to thank the police department for collecting toys again

this year. I also want to thank all employees and your effectiveness of your work. Muehlbauer – just want everyone to know that I maybe going out of town for work starting in January. If we continue to do Zoom meetings it should be okay. Will keep you informed.

Robinson – attended last Planning Commission meeting and the senior housing project was discussed at the meeting. Good questions were asked and feel this will be a real positive and good impact to the City. Also want to thank William (Bill) Murray for all his years on the Planning Commission. Plus want to thank Renee for her time on the fire department.

Feldman- asked City Engineer Jochum about Riverbank Lane Project. Jochum stated that project should be finalized and the pay request will be on a future agenda for approval. Feldman said he spoke with Engineer Shane Nelson about the easement on the Gary Zimmerman property. Feldman said I especially want to thank staff on their work keeping the CARES Act money in the city. First gave it out to the businesses that requested money and the rest was spent on items for the city. At the next meeting, Joe, Rob and I will be starting another term serving on the council. I believe we have gotten a lot done and there is still more to do. We are getting their trust back and working for them. We are all working for the betterment of the city. I feel good on what we have done.

Feldman also asked how all the departments were doing and how was the staff dealing with the pandemic. All agreed things are going as good as can be expected with everyone hoping 2021 will be a good year.

Discussion was held on how to handle the oath of office for the three re-elected members. After a brief discussion with the city attorney on the different options, it was decided all three members will go to city hall and City Clerk Barb Held will administer the oath of office to them. It will be recognized at the January 4, 2021 meeting the oath was already administered but with an effective date of January 4, 2021.

Feldman wished everyone a healthy and safe Christmas and New Year.

C. Upcoming Events –

- Jan 4 City Council Meeting – 6:00 pm, Zoom meeting
- Jan 18 City Offices Closed in Observance of Martin Luther King Day Holiday
- Jan 19 City Council Meeting – 6:00 pm, Zoom meeting
- Jan 20 Planning Commission Meeting - 7:00 pm, Zoom meeting

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 6:42 pm.

Barbara I. Held, City Clerk

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

**CITY COUNCIL WORK SESSION NOTES
OCTOBER 13, 2020
5:30 P.M.**

1. **Call to Order/Roll Call**

The Work Session via Zoom was called to order at 6:00 pm by Mayor Steve Feldman.

2. **Roll Call:**

Present were Mayor Steve Feldman, Council members Robert Bauer, Kevin Robinson and Joe Muehlbauer. Robert Bauer joined meeting at 5:46 pm. Sarah Udvig absent. Also present were City Administrator Joe Kohlmann and Community Development Director Kate Thunstrom.

3. **John Letourneau**

Mr. Letourneau did not sign on to introduce himself to the city council during the Zoom meeting.

4. **Broadband**

Thunstrom reported at the September 21st City Council meeting several residents along with ISD #15 Superintendent Beth Giese voiced their concerns and issues surrounding internet connections in the area. At that meeting CARES Act funds was discussed as being a possible short-term as well as gathering more information for a long-term solution. As of tonight, CARES Act funds were unable to be used due to the deadlines and no response from Century Link within the timeline. The discussion for the City to support residents with "hot spots" raised concerns from some residents saying it would draw from the services they have.

We now have contact with a representative from CenturyLink. We will continue to gather information from them. Midco will review the east side to determine if it supports an expansion of services with municipal involvement. Since that meeting I have also heard from some council members who are concerned about the funding of a project like this. With no funding source at this time do you want staff to continue to research and try to obtain grant funds for a project of this sort. Even if we are to obtain a grant, we need two quotes; one from CenturyLink and one from Midco. They have to be willing partners too.

Council's concerns mainly were with funding. Some of the council agreed we should provide the utility just like we do with gas and electric. While others still brought up the potential cost associated with this to the city.

Two residents; Merrick and Rochelle addressed the council about their frustrations about their lack of service. The two residents both live in the Windsor Farm Development and stated they believe lines were put in at the time the development went in approximately ten years ago. They asked if Midco could come out and check the lines that are there.

Feldman asked who the developer was in Windsor Farms. The residents indicated it was Dellwood Construction and he too thought the lines were laid when the development went in. Feldman said I know him and I can call and ask. Thunstrom said I can also look at the construction plans regarding utilities. Feldman said I thought after the council meeting Midco said they were going to check this out because it was brought up at that time too.

After more conversation regarding whether the city should proceed and monitor grant opportunities.

5. **East Shop Site:**

Thunstrom reported the city has been approached by a developer to build a senior living facility on the 3518 Bridge Street parcel. The City has completed designated design standards and guided the property through the Comprehensive Plan and Zoning to also meet the downtown vision in this area. The senior living facility would deviate the property from the commercial use and eliminate the restaurant and retail possibilities as laid out in the St. Francis Forward Plan. Thunstrom stated she put together pro's and con's for the council to consider if they choose to move forward with the idea of a senior housing facility or if they want to continue redevelopment efforts as identified in the St. Francis Forward plan.

Feldman said so you have had several parties interested in this site. Thunstrom said yes over the last couple of years but right now I do have a design concept but currently it is not zoned or in our comprehensive plan for senior housing. Is that what you want there.

Council discussed the pro' and con's in length. The council's general direction was to have staff continue be in contact with the senior housing company that is interested in the Bridge Street parcel.

Thunstrom said the next step would be to review the concept plan and Comp Plan amendment and zoning changes would need to happen.

6. **Adjournment**

Mayor Feldman adjourned the work session at 7:08 pm.

Submitted by,

Barbara I. Held, City Clerk

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

**CITY COUNCIL WORK SESSION NOTES
NOVEMBER 9, 2020
6:00 P.M.**

1. **Call to Order/Roll Call**

The Work Session via Zoom was called to order at 6:00 pm by Mayor Steve Feldman.

2. **Roll Call:** Present were Mayor Steve Feldman, Council members Robert Bauer, Kevin Robinson, Sarah Udvig and Joe Muehlbauer. Also present were City Planner Beth Richmond, City Administrator Joe Kohlmann, and Community Development Director Kate Thunstrom.

3. **Senior Housing Project:**

Thunstrom reported before you this evening is the idea of the senior housing project at 3518 Bridge Street. At the October 13, 2020 work session staff identified there was an interested developer, pro/cons, and the steps needed for the land use and zoning changes to the Comprehensive and Redevelopment plan. The Developer is looking to enter into a Preliminary Development Agreement before their submission of the land use application. This agreement is similar to the letter of intent we have done before. It is currently in review with the city attorney's office. The agreement is to clarify the responsibilities of both parties along with providing the time to complete due diligence and sue processes. The agreement is not a purchase or sale agreement. Items within the agreement include; developer to not assign its rights without city consent, city is to not negotiate or contract with other parties during the agreement period, both parties agree to negotiate in good faith to reach agreement on conditions and sales agreement being responsible for their own expenses and the agreement to run 180 days from the effective date. Also, a tentative timeline was outlined to identify the path this project will take to get to permitting. Thunstrom stated it is the intent of staff to bring the Agreement to the November 16th City Council meeting unless there is direction otherwise. The developer Greg Anderson of Anderson Companies is also viewing the meeting to answer any questions you may have on the proposed project.

Greg Anderson spoke to the council and gave a background of his company. He indicated they did a market study for senior housing in St. Francis and the need was there. That is why they felt confident in building a facility in St. Francis. Also, he like the location of this parcel in particular because of it's adjacency to the river and trails. Anderson then went into more detail of the type of building they are looking at building based on the needs. A three level building would have approximately 90 units and a four level 120 units. It would be a mixed use building to include senior housing, assisted living and memory care. We don't see a lot of road blocks but do need your approval for the land use portion. We would like to have a building permit by mid next year. There are new building

restrictions coming in next August. Please let me know if you have any questions and if I can't answer them I will follow up with you.

Feldman said I too don't understand the new building requirement of steel versus wood on these projects. It needs to be sprinklered anyway so not sure why there is a need for steel. Feldman spoke on the building designs. So you are the designer of the building and you will hire an operator to run the building.

Anderson said yes groups that we have used in the past. Feldman said they are not asking for TIF right now but still may be in play down the road so please be open minded about that. Anderson said I don't know yet but would like that option open if needed.

Robinson asked about the affordability. Seniors like to stay in their community. Anderson said I couldn't quote tonight. Robinson asked about food service, on site? Anderson said full food service available in the building. Robinson asked about retail in the building. Anderson said I don't see it have it retail per say for outside shoppers. But they would have services available to them such as laundry and cleaning.

Muehlbauer thanked Anderson for being there and like both designs provided to them. Timeline is for being built? Anderson he would like to have at least applied for a building permit by mid-year to beat the code change. Hopefully by the holidays by 2022 for occupancy. Muehlbauer said I appreciate the information that was provided to them and for being at the meeting.

Udvig thanked Anderson for being here tonight too an answering our questions. Robinson asked most of the questions I had. Udvig asked would there be things for the residents to buy if they needed things like Tylenol, snacks, etc. Anderson said some of the basis would be available to them, yes. I like to see this project get moving forward and appreciate you looking at our community. The need is there.

Bauer said welcome. I do like the first design and thank you for looking at St. Francis but want to make sure it is aesthetic looking. I do like the look of your buildings you have in other communities. I think this site would be a great area for this type of building. Would like for the seniors to have some area to sit outside on the west side of the building to enjoy the river.

Feldman said I believe the view is important and thanked Anderson again for coming in speaking with us. We are looking for long term reputable developers.

Thunstrom I do not have further comments. Council did have several questions on TIF and explained the different types and the needs for the different lengths of TIF loans. Consensus of the council was for Thunstrom to bring the Preliminary Development Agreement to the November 16th City Council meeting for council action.

4. **Infill Housing Project:**

Thunstrom said staff has been working with a developer on an infill housing project on the 3731 Bridge Street (Ramacher) property. Over the past two years,

staff has had conversations with various developers to discuss projects from multi-family housing to single family housing options. We do have a developer who is looking at developing this into single family parcels and building split entry homes. The city also owns a land locked parcel to the north of 3731 Bridge Street that is roughly 50% wetland. This parcel alone cannot be developed. The developer is looking at both parcels and the EDA will be approached to sell each parcel for \$1.00. This will allow to keep lot prices competitive which allows the final house price to meet a market supported product. The EDA acquired the Ramacher property for redevelopment efforts on Bridge Street and increase the density of the area. In regards to the Woodbine Street Extension request to participate in the cost of the extension. This would allow the City to benefit on mobilization and quantity costs and the developer to benefit on the costs associated with the length of road needed to get the housing project developed.

So this evenings discussion would be the council interest in this project, the level of participation with this developer or any developer and where we want to go from this.

Feldman discussed the layout of the project and some of the lots with a lot of wetland. I am for giving a reduced price for that area but not the parcel. The EDA has money invested in this, \$204,450 to date. Yes, I know we will be receiving funds from WAC/SAC, park dedication, trunk water/sewer and tax base but at the same time but when we have over \$200,000 invested in this I can't see the Ramacher property for one dollar. But the parcel to the north I am okay with that. I was hoping for maybe townhomes in that area but I am open.

Muehlbauer in agreement with what you said. I thought too in the way of townhomes being built back there. Giving the one parcel for \$1.00 doesn't make much sense. I guess it doesn't hurt for him to ask. Thunstrom said it is like another form of subsidy. Ramacher property is a nice property and were hoping for higher density. Definitely room to negotiate with them. What do we want to see there and what is our level of participation? Muehlbauer said I am open to ideas.

Udvig I am pretty much echoing with what you and Joe have already discussed. I understand them asking for the \$1.00 price but think we need to come up with a different price. I think the market is more for apartments.

Bauer is not really for this type of concept. I know the dentist is looking for access parking too in that back area. Is there anyway we can reach out to him. I would like to see a bigger project back there with maybe shared parking. If we are looking for density then maybe an apartment building.

Robinson agree with the amount of money we have invested already we have to get more. You can ask for anything you want. Agree too with the higher density. Not interested with their request. With the Woodbine Street extension is that something we need for the corner lot. Thunstrom said yes. Anoka County wants to remove the access point to Bridge Street now that the lots are vacant and put

in some type of backage road to access that area. Robinson said if they come back with something more reasonable I am willing to listen but right now will hold.

After more discussion the council agree not to proceed with the request of selling it for \$1.00. Thunstrom said she will relay the message and see if they want to come back with another offer if not we will continue to market this area.

Feldman asked what City Planner Beth Richmond thoughts on this request. Richmond agreed to stay closer to the plan you may want to look at higher density in this area.

5. **City Zoning Code Re-Write:**

Richmond gave an update on the zoning code re-write update. The Planning Commission has been reviewing this also. Reviewed were the different zoning districts along with select use-specific standards. The select uses to be discussed included vehicle sales, accessory dwelling units (ADU's), mobile food units, rural event centers and short-term vacation rentals. After Richmond's presentation on the proposed changes, she asked that the next presentation be before the city council and the planning commission for a joint meeting.

Thunstrom stated if we can have Beth do the presentation at the November 18 regular scheduled Planning Commission then Beth would only have to do the presentation once and we could hear every one's feedback that night too.

The council agreed for a joint meeting with the Planning Commission on Wednesday, November 18 at 7:00 pm via Zoom.

The council agreed with the changes so far. Clearing up areas is a good thing. The council thanked Richmond for all her hard work in this project.

Miscellaneous: Feldman said he received a call from Kelly Kelley asking that she can give a presentation on the fence issue. This will be on the agenda, just a heads up.

6. **COVID-19 Verbal Update:**

City Administrator Joe Kohlmann gave a update on COVID-19. We have weekly meetings on this topic with the police and fire chiefs and periodically the public works director. Kohlmann spoke on a number of items that have happened in the last few days in the area and state and the increased cases. We wanted to get through the elections. Asking what the council thought if we went to a rotating staff, close to the public or what do you think. Kohlmann spoke on the cleaning protocol, wearing masks and social distancing.

Feldman said main priority is safety for our staff and residents. If we have to shut down and work remotely now that we have what it needs to be able to do that I am for it.

Council agrees to shut down if we have to and work remotely if we need to keep staff safe. Just keep the council posted. Kohlmann said he appreciates the feedback.

7. **Adjournment**

Mayor Feldman adjourned the work session at 7:56 pm.

Submitted by,

Barbara I. Held, City Clerk

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

**CITY COUNCIL WORK SESSION NOTES
DECEMBER 28, 2020
6:00 P.M.**

1. Call to Order/Roll Call

The Work Session via Zoom was called to order at 6:00 pm by Mayor Steve Feldman.

Roll Call: Present were Mayor Steve Feldman, Council members Kevin Robinson, Joe Muehlbauer, and Sarah Udvig. Bauer started viewing the meeting at 6:09 pm. Also present were City Administrator Joe Kohlmann

2. Financial Overview

City Administrator Joe Kohlmann reported back in 2015 the City completed a comprehensive long-term financial management plan. This long-term plan was a requirement to obtain funding for the construction of the new wastewater plant. Kohlmann stated I believe it is important to look at where the city was going and where the city is actually at today. All major projects identified in the in this financial management plan have been completed or are scheduled in be completed in the near future.

Items not identified in the financial plan was the addition of additional staffing. Such as fire chief, additional police officer, community development director, community development specialist and account tech/deputy clerk. All these positions have a direct impact on the tax levy. With the additional staffing and completed projects we are substantially still under the projected levy amount of about \$500,000 to \$600,000 that is a huge victory. I consider that a huge win and I just wanted to show the council of the effectiveness of the decisions that have been made over the last five years. Kohlmann went over other areas also such as water/sewer rates, debt levy and city tax to homeowners all went down. Sometimes it is good to review this periodically and stated the council has done a good job. You should commend yourself.

Feldman said what this shows me that within the last four years with council and staff working together we have strong budgetary management in place. We are spending money but getting a return on the dollars.

Bauer joined meeting at 6:09 pm.

Muehlbauer said happy to see the numbers and hoping to continue this trend. Let's keep this in mind when we are looking at building in the future, maybe save more before we start them.

Udvig said she appreciates seeing these numbers. Its great that we are being fiscally responsible while we are still getting things done. Believe it has to do with good money management better than what has been done in the past.

Feldman said not only are the residents paying less they are getting better service because how we are planning and because of our budgets.

Robinson good to see that we are working within our means. What about seeing a report for future expenditures? I like what I see.

Bauer sorry I am late. The last four years I have said I want to cut 5% out of the budget. But to now look at this report and the management the last four years it makes me feel good. Would like to duplicate this over the next four years at least. I really like this report and thanked Joe for presenting these numbers to the council.

Feldman said planning for the future city hall/fire station is important and size it to our pocket book and plan it properly. Feldman also spoke on a couple bonds when they expire. Robinson asked to explain them in more detail. Kohlmann explained it for the council. Robinson also asked if we could also look at incorporating the post office possibly library and start the conversation now so we could be ready. Who do we speak too, maybe have Kate check into contacts. Feldman said any incorporation we can do would be great.

3. Fire Department

Kohlmann stated with the addition of the Fire Management Service Contract with Nowthen I did tell the fire chief previously I would look at the pointing of his job in the event we did secure the contract. We do have this booklet that we follow to point/rate jobs based on different categories. The information I gave you tonight is supported by the grading system we have in place. When that position was added originally we put it on the scale where the budget support it. But too, we did not have this contract either. Along with the chief's new role there will also be more time commitment and work load for the assistant fire chief. After additional explanation Kohlmann stated the request is for additional compensation for the both the fire chief and assistant fire chief.

The council went into a lengthy discussion on reasoning for and against the increase in the salaries for both positions. Council would like to have more discussion at another work session.

4. Public Works

Kohlmann stated I just received word today that the public work union will be disbanding effective January 1, 2021. So we are going to have to go through the contract versus our personnel policy. Some of the items for discussion will be boot allowance, on call pay to name a few items. Those items will have to be incorporated into our personnel policy so this will probably just be brought back to a future council meeting.

5. Adjourn

Mayor Feldman adjourned the work session at 8:24 pm.

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 E

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: 2021 Appointments
DATE: January 4, 2021

OVERVIEW:

At the first meeting of each year the list of appointments is reviewed.

ACTION TO BE CONSIDERED:

Adopt Resolution 2021-01 List of Appointments for 2021.

BUDGET IMPLICATION:

None.

Attachments: Resolution 2021-01

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

RESOLUTION 2021-01

A RESOLUTION APPROVING THE APPOINTMENTS FOR 2021

Mayor Pro Tem	Joe Muehlbauer, Council Member
City Assessor	Erik A. Skogquist, SAMA Mary Wells, CMA
City Attorney	Barna, Guzy & Steffen, Ltd.
City Engineer	Hakanson and Anderson
Planning Consultants	HKGI
Health Officer	Allina Medical Clinic – Coon Rapids
Weed Inspector	Steve Feldman, Mayor
Assistant Weed Inspector	Jeremy Shook-Public Works
Emergency Management Director	Todd Schwieger, Police Chief
Joint Law Enforcement Council: Police Chief Council Representative	Todd Schwieger, Police Chief Steve Feldman, Mayor
Official Newspaper	Anoka County Union
Official Public Depository	Village Bank of St. Francis Anoka County Federal Credit Union Ehlers & Associates Morgan Stanley RBC Dain Rauscher US Bank 4 M Fund
Financial Consultant/Bond Underwriter	Ehlers & Associates
Official Signatures	Steven D. Feldman, Mayor Joseph Muehlbauer Mayor Pro Tem Joseph Kohlmann, City Administrator Barbara I. Held, City Clerk Darcy Mulvihill, Finance Director (2 signatures required)

Council Representative to Boards/Commissions/Committees:

Planning Commission	Kevin Robinson, Council member
Charter Commission	Steve Feldman, Mayor
School District #15	Sarah Udvig, Council member
Park Commission	Rob Bauer, Council member
Economic Development Authority: Council Representative Council Representative	Joe Muehlbauer, Council member Steve Feldman, Council Member
Upper Rum River Watershed: Resident Member/Consultant Rep. Resident Member	Resident-Vacant/City Engineer Lan Tornes
Metropolitan Council	Steve Feldman, Mayor
Heritage Preservation Commission	Ray Steinke, Resident
Pioneer Days: Council Representative Staff Representative	Joe Muehlbauer, Council Member Barb Held, City Clerk
Anoka County Joint Fire Powers Agreement Fire Chief Council Representative	David Schmidt, Fire Chief Steve Feldman, Council Member

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

and the following voted against the same: None.

ADOPTED BY THE CITY COUNCIL OF ST. FRANCIS THIS 4th DAY OF JANUARY, 2021.

APPROVED:

Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk



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

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Surplus Vehicle
DATE: January 4, 2021

OVERVIEW:

The Police Department has 1 seized vehicle that has gone through the forfeiture process and is now the property of the City of St Francis. The vehicle is a 2001 Chrysler 300 bearing VIN # 2C3HE66GX1H501748. The police department will utilize the online bidding service of Municibid to sell and dispose of the vehicle. St Francis city code 8-7-3 (7) authorizes the City to sell supplies, materials, or equipment at the highest price utilizing an electronic selling process in an open and interactive environment.

ACTION TO BE CONSIDERED:

To approve resolution 2021-01 declaring the listed seized/forfeited vehicle as surplus property to be disposed of under the guidelines of the St Francis city code.

BUDGET IMPLICATION:

Work performed in the preparation and selling of surplus vehicles will be conducted during normal working hours. Money collected from the sales of the vehicles will be placed into the police department forfeiture fund.

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

RESOLUTION 2021-02

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

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

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

Surplus Property (Forfeiture Vehicles)	Estimated Value
1) 2001 Chrysler 300 VIN # 2C3HE66GX1H501748	Highest bidder on Auction/Ebid

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 4th DAY OF JANUARY, 2021.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 G

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 12/30/2020

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$104,036.66 plus any additional bills that are handed out at council meeting. Please note the bill list includes payments that are coding to 2020.

Other Payments to be approved:

Debt service payments - None
Direct Transfer from Previous Month - None
Manual Checks- \$10,740.17

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:

- 01-04-2021 Packet List
- 01-04-2021 Other Checks

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***Claim Register©**

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Claim Type

Claim# 8888 BELLBOY CORPORATION

Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES	\$90.95
Invoice	0102456500		

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$9.30
Invoice	0087168400		

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$6.20
Invoice	0087169500		

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$4.63
Invoice	0102456500		

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$780.80
Invoice	0087169500		

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$1,040.20
Invoice	0087168400		

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	\$42.60
Invoice	0102456500		

Transaction Date	12/23/2020	Due 1/22/2021	CASH	10100	Total	\$1,974.68
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Claim Type

Claim# 8889 BERNICK COMPANIES, THE

Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$685.29
Invoice	161083		

Cash Payment	E 609-49751-255 N/A Products	N/A	\$21.00
Invoice	161083		

Transaction Date	12/23/2020	Due 1/22/2021	CASH	10100	Total	\$706.29
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Claim Type

Claim# 8891 BREAKTHRU BEVERAGE

Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$185.60
Invoice	1081218127		

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$95.85
Invoice	1081218126		

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$5,235.50
Invoice	1081218126		

Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$252.00
Invoice	1081218126		

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	\$94.30
Invoice	1081218126		

Transaction Date	12/23/2020	Due 1/22/2021	CASH	10100	Total	\$5,863.25
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Claim Type

Claim# 8910 CINTAS

Cash Payment	E 101-41940-219 Rug Maintenance	RUG MAINTENANCE	\$15.36
Invoice	4070999248		

Transaction Date	12/28/2020	Due 1/27/2021	CASH	10100	Total	\$15.36
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Claim Type

Claim# 8938 CONNEXUS ENERGY

Cash Payment	E 405-43100-805 2020 Street Improvements	OUTDOOR LIGHTING NEW CONSTRUCTION	\$1,085.00
Invoice	LGT0000804		

Transaction Date	12/29/2020	Due 1/28/2021	CASH	10100	Total	\$1,085.00
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Claim Type

Claim# 8937 COON RAPIDS, CITY OF

CITY OF ST FRANCIS

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January 2021

Cash Payment	E 101-43100-303 Engineering Fees	2020 SEAL COATING				\$723.65
Invoice	13085					
Cash Payment	E 101-45200-303 Engineering Fees	2020 SEAL COATING				\$723.65
Invoice	13085					
Cash Payment	E 601-49440-303 Engineering Fees	2020 SEAL COATING				\$723.65
Invoice	13085					
Cash Payment	E 602-49490-303 Engineering Fees	2020 SEAL COATING				\$723.63
Invoice	13085					
Transaction Date	12/29/2020	Due 1/28/2021	CASH	10100	Total	\$2,894.58

Claim Type

Claim#	8892	DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$13,362.30
Invoice	1329343					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$40.62
Invoice	1329355					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$40.62
Invoice	1329352					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$7.00
Invoice	1329351					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$11,637.10
Invoice	1319225					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				\$276.00
Invoice	1329343					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				\$276.00
Invoice	1319225					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$27.95
Invoice	1329343					
Transaction Date	12/23/2020	Due 1/22/2021	CASH	10100	Total	\$25,491.11

Claim Type

Claim#	8939	DAVE PERKINS CONTRACTING				
Cash Payment	E 601-49440-229 Project Repair & Maintena	REPAIR FIRE HYDRANT				\$3,900.00
Invoice	27505					
Transaction Date	12/29/2020	Due 1/28/2021	CASH	10100	Total	\$3,900.00

Claim Type

Claim#	8896	DEFIANT DISTRIBUTORS LLC				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$355.40
Invoice	INV-001370					
Transaction Date	12/23/2020	Due 1/22/2021	CASH	10100	Total	\$355.40

Claim Type

Claim#	8940	DEHN OIL				
Cash Payment	E 101-43100-237 Small Equipment	OIL				\$1,192.79
Invoice	25165645					
Cash Payment	E 101-45200-237 Small Equipment	OIL				\$1,192.79
Invoice	25165645					
Cash Payment	E 601-49440-228 Equipment Maintenance	OIL				\$1,192.79
Invoice	25165645					
Cash Payment	E 602-49490-228 Equipment Maintenance	OIL				\$1,192.77
Invoice	25165645					
Transaction Date		Due 1/28/2021	CASH	10100	Total	\$4,771.14

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*Claim Register©

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Claim Type

Claim# 8911 DEMARS SIGNS

Cash Payment E 101-45200-229 Project Repair & Maintena INSTALL NEW WATCHFIRE MODEM \$4,584.00
Invoice IN4226

Transaction Date 12/28/2020 Due 1/27/2021 CASH 10100 Total \$4,584.00

Claim Type

Claim# 8941 DEX MEDIA EAST LLC

Cash Payment E 609-49750-340 Advertising ADVERTISING \$85.00
Invoice 610047808626

Transaction Date 12/30/2020 Due 1/29/2021 CASH 10100 Total \$85.00

Claim Type

Claim# 8912 DUSTY S DRAIN CLEANING

Cash Payment E 601-49440-229 Project Repair & Maintena REPAIRS \$2,950.00
Invoice D20-346Cash Payment E 101-43100-402 Janitorial Service REPAIRS \$331.25
Invoice 10558Cash Payment E 101-45200-402 Janitorial Service REPAIRS \$331.25
Invoice 10558Cash Payment E 601-49440-402 Janitorial Service REPAIRS \$331.25
Invoice 10558Cash Payment E 602-49490-402 Janitorial Service REPAIRS \$331.25
Invoice 10558

Transaction Date 12/28/2020 Due 1/27/2021 CASH 10100 Total \$4,275.00

Claim Type

Claim# 8942 FERGUSON WATERWORKS

Cash Payment E 601-49440-259 Water Meters WATER METERS \$367.73
Invoice 0467996Cash Payment E 601-49440-259 Water Meters WATER METERS \$1,149.72
Invoice WL005130-1

Transaction Date 12/30/2020 Due 1/29/2021 CASH 10100 Total \$1,517.45

Claim Type

Claim# 8913 GRAINGER, INC.

Cash Payment E 601-49440-233 Water Treatment Plant Mai SCBA WALL CASE \$282.90
Invoice 9747731553

Transaction Date 12/28/2020 Due 1/27/2021 CASH 10100 Total \$282.90

Claim Type

Claim# 8953 INNOVATIVE OFFICE SOLUTIONS,

Cash Payment E 101-42110-200 Office Supplies OFFICE SUPPLIES \$155.57
Invoice IN3203539

Transaction Date 12/30/2020 Due 1/29/2021 CASH 10100 Total \$155.57

Claim Type

Claim# 8944 JEFFERSON FIRE & SAFETY INC.

Cash Payment E 101-42210-237 Small Equipment SUPPLIES \$405.60
Invoice IN124797

Transaction Date 12/30/2020 Due 1/29/2021 CASH 10100 Total \$405.60

Claim Type

Claim# 8936 JOHNSON BROS WHLSE LIQUOR

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$9.42
Invoice 1684268

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Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$76.92
Invoice	1704656					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$138.81
Invoice	1704655					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$384.26
Invoice	1684268					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$8,101.22
Invoice	1704655					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$2,291.05
Invoice	1704656					
Transaction Date	12/29/2020	Due 1/28/2021	CASH	10100	Total	\$11,001.68

Claim Type

Claim# 8946 KIMS KLEANING

Cash Payment	E 601-49440-402 Janitorial Service	WATER TREATMENT PLAN				\$160.00
Invoice	7184					
Cash Payment	E 602-49490-402 Janitorial Service	WASTE WATER PLANT				\$220.00
Invoice	7186					
Cash Payment	E 101-42110-402 Janitorial Service	POLICE DEPARTMENT				\$900.00
Invoice	7185					
Cash Payment	E 101-42210-402 Janitorial Service	FIRE DEPT.				\$75.00
Invoice	7187					
Cash Payment	E 101-43100-402 Janitorial Service	CLEANING				\$225.00
Invoice	7183					
Cash Payment	E 101-45200-402 Janitorial Service	CLEANING				\$225.00
Invoice	7183					
Cash Payment	E 601-49440-402 Janitorial Service	CLEANING				\$225.00
Invoice	7183					
Cash Payment	E 602-49490-402 Janitorial Service	CLEANING				\$225.00
Invoice	7183					
Transaction Date	12/30/2020	Due 1/29/2021	CASH	10100	Total	\$2,255.00

Claim Type

Claim# 8950 KUZNAR-HOWE, KAREN

Cash Payment	R 101-32245 Rental Licensing	REFUND RENTAL LICENSE-OVERPAID				\$100.00
Invoice	.1220					
Transaction Date	12/30/2020	Due 1/29/2021	CASH	10100	Total	\$100.00

Claim Type

Claim# 8916 MCDONALD DIST CO.

Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$4.90
Invoice	561940					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$10,130.15
Invoice	561946					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$380.00
Invoice	562019					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$24.25
Invoice	561946					
Transaction Date	12/28/2020	Due 1/27/2021	CASH	10100	Total	\$9,769.50

Claim Type

Claim# 8919 MN DEPT OF TRANSPORTATION

Cash Payment	E 101-43100-303 Engineering Fees	BITUMINOUS PLANT INSPECTION				\$131.75
Invoice	P00012832					

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Transaction Date	12/28/2020	Due 1/27/2021	CASH	10100	Total	\$131.75
Claim Type						
Claim#	8954 NORTH METRO TREE SERVICE IN					
Cash Payment	E 101-45200-311 Contract		TREE REMOVAL			\$1,175.00
Invoice 001-20						
Transaction Date	12/30/2020	Due 1/29/2021	CASH	10100	Total	\$1,175.00
Claim Type						
Claim#	8955 NORTHERN SAFETY CO., INC.					
Cash Payment	E 601-49440-229 Project Repair & Maintena	REPAIRS				\$100.14
Invoice 904246473						
Transaction Date	12/30/2020	Due 1/29/2021	CASH	10100	Total	\$100.14
Claim Type						
Claim#	8920 OPUS 21					
Cash Payment	E 601-49440-382 Utility Billing	UTILITY BILLING				\$1,398.38
Invoice 201151						
Cash Payment	E 602-49490-382 Utility Billing	UTILITY BILLING				\$1,398.39
Invoice 201151						
Transaction Date	12/28/2020	Due 1/27/2021	CASH	10100	Total	\$2,796.77
Claim Type						
Claim#	8922 PHILLIPS WINE & SPIRITS CO.					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$54.94
Invoice 6134588						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$74.77
Invoice 6134587						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.71
Invoice 6134589						
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$1,772.00
Invoice 6134588						
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				\$139.50
Invoice 6134589						
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$3,783.25
Invoice 6134587						
Transaction Date	12/28/2020	Due 1/27/2021	CASH	10100	Total	\$5,829.17
Claim Type						
Claim#	8924 SOUTHERN GLAZERS OF MN					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$28.16
Invoice 2028258						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$12.80
Invoice 2028259						
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,780.22
Invoice 2028258						
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$754.00
Invoice 2028259						
Transaction Date	12/28/2020	Due 1/27/2021	CASH	10100	Total	\$3,575.18
Claim Type						
Claim#	8926 TJ ASSOCIATES					
Cash Payment	E 101-42110-308 Community Education	DOOR HANGERS				\$242.85
Invoice 234970						
Cash Payment	E 101-42110-200 Office Supplies	CHRISTMAS CARDS				\$25.90
Invoice 235022						

CITY OF ST FRANCIS

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***Claim Register©**

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January 2021

Transaction Date	12/28/2020	Due 1/27/2021	CASH	10100	Total	\$268.75
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Claim Type

Claim# 8956 TOM LYNCH ELECTRIC

Cash Payment E 101-45200-311 Contract ELECTRICAL \$1,110.00

Invoice .122020

Transaction Date	12/30/2020	Due 1/29/2021	CASH	10100	Total	\$1,110.00
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Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$96,475.27
Total	\$96,475.27

CITY OF ST FRANCIS

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*Claim Register©

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January 2021

Claim Type

Claim# 8951 LAW ENFORCEMENT LABOR SVC

Cash Payment G 101-21707 Union Dues UNION DUES \$63.50

Invoice .0121

Cash Payment G 101-21707 Union Dues UNION DUES \$571.50

Invoice .012021

Transaction Date 12/30/2020 Due 1/29/2021 CASH 10100 Total \$635.00

Claim Type

Claim# 8884 MN NCPERS LIFE INSURANCE

Cash Payment G 101-21713 MN Life JANUARY INSURANCE \$96.00

Invoice 733400012021

Transaction Date 12/23/2020 Due 1/22/2021 CASH 10100 Total \$96.00

Claim Type

Claim# 8885 SUN LIFE FINANCIAL

Cash Payment E 101-41400-130 Employer Paid Insurance \$288.44

Invoice .0121

Cash Payment E 101-41500-130 Employer Paid Insurance \$149.75

Invoice .0121

Cash Payment E 101-41910-130 Employer Paid Insurance \$81.67

Invoice .0121

Cash Payment E 101-42110-130 Employer Paid Insurance \$1,031.38

Invoice .0121

Cash Payment E 101-42210-130 Employer Paid Insurance \$74.21

Invoice .0121

Cash Payment E 101-42400-130 Employer Paid Insurance \$75.20

Invoice .0121

Cash Payment E 101-43100-130 Employer Paid Insurance \$180.38

Invoice .0121

Cash Payment E 101-43210-130 Employer Paid Insurance \$40.09

Invoice .0121

Cash Payment E 101-45200-130 Employer Paid Insurance \$180.38

Invoice .0121

Cash Payment E 601-49440-130 Employer Paid Insurance \$130.73

Invoice .0121

Cash Payment E 602-49490-130 Employer Paid Insurance \$130.73

Invoice .0121

Cash Payment E 609-49750-130 Employer Paid Insurance \$140.93

Invoice .0121

Transaction Date 12/23/2020 Due 1/22/2021 CASH 10100 Total \$2,503.89

Claim Type

Claim# 8928 UPPER RUM RIVER WATERSHED

Cash Payment E 101-49200-471 Watershed URRWMO JOINT POWERS AGREEMENT \$4,326.50

Invoice .1221

Transaction Date 12/28/2020 Due 1/27/2021 CASH 10100 Total \$4,326.50

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***Claim Register©**

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January 2021

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$7,561.39
Total	\$7,561.39

Total of both batches: \$104,036.66

CITY COUNCIL REPORT

TO: City of St. Francis City Council
FROM: Beth Richmond, Consulting Planner
DATE: December 29, 2020
SUBJECT: Concept Plan
APPLICANT: Anderson Companies, LLC (Greg Anderson)
LOCATION: Block 1 Lot 1 East Village Addition (property east of the Rum River and south of Bridge St.)
MEETING DATE: February 20, 2020
COMP PLAN: Commercial
ZONING: B-2, General Commercial; C Conservancy; R-2, Single Family Residential

OVERVIEW

Anderson Companies, LLC has submitted a plan to solicit input on a proposed concept for the development of a 125-unit senior residential development located on vacant land south of Bridge Street and east of the Rum River. This land is currently owned by the City. The concept provides a range of housing types, from independent living to assisted living and memory care. The proposed 4-story building would have access onto Bridge Street and would overlook the Rum River.

Anticipated land use actions for this project include:

- Comprehensive Plan amendment
- Rezoning to PUD
- Administrative subdivision
- Easement vacation
- Preliminary and final plat

Rum River Management District

A portion of this property is located within the Urban Rum River Management District. Land within 300 feet of the ordinary high water line (OHW) of the Rum River is included within this District. The building as shown on the concept would be located almost entirely within the Urban District.

Urban District Requirement	Required	Proposed
Building setback from state and county highways	50 ft.*	~30 ft.
Maximum structure height	35 ft.*	4 stories/45 ft.
Maximum total area of all impervious surface on each lot	30%*	31.3% total site
*Would only apply to the portion of site within Urban Rum River Management District		

The Planning Commission reviewed the concept plan at their December 16, 2020 meeting. Following the presentation by Staff, the Planning Commission discussed the following items in greater detail:

- 2

City Council Report – Senior Housing Concept Plan – January 4, 2021

- **Building and Entrance Location** – Planning Commissioners determined that the conceptual layout of the building, located roughly 30 feet back from the front property line with the building's main entrance further back on the property, is appropriate for the intended use of the site. Commissioners were open to the idea of shifting the building closer to Bridge Street while keeping the main entrance further back to allow for safe pick-up and drop-off locations.
- **Fire Access Lane** – The fire chief had commented that fire access to the rear (west side) of the building may be required. Commissioners discussed possibilities for achieving that access. Further discussion with the fire chief following the Planning Commission meeting determined that that project may move forward as shown on the concept without a fire apparatus access to the west side of the structure, so long as the property is fully sprinkled.
- **Pedestrian connections** – Planning Commissioners discussed the need for the creation of a sidewalk along the width of this property to provide pedestrian connectivity along the south side of Bridge Street. Ideally, this sidewalk would connect to the existing County trail to the west. Future plans will be sent to Anoka County Parks for review.
- **Building Aesthetics** – Planning Commissioners noted that the building should include architectural elements such as building articulation and private balconies, in line with the Bridge Street Design Guidelines.
- **Stormwater** – The location and design of stormwater features on site were discussed by the Planning Commission. If the stormwater features are located in front of the building near Bridge Street, Commissioners stated that they would like that area to be aesthetically pleasing and useful for gathering, recreational, or educational purposes. The applicant suggested several options, including a more manicured, vegetated area for residents or members of the public to enjoy or a more natural area which could include opportunities for education.

Overall, Commissioners were supportive of the concept of senior housing on the site. No action was being sought for this concept plan, therefore the Planning Commission provided feedback to the applicant but did not take any action.

ACTION

The City Council is requested to provide feedback to the applicant on the proposed concept. Comments shared are not binding on the City nor do they constitute official assurances or representations of the City on future approvals.

ATTACHMENTS

- December 16, 2020 Planning Commission Packet

PLANNING REPORT

TO: City of St. Francis Planning Commission
FROM: Beth Richmond, Consulting Planner
DATE: December 9, 2020
SUBJECT: Concept Plan
APPLICANT: Anderson Companies, LLC (Greg Anderson)
LOCATION: Block 1 Lot 1 East Village Addition (property east of the Rum River and south of Bridge St.)
MEETING DATE: December 16, 2020
COMP PLAN: Commercial
ZONING: B-2, General Commercial; C, Conservancy; R-2, Single Family Residential

OVERVIEW

Anderson Companies, LLC has submitted a plan to solicit input on a proposed concept for the development of a 125-unit senior residential development located on vacant land south of Bridge Street and east of the Rum River. This land is currently owned by the City. The concept provides a range of housing types, from independent living to assisted living and memory care. The proposed 4-story building would have access onto Bridge Street and would overlook the Rum River.

Anticipated land use actions for this project include a Comprehensive Plan amendment, rezoning, variance(s), and preliminary and final plats. Input is being sought from the Planning Commission and the City Council on the proposed concept prior to the preparation of application materials.

SITE INFORMATION

The City recently platted this site from several existing lots into a single, larger lot more suitable for development. It was platted as the East Village Addition, and at that time, a 40-foot wide strip of land along Bridge Street was dedicated as right-of-way (ROW) to Anoka County. The applicant is proposing to utilize that land, along with a small piece of land from the site's eastern neighbor (Casey's), to create a development site just under 4 acres in size. The property is currently vacant and wooded. An existing curb cut onto Bridge Street and gravel driveway are located on the site. Casey's General Store is located to the east of the property and a residential development exists to the south.

A county trail runs along the western side of the property. This trail currently lies within a 66-foot wide drainage and utility easement along the property's western lot line. A trail easement for the portion of the trail within the project site's boundaries has been created and filed with the County.

As part of this development, the applicant is requesting an administrative subdivision to add the land from Casey's to the property. An easement vacation for the 66-foot drainage and utility easement is also requested. Staff is examining this easement to determine whether it could be vacated.

Staff's understanding is that this property is located outside of the Rum River Management district. At this time, Staff is working to confirm this. Maximum building height and impervious surface limits would likely be impacted if the property is within the Rum River district.



ANALYSIS

The following documents were used to evaluate the senior housing concept:

- 2040 Comprehensive Plan
- St. Francis Forward plan
- Design Guidelines
- East Shop Site renderings
- Zoning Code

Comprehensive Plan

This land is currently guided for commercial use by the Comprehensive Plan. The proposed development would require a Comprehensive Plan amendment to reguide the area to High Density Residential use. High Density Residential use allows residential development with densities between 12 and 60 units per acre, which the proposed development meets. Land to the east and west of the parcel along Bridge Street is guided for commercial use.

Zoning/Lot Dimensions/Setbacks

The property is currently located within several zoning districts, including the B-2 General Commercial, C Conservancy, and R-2 Single-Family Residential zoning districts. There are multiple zoning designations on one parcel as a result of the plat earlier this year which combined several parcels into one.

The developer is considering rezoning the property to the R-4 High Density Residential district or to a Planned Unit Development (PUD) which would be based off of the requirements of the R-4 district.

The PUD tool is used to allow for flexibility in developments in exchange for high-quality, creative design, the preservation of unique or high quality natural features, the creation of a variety of life-cycle housing options, or other, similar public benefits such as the preferred design guidelines created for the Bridge Street corridor. In this case, the City may be willing to consider the development of a PUD in this area, including some flexibility from zoning code requirements, in exchange for the creation of a vibrant, active space along Bridge Street and additional housing options for St. Francis residents who wish to age in place.

The zoning code rewrite will affect this property. If the proposed development wished to move forward with the development following the zoning code rewrite's completion, the best fit for this property would be the new R-3 zoning district, which allows for high density residential uses. The table below shows the proposed and required dimensional standards for the property. The highlighted sections are areas where the proposed concept does not meet the zoning requirements. These would need to be addressed through a variance or PUD rezoning process.

Based on the timeframe communicated to Staff for this project, as well as the zoning code update, Staff recommends that the applicant pursue a rezoning to PUD. This would allow the project to move forward in a timely manner, while providing the needed flexibility without requiring variances. Staff anticipates that this PUD would resemble the future R-3 zoning district closely.

	Concept	Existing R-4	Proposed R-3
Minimum Lot Area	173,800 sq. ft. (1,390 sq. ft. per unit)	2,000 sq. ft. per unit	2,000 sq. ft. per unit
Lot Width	330 ft.	100 ft.	100 ft.
Front Setback	Roughly 30 ft.	60 ft. buildings 30 ft. parking	30 ft.
Side Setback	25 ft.	25 ft.	10 ft. living space 5 ft. garage
Setback from R-1 and R-2 Districts	50 ft.	50 ft.	50 ft.
Maximum Height	4 stories/45 ft.	3 stories or 40 ft.	4 stories or 50 ft.
Maximum Impervious Surface Coverage	31.3%	50%	50 %

The proposed lot area for 125 units in the high density residential district is less than what is required by Code. Instead of an area of 2,000 sq. ft. per dwelling unit required by Code, the applicant is proposing 1,390 sq. ft. per dwelling unit. This is a reasonable reduction, considering that the density proposed is within the Comprehensive Plan's density range for high density residential housing, and that this

development is intended for seniors with varying levels of independence. It is likely that there will be residents, particularly in the memory care units, who will not require as much space.

The proposed unit sizes for the senior residential units meet the requirements listed in Code:

Unit Type	Proposed	Required
Efficiency	442 sq. ft.	440 sq. ft.
1-Bedroom	663 sq. ft. and 721 sq. ft.	520 sq. ft.
2-Bedroom	1,215 sq. ft.	600 sq. ft.
Number of Efficiency Apartments	24 units or 19%	No more than 30% of total development

The building is proposed to be 4 stories in height. The current code allows a height of three stories, while the proposed code will allow 4-story buildings in high density residential districts. Staff discussed the proposed concept with the Fire Chief. The Fire Chief was comfortable with the proposed height of the building.

High density residential developments are required to be setback 50 feet from all R-1 and R-2 zoning districts. The concept adheres to this setback for the residential properties to the south. However, the park parcel to the west is currently zoned R-2, and so a 50 foot setback is required on the western side of the property as well. There are no homes on the property to the west, and the proposed structure would still be located more than 100 feet from the Rum River, so Staff is supportive of the conceptual layout. The zoning code update is planned to rezone the park parcel to the west to B-1, therefore a 50 – foot setback would not be needed if this concept were to be submitted following the zoning code update.

In the existing R-4 district, a 60-foot front yard setback is required for buildings and a 30-foot front yard setback is required for parking areas. The proposed concept shows the building roughly 30 feet from the right-of-way, meaning that the applicant would be requesting some flexibility from the existing front setback requirement. The 30-foot setback matches the front yard setback that will be required in the future R-3 district. However, in the design guidelines for Bridge Street, an important feature of development was to bring the buildings closer to the street. The preferred guideline for multi-family developments was to allow building extensions such as porches or balconies to reach up to the ROW line with the main building located no further from the ROW than 10 feet. Staff would be supportive of discussing how the applicant might reduce the front setback further, in line with the design guidelines, as a way to activate the streetfront along Bridge Street.

Streets

The concept proposes an access onto Bridge Street. Bridge Street is designated as a minor arterial roadway in the Comprehensive Plan, meaning that this is a street where access points are intended to be minimized in order to allow traffic to flow smoothly. A center turn lane exists in this area of Bridge Street that could serve the development. As Bridge Street is a County road, review and approval of the project by the Anoka County Highway Department will be needed.

Pedestrian and trail access along the south side of Bridge Street and connecting to the existing County trail along the Rum River should also be considered as part of this project.

The driveway shown in the concept provides a turnaround for emergency vehicles and drop-off opportunities, which is supported by Staff. During the Fire Chief's review, he noted that a fire access lane would likely be required in order to reach the back side of the proposed building because of the distance of the building from Bridge Street. Reconfiguring the building to bring it closer to Bridge Street may change the need for or extent of this requirement.

Parking

The concept plan proposed 127 total parking spaces, with 89 underground stalls and 38 above-ground stalls. As shown in the table below, this meets the amount of parking required by Code. The applicant will be required to show proof of parking for the remaining half of the independent living units as part of future applications.

Unit Type	Parking Requirement	Spaces Required
Independent Living	1 space per unit (can reduce to 0.5 space with proof of parking)	38
Assisted Living	0.5 spaces per unit	13
Memory Care	1 space per 6 beds, plus 1 space per employee on maximum work shift.	7
Guest parking	0.5 space per apartment unit	63
Total Spaces	Total spaces proposed: 127	121

Site Design

Bridge St Design Guidelines

This development is proposed to front along Bridge Street. Therefore, the Bridge Street Design Guidelines were used to evaluate the project. The intent of these guidelines is to allow for development that is "able to meet the desired form and character of the Comprehensive Plan and downtown plan, even if the use varies."

In conversation with staff and the City Council, the senior housing use has been determined to be generally acceptable on site along Bridge Street. However, the careful design of that use is important to ensure that the development will further the active, pedestrian-friendly atmosphere that the City is working to cultivate along Bridge Street. Without images of what the building will look like from Bridge Street, staff is somewhat limited in their review, but overall, Staff suggests that the applicant review the City's design guidelines for Bridge Street and work to incorporate them into their building and site design. Staff had the following preliminary comments after reviewing the concept against the Bridge Street Design Guidelines:

- **Entry:** The guidelines dictate that a primary entrance to a site along Bridge Street should be oriented to the street. The concept pulls the building back off of Bridge Street, with the official

entrance to the building close to the south end of the site. The layout of the building and entryway does not encourage activity along Bridge Street.

- **Parking:** Staff is supportive of the proposed underground parking. Any surface parking should not dominate frontage on Bridge Street.
- **Rooftop:** Active rooftops are encouraged along Bridge Street. Staff suggests that the applicant consider creating a usable space or deck on the rooftop for residents.
- **Public Art/Public Plaza:** The building layout in the concept leaves a large amount of land near Bridge Street as open space. There may be an opportunity for a public plaza or public art to be included on the site near Bridge Street. The patio near the Rum River is a great amenity for residents, but again, what kinds of public amenities could be incorporated into this design to encourage an active, pedestrian-friendly Bridge Street frontage?
- **Stormwater:** A proposed stormwater pond is shown in the northeast area of the site. Stormwater management in the Bridge Street area should incorporate best management practices (BMPs) and is welcome to address stormwater in an innovative manner. Educational, landscape, and/or artistic elements are encouraged as part of stormwater treatments within this area of the City.

The guidelines themselves contain numerous other topics, but the above elements were most applicable to the senior housing concept. Staff will be sending the design guidelines and the East Shop Site renderings to the applicant for their reference. There is a worksheet included within the design guidelines document that the applicant should use to guide the design of the site and building. That worksheet should be submitted as part of further applications.

Open Space

31 percent of the site is planned to be impervious surface. A majority of the remaining land is proposed to be open green space. Staff suggests that the applicant consider strategies to activate the space, perhaps for public spaces, pedestrian connections, or outdoor amenities for residents. Additional details regarding the open space areas of the site should be shown on the landscape plan submitted in future phases of the project.

Pedestrian Connections

An existing County trail runs along the west side of this development. An easement is proposed to be created for the trail. No connections are shown from the trail to the development. Staff encourages the developer to work with the County on the possibility of providing access to that trail from the site. As part of the preliminary plan review process, Staff will reach out to the County Parks department for comments on the plan.

One of the City's goals for the Bridge Street corridor is to transform the corridor into a more pedestrian-friendly place. An existing sidewalk runs along the north side of Bridge Street. However, residents of the proposed development would not be able to access it without crossing Bridge Street in an area without a crosswalk, stoplights, or other improvements. Staff suggests the applicant consider the pedestrian connections that can be made within the site as well as connections to the network of sidewalks and trails, both future and existing, outside of the property boundaries.

PLANNING COMMISSION ACTION

The Planning Commission is requested to provide feedback to the applicant on the proposed concept. Comments shared are not binding to the City nor do they constitute official assurances or representations of the City on future recommendations or approvals. The City Council will also review the concept and provide feedback.

ATTACHMENTS

- Concept Plan
- Bridge Street Design Guidelines (pgs. 20-41)

PROJECT TEAM

DEVELOPMENT

Anderson Companies
3340 Republic Avenue, Suite 50
St. Louis Park, MN 55426

ARCHITECT

Kaas Wilson Architects
1301 American Blvd E, Suite 100
Bloomington, MN 55425
(612) 879-6000

CIVIL ENGINEER

Carlson McCain

SITE METRICS

PARCEL ID _____

ADDRESS XXXX Bridge St. NW

PARCEL AREA 173,800 SQ.FT. (3.99 ACRES)

ZONING R4 (possibly PUD)

APPLICATIONS
rezone
replat
easement vacation

PLANNING METRICS

Zoning

Current: B1, R2
Proposed: R4 (possibly PUD)

Height

Allowed: 3 Stories / 40 Feet (whichever is less)
Proposed: 4 Stories / 45 +/- Feet

Lot Area

Min. lot size per DU: 2,000 s.f. per unit (86.9 units allowed)
Proposed: 125 units

Min. lot area: 15,000 s.f.
Lot size: 173,800 s.f.

Min. lot width: 100'

Lot Coverage

Allowed: 50 % Impervious Coverage
Proposed: 31.3 % Impervious Coverage
 $(173,800 - (31,783 + 22,481)) = 119,536$
Proposed Green Space: 68.7 % Impervious Coverage

Setbacks

Allowed: 60' Front (30' parking) / 50' Rear / 25' Side
Proposed: 60' * Front / 50' + Rear / 25' + Side
*30' to delineated edge of wetlands

Vehicle Parking

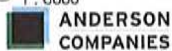
Required: AL = .5 stalls/unit
IL = 1 stall/unit (can go down to .5 stall/unit
with proof of parking shown to get to 1:1)
MC = 1 stall/5 units + 1 stall per employee on
max shift

IL/AL = 46 stalls (at .5 per unit)
MC parking requirement: $4 + 3 = 7$ stalls
TOTAL REQUIRED STALLS = 52 stalls

Proposed: 127 stalls (parking requirement exceeded even if
1:1 parking were to be provided for all IL/AL units)



① SITE AERIAL - 1" = 500'
1 : 6000



PROJECT SUMMARY

ST. FRANCIS SENIOR LIVING



REZONING: R4 or PUD

CURRENT VARIANCES TO BE CONSIDERED:

- 1) Front yard setback relief.
- 2) Height.
- 3) Lot size per dwelling unit.

PLATTING:

- 1) Replat to include a portion of Casey's property.
- 2) Easement vacation (65' at western side of site, possibly others).
- 3) Establishment of trail easement at SW portion of site.

① SD Site Plan
1" = 60'-0"

ANDERSON COMPANIES

CARLSON MCCAIN

KW
kaas wilson architects

CONCEPT SITE PLAN

ST. FRANCIS SENIOR LIVING

2.0

1/12/2010

GROSS AREA - TOTAL	
Level	Area
Level 4	29,967 ft²
Level 3	29,967 ft²
Level 2	30,687 ft²
Level 1	31,783 ft²
Level -1	31,783 ft²
Not Placed	0 ft²
Grand total	154,185 ft²

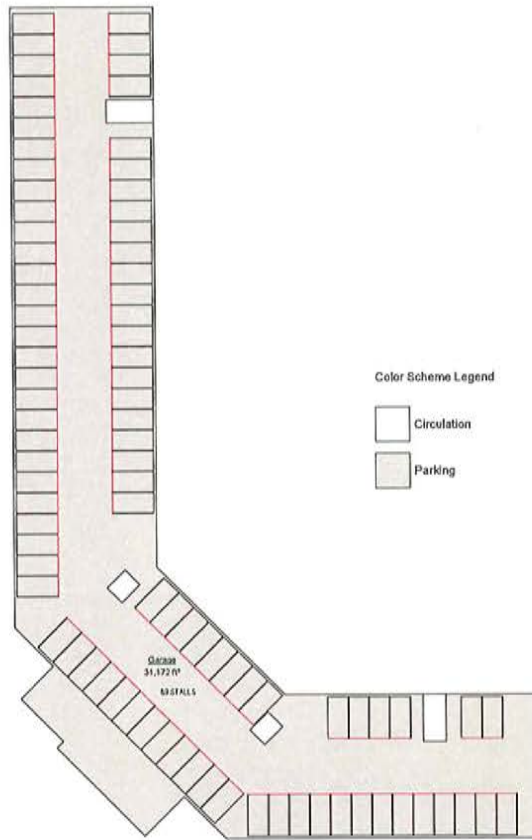
PARKING		
Level	Type	Count
Level -1		89
Level 1		38
		127

UNIT MIX - GROSS AREA				
Name	Count	Unit Gross Area	Total Area	%
		Main Floor		
1 BR				
Unit 1-0	68	663 ft²	45,067 ft²	54%
Unit 1-1	6	721 ft²	4,327 ft²	5%
	74		49,394 ft²	59%

1 BR + Den				
Unit 2-0	13	828 ft²	10,770 ft²	10%
	13		10,770 ft²	10%

2 BR (Large)				
Unit 3-0	14	1,215 ft²	17,008 ft²	11%
	14		17,008 ft²	11%

MC Studio				
Unit MC 0-0	24	442 ft²	10,604 ft²	19%
	24		10,604 ft²	19%
Grand total	125		87,775 ft²	100%



Color Scheme Legend

- Circulation
- Parking

① Level -1
1" = 40'-0"

**ANDERSON
COMPANIES**

**CARLSON
McCain**

KW
laas wilson architects

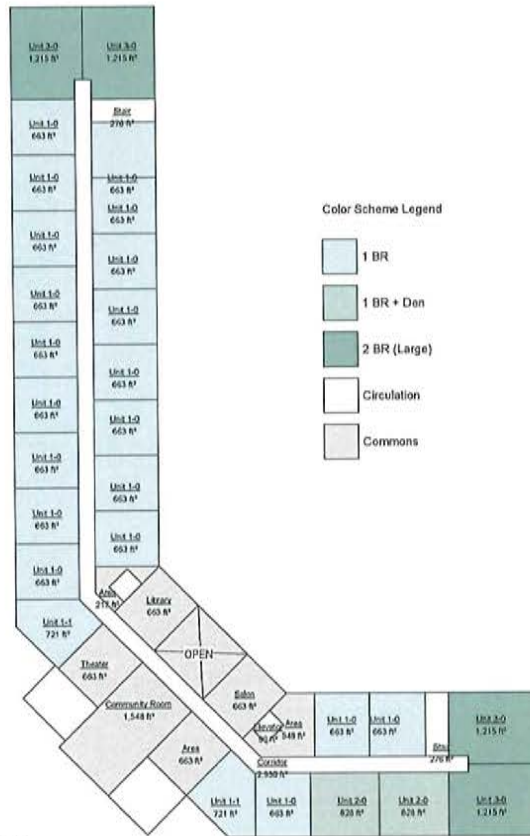
GARAGE LEVEL

3.0

ST. FRANCIS SENIOR LIVING

1/12/2020





Color Scheme Legend

- 1 BR
- 1 BR + Den
- 2 BR (Large)
- Circulation
- Commons

① Level 2
1" = 40'-0"

ANDERSON
COMPANIES

CARLSON
McCain

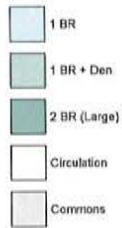
KW
kaas wilson architects

SECOND FLOOR

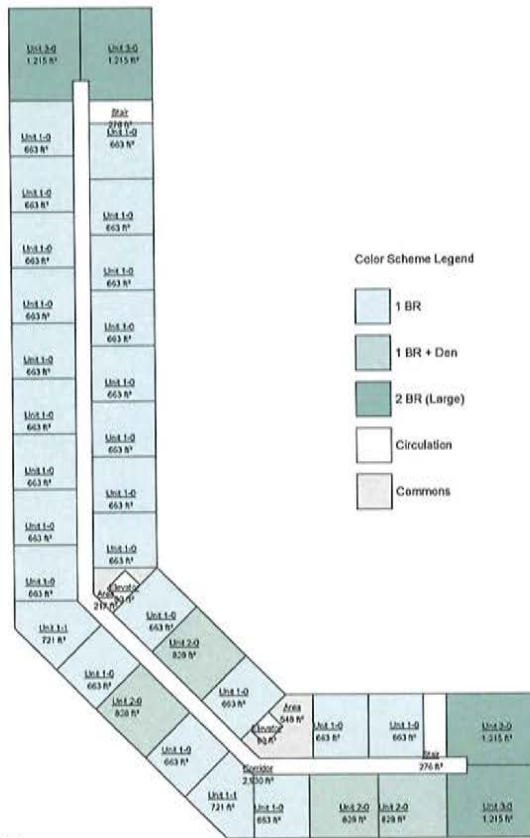
3.2

ST. FRANCIS SENIOR LIVING

1/21/2020



1/17/2008



① Level 4
1" = 40'-0"



Private Development

The Private Development chapter of the Design Guidelines addresses how private development should occur on owned parcels. First and foremost, the City's zoning code dictates what is permitted.

Private Development

1 What Can Be Built?

- Land Uses

2 Where does the building go on the site?

- Setbacks

3 How does the building function on the site?

- Building Orientation/Entries
- Screening and Fencing
- Rooftops

4 How does the site function?

- Parking orientation
- Access
- Water

5 What does the building look like?

- Style vs. Character
- Articulation
- Massing and Stepping
- Facade Details
- Windows
- Awnings
- Building Materials

6 What does the rest of the site look like?

- Parking orientation
- Vegetation/Landscaping
- Sidewalk/Cafe Seating
- Sidewalk Sales/Displays
- Semi-Public Space
- Public Art

Terminology in this chapter

In each section, there are actions that are classified as "Preferred," "Acceptable," and "Not Appropriate." Preferred actions go above the baseline "as of right" requirements for development. When policy changes (variances, comprehensive plan amendments) or incentive packages (TIF, Tax Abatement, etc.) are requested, the City may require "Preferred" actions.

1 What Can Be Built?

Land Uses

Through the St. Francis Forward Redevelopment Plan and the 2040 Comprehensive Plan, the City has identified planned land uses for each of the parcels along the Bridge Street Corridor. The expectation is that development will follow the guidance of the Comprehensive Plan. This guidance relates to general categories such as commercial, civic/institutional, and residential at different densities.

In some cases, a project that is different than what has been identified in the Comprehensive Plan may be proposed. When this occurs it will be evaluated by City Staff and elected officials to see how it furthers the City's broader goals. If the project is given the go-ahead, it will require a zoning change and a land use ammendment.

	Preferred	Acceptable	Not Appropriate
Land Uses	As identified in the 2040 Comprehensive Plan	Able to meet the desired form and character of the Comprehensive Plan and Downtown Plan, even if use varies. Will require zoning changes and a Comprehensive Plan Amendment.	Varying from the 2040 Comprehensive Plan, and not approved for change/amendment



Rum River West - Desired Development Pattern



Rum River East - Desired Development Pattern



2 Where does the building go on the site?

Setbacks

Setbacks are the distance a building is set back from the edge of the parcel line. In a commercial setting, the elimination of setbacks or a “build to line” can contribute to a more contiguous, active feeling street. In the Rum River West downtown area, the character of Bridge Street especially benefits from a more consistent build to line. This is the case for commercial and residential uses.

In the Rum River East and Transition zones, single family neighborhood residential uses may benefit from larger setbacks as the space creates more of a buffer from the roadway, which in this area focuses more on movement of vehicles. Multi-family housing and commercial uses should still orient themselves to Bridge street with a smaller setback or no setback.

	Preferred	Acceptable	Not Appropriate
Commercial / Civic Building Setback	Built to the edge of the Right-of-Way	Built to within 5' of the Right-of-Way. Setback of main massing may vary with use of use foundation plantings, Semi-Public space (plaza, courtyard, etc.), other architectural elements that bring the building to the Right-of-Way edge.	Structure's front is set back more than 5' from the right of way or oriented to the rear of the lot Parking is located between the building and street
Multi-Family Residential Building Setback	Building extensions (Porches, stoops, etc) reach the right of way line. Main building may be set back within 10' of Right-of-Way with yard, porch or foundation plantings. Elevate first floor slightly above ground level.	Built to within 10' of the Right-of-Way. Use foundation plantings.	Structure's front is set back from the right of way further than 10' or oriented to the rear of the lot. Parking is located between the building and street



3 How does the building function on the site?



Entries into the Building

Primary entries shall be located with an orientation to Bridge Street. Entries that also orient to parking shall be located on a corner of the building that also fronts Bridge Street (see parking orientation on p. 25). Secondary entries that may reduce the efficacy of the primary entry are discouraged.

In mixed use buildings, separate entries should be provided for distinct uses (i.e. commercial and residential).

	Preferred	Acceptable	Not Appropriate
Entries	Primary entrance focused on Bridge Street	Primary entrance with orientation to Bridge Street and parking lot	Secondary or no entrance on Bridge Street



Screening and Fencing

Screening can help reduce the visual impact of "back-of-house" elements such as loading docks and trash. Depending on the amount of space, this can be done with vegetation or opaque fencing. It may also be appropriate to incorporate some of these elements into the building design with internal rooms.

Fencing in "front yards" should be utilized to help continue a vertical edge between public and private space that has already been set by buildings. An example of this might be to separate the sidewalk from side loaded parking. Fencing should not be used to create a storage area along Bridge Street.

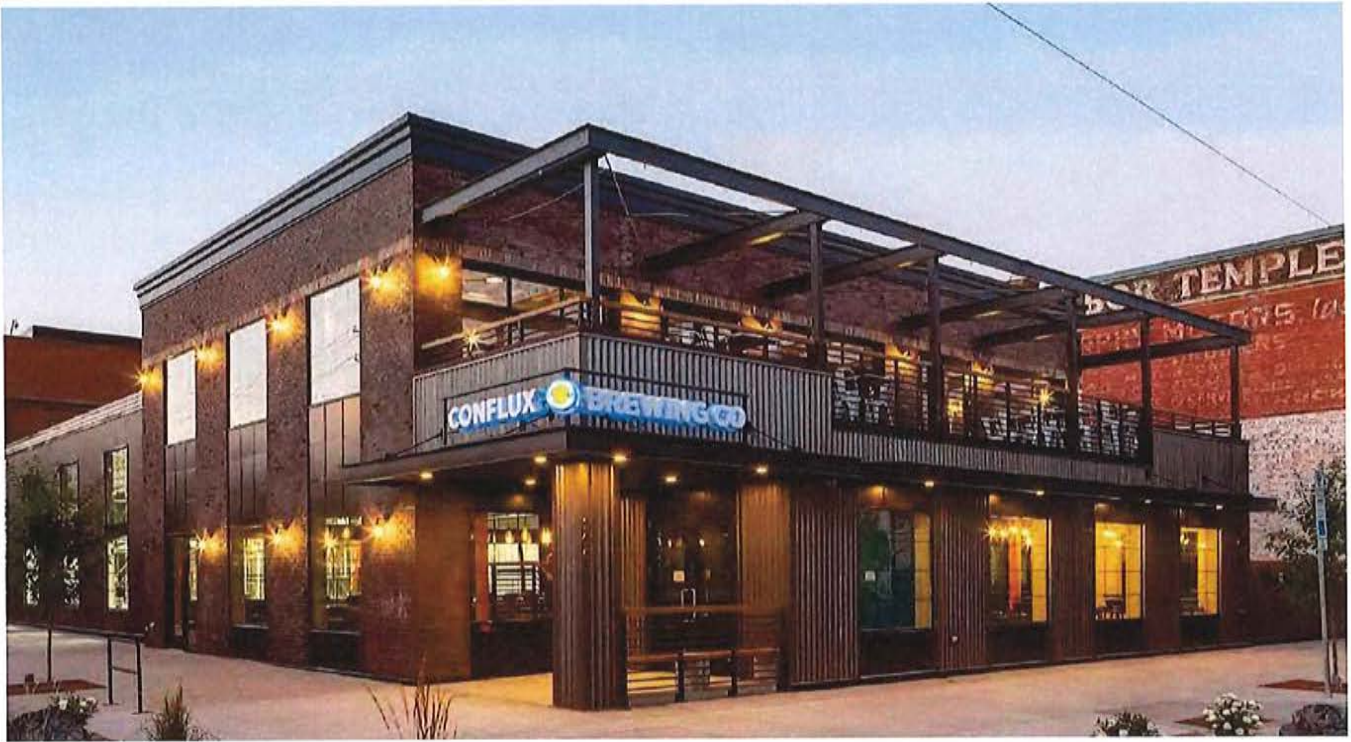
	Preferred	Acceptable	Not Appropriate
Screening	Trash/Loading internal to building	Trash/Loading screened with a full enclosure at rear of building	Trash/Loading unscreened and/or on public frontage edge
Front Fence Materials	Wood or decorative metal At least 33% transparent <4' tall	As per zoning code	Barbed wire, temporary fencing, snow fencing



Rooftops

Active use rooftop are encouraged when appropriate for commercial and multi-family uses. Rooftops without an active use should be designed to screen elements such as mechanicals and stair towers that do not contribute to the character of the district. Screening colors should be neutral and not draw attention to the screen structure

	Preferred	Acceptable	Not Appropriate
Rooftops	Active Use	Screening of mechanicals, stair towers, elevators, etc.	No screening of mechanicals, stair towers, elevators, etc.

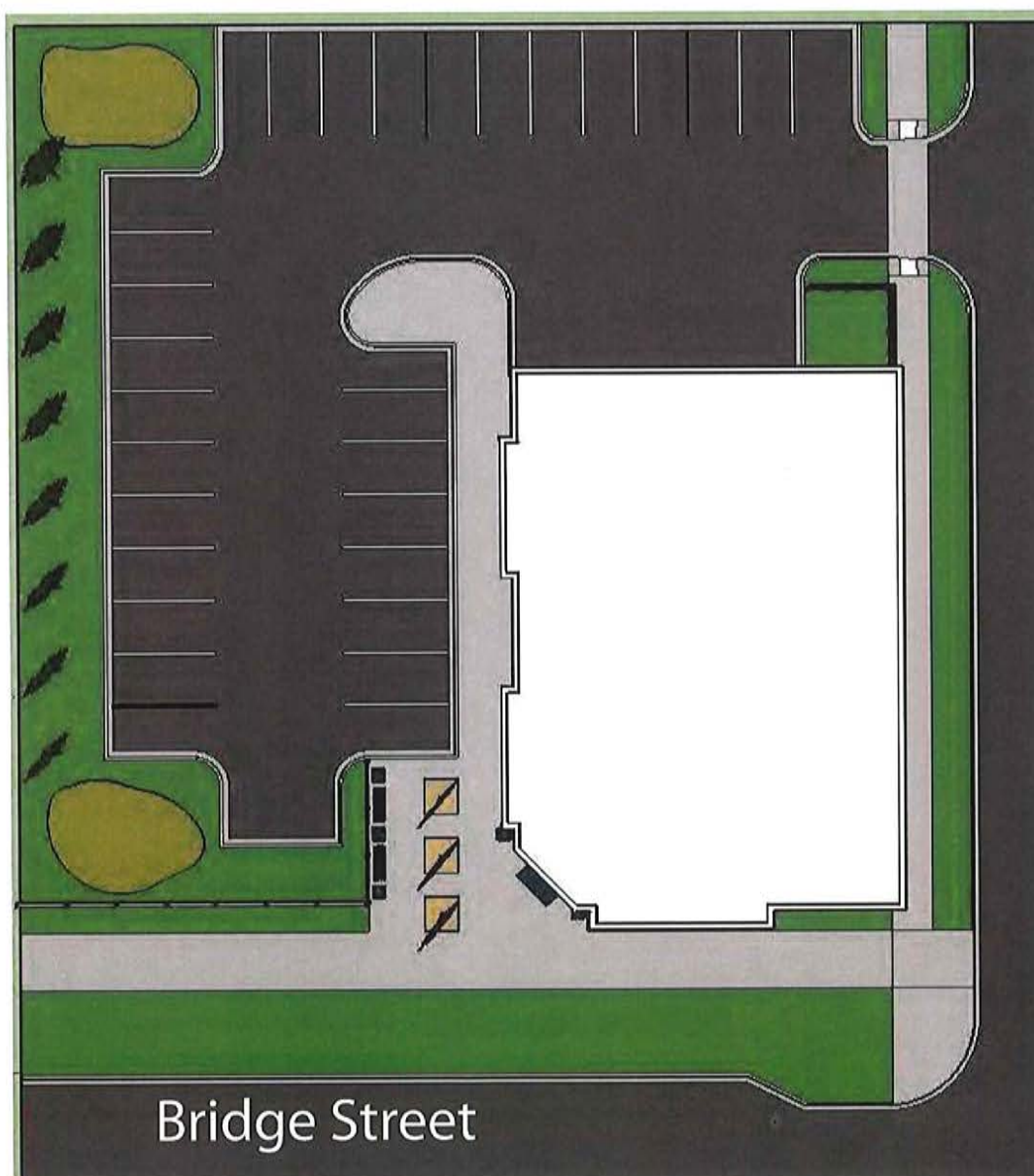


4 How does the site function?

Access

In order to provide a more unified face to Bridge Street, as well as allow traffic to flow more smoothly, access to private parking lots should, when possible, occur via public side streets. This will also help provide a more logical entrance to rear and side loaded parking. Where side streets and backage roads are not feasible, utilize existing curb cuts, or coordinate to share access points with adjacent property owners.

	Preferred	Acceptable	Not Appropriate
Access	Via side streets or backage roads	Via existing or relocated curb cut driveways from Bridge Street.	New curb cut driveways



Relationship to the Street

How a building is oriented can have a large impact on the way it interacts with the street and the public realm. A commercial building with active windows facing the street gives people the impression that there are “eyes on the street” and that members of the community are aware of what is going on. When front doors are oriented toward the street, it sends a welcoming message to people using the street, whether they are in a car, on foot, or on a bike. Alternatively, many buildings require less attractive, but necessary, elements such as loading docks, trash, and garage doors. It is preferable to keep these out of the public view at the rear of buildings or in enclosed areas.

There is often a balance between providing convenient access to a parking lot and the sidewalk. This is addressed in the parking orientation section.

Parking Orientation

St. Francis businesses and many residents rely on automobiles for many of their day to day trips. Being able to provide enough parking is key for the success of any redevelopment project along Bridge Street. Where this parking is sited has implications for the character of the community.

Locating parking lots between Bridge Street and a building pushes the building away from the road. This leads to a development pattern that feels isolated from the road, and detracts from the ability to walk to destinations. Siting parking on the side or rear of buildings allows the buildings to better address the street. Access to parking lots should be provided or duplicated on side streets.

Bicycle parking & racks should be provided in all projects where vehicular parking is provided.

	Preferred	Acceptable	Not Appropriate
Parking Lot Location	Parking in rear of building	Parking at side of building	Parking between building and Bridge Street
Parking Lot Access	From alley or side street	From Bridge Street east of the Rum River	From Bridge Street west of the Rum River



Stormwater

Historically, when it rained in St. Francis, water would fall on the ground, infiltrate, and slowly seep into the river or wetlands. When development started, the model changed, and the approach was to move water away as quickly as possible through gutters, pipes, and ditches. This had the effect of increasing the “bounce” or the volume of water in local waterways. When this occurs at a large scale, it can lead to flooding, erosion, and an increase in pollutants that make it into the water system.

The Rum River is a Outstanding Resource Value Water (ORVW) as designated by State Statute 7050.0335. This classification focuses on preserving the river and minimizing any degradation through preventative protection. The statute protects the river by controlling and limiting new or expanded discharges to the waterway. New or expanded discharges are not allowed unless there is no other prudent or feasible alternative for the discharges than the Rum River.

Recognizing these impacts, the City has incorporated best management practices (BMPs) into its zoning ordinance. For technical details, please refer to the City’s zoning ordinance.

St. Francis operates a Municipal Separate Storm Sewer System (MS4) and as such, has developed a Stormwater Pollution Prevention Program which focuses on public education, public participation, illicit discharges, construction and post-construction site runoff controls, and pollution prevention and municipal “good housekeeping”.

	Preferred	Acceptable	Not Appropriate
Stormwater	Addresses stormwater in an innovative manner. Stores more stormwater than is required Incorporates educational aspects, aesthetics, landscape, design, and/or public art	As required by zoning code	Does not meet zoning code



When new construction occurs, it is important to ensure that it is not impacting the community as a whole by degrading the natural water system, or putting undue pressure on the existing stormwater infrastructure. A number of BMPs may be used to improve water management and quality:



Rain Gardens/Infiltration Basins

Rain gardens are vegetated infiltration areas that allow stormwater to infiltrate back into the ground. These are planted with specific plants that can accommodate both wet and dry conditions.



Buffers

Vegetated buffers around wetlands, creeks, and rivers help remove sediment and reduce erosion when water flows through them towards the waterbody.



Vegetated Swales

Vegetated Swales can help move water from one part of a site to another, while also helping to slow down the movement of water and remove sediment and pollutants.



Permeable Pavers

Permeable paving is an attractive paving option that allows rainwater to pass through the gaps between pavers, while also providing a solid structure that can be driven on.

There may be exceptions for areas where infiltration and other BMPs are challenged by land use (fueling/maintenance), high bedrock, or the presence of contaminants in the existing soils.



Above Ground Rainwater Storage

Cisterns and rain barrels may be utilized to manage stormwater. If cisterns are utilized above ground, interpretive signage should explain what the cisterns are and how they help manage stormwater and reduce impacts on local waterways.



Underground Storage (cisterns and rain barrels)

Underground stormwater management devices such as underground cisterns may be utilized to control rate and sedimentation levels in stormwater runoff.

5 What does the building look like?

Style vs. Character

The intent of design guidelines are not to be prescriptive of a single style (Modern, Victorian, Tudor, etc.) but rather to emphasize design principles that strengthen the character of a downtown area. These include ideas like adding architectural interest, designing for the human scale, and encouraging interaction between the building and the public realm. This happens through thoughtful design that incorporates the elements discussed below and on following pages.



Articulation

Buildings should be designed to avoid a monolithic presentation, and rather should use articulation to emphasize visual breaks in the parts of the building. This helps break an individual buildings into a series of coherent experiences that are more to a human scale and create a tempo to the design. This is done with variations in materials, rooflines, windows, and other design elements. Articulation should take place at least every 30-60 feet.



Massing & Stepping

The massing of buildings should be set to the build to line. To strengthen the small town/downtown character of the existing corridor, buildings over 3 stories should be stepped back approximately 8-12 feet for all floors above the second story.

Facade / Details

The first two floors of a building should be designed to add visual interest to the buildings in the primary sightlines of pedestrians. This may be done through the incorporation of detailing such as cornices and door/window mouldings and ornamentation. It may also be accomplished through the change of materials and colors. Where buildings are located on a corner and face multiple streets, attention should be paid to all building sides with a public face.

	Preferred	Acceptable	Not Appropriate
Facade / Details	Architectural details consistent with the style of the building	Standard framing of windows and doors	No framing of windows and doors



Windows

Windows compliment an active street and pedestrian scale and give the impression of “eyes on the street.” In order to strengthen this character, over half of the building face of the ground level facing Bridge Street should be transparent windows. Mirroring is not permitted. Windows should be spaced out along the length of the building to minimize large areas of solid walls facing Bridge Street.

	Preferred	Acceptable	Not Appropriate
Windows	Over 60% of the length of the building with windows at regular intervals and visibility in and out of the building	Over 30% of the length of the building with windows at regular intervals and visibility in and out of the building	Lack of windows Long stretches of building face without windows Mirrored windows Windows that don't allow views in and out of the building (ie. closed off display windows, windows with large signs)



Awnings

Awnings provide protection from the elements for pedestrians and help bring the scale of a building down to a human scale. Awnings are encouraged on all commercial and multifamily buildings. Awnings should not interfere with street trees or lights.

Signage

Sign dimensions and regulations are covered extensively in the City's zoning code. For the downtown area, signs should be in proportion to the buildings they are representing and of complementary materials and character.

	Preferred	Acceptable	Not Appropriate
Signage	Coherent, clear signage that complements the character of the building and Bridge Street	As per zoning code	Temporary signs that are not cared for,

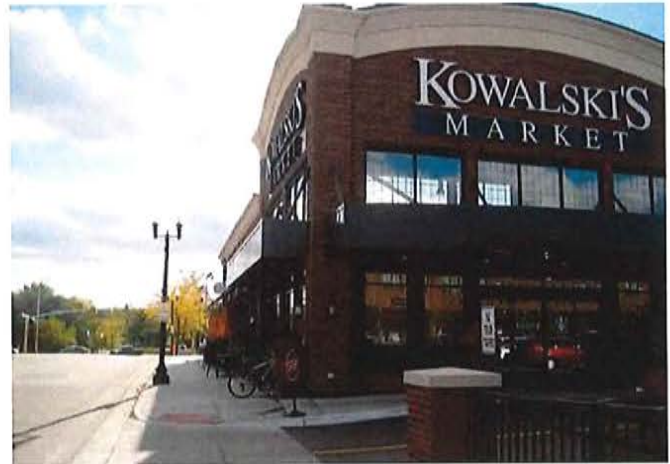


Building Materials

Materials should be high quality and suggest permanence such as brick, wood, stone, and precast concrete.

Sheet metal as a primary wall material is not appropriate on Bridge Street.

	Preferred	Acceptable	Not Appropriate
Building Materials	Brick, wood, stone, precast concrete	Stucco, manufactured siding	Materials that do not suggest permanence (such as sheet metal) Materials in poor repair



6 What does the rest of the site look like?



Vegetation/Landscaping

Vegetation can help a site and a district in many ways. Trees and attractive landscaping can add value to a property. Trees and other plantings also help to catch stormwater, buffer and reduce road noise, screen areas that are visually unattractive, provide shade, and reduce ambient heat in an area.

Use of native species is desired for landscaping in St. Francis. Many native species have developed here, and can thrive here without need for extensive inputs of watering or fertilization. Use of native species is a common theme throughout the state and many attractive options are now grown commercially for landscaping purposes.

Conversely, many of the invasive species that cities and states are dealing with today were imported for landscaping purposes. These plants may have developed elsewhere, where local predators and competition kept them in check. When relocated, they lack the natural checks and often outcompete local plants and spread into natural areas, causing harm to the ecosystem. The Minnesota Department of Natural Resources and the City of St. Francis discourage the use of the following invasive species:

Invasive Trees and Shrubs	Invasive Grasses and Wildflowers	
• Amur maple (<i>Acer ginnala</i>) • Black locust (<i>Robinia pseudocacia</i>) • Buckthorns (<i>Rhamnus cathartica</i> & <i>Frangula alnus</i>) • Exotic honeysuckles (<i>Lonicera tartarica</i>, <i>L. morrowii</i>, <i>L. x bella</i>) • Japanese barberry (<i>Berberis thunbergii</i>) • Norway maple (<i>Acer platanoides</i>) • Russian olive (<i>Elaeagnus angustifolia</i>) • Siberian elm (<i>Ulmus pumila</i>) • Siberian peashrub (<i>Caragana arborescens</i>)	• Amur silver grass (<i>Miscanthus sacchariflorus</i>) • Bird's-foot trefoil (<i>Lotus corniculatus</i>) • Bull thistle (<i>Cirsium vulgare</i>) • Butter and eggs (<i>pnaria vulgaris</i>) • Canada thistle (<i>Cirsium arvense</i>) • Cow vetch & hairy vetch (<i>Vicia cracca</i> & <i>V. villosa</i>) • Creeping Charlie (<i>Glechoma hederacea</i>) • Crown vetch or axseed (<i>Coronilla varia</i>) • Flowering rush (<i>Butomus umbellatus</i>) • Garlic mustard (<i>Alliaria petiolata</i>) • Grecian foxglove (<i>Digitaps lanata</i>) • Hoary alyssum (<i>Berteroa incana</i>) • Japanese knotweed (<i>Polygonum cuspidatum</i>)	• Leafy spurge (<i>Euphorbia esula</i>) • Musk or nodding thistle (<i>Carduus nutans</i>) • Non-native waterlilies (<i>Nymphaea</i> spp.) • Ox-eye daisy (<i>Chrysanthemum leucanthemum</i>) • Perennial sow thistle (<i>Sonchus arvensis</i>) • Purple loosestrife (<i>Lythrum sapcaria</i>) • Queen Anne's lace (<i>Daucus carota</i>) • Reed canary grass (<i>Phalaris arundinacea</i>) • Smooth brome grass (<i>Bromus inermis</i>) • Spotted knapweed (<i>Centaurea maculosa</i>) • White and yellow sweetclover (<i>Meplotus alba</i> & <i>M. officinaps</i>) • Wild parsnip (<i>Pastinaca sativa</i>) • Yellow iris (<i>Iris pseudacorus</i>)

	Preferred	Acceptable	Not Appropriate
Vegetation	Attractive, designed landscape using native plants	As per zoning code	That which does not meet the zoning code Use of invasive species



Sidewalk/Cafe Seating

Sidewalk cafe seating and tables create activity and vitality along the street and are encouraged. Seating and tables should be limited to the area adjacent to the building and must preserve a pedestrian accessible route of at least 6 feet. Chairs and tables should be secured out of the way when the business is closed. Service of food and beverages should be on private property and alcohol is not permitted to be sold or consumed in the public right-of-way. The City is open to food trucks and prefers they are parked off of the public right-of-way (such as in a parking lot) but will consider alternatives on a case by case basis.



Sidewalk Sales/Displays

Sidewalk sales and displays can add personality to a district when done well, but can also detract from the visual character and operational functioning when done poorly.

Displays should be limited to the area immediately adjacent to the building, take up no more than one third of the sidewalk, and must preserve a pedestrian accessible route of at least 6 feet.

Displays may not be left outside overnight, and must be secured indoors when the business is closed. Outdoor displays should not be used during the winter.



Semi-Public Space

Patios/Plazas

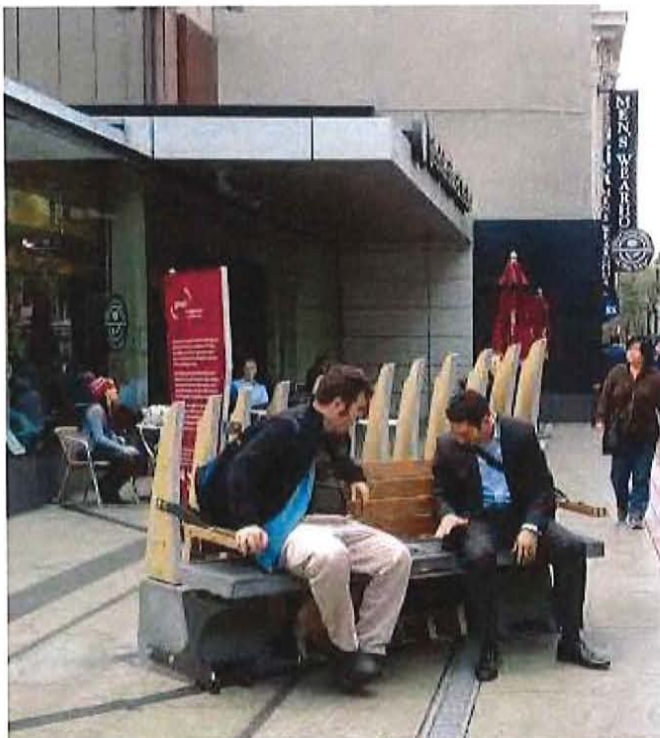
Patios and plazas should be encouraged in new developments as public gathering spaces. Patios and plazas should be large enough to accommodate site furnishings, shade elements, and gathering. These areas benefit from consideration and use of materials such as vegetation and paving.

Locate these public spaces so as not to interfere with the movement of pedestrians or vehicles.



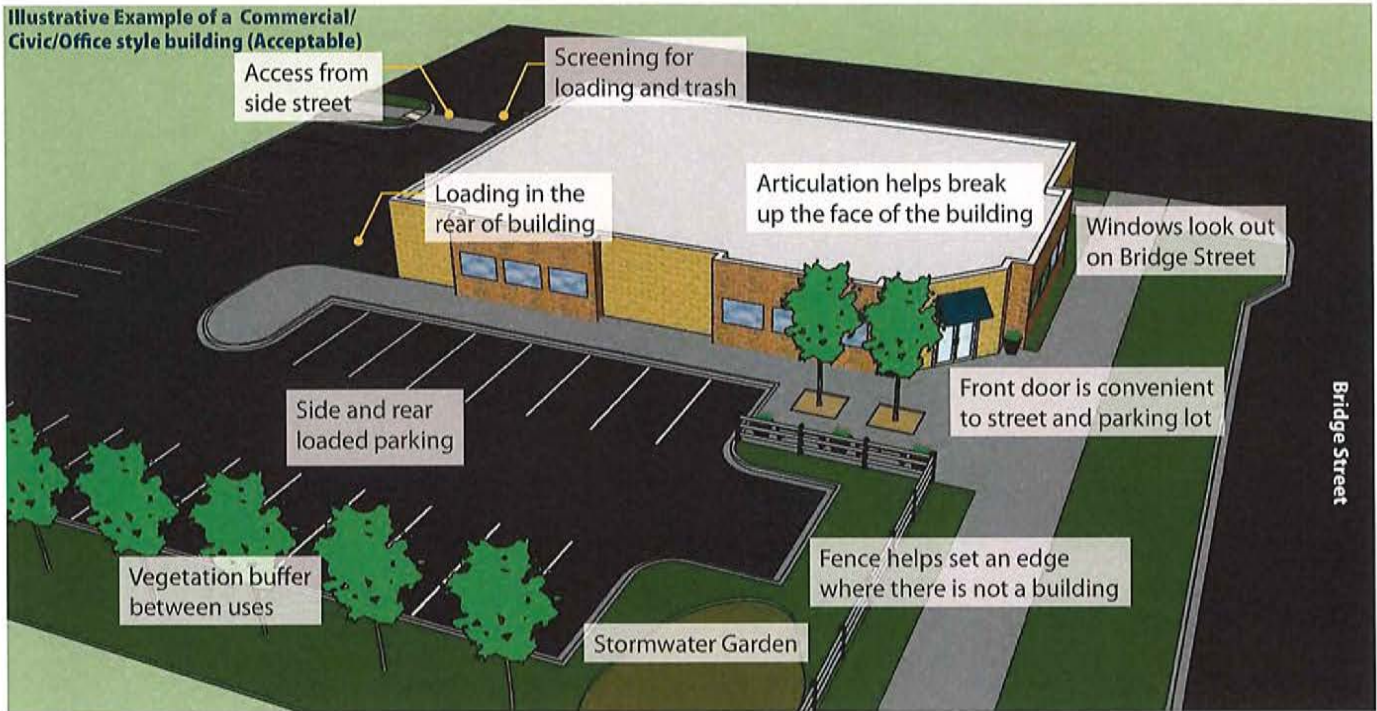
Public Art

The City strongly encourages the inclusion of public art in development projects. Public art can strengthen the identity of the district and provide a showcase for local talented artists. Pieces should be constructed of durable materials and not obstruct pedestrian movement in the corridor. Public art should be located so as to be visible to pedestrians and will be reviewed by the City.



Illustrative Examples

These following examples show how a development may fit into the Bridge Street Corridor by adhering to the principles and guidelines discussed above.



Bridge Street Development Example



Illustrative Example of a multi-family residential building



**City Council
AGENDA REPORT**
Agenda Item #
9B

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Schedule a Worksession
DATE: January 4th, 2020

OVERVIEW

Staff is looking to schedule a worksession with the City Council. There will be a continuation of topics from the previous worksession and potential to discuss any additional topics that may come up between now and the worksession date. Staff is suggesting Monday January 11th as a potential date for the worksession.

Action to be considered:

Schedule a Worksession.