

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

Via ZOOM
Work Session Agenda
AUGUST 10, 2020
6:00 PM

1. Call to Order
2. Roll Call
3. 2021 Budget
 - a. Police Officer
 - b. Land
 - c. Buildings
 - d. Parks
 - e. Liquor Store
4. Adjournment

*This meeting will be a Virtual Meeting through Zoom, please visit our website <https://www.stfrancismn.org/citycouncil/page/city-council-work-session-23> for a link to connect to Monday's Work Session.



City Council
AGENDA REPORT
Agenda Item #
**Executive
Summary**

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: 2021 Budget
DATE: August 10th, 2020

General Fund OVERVIEW

Staff has put together a 2021 General Fund Budget that includes union contract increases, accounted for normal operating adjustments, and the annual 2% contribution to the road fund. If the City were to keep the tax rate the same for 2021 (attached analysis), the City would have an estimated **\$150,000** to allocate. Some needs and considerations should be strongly considered for these dollars.

First, the St. Francis Area Schools will be considering the School Resource Officer contract at their August 24th School Board Meeting. If they were to cancel the contract (see attached Police Memo) – The City should consider funding the replacement officer which would allocate **\$73,000** of the available **\$150,000** if the tax rate were kept the same.

Staff would recommend keeping the available **\$77,000** and dedicating it to future building needs or put another way – working toward building up the levy for the potential to make bond payments on new city facilities – if that is the direction of the City Council (see attached Building Memo).

Some unknown and potentially positive 2021 Budget items that are too soon to conclude would be:

- 1) Potential increase in Fiscal Disparities Revenue – last year the City received an additional **\$55,000**. That could increase for 2021 too.
- 2) Potential Contracts increase of **\$30,000**.

Staff would recommend using any of the above potential increases in revenue to also build up the levy for potential City Buildings. The most recent estimated bond payments for City facilities was approximately **\$410,000** and the sooner the levy is built up to that level, the sooner a potential project could move forward. Any excess cash from building up the levy could be used to pay principle and require a smaller bond. If everything worked out above, the City would have **\$192,000** of the **\$410,000** built in the levy. (\$77,000 levy ; \$55,000 Fiscal Disparities ; \$30,000 contracts - \$192,000).



General Fund Reserve / EDA Funds

The City currently has **\$658,000 over** the recommended 50% fund balance. The EDA also has a cash balance of **\$243,000**.

Staff would recommend using the **\$243,000** and **\$187,000** totaling **\$430,000** for any potential land acquisition on Bridget Street (see attached Bridge Street Acquisition Memo).

Staff would also recommend dedicating **\$400,000** of the General Fund reserve to pay for architectural plans for any potential City buildings.

These moves with the General Fund Reserve would leave a balance of **\$71,000** over the recommended 50%. Unless used in conjunction below with Splash Pad.

Splash Pad

The City has received estimates for splash pads from **\$150,000 - \$850,000**.

The City's Park Fund balance has an upcoming expense of **\$250,000** for the DNR Matching Grant for the Rivers Edge Park. However, there is a left over balance of **\$88,000**.

If a splash pad is desired, Staff would recommend the following:

- 1) Use General Fund Reserve of **\$71,000** over recommended 50%
- 2) Utilize **\$88,000** of remaining Park Fund balance – which is restricted to NEW Park projects.
- 3) To make up the difference staff would recommend effectively financing 200 of any incoming units Park Dedication fees of \$2,500 each – or **\$500,000**. Basically the City would be self-financing by utilizing monies today for the Splash Pad and repaying the fund with every new unit's Park Dedication fee of **\$2,500**. This may seem like a large number but a potential project like an Assisted Living could be approximately 100 units if it were to come to fruition. (see attached Splash Pad Memo)

Liquor Store Fund

The Liquor Fund has a balance of approximately **\$1,851,410**. The City had plans drawn up for the Bottle Shop Expansion/Renovation with an estimated cost of **\$715,000**. Staff believes completing the renovation/expansion and drawing the balance down to **\$1,136,410** could be an acceptable use of the funds if the City Council chooses too. (See attached Liquor Store Memo).

COVID Contingency



If all of the moves outlined above were made. The City would have the highest recommend fund balance for the General Fund Reserve – 50%. Also, the City would have a Liquor Fund balance of **\$1,136,410**.

City of St. Francis
Tax Increase on Different Valued Residential Properties

2021 Tax Levy	\$ 4,234,590	Tax Capacity	
2021 Spreadable Levy	\$ 3,295,944	\$ 6,520,432 *	50.548%
2020 Tax Levy	\$ 3,984,590		
2020 Spreadable Levy	\$ 3,045,944	\$ 6,026,456	50.543%
Difference 2020 to 2021	\$ 250,000	\$ 493,976	0.005%

City Taxes only

Estimated Market Value *	Amount Excluded	Taxable Market Value	Tax Capacity Value	2020 City Taxes	2021 City Taxes	Difference	Value jumps \$10,000	
							Yearly	Monthly
150,000	\$ 23,740	\$ 126,260	\$ 1,263	\$ 638.36	\$ 638.42	\$ 0.06		
160,000	\$ 22,840	\$ 137,160	\$ 1,372	\$ 693.45	\$ 693.52	\$ 0.07	\$ 55.16	\$ 4.60
170,000	\$ 21,940	\$ 148,060	\$ 1,481	\$ 748.54	\$ 748.62	\$ 0.08	\$ 55.17	\$ 4.60
180,000	\$ 21,040	\$ 158,960	\$ 1,590	\$ 803.63	\$ 803.71	\$ 0.08	\$ 55.17	\$ 4.60
190,000	\$ 20,140	\$ 169,860	\$ 1,699	\$ 858.73	\$ 858.81	\$ 0.08	\$ 55.18	\$ 4.60
200,000	\$ 19,240	\$ 180,760	\$ 1,808	\$ 913.82	\$ 913.91	\$ 0.09	\$ 55.18	\$ 4.60
210,000	\$ 18,340	\$ 191,660	\$ 1,917	\$ 968.91	\$ 969.01	\$ 0.10	\$ 55.19	\$ 4.60
220,000	\$ 17,440	\$ 202,560	\$ 2,026	\$ 1,024.00	\$ 1,024.10	\$ 0.10	\$ 55.19	\$ 4.60
230,000	\$ 16,540	\$ 213,460	\$ 2,135	\$ 1,079.09	\$ 1,079.20	\$ 0.11	\$ 55.20	\$ 4.60
240,000	\$ 15,640	\$ 224,360	\$ 2,244	\$ 1,134.18	\$ 1,134.30	\$ 0.12	\$ 55.21	\$ 4.60
250,000	\$ 14,740	\$ 235,260	\$ 2,353	\$ 1,189.28	\$ 1,189.39	\$ 0.11	\$ 55.21	\$ 4.60
260,000	\$ 13,840	\$ 246,160	\$ 2,462	\$ 1,244.37	\$ 1,244.49	\$ 0.12	\$ 55.21	\$ 4.60
270,000	\$ 12,940	\$ 257,060	\$ 2,571	\$ 1,299.46	\$ 1,299.59	\$ 0.13	\$ 55.22	\$ 4.60
280,000	\$ 12,040	\$ 267,960	\$ 2,680	\$ 1,354.55	\$ 1,354.69	\$ 0.14	\$ 55.23	\$ 4.60
290,000	\$ 11,140	\$ 278,860	\$ 2,789	\$ 1,409.64	\$ 1,409.78	\$ 0.14	\$ 55.23	\$ 4.60
300,000	\$ 10,240	\$ 289,760	\$ 2,898	\$ 1,464.74	\$ 1,464.88	\$ 0.14	\$ 55.24	\$ 4.60

NOTES:

*This comparison is based on the Estimated Market Value of the home being the same in both years.

** Median Home is \$192,900 in 2019

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

1A

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: School Resource Officer Contract and COVID 2020-2021
DATE: August 10th, 2020

OVERVIEW:

There are a lot of uncertainties with the current COVID pandemic and how it will affect the current School Resource Officer position. After a discussion with Superintendent Geise on August 3rd, it's currently unknown if the school board will approve the School Resource Officer position due to the COVID situation and how it's anticipated to affect school openings. Per Governor Walz's Executive Order the model a school district opens under is at the discretion of the district and is also dependent on the COVID levels in the given county. If the COVID numbers continue to trend upwards or stay consistent with current rates, complete distance learning in St Francis Schools could be a possibility. It's expected that the St Francis School Board will have some concerns with paying a School Resource Officer if there are no students present in the schools. It is anticipated that St Francis Schools will at least begin the 2020-2021 school year under a hybrid model which will place a percentage of students in the schools on any given day.

The school board is expected to approve a model of opening for St Francis Schools on Monday, August 10th. The School Resource Officer contract is expected to go in front of the school board on August 24th for consideration.

On July 14th City Council approved the police department to fill an open police officer position created by the resignation of Officer Jody Black which is currently posted and accepting applications until August 20th.

ACTION TO BE CONSIDERED:

To approve the police department to continue with the hiring process to maintain 12 officers. This would allow the department to maintain its Community Resource Officer position. If the school board didn't approve the School Resource Officer position due to COVID concerns during the start of the 2020/2021 school year, the department would still have an officer hired and the resources to assign an SRO to the schools when needed and approved by the school board.

BUDGET IMPLICATION:

There will be approximately \$20,000 cost savings in 2021 with the retirement of Officer Jody Black and the pay scale differential of a new officer. Officer Jody Black was at the top of the



police officer pay scale and a new officer even starting at a lateral pay of step 2 would provide approximately \$20,000 cost savings over top patrol.

Attachments:

Proposed School Contract

CONTRACT FOR SCHOOL RESOURCE OFFICER
FOR INDEPENDENT SCHOOL DISTRICT 15
ST. FRANCIS, MINNESOTA
2020-2021

THIS CONTRACT by and between the City of St. Francis (hereafter referred to as "City") Anoka County, Minnesota and Independent School District 15, (hereafter referred to as "District") Anoka County, Minnesota, is entered into under and by virtue of Minnesota Statutes, Section 471.59 and Section 123B.02.

1. **OFFICER EMPLOYED BY CITY.** The City shall provide law enforcement services to the District through the use of a police officer who will serve as School Resource Officer. The Officer will be employed by the City and the City shall assume all obligations with regard to worker's compensation, PERA, withholding taxes, insurance and other employment related obligations. The District will not be considered the employer of the officer for any purpose.

2. **TERM OF CONTRACT.** This contract shall be effective for school year 2020-2021 beginning on September 8, 2020. The school year shall consist of 171 student contact days, for a total of 1,368 hours.

3. **ADMINISTRATIVE RESPONSIBILITIES.** Law enforcement services rendered to the District shall be at the sole direction of the City Council. Standards of performance, discipline of the Officer assigned and other internal matters, shall be under authority of the Chief of Police of the City. The District shall provide the City with an appraisal of the police liaison service received. This will be done at least annually and will result from a program review conducted by the District's staff.

4. **LEVEL OF SERVICE.** The City will assign a total of one officer to provide law enforcement services to St Francis Area Schools. Primary service responsibilities of the SRO will be to the High School and Middle School. These services will consist of the SRO officer remaining available and responding to service needs pursuant to this contract that shall only be secondary to the officers greater priority to respond to emergency calls, attend police training and special duties as assigned by the Chief of Police of the City. The normal staffing will be one officer. In the event the assigned officer is absent, whether such absence is due to vacation, sick or other reasons the City will assign one other Police Officer on duty as responsible for meeting its

obligations pursuant to this Agreement. The Police Department will provide additional coverage for events that happen outside of normal school hours, such as athletic events, dances at the rate of \$64.82/hour. Reimbursement for additional time will be invoiced separately as it occurs. Law enforcement services will be provided to the St Francis Learning Center and St Francis Elementary School by any available on duty St Francis Police Officer.

5. **DUTY OF OFFICER.** Basic duties of the officer shall be set forth in a job description provided to School Officials by the Chief of Police of the City. The Police Chief and School Officials will also meet annually to discuss School Resource Officer expectations.

6. **CLOTHING, EQUIPMENT AND SUPPLIES.** The Officer assigned to the schools will be a uniformed officer. The City shall provide required clothing, uniforms, vehicle, necessary equipment and supplies for Officer to perform law enforcement duties.

7. **SCHOOL CALENDAR.** The District shall provide the City's Police Department with a school calendar on an annual basis.

8. **TERMINATION.** This agreement shall remain in full force and effect from the date hereof unless terminated by either party upon ninety (90) days written notice of such termination. All payment due hereunder shall be prorated in the event of such termination.

9. **DURATION AND COST.** For and in consideration of the provision of police service In accordance with the terms of the Contract, the District shall pay the City the sum of Seventy Four Thousand Eight Hundred Eighteen Dollars (\$74,818.00) less credited amount of Twenty Three Thousand Eight Hundred Forty One Dollars. (\$23,841.00) from the 2019-2020 school year due to the COVID pandemic and school building closures. Payments shall be made on a quarterly basis in the fiscal year 2020-2021. If the school contact days are reduced by the Minnesota Department of Education or State of Minnesota for COVID-19 related mandates by more than 60 school days, the City and School District will meet and confer with the intent to renegotiate a potential reduction or credit in the school contract amount.

10. **FUNDING LOSS TERMINATION OPTION.** In accordance with Minnesota Statute 465.71 the District may elect to cancel this contract if budgeted funds are not available to continue the service in this manner.

11. **INDEMNITY AND HOLD HARMLESS.** As a condition of City's assignment of a School Resource Officer pursuant to this Agreement, School District agrees to and shall indemnify, protect, save, hold harmless and insure City, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or

litigation with respect to, all damages which may arise out of or be caused by School District or its agents, employees, contractors or subcontractors with respect to School District's performance of its obligations under this Agreement. School District shall defend City against the foregoing, or litigation in connection with the foregoing, at School District's expense, with counsel reasonably acceptable to City. City, at its expense, shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of City. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.

The City agrees to and shall indemnify, protect, save harmless and insure School District, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by City or its agents, employees, contractors or subcontractors with respect to City's performance of its obligations under this Agreement. City shall defend School District against the foregoing, or litigation in connection with the foregoing, at City's expense, with counsel reasonably acceptable to School District. School District, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of School District. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.

In no case shall either party's obligation to indemnify the other party exceed the statutory liability limit of the other party.

12. AMENDMENTS. This Agreement contains the full understanding and agreement between the parties and may not be amended except in writing agreed to and executed by both parties. If any provision of this Agreement is found invalid by a court or agency, it shall not invalidate any remaining provisions.

13. DATA PRACTICES. Sharing of data will be done only pursuant to the Minnesota Government Data Practices Act and the Family Educational Rights and Privacy Act. Any data shared between the two parties to this Agreement will be maintained in accordance with state and federal law.

14. **GOVERNING LAW.** This Agreement shall be construed as to both validity and performance enforcement in accordance with and governed by the laws of the State of Minnesota.

15. **SCOPE.** It is agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

CITY OF ST. FRANCIS

INDEPENDENT SCHOOL DISTRICT 15

By:_____

By:_____

Title:_____

Title:_____

By:_____

By:_____

Title:_____

Title:_____

Dated:_____

Dated:_____

WORKSESSION
AGENDA REPORT
Agenda Item #
1B

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Bridge Street Acquisition Option – for Civic Building or Redevelopment Purposes
DATE: August 10, 2020

Overview

As follow up from the July 14, 2020 Work Session, the following is to identify the budget and acquisition process of the parcels discussed.

Budget:

Known and/or Identified Costs:

- *Acquisition (purchase price) of four parcels*
- *Closing Costs, taxes, insurance and maintenance pre-demolition*
- *Relocation of tenants as required by law*
- *Pre-Demolition Testing and Abatement*
- *Demolition of all structures*

Estimated Cost \$430,000

Costs associated with demolition are not set until a time in which an RFP has been completed. The cost estimated above is based on a past history demolition expenses.

Staff Recommends utilizing **\$243,000** in EDA Funds and General Fund Reserve balance of **\$187,000** totaling the **\$430,000**.

Acquisition:

If the City was to move forward with acquisition, it would be the most beneficial to acquire all four properties. Staff would obtain the services of a relocation specialist to acquire the properties and ensure all tenant rights are followed.

Options for the tenant occupied property are as follows:

1. Immediate relocation and demolition of all structures
2. Allowing the tenant to continue to lease.
 - a. The tenant is still eligible for relocation at the time the City determines it wants to move forward with development.



- b. Relocations expenses are based on when the relocation occurs. My current budget identifies the estimated amount based on today's housing inventory and cost.
- c. City is responsible for all maintenance of the property
- d. City can adjust rent if it is "reasonable and timely".
- e. A minimum of 90 days' notice is required after a replacement unit is identified.

Council needs to identify in which direction Staff should move forward with the tenant as the Purchase Agreement must reflect a transfer in tenant responsibilities or not.

As previously discussed at a worksession and Staff level, these property acquisitions would allow for more options in the following:

- 1) Potential to expand footprints
- 2) Potential parking for downtown
- 3) Redevelopment potential
- 4) Logistics for construction
- 5) potential aesthetic improvements



**City Council
AGENDA REPORT
Agenda Item #
1C**

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: City Buildings
DATE: August 10th, 2020

OVERVIEW

Staff is bringing back the topic about City Buildings on Bridge Street as a follow up to previous worksessions. Staff has provided some attachments for reference. A quick recap would include the City's comprehensive building condition report and space needs analysis. Based on previous discussions, Staff was directed to bring back more information on potential of a joint City Hall / Fire Station on Bridge Street.

Financial Considerations

As shown in the attachment from Ehler's – estimated bond payment for such a facility would be around **\$410,000**. Staff would recommend building up the city's levy incrementally to that number.

As outlined in the Executive Summary for the Worksession. A realistic option would be to allocate **\$77,000** of the levy toward this required amount. It allows the City to work towards raising money for the potential project. Staff would also recommend allocating any potential fiscal disparities money and contract monies toward this amount for building improvements.

By aggressively dedicating the levy, it allows the project to move forward within 2-3 years and also prevents the City from drawing down cash in the liquor fund to cover any deficit as previously proposed.

Attachments

Previously disseminated building documents for reference and discussion.

EXAMPLE IMAGERY:

Top Left: Community space such as reservable rooms or a youth center should be integrated into the Community Campus

Top Right: When building new facilities, ensure the architecture is at an appropriate scale for the area. Project designs should bring buildings to the street, thereby creating a more traditional downtown feel.

Bottom Left: Make sure new civic buildings reflect a sense of pride in the community

Bottom Right: Enhanced streetscape can improve safety and bring a district feel to the area

Community Campus

Civic uses create a steady draw to an area. While the market for more commercial uses may take longer to mature and rely on residential growth, the City can work towards relocating civic uses to the south side of Bridge Street, building on some existing uses including the fire station, various school buildings, and the post office.

The Anoka County Library is reaching the end of its functional lifespan. The City should coordinate with the county to incorporate a new library into the Civic Campus area. As part of the relocation of the library, there is a desire for additional community space. This may take the form of a coffee shop linked to the library as well as community rooms, reservable space for meetings or gatherings, and an updated library program to reflect changing technologies and needs.

While there is not room for a large community/activity center as has been discussed with the school district or through the YMCA, there is an opportunity to incorporate a smaller youth center that would give nearby students a safe and fun place to spend time.

By moving civic uses to Bridge Street, the City sends the message that this area is an important place and the heart of the community.

If additional office or commercial space redevelops to the north, ensure the buildings contribute to a downtown feel and character.





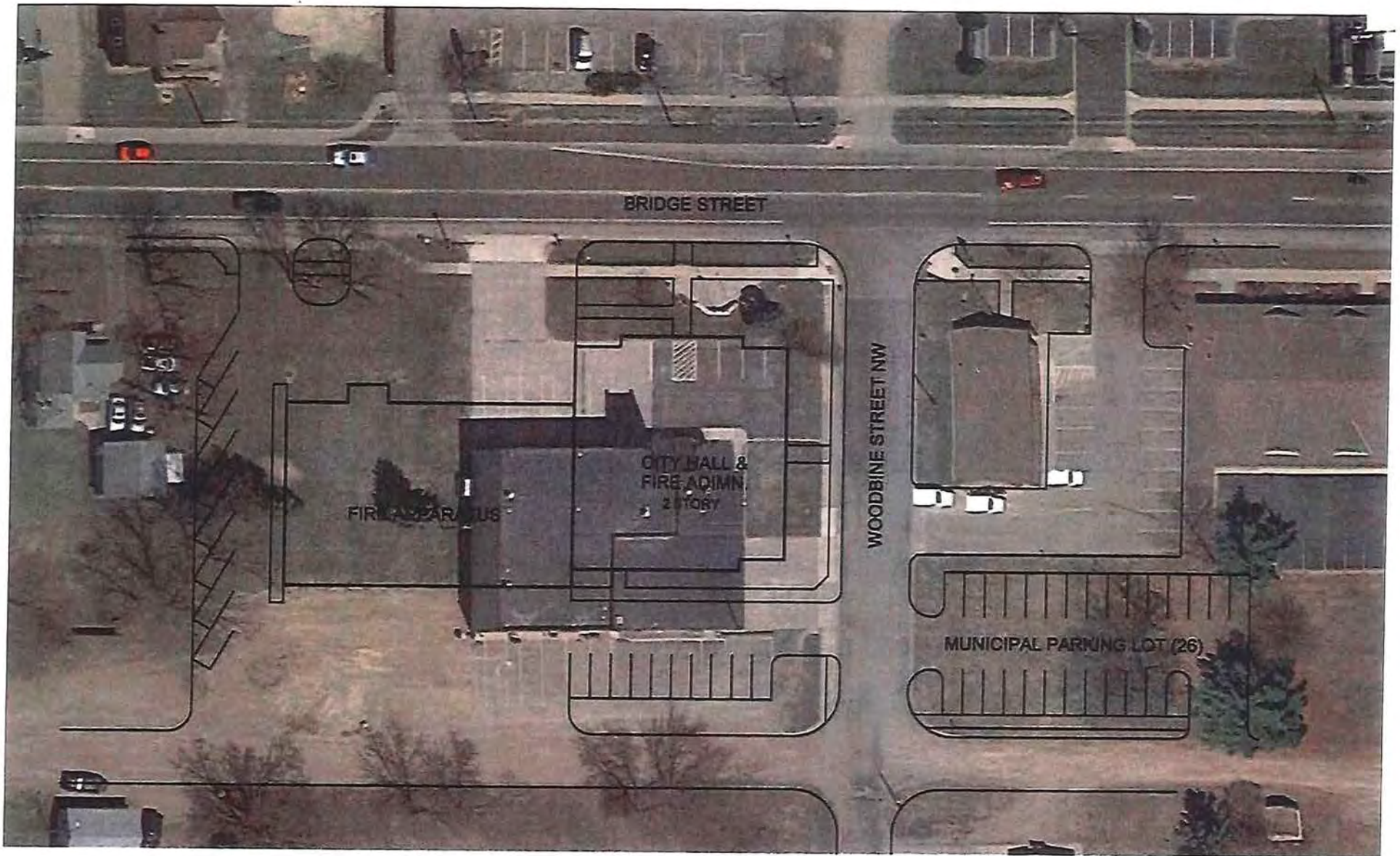
Development Summary

Uses	Civic Uses: Fire Station, City Hall/Offices, Library, Post Office, Community Space
Square Footage (As shown)	Civic: +/- 36,000 SF
Key City Actions	-Coordinate with the county to relocate the Library west of the Rum River -Develop a formal plan for future operations, incorporating uses into the Civic Campus concept. -Complete more formal plans for the Civic Campus components, in collaboration with the County and other partners. -Identify funding for the civic campus in the future Capital Improvements Plan (CIP). -Complete more detailed design of streetscape elements desired along Bridge Street, in order to be prepared to move forward with construction once funding is available. -Formally reach out to developers interested in redevelopment in the area (including retail and residential components, to the north of the Bridge Street corridor).

OPTION ONE

Combined City Hall & Fire Station Facility on Bridge Street

STEP 3
Stay or Go

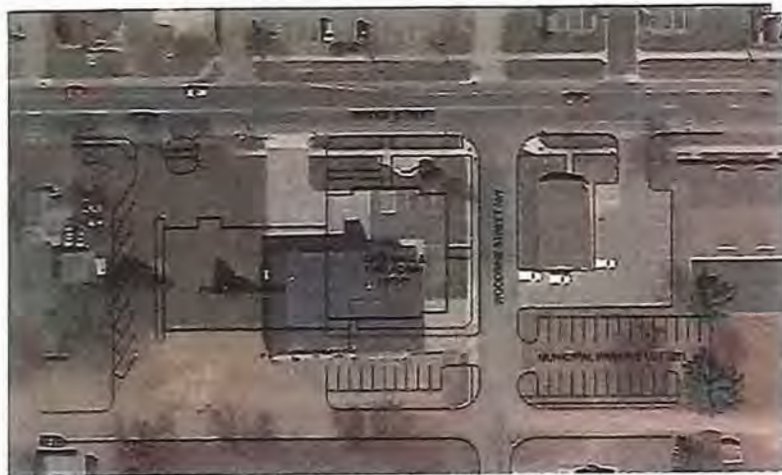


OPTION ONE

Combined City Hall & Fire Station Facility on Bridge Street

STEP 3 **Stay or Go**

Advantages



- > City Owned property, no land costs.
- > Creates a City Center on Bridge Street for community interaction.
- > A City Hall with it's own City Council Chambers within.
- > New, updated Fire Station with it's own high-tech Training Room facility.
- > City Hall and Fire Station able to share common spaces such as Lobby Entrance, reception area, conference rooms, to help reduce construction costs and annual operational expenses.
- > Meets City Hall and Fire Station current and future expansion needs.
- > Reusing this site would revitalize downtown area along Bridge Street, bringing residents for a downtown destination.
- > City Hall staff can stay uninterrupted at current location until new Facility is complete.
- > Location on Bridge Street keeps direct access to river crossing for responses to east side of the city.
- > Is consistent with the New Downtown Redevelopment Plan.

Disadvantages

- < Would need to find a temporary location for Fire Station equipment & operation during construction of new combined facility.
- < Must construct a Municipal Parking Lot across Woodbine Street to accommodate City Council Meeting parking.
- < No direct access to Hwy. 47 / St. Francis Blvd. for Fire Fighter response calls. Same as currently.
- < Site is a bit tight to accommodate all parking needs for busy City Hall meetings.

OPTION ONE

Combined City Hall & Fire Station on Bridge Street

STEP 3:

Stay or Go

PROBABLE COSTS - New City Hall & Fire Station Facility

Hard Costs - Construction dollars		Gross SF	Cost/sq.ft.	=
* Shared Spaces - Lobby / Reception/ Public Areas	(3,416 GSF x \$195 / sq.ft.)	3,416	195	\$ 666,120
* City Hall Administrative Functions	(5,864 GSF x \$175 / sq.ft.)	5,864	175	\$ 1,026,200
* City Hall Council Chambers	(3,300 GSF x \$210 / sq.ft.)	3,300	210	\$ 693,000
* Fire Station Apparatus & Support Functions	(8,537 GSF x \$110 / sq.ft.)	8,537	110	\$ 939,070
* Fire Apparatus Mezzanine Area	(1,056 GSF x \$ 35 / sq.ft.)	~	35	\$ 36,960
* Fire Station Administrative Functions	(6,048 GSF x \$150 / sq.ft.)	6,048	150	\$ 907,200
* Demolition Cost of Existing Fire Station	(9,000 GSF x \$ 5 / sq.ft.)	9,000	5	\$ 45,000
* New Municipal Parking Lot across Brine St.		~		\$ 160,000
* Alley Pavement & Storm Water Sewer- South Side		~		\$ 430,140
Total 27,165 Gross Sq. Ft.				= \$ 4,268,550

Construction Cost (Hard Costs) Total : \$ 4,903,690

Project Soft Costs - Owner's Obligations			
* Site Topographic Survey (ALTA Survey)			\$ 8,000
* Soil Borings / Geotechnical Report			\$ 10,000
* City Fees			\$ 6,000
* Building Permits / Plan Review Fees			\$ 13,978
* SAC and WAC Fees	TBD		\$ 11,500
* FFE (Furniture, Fixtures, Equipment) procurement			\$ 75,000
* Signage Package - Interior			\$ 15,000
* IT / Technology - Phones, Data Network, Security System Installation costs			\$ 45,000
* A/E Design Fees (7%)	7%	TBD	\$ 343,258
* Printing - Reimbursables		TBD	\$ 7,500
* Construction Contingency at 10%		0.10	\$ 490,369

Soft Costs Total : \$ 1,025,605

*** Dose NOT Include Land Purchase Costs*

OVERALL PROJECT BUDGET \$ 5,929,295

**** Based on a Two story building, with internal stairs and elevator for public circulation.*



St. Francis CIP Project Funding Scenarios					
Scenario	Project Amount	less: City Cash	Bond Amount	20yr Annual Debt Levy	Estimated Bond Yield
A	\$27,000,000	\$0	\$27,000,000	\$1,903,866	3.10%
B	\$6,000,000	\$0	\$6,000,000	\$408,561	2.86%
C	\$6,000,000	(\$1,500,000)	\$4,500,000	\$306,428	2.86%

Description:

Scenario A - Tax-exempt, General Obligation Bonds to finance a new fire station, city hall and community center.

Scenario B - Tax-exempt, General Obligation Bonds to finance a new fire station and city hall. Bond issue assumed to be further designated as "Bank Qualified" as issue less than \$10 million in size.

Scenario C - Same as Scenario B, but with reduced bonding amount supplemented by City Cash.

Debt service and bond yield assumptions based on tax-exempt "AA" interest rates as of 9.12.2019, plus 50 bps. Calculated levy provides for required 105% coverage in excess of the annual debt service (per statute).



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

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Splash Pad
DATE: August 10th, 2020

OVERVIEW

The topic of a Splash Pad was brought up at the last City Council Meeting. See Jason Windingstad's research notes below with financial considerations after that:

. Below is what the City of Willmar sent me. Princeton built their own, their numbers were in the \$ 150 k and they recycle the water. By doing the recycling of water you will have to sample the water daily and add extra chemicals. We would also have to have someone on staff with a pool license. The biggest complaint I got was the amount of water used per month. It ranged from 1.5 to 2.5 million gallons of water. The city of Milaca also has one and they spent roughly \$125k to \$150k on just the splash pad. I think the thing we have to keep in mind is what would the big picture look like. Here are a few things that come to mind that we would have to consider if we wanted a splash pad here in St. Francis. I am waiting to hear back from Waite Park on their price.

- Location and size
- Staffing, what months would we be open
- Would we charge per person
- Recycle vs pump and dump
- Pool license if we recycle.
- Chemical cost/ water cost
- Do we add a shelter with concessions?
- Seating/ benches
- Can be labor intensive

The City of Willmar started the Rice Park Shelter/Splash pad project in 2017 and was completed in the spring of 2018.

The Total Expense for the Shelter/Splash Pad was approximately.... **\$850,000**

The Shelter has approx.. 600 sq.ft. of indoor rental space for birthday parties/meetings/reunions..etc. and approx. 900 sq.ft. of outdoor seating under a roof. It also has two family bathrooms and a changing room along with a utility room that houses the main control panel and all the valves for the splash pad. The construction of the shelter, outdoor picnic tables, indoor tables and chairs, signage, and engineering and architect cost total approx. **\$627,000.**

The Vortex Splash Pad **\$191,000**

Vortex shade structure **\$32,000**



*The Vortex Splash pad has approx.. 3,000 sq. ft. of concrete area and 20 water features.

*It uses tap water (not heated) from the main water line that feeds the shelter. The wastewater from the splash pad is drained into the storm sewer.

*The average water usage for the months of July and August is 2,244,000 gal. per month. At the City of Willmar's water rate that's approximately \$4000 a month. After reviewing the water bill and having a discussion with Willmar Municipal Utilities it is my personal opinion that installing a treatment system would have been more expensive up front.... but may have been cheaper in the long run when considering the monthly water bills.

If you decide to go with a onetime usage and down the drain system is to be well aware of how much water you could be using on a daily/monthly basis. Keep in mind the high usage days at the splash pad are the hot days when water usage is high for everyone in town.

Financial Considerations:

Estimating **\$150,000 - \$850,000** the City could potentially make this project work. Options to pay for it:

- 1) **\$71,000** in General Fund Reserve
- 2) **\$88,000** in Park Dedication fund balance
- 3) The City could effectively finance the Splash Pad by using **\$500,000** and paying back the Park fund through future develop park dedication fees for the next 200 units. This would allow for Park Improvements today to be paid back by future development. A large potential project such as an Assisted Living would be as many as 100 units.

*It should be noted that a Splash Pad has been a common request since at least 2015. .



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

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Bottle Shop Expansion/Renovation
DATE: August 10th, 2020

OVERVIEW

The City has drawn up plans and specifications for a Bottle Shop expansion/renovation. The estimated cost is about **\$715,000**. The Liquor Fund has an estimated balance of **\$1,851,000**. If the City were to proceed with the project and bids came in as expected, the balance of the Liquor Fund would be **\$1,136,000**.

I've include the timeline previously provided by Miles Britz along with the outline of the expenses related to the project.



PROJECT SCHEDULE - Revised

From: Miles Britz, ALA, LEED AP

Date: 5/14/2020

Re: St. Francis Bottle Shop Addition & Alterations -

Schematic Design:	February 3, 2020 - February 17, 2020
Design Development:	February 18 – March 25, 2020
50% Owner Review:	April 9, 2020
Owner Sign-off:	April 15, 2020
Construction Documents:	March 26, 2020 - May 8, 2020
100% Owner Review:	May 14, 2020 (Construction Documents 100% complete)
City Council Meeting:	May 18, 2020 (if the Council decides to go ahead for construction during
Bid Date Discussion	this mtg., the following dates would apply. Design Team requires a
	minimum 2 weeks to finalize doc's from council notice to ISSUE For BID.)
Publish Advertisement To Bid:	May 25, 2020 (runs for min. 3 weeks prior to bids due
Send RFP to Special Inspectors:	May 25, 2020 (solicit fee for Required Special Inspections)
Send RFP to John Britz:	May 25, 2020 (solicit fee for exist. Walk-in Cooler work scope)
Submit Dwg's. to MNDLI :	May 28, 2020 (3 – 4 week MEP plan review period at MNDLI)
Submit Drawings & Spec for	
City Code Plan Review:	May 29, 2020 (req'd. plan review for issuing building permits)
Issue For BID:	June 1, 2020 (dwg's. & spec. available online to contractors)
Pre-Bid Conference:	June 11, 2020 (Thur. 1:00 Tour of Bottle Shop by interested bidders)
Last Addendum Issued:	June 18 th , 2020 (last chance to edit / revise dwg's. or spec's.)
BIDS DUE :	June 25, 2020 - Thursday at 2:00 pm at SF City Hall
Award Contract:	June 29, 2020 (special council workshop to award Contract)
Mobilization & Start Construct:	July 6, 2020 (typically 3 – 4 days after award of contract)
Pre-Construction Meeting:	July 9, 2020 (typically 4 – 5 days after award of contract)
Construction Phase:	June 29 - December 17, 2020 (5 ¾ month construction period)
Substantial Completion:	December 3, 2020 (2 weeks prior to Final Completion Date)
Certificate of Occupancy:	December 17, 2020 (100% complete – ready for occupancy)

This schedule attempts to have the Bottle Shop re-open just prior to the Christmas Holidays. However, Contractors will dictate if this is reasonable , this may be too aggressive. 6 – 6.5 months would be more reasonable .

Pearl Architecture LLC

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



CITY OF ST. FRANCIS, MN

Proposed Addition & Interior Alterations to Bottle Shop

PROBABLE COSTS

Bottle Shop Addition (44' x 55')

Hard Costs - Construction dollars

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

Construction Cost: \$ **488,790**

Project Soft Costs - Owner's Obligations

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

Soft Costs Total : \$ **224,563**

OVERALL PROJECT BUDGET \$ **713,353**

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