

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

JUNE 1, 2020

6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
 - A. City Council Minutes – May 18, 2020
 - B. Declaring Surplus Property – Forfeiture Vehicles Resolution 2020-24
 - C. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. St. Francis Area Elementary School/St. Francis – Site Plan - Resolution 2020-25
 - B. Ordinance 265, Second Series – Amending Chapter 10, Sections 62-5 and 63-4 of the Zoning Code of St. Francis to Allow Drive-Thru Establishments as Conditional Uses(1st Rdg)
 - C. 4953 Ambassador Blvd.- Temporary Housing
 - D. Schedule a Work Session
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Councilmember Reports -
 - B. Upcoming Events –
 - June 2 Local Race Filings Close @ 5:00 pm
 - June 15 City Council Meeting @ 6:00 pm
 - June 17 Planning Comm. Meeting @ 7:00 pm
 - July 6 City Council Meeting @ 6:00 pm
12. ADJOURNMENT

*This meeting will be a Virtual Meeting through Zoom, please visit our website <https://www.stfrancismn.org/citycouncil/page/city-council-meeting-263> for a link to Monday's meeting

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

CITY COUNCIL MINUTES

MAY 18, 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 Robert Bauer, Joe Muehlbauer, Sarah Udvig, and Kevin Robinson. 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 MUEHLBAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA.

Ayes: Muehlbauer, Bauer Robinson, Udvig and Feldman.

Nays: None

Motion carried 5-0.

4. CONSENT AGENDA

- A. City Council Minutes – May 4, 2020
- B. Temporary Sale of Fireworks Application from TNT Fireworks
- C. Resolution 2020-23 -Declaring the Official Intent to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City
- D. Code Enforcement Revision Policy 4.01
- E. Payment of Claims \$393,986.62 (ACH 286E-287E \$250,693.40 and checks #'s 77501 -77560 \$143,293.22)
- F. Upper Rum River Water Management Organization (URRWMO) 2021 Annual Budget Ratification

Mayor Feldman asked to remove item D from the consent agenda.

MOTION BY ROBINSON SECOND UDVIG APPROVING THE CITY COUNCIL CONSENT AGENDA ITEMS A-C and E-F.

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

Nays: None

Motion carried 5-0.

D. Code Enforcement Revision Policy 4.01

Mayor Feldman stated this was brought up at a previous work session. This update came about due to an issue with a property owner that is not a resident of St. Francis who makes complaints about specific properties in St. Francis. City Administrator Joe Kohlmann stated these complaints from this non-resident is demanding action on items that are not health or safety issues.

Muehlbauer asked is this individual is going to keep calling our police? Discussion on the priorities of calls and again if it has to do with health and safety issues.

Feldman said the issues are more civil matters between the St. Francis residents and the Athen's Township resident.

Feldman also noted the URRWMO 2021 Annual Budget Ratification was approved by all the other cities involved. The budget in 2020 was \$6,783 and for 2021 St. Francis portion will be \$8,410. Feldman stated the URRWMO is a good organization. They help protect our waterways.

MOTION BY UDVIG SECOND ROBINSON APPROVING THE CODE ENFORCEMENT REVISION POLICY 4.01.

Ayes: Feldman, Bauer, Muehlbauer, Udvig and Robinson

Nays: None

Motion carried 5-0.

5. MEETING OPEN TO THE PUBLIC

City Administrator Joe Kohlmann stated we do have some viewing members this evening. The first one he called upon was David Brace.

A. David Brace, 25952 10th Street, Zimmerman

Mr. Brace stated he was addressing the council on behalf of local residents, they are asking for help. Mr. Brace said we'll stand behind their constitutional rights and support. Princeton Township, Oak Grove, Nowthen and Albertville to name a few cities that have passed resolutions supporting the reopening of businesses and churches.

Feldman stated the one copy we received from the Anoka County Commissioner was not formally approved at a meeting. The City did sign a Declaration of Emergency but that was for the City departments. We are here to support our local businesses but our City Attorney is recommending staying out of this legally is a good idea for liability reasons. City Attorney Dave Schaps stated there are a number of lawsuits already started but this should stay between the State of MN and the business owners.

Mr. Brace stated look it over in earnest.

Robinson stated we support the businesses in St. Francis whether we support this document or not.

Attorney Schaps stated this is an ever-changing environment and believes the council is supportive of the businesses but this is a legal matter between the State of MN and the businesses.

Robinson stated again, we do support our local businesses but do not want to expose our city with additional liability.

Muehlbauer stated what Robinson, Feldman and Schaps stated it is between the businesses and the State of MN. I took an oath for this office to support the constitution. This declaration is more symbolic. I do support the constitution. If any business wants to open up, they need to contact their own attorney.

Feldman stated again we do not need this document to support our businesses but this is out of our jurisdiction and don't want the vulnerability.

Bauer said I agree what Joe (Muehlbauer) said, this is mostly symbolic. I agree the State might have outstep their boundaries. Instead of shutting businesses, they should have laid out steps of safety. I too don't want to open us up for liability. Bauer asked Chief Schwieger what happens if someone does open. Chief Schwieger stated if we receive a call we would get the information and submit it to the State of MN and make a report. We encourage compliance.

Bauer said I am 100% for the small businesses within St. Francis but I don't think I can set St. Francis up for a liability concern.

Feldman asked Schaps do the businesses have to have a plan to open? Schaps stated it is my understanding they do.

Udvig stated she echoes what other councilmembers stated. We support our local businesses but don't want to set us up for liability.

Feldman said just like with MnDOT and the four roundabouts, we support small businesses, fighting for them but cannot risk the vulnerability, time and money.

City Administrator asked if there was anyone else from the public viewing that would like to comment or address the council. Kohlmann than asked Melissa Pierce if she would like to make a comment and she stated she was just an observer.

6. **SPECIAL BUSINESS**

A. Abdo Eick and Meyers – 2019 Annual Financial Report

Justin Nilson of Abdo, Eick and Meyers LLP gave an overview of the 2019 Financial Statement Audit. (The full audit can be found on the City's website). He started out by thanking the Council for hiring their auditing firm and the help of all staff, especially

Darcy (Finance Director).

After the presentation and some question and answers of the audit Feldman thanked Darcy and staff. Feldman stated he appreciated all the different graphs. The last four years have seen strong budgetary management, stated Feldman. We have become more due diligent and the numbers look good. We are doing projects more sized to our budget.

Udvig stated good thorough report. Sitting now pretty well.

Robinson stated he appreciates the detail to the report. Shows responsibility, spending more wisely, making progress, improvements and assets to show for it. This shows we are doing a good job.

Muehlbauer had question on the debt service and several others questions.. Justin Nilson answered his questions. Muehlbauer said great job.

Feldman noted all the different software that is helping, we are spending money properly is what is helping us. Every city has to spend money but you want to get a good return on it.

Bauer said we have been good stewards of the money. I would like to see more money put into the street fund. Great job Justin and Darcy, we are doing a great job financially.

Feldman said it is a team effort, auditors, staff and council working together. Thank you Justin and your company. I know segregation of duties is always mentioned in the management letter and it is because of the number of employees we have.

MOTION BY MUEHLBAUER SECOND UDVIG TO ACCEPT THE 2019 ANNUAL FINANCIAL STATEMENT AUDIT.

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

Nays: None

Motion carried 5-0.

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Resolution on COVID-19 Situation

City Administrator Joe Kohlmann stated we have already discuss this topic thoroughly earlier in the meeting. Feldman said we are at looking into ideas but do not want any

liability.

B. MnDOT Meeting

Kohlmann reported MnDOT has reached out to staff and would like to know if we would prefer a virtual meeting with the Commissioner to the requested face-to-face meeting. A virtual meeting would speed up the timeline. Consensus was to wait and do a face-to-face meeting. Feldman stated Highway 47 is just as important to St. Francis as is Highway 65, 10 and 694 are to their cities.

C. Liquor Store Expansion

Kohlmann stated included in the packet was a revised timeline and cost estimate for the liquor store expansion. Miles Britz of Pearl Architect was available for questions. Britz stated the drawings are 99% complete some of the items that still need to be done will depend of whether or not the council want to proceed at this time.

Feldman had questions about the additional coolers. Because of what is happening to the State's budget, now might be the right time for the expansion. We don't know what the effect of COVID-19 will have on our budget. If we wait, we can still use these plans.

Robinson agreed this project went farther than what we started with. What have we invested so far on this project? Kohlmann said around \$67,000. Feldman said we can still use the same plans. Robinson asked what about just completing the fiber optic portion at this time. Kohlmann stated the previous quote was around \$45,000 and that could proceed without the addition. Robinson said he was for putting the project on hold but go ahead with the fiber optic to increase their technology needs.

Muehlbauer said he was disappointed to see the cost keep going up. Not necessary opposed to the fiber optics at this time. No issue with waiting because the number was higher than anticipated but mostly happy with the design.

Udvig agreed to hold off on the project expansion but agrees to move on the fiber optics.

Bauer questioned if we should still go out for bids. After some discussion, it was agreed that would not be a good options right now. Bauer stated this is not my specialty so I will go with your recommendation. However, I do agree with moving forward with the fiber optics,

Consensus of the council was to update the price of placing fiber optics to the building. Council thanked Miles Britz for all the time he has spent on this project.

10. **MEETING OPEN TO THE PUBLIC**
None.

11. **REPORTS**

A. Department Reports – Public Works Monthly Reports

Public Works Director Jason Windingstad gave an update on the Monthly Report for his departments. Council agreed it was a good report as usual

B. Councilmember Reports -

Muehlbauer – nothing more to report.

Udvig – just a reminder when you join the Zoom meeting please mute your device when not speaking. When you want to report an incident to the police who should you call. Chief Schwieger stated the easiest number to remember is 9-1-1. There is a non-emergency number too and goes to the same operators.

Bauer – We and I support local businesses. Also agree with Joe (Muehlbauer) the sample resolutions are symbolic.

Robinson – had the opportunity to attend the Oak Grove City Council meeting in regards to the Poppy Street Improvement. They just want to do a mill and overly, really disappointed.

Feldman – the City will be sending a check to the SFE APT for the playground equipment as soon as we receive notification from the St. Francis Bottle Shop that the \$2,500 donation has been meet. I would like to applaud the city council and compliment John (liquor store manager).

Feldman asked City Engineer Craig Jochum if there was going to be a streetlight on the south end of Butterfield Drive with this project. Jochum not at this time but he could get pricing and bring that number back to council. Hoping for a pre-construction meeting next week for that project. Looks like the contractor would start around early June in the Rivershores area and maybe be in the Butterfield area around early July. Feldman stated I am disappointed in Oak Grove not going in more on the street project. We saved them money in SAC (Sewer Access Charges) when the Ponds Development hooked up to our sewer system. Discussed what the different options are and how we should proceed with that portion of Poppy Street.

Filing for local races opens tomorrow May 19 and runs until June 2.

Feldman said he also spoke with both Dallas and Gary regarding the previous noise complaints. Hoping to get all parties together to work together on maybe a fence.

C. Upcoming Events -

May 18 City Council Meeting @ 6:00 pm

May 20 Planning Comm. Meeting @ 7:00 pm

June 1 City Council Meeting @ 6:00 pm

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 8:47 pm.

Barbara I. Held, City Clerk

DRAFT



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 B

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Surplus Property
DATE: June 1, 2020

OVERVIEW:

The Police Department has 2 seized vehicles that have gone through the forfeiture process and are now the property of the City of St Francis. The vehicles are a 2001 Pontiac Grand Prix bearing VIN 1G2WR52161F253040 and a 2008 Ford Focus bearing VIN 1FAHP35N18W106430. 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 2020-24 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 the surplus vehicles will be conducted during normal working hours. Money collected from the sales of the vehicles will be placed into the department forfeiture fund.

Attachments: Resolution 2020-24

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

RESOLUTION 2020-24

**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)

2001 Pontiac Grand Prix

VIN 1G2WR52161F253040

2008 Ford Focus

VIN 1FAHP35N18W106430

Estimated Value

Highest bidder on Auction/Ebid

"

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 1st DAY OF JUNE, 2020.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 C

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: **Bill List to be considered by Council**
DATE: 06/01/2020

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$113,630.69 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - none
Direct Transfer from Previous Month- none
Manual Checks- \$2,500.00

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:

- 05-18-2020 Packet List
- 05-18-2020 Other Checks

CITY OF ST FRANCIS

05/28/20 12:00 PM

Page 1

***Claim Register©**

AP 06-01-2020

June 2020

Claim TypeClaim# 6463 *ADVANCED AUTOMOTIVE CARE, I*Cash Payment E 101-43100-221 Vehicle Repair & Maintena PARTS
Invoice 55066

\$931.23

Transaction Date 5/21/2020 Due 5/21/2020 CASH 10100 **Total** \$931.23**Claim Type**Claim# 6482 *ALLINA HEALTH*Cash Payment E 101-42210-441 Miscellaneous SECOND QTR 2020
Invoice II10026663

\$1,148.25

Transaction Date 5/27/2020 Due 5/27/2020 CASH 10100 **Total** \$1,148.25**Claim Type**Claim# 6518 *ANOKA COUNTY PROPERTY REC*Cash Payment E 101-41910-318 Economic Development 2020 PICTOMETRY FLIGHT
Invoice .052020

\$1,208.00

Transaction Date 5/28/2020 Due 5/28/2020 CASH 10100 **Total** \$1,208.00**Claim Type**Claim# 6517 *ANOKA COUNTY TREASURY DEPT*Cash Payment E 101-41410-580 C-O-L Other Equipment JOINT POWERS AGREEMENT
Invoice ELEC05222021

\$1,483.51

Cash Payment E 101-42110-321 Telephone BROADBAND \$37.51

Invoice B200518P

Cash Payment E 101-42210-321 Telephone BROADBAND \$37.51

Invoice B200518P

Cash Payment E 101-43100-321 Telephone BROADBAND \$37.51

Invoice B200518P

Cash Payment E 101-45200-321 Telephone BROADBAND \$37.51

Invoice B200518P

Cash Payment E 601-49440-321 Telephone BROADBAND \$37.51

Invoice B200518P

Cash Payment E 602-49490-321 Telephone BROADBAND \$37.45

Invoice B200518P

Transaction Date 5/28/2020 Due 5/28/2020 CASH 10100 **Total** \$1,708.51**Claim Type**Claim# 6508 *ANOKA COUNTY-GIS*Cash Payment E 101-41400-200 Office Supplies PARCEL MAPS
Invoice 5916

\$200.00

Transaction Date 5/27/2020 Due 5/27/2020 CASH 10100 **Total** \$200.00**Claim Type**Claim# 6462 *AQUAFIX, INC*Cash Payment E 602-49490-216 Chemicals and Chem Prod MOSQUITO CONTROL
Invoice 31604

\$2,199.00

Cash Payment E 602-49490-229 Project Repair & Maintena CHEMICALS
Invoice 31650

\$346.20

Transaction Date 5/21/2020 Due 5/21/2020 CASH 10100 **Total** \$2,545.20**Claim Type**Claim# 6398 *ARK TOWING AND RECOVERY*Cash Payment E 101-42110-441 Miscellaneous 2008 BMW
Invoice 91576

\$124.00

Transaction Date 5/19/2020 Due 5/19/2020 CASH 10100 **Total** \$124.00

CITY OF ST FRANCIS

05/28/20 12:00 PM

Page 2

*Claim Register©

AP 06-01-2020

June 2020

Claim Type

Claim# 6486 BELLBOY CORPORATION

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$37.20
Invoice	0084064800		

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FUEL	\$4.37
Invoice	0101346700		

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$3,005.30
Invoice	0084064800		

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	\$76.85
Invoice	0101346700		

Transaction Date	5/27/2020	Due 5/27/2020	CASH	10100	Total	\$3,123.72
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Claim Type

Claim# 6408 BERNICK COMPANIES, THE

Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$372.40
Invoice	80039		

Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$626.72
Invoice	82453		

Cash Payment	E 609-49751-255 N/A Products	N/A	\$50.20
Invoice	82453		

Transaction Date	5/19/2020	Due 5/19/2020	CASH	10100	Total	\$1,049.32
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Claim Type

Claim# 6404 BREAKTHRU BEVERAGE

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	-\$158.79
Invoice	2080273472		

Cash Payment	E 609-49751-253 Wine For Resale	WINE	-\$88.00
Invoice	2080272237		

Cash Payment	E 609-49751-252 Beer For Resale	BEER	-\$154.63
Invoice	2080270283		

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$22.29
Invoice	1081135163		

Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$147.30
Invoice	1081135224		

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$23.51
Invoice	1081132626		

Cash Payment	E 609-49751-253 Wine For Resale	WINE	-\$43.33
Invoice	2080272192		

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$433.71
Invoice	1081132626		

Cash Payment	E 609-49751-252 Beer For Resale	BEER	-\$43.33
Invoice	2080272192		

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$1,549.88
Invoice	1081135163		

Cash Payment	E 609-49751-252 Beer For Resale	BEER	-\$88.00
Invoice	2080272237		

Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$677.20
Invoice	1081132626		

Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$173.32
Invoice	1081135163		

Cash Payment	E 609-49751-252 Beer For Resale	BEER	-\$158.79
Invoice	2080273472		

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	\$108.60
Invoice	1081132626		

CITY OF ST FRANCIS

05/28/20 12:00 PM

Page 3

*Claim Register©

AP 06-01-2020

June 2020

Transaction Date	5/19/2020	Due 5/19/2020	CASH	10100	Total	\$2,400.94
Claim Type						
Claim#	6464	BROOKSIDE CONSTRUCTION INC				
Cash Payment	G 803-22000 Deposits		ESCROW REF-6780 245TH AVENUE			\$2,000.00
Invoice	.052020					
Transaction Date	5/21/2020	Due 5/21/2020	CASH	10100	Total	\$2,000.00
Claim Type						
Claim#	6421	CINTAS				
Cash Payment	E 609-49750-219 Rug Maintenance		RUG MAINTENANCE			\$11.26
Invoice	4050223231					
Cash Payment	E 101-45200-402 Janitorial Service		RUGS & SUPPLIES			\$2.88
Invoice	4051347326					
Cash Payment	E 101-43100-402 Janitorial Service		RUGS & SUPPLIES			\$2.88
Invoice	4051347326					
Cash Payment	E 601-49440-402 Janitorial Service		RUGS & SUPPLIES			\$2.88
Invoice	4051347326					
Cash Payment	E 602-49490-402 Janitorial Service		RUGS & SUPPLIES			\$2.88
Invoice	4051347326					
Cash Payment	E 101-42110-402 Janitorial Service		RUGS & SUPPLIES			\$11.52
Invoice	4051347326					
Transaction Date	5/19/2020	Due 5/19/2020	CASH	10100	Total	\$34.30
Claim Type						
Claim#	6494	CITY EMPLOYEES UNION, LOCAL				
Cash Payment	G 101-21707 Union Dues		UNION DUES			\$47.00
Invoice	.0620					
Transaction Date	5/27/2020	Due 5/27/2020	CASH	10100	Total	\$47.00
Claim Type						
Claim#	6484	COLONIAL INSURANCE				
Cash Payment	G 101-21712 Colonial Insurance		JUNE INSURANCE			\$415.13
Invoice	.062020					
Transaction Date	5/27/2020	Due 5/27/2020	CASH	10100	Total	\$415.13
Claim Type						
Claim#	6491	CRYSTAL SPRINGS ICE				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$77.76
Invoice	003.B011179					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				\$91.80
Invoice	003.B011128					
Transaction Date	5/27/2020	Due 5/27/2020	CASH	10100	Total	\$169.56
Claim Type						
Claim#	6416	DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252 Beer For Resale		BEER			\$478.00
Invoice	1225960					
Cash Payment	E 609-49751-252 Beer For Resale		BEER			\$5,629.65
Invoice	116-01650					
Cash Payment	E 609-49751-252 Beer For Resale		BEER			\$6,411.10
Invoice	116-01679					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				\$79.00
Invoice	116-01679					
Cash Payment	E 609-49751-255 N/A Products		N/A			\$27.95
Invoice	116-01679					

CITY OF ST FRANCIS

05/28/20 12:00 PM

Page 4

*Claim Register©

AP 06-01-2020

June 2020

Transaction Date	5/19/2020	Due 5/19/2020	CASH	10100	Total	\$12,625.70
Claim Type						
Claim#	6477	E.H. RENNER				
Cash Payment	E 601-49440-233	Water Treatment Plant Mai REPAIRS				\$700.00
Invoice	1570					
Transaction Date	5/27/2020	Due 5/27/2020	CASH	10100	Total	\$700.00
Claim Type						
Claim#	6516	EAGLE GARAGE DOOR CO.				
Cash Payment	E 101-42110-401	Repairs/Maint Buildings BUILDING REPAIR				\$110.00
Invoice	6178					
Transaction Date	5/28/2020	Due 5/28/2020	CASH	10100	Total	\$110.00
Claim Type						
Claim#	6400	ELECTRIC PUMP				
Cash Payment	E 602-49490-229	Project Repair & Maintena PUMP				\$2,251.82
Invoice	67489					
Transaction Date	5/19/2020	Due 5/19/2020	CASH	10100	Total	\$2,251.82
Claim Type						
Claim#	6422	ELITE SANITATION				
Cash Payment	E 101-45200-402	Janitorial Service RENTAL				\$678.00
Invoice	26577					
Transaction Date	5/19/2020	Due 5/19/2020	CASH	10100	Total	\$678.00
Claim Type						
Claim#	6512	FEDERATED COOP				
Cash Payment	E 101-45200-419	Turf/Fertilizer/Weed Contro SUPPLIES				\$88.20
Invoice	30277807					
Transaction Date	5/28/2020	Due 5/28/2020	CASH	10100	Total	\$88.20
Claim Type						
Claim#	6514	FERGUSON WATERWORKS				
Cash Payment	E 601-49440-259	Water Meters PARTS				\$2,475.54
Invoice	0454769					
Transaction Date	5/28/2020	Due 5/28/2020	CASH	10100	Total	\$2,475.54
Claim Type						
Claim#	6515	GRAINGER, INC.				
Cash Payment	E 601-49440-417	Uniform Clothing & PPE SUPPLIES				\$162.81
Invoice	9533319621					
Cash Payment	E 602-49490-229	Project Repair & Maintena SUPPLIES				\$162.81
Invoice	9533319621					
Transaction Date	5/28/2020	Due 5/28/2020	CASH	10100	Total	\$325.62
Claim Type						
Claim#	6406	GRANITE CITY JOBBING CO.				
Cash Payment	E 609-49751-206	Freight and Fuel Charges FREIGHT				\$4.25
Invoice	183447					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis MISC				\$53.99
Invoice	183447					
Cash Payment	E 609-49751-256	Tobacco Products For Res TOBACCO				\$1,877.67
Invoice	183447					
Transaction Date	5/19/2020	Due 5/19/2020	CASH	10100	Total	\$1,935.91

CITY OF ST FRANCIS

05/28/20 12:00 PM

Page 5

***Claim Register©**

AP 06-01-2020

June 2020

Claim Type

Claim# 6461 HOISINGTON KOEGLER GROUP, I

Cash Payment	E 101-41910-311 Contract	GENERAL PLANNING	\$2,467.50
	Invoice 018-041-20		

Cash Payment	E 101-43100-311 Contract	PUBLIC WORKS (SIWEK PARK)	\$9,235.00
	Invoice 018-041-20		

Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	ESC-LAKETOWN HOMES (RIVERS EDGE)	\$93.75
	Invoice 018-041-20		

Cash Payment	G 803-22145 ESC-School-SITE PLAN	SCHOOL DISTRICT	\$18.75
	Invoice 018-041-20		

Cash Payment	G 803-22159 ESC-DENKER	ESC-DENKER	\$93.75
	Invoice 018-041-20		

Transaction Date	5/21/2020	Due 5/21/2020	CASH	10100	Total	\$11,908.75
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Claim Type

Claim# 6511 INNOVATIVE OFFICE SOLUTIONS,

Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES	\$60.75
	Invoice IN2980529		

Cash Payment	E 101-43100-200 Office Supplies	OFFICE SUPPLIES	\$32.90
	Invoice IN2980529		

Cash Payment	E 101-43210-200 Office Supplies	OFFICE SUPPLIES	\$32.90
	Invoice IN2980529		

Cash Payment	E 101-45200-200 Office Supplies	OFFICE SUPPLIES	\$32.90
	Invoice IN2980529		

Cash Payment	E 601-49440-200 Office Supplies	OFFICE SUPPLIES	\$32.90
	Invoice IN2980529		

Cash Payment	E 602-49490-200 Office Supplies	OFFICE SUPPLIES	\$32.90
	Invoice IN2980529		

Transaction Date	5/28/2020	Due 5/28/2020	CASH	10100	Total	\$225.25
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Claim Type

Claim# 6395 ISD #15

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2019 DODGE CHARGER	\$63.19
	Invoice 4801		

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2018 DODGE CHARGER	\$44.03
	Invoice 4799		

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2019 DODGE CHARGER PURSUIT	\$55.28
	Invoice 4797		

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2014 DODGE CHARGER	\$44.03
	Invoice 4798		

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2017 DODGE CHARGER	\$385.97
	Invoice 4796		

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2019 DODGE CHARGER	\$66.88
	Invoice 4800		

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2018 DODGE CHARGER	\$44.03
	Invoice 4803		

Transaction Date	5/19/2020	Due 5/19/2020	CASH	10100	Total	\$703.41
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Claim Type

Claim# 6466 JOHN J MORGAN COMPANY

Cash Payment	E 602-49490-229 Project Repair & Maintena	PARTS	\$330.69
	Invoice 33861		

Transaction Date	5/21/2020	Due 5/21/2020	CASH	10100	Total	\$330.69
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CITY OF ST FRANCIS

05/28/20 12:00 PM

Page 6

*Claim Register©

AP 06-01-2020

June 2020

Claim Type

Claim#	6414	JOHNSON BROS WHLSE LIQUOR				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$21.98
Invoice	1557984					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$120.00
Invoice	1562242					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$15.70
Invoice	1562241					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$12.56
Invoice	1562240					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$14.13
Invoice	1557963					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$1,211.61
Invoice	1562240					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$656.15
Invoice	1562241					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$813.95
Invoice	1557963					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$1,038.20
Invoice	1557984					
Transaction Date	5/19/2020	Due 5/19/2020	CASH	10100	Total	\$3,904.28

Claim Type

Claim#	6492	LAW ENFORCEMENT LABOR SVC				
Cash Payment	G 101-21707	Union Dues	UNION DUES			\$62.00
Invoice	.0620					
Cash Payment	G 101-21707	Union Dues	UNION DUES			\$558.00
Invoice	.062020					
Transaction Date	5/27/2020	Due 5/27/2020	CASH	10100	Total	\$620.00

Claim Type

Claim#	6501	MCDONALD DIST CO.				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$297.60
Invoice	535935					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			-\$67.20
Invoice	240-00349					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$5,639.75
Invoice	535876					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			-\$66.00
Invoice	240-00348					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$7,872.45
Invoice	535110					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			-\$46.80
Invoice	240-00352					
Cash Payment	E 609-49751-255	N/A Products	N/A			\$190.00
Invoice	535110					
Transaction Date	5/27/2020	Due 5/27/2020	CASH	10100	Total	\$13,819.80

Claim Type

Claim#	6460	MN DEPT OF HEALTH				
Cash Payment	E 601-49440-434	Permit Fees	QUARTERLY FEE			\$4,184.00
Invoice	.062020					
Transaction Date	5/21/2020	Due 5/21/2020	CASH	10100	Total	\$4,184.00

CITY OF ST FRANCIS

05/28/20 12:00 PM

Page 7

***Claim Register©**

AP 06-01-2020

June 2020

Claim Type

Claim# 6399 M-R SIGN COMPANY, INC.

Cash Payment E 101-43100-226 Sign Repair Materials SIGNS \$3,443.39
Invoice 207952

Transaction Date 5/19/2020 Due 5/19/2020 CASH 10100 Total \$3,443.39

Claim Type

Claim# 6465 NORTHERN SALT INCORPORATED

Cash Payment E 405-43100-441 Miscellaneous CALCIUM CHLORIDE \$14,489.60
Invoice 19746

Transaction Date 5/21/2020 Due 5/21/2020 CASH 10100 Total \$14,489.60

Claim Type

Claim# 6502 PAUSTIS WINE COMPANY

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$18.75
Invoice 90154Cash Payment E 609-49751-253 Wine For Resale WINE \$1,591.00
Invoice 90154

Transaction Date 5/27/2020 Due 5/27/2020 CASH 10100 Total \$1,609.75

Claim Type

Claim# 6505 PHILLIPS WINE & SPIRITS CO.

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$19.34
Invoice 6037156Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$80.08
Invoice 6034358Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$36.11
Invoice 6037155Cash Payment E 609-49751-251 Liquor For Resale LIQUOR -\$23.79
Invoice 605855Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$17.53
Invoice 154138Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$53.39
Invoice 6034352Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. \$1,612.95
Invoice 6034358Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. \$502.00
Invoice 6037156Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$2,857.45
Invoice 6034352Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$1,538.50
Invoice 154138Cash Payment E 609-49751-253 Wine For Resale WINE \$1,290.00
Invoice 6037155Cash Payment E 609-49751-255 N/A Products N/A \$144.00
Invoice 6034358

Transaction Date 5/27/2020 Due 5/27/2020 CASH 10100 Total \$8,127.56

Claim Type

Claim# 6478 ROYAL SUPPLY

Cash Payment E 101-41940-210 Operating Supplies SUPPLIES \$10.00
Invoice 255Cash Payment E 101-42110-217 Other Operating Supplies SUPPLIES \$5.00
Invoice 255

CITY OF ST FRANCIS

05/28/20 12:00 PM

Page 8

*Claim Register©

AP 06-01-2020

June 2020

Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				\$2.50
Invoice 255						
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES				\$2.50
Invoice 255						
Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES				\$2.50
Invoice 255						
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$2.50
Invoice 255						
Cash Payment	E 101-41940-210 Operating Supplies	SUPPLIES				\$32.00
Invoice 254						
Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES				\$16.00
Invoice 254						
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				\$8.00
Invoice 254						
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES				\$8.00
Invoice 254						
Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES				\$8.00
Invoice 254						
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$8.00
Invoice 254						

Transaction Date	5/27/2020	Due 5/27/2020	CASH	10100	Total	\$105.00
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Claim Type

Claim# 6507 SAFE KIDS WORLDWIDE

Cash Payment	E 101-42110-308 Community Education	BIKE HELMETS				\$150.00
Invoice .0620						

Transaction Date	5/27/2020	Due 5/27/2020	CASH	10100	Total	\$150.00
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Claim Type

Claim# 6506 SOUTHERN GLAZERS OF MN

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$51.73
Invoice 1954670						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$19.20
Invoice 1952462						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$6.40
Invoice 1952463						
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$4,830.21
Invoice 1954670						
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$210.00
Invoice 1952463						
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,696.33
Invoice 1952462						

Transaction Date	5/27/2020	Due 5/27/2020	CASH	10100	Total	\$7,813.87
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Claim Type

Claim# 6426 SUN LIFE FINANCIAL

Cash Payment	E 101-41400-130 Employer Paid Insurance	JUNE INSURANCE				\$286.39
Invoice .0620						
Cash Payment	E 101-41500-130 Employer Paid Insurance	JUNE INSURANCE				\$148.77
Invoice .0620						
Cash Payment	E 101-41910-130 Employer Paid Insurance	JUNE INSURANCE				\$81.67
Invoice .0620						
Cash Payment	E 101-42110-130 Employer Paid Insurance	JUNE INSURANCE				\$984.00
Invoice .0620						

CITY OF ST FRANCIS

05/28/20 12:00 PM

Page 9

*Claim Register©

AP 06-01-2020

June 2020

Cash Payment	E 101-42210-130 Employer Paid Insurance	JUNE INSURANCE				\$74.21
Invoice	.0620					
Cash Payment	E 101-42400-130 Employer Paid Insurance	JUNE INSURANCE				\$75.20
Invoice	.0620					
Cash Payment	E 101-43100-130 Employer Paid Insurance	JUNE INSURANCE				\$175.98
Invoice	.0620					
Cash Payment	E 101-43210-130 Employer Paid Insurance	JUNE INSURANCE				\$39.10
Invoice	.0620					
Cash Payment	E 101-45200-130 Employer Paid Insurance	JUNE INSURANCE				\$175.98
Invoice	.0620					
Cash Payment	E 601-49440-130 Employer Paid Insurance	JUNE INSURANCE				\$129.35
Invoice	.0620					
Cash Payment	E 602-49490-130 Employer Paid Insurance	JUNE INSURANCE				\$129.34
Invoice	.0620					
Cash Payment	E 609-49750-130 Employer Paid Insurance	JUNE INSURANCE				\$140.93
Invoice	.0620					
Transaction Date	5/20/2020	Due 5/20/2020	CASH	10100	Total	\$2,440.92

Claim Type

Claim# 6510 SYNOVIA SOLUTIONS

Cash Payment	E 101-43100-311 Contract	LEASE ON GPS				\$45.80
Invoice	130119					

Cash Payment	E 101-45200-311 Contract	LEASE ON GPS				\$45.80
Invoice	130119					

Cash Payment	E 601-49440-311 Contract	LEASE ON GPS				\$45.80
Invoice	130119					

Cash Payment	E 602-49490-311 Contract	LEASE ON GPS				\$45.79
Invoice	130119					

Transaction Date	5/28/2020	Due 5/28/2020	CASH	10100	Total	\$183.19
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Claim Type

Claim# 6423 TACTICAL SOLUTIONS

Cash Payment	E 101-42110-218 Equipment Repair & Maint	RADAR UNITS				\$322.00
Invoice	7803					

Transaction Date	5/19/2020	Due 5/19/2020	CASH	10100	Total	\$322.00
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Claim Type

Claim# 6485 THE AMERICAN BOTTLING COMP

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$213.15
Invoice	3562315625					

Transaction Date	5/27/2020	Due 5/27/2020	CASH	10100	Total	\$213.15
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Claim Type

Claim# 6481 TJ ASSOCIATES

Cash Payment	E 101-42110-200 Office Supplies	FOAMCORE				\$60.00
Invoice	233611					

Transaction Date	5/27/2020	Due 5/27/2020	CASH	10100	Total	\$60.00
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Claim Type

Claim# 6509 USABUEBOOK

Cash Payment	E 601-49440-229 Project Repair & Maintena	GREASE				\$90.08
Invoice	235928					

Transaction Date	5/28/2020	Due 5/28/2020	CASH	10100	Total	\$90.08
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Claim Type

Claim# 6480 VESSCO, INC.

CITY OF ST FRANCIS

05/28/20 12:00 PM

Page 10

***Claim Register©**

AP 06-01-2020

June 2020

Cash Payment	E 601-49440-233 Water Treatment Plant Mai REPAIRS					\$458.05
	Invoice 79593					
Transaction Date	5/27/2020	Due 5/27/2020	CASH	10100	Total	\$458.05

Claim Type

Claim# 6407 VINOCOPIA, INC.

Cash Payment	E 609-49751-206 Freight and Fuel Charges FREIGHT					\$12.00
	Invoice 0256838-IN					

Cash Payment	E 609-49751-254 Miscellaneous Merchandis MISC.					\$120.00
	Invoice 0256838-IN					

Transaction Date	5/19/2020	Due 5/19/2020	CASH	10100	Total	\$132.00
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Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$113,630.69
Total	\$113,630.69

Checks cut since last Council Meeting

City of St. Francis City Council Agenda Item
Executive Summary

Title of Item: **SITE PLAN:** A request from the St. Francis School District for site plan review to allow for changes to its internal circulation at its elementary and middle school property at 22919 St. Francis Blvd NW; PID: 32-34-24-33-0016.

Meeting Date: 6-1-20

Staff Reporting: Beth Richmond, City Planner

Summary: The site plan was reviewed by the Planning Commission at their meeting on May 20, 2020. Commissioners discussed the timing of Phase 1 with the applicant. Following their discussion, the Planning Commission unanimously recommended approval of the Phase 1 site plan.

Key items of note include:

- The project is proposed to be completed in two phases. Phase 1 includes modifications to the site's internal circulation: bus lanes, bus driver parking, trail extension. Phase 2 will include modifications to the site's access points and will require review and approval by the City and MnDOT.
- Proposed conditions of site plan approval are listed in the draft resolution provided for Council review and approval.

Recommendations: Staff recommends approval of the Phase 1 site plan via the following motion:

“Move to adopt Resolution 2020-25 approving a site plan to allow modifications to the internal circulation of the property located at 22919 St. Francis Blvd NW subject to the conditions and findings of fact.”

List of Attachments: A) Draft Resolution
B) Planning Commission Report – May 20, 2020

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

RESOLUTION 2020-25

A RESOLUTION APPROVING A SITE PLAN AT 22919 ST FRANCIS BLVD NW

WHEREAS, the applicant has requested a site plan approval to allow modifications to the property's internal circulation; and

WHEREAS, the property is described as PID 05-33-24-23-0055; and

WHEREAS, the property is zoned R-2 Single Family Residential; and

WHEREAS, school uses are permitted in the R-2 Single Family Residential district; and

WHEREAS, on May 20, 2020, the Planning Commission unanimously recommended approval of the requested site plan; and

WHEREAS, the City Council of the City of St. Francis, on March 2, 2020, considered the submitted site plan and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the requested Phase 1 site plan 22919 St. Francis Blvd NW based on the following findings of fact:

1. The proposed development is consistent with the City's comprehensive plan.
2. The proposed use conforms with all performance standards contained in the City's zoning ordinance.
3. The proposed site modifications will only affect internal circulation and will have a negligible effect on the surrounding streets and intersections.
4. Existing nonconformities exist on the site which will not be changed or increased.

BE IT FURTHER RESOLVED that approval of the site plan at 22919 St. Francis Blvd NW shall be subject to the following conditions:

1. Applicant shall revise scaling on appropriate plans to 1" = 50'.
2. All comments included in the City Engineer's memo dated May 14, 2020 and included as "Exhibit A" shall be addressed to the satisfaction of the City Engineer.
3. Applicant shall submit final lighting plan for Phase 1 meeting City requirements.
4. The landscaping plan shall be revised to include:
 - a. All ornamental trees shall be a minimum of 2 inches in diameter
 - b. Planting details for all types of plantings, including planting beds and curb and gutter at landscape islands shall be provided.

- c. Revise planting details using the MnDOT standard planting details to show standard level of detail and information.
5. A final landscaping plan incorporating the above modifications shall be submitted to City staff and approved prior to the City issuing construction permits.
6. Site plan review by the City and MnDOT will be required for Phase 2.
7. Phase 2 shall address traffic and stacking concerns along 229th Ave NW at the current elementary school entrance. Any necessary changes to the site required to address these concerns shall be at cost of the applicant.
8. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued for the site.
9. The applicant is responsible for all fees related to the review of this application.

Approved and adopted by the City Council of the City of St. Francis on the 1st day of June, 2020.

Steven D. Feldman, Mayor

Attest: Barbara I. Held, City Clerk

Dated

EXHIBIT A



ENGINEERING REVIEW for the City of St. Francis by Hakanson Anderson

Submitted to: City of St. Francis

cc: Joe Kohlmann, City Administrator
Kate Thunstrom, Community Development Director
Beth Richmond, City Planner
Craig Jochum, City Engineer

Reviewed by: Shane Nelson, Assistant City Engineer

Date: May 14, 2020

Proposed Project: ISD #15 Site Plan Review, St Francis Elementary School
Addition and Renovation – Phase 1

Street Location: 22919 Saint Francis Blvd

Applicant: Wold Architects and Engineers

Jurisdictional Agencies: City of St. Francis, MPCA, Anoka County, MnDOT
(but not limited to)

Permits Required: City Approval, NPDES Construction Permit
(but not limited to)

INFORMATION AVAILABLE

Construction Plans for St Francis Elementary School Addition and Renovation, 4/30/2019 revision, prepared by Wold Architects and Engineers

Stormwater Management Plan, dated 5/1/2020, prepared by Anderson Johnson Associates, Inc.

Wetland Delineation Report, dated August 31, 2018, prepared by Pinnacle Engineering

Traffic Study for St Francis Elementary School, dated January 4, 2019, prepared by Wenck Associates, Inc.

SITE ACCESS / VEHICULAR TRAFFIC

1. We understand that the current proposal (Phase 1) would reconfigure the bus drop loading area such that it is located on the east side of the elementary school building. The proposed improvements and circulation related to the reconfigured bus pick up and drop off area appears to be an improvement and is not anticipated to have any negative effects on the local or state road system.
2. Under the current proposal, the parent drop off / pick up will continue to utilize the existing access at 229th Avenue. The access from 229th Avenue is only 150' east of Highway 47, which is deficient for vehicle stacking and results in current traffic and circulation concerns from 229th Avenue that also impact state Highway 47. The current proposal for Phase 1 does not appear to improve or address existing traffic and circulation concerns. However, providing a relocated bus loading area is not expected to exacerbate or worsen existing conditions.



3. We understand that Phase 2 of this project, if approved, would reconfigure the access to the elementary school from Hwy 47 directly across from Pederson Drive at which time the 229th Avenue access would be converted to a "Deliveries Only" access and would be physically separated from the main vehicle parking lot and parent drop off area. While we agree that this Phase 2 reconfiguration would address the traffic and circulation concerns related to 229th Avenue, we would note that the expansion of this access has not been approved by MnDOT at this time and is subject to MnDOT's permitting and approval process. Therefore, there is some inherent risks that the school district is creating by moving forward with Phase 1. In the event that MnDOT does not issue approval for expansion of the proposed Phase 2 access, it would be the school district's responsibility to determine a new traffic and circulation route which address the current and projected traffic concerns.
4. We also understand that MnDOT is completing a traffic / corridor study of this segment of Trunk Highway 47 and at this point in time that study has not been completed. As a condition of approval, it is recommended that the City requests the school district to enter into an agreement to pay any local costs of the proposed MnDOT project associated with the school districts intersection legs (which are not covered by MnDOT or federal grant funding).

CONSTRUCTION PLANS

1. The revision date(s) of the construction plans have not been updated based on the most recent submittal. It is recommended that the revision date is updated such that the current Phase 1 proposal can be differentiated from the previous proposal(s).

GRADING AND DRAINAGE PLANS

1. The proposed contours are not displayed on the Grading and Drainage Plans. The plans shall be resubmitted with proposed grading depicted for review and approval.

STORMWATER MANAGEMENT

1. A Stormwater Management Plan was submitted which adequately addresses the stormwater for the site. However, the proposed ponding areas are not depicted on the Phase 1 Grading Plans (it is assumed that a layer was mistakenly "frozen" or turned off). The proposed stormwater management BMPs as discussed in the Stormwater Report must be clearly depicted in the construction plans.

EROSION CONTROL

1. The plans provide for adequate erosion and sediment controls as required by City code.

WETLANDS

1. No wetland impacts have been proposed with this project.
2. The plans depict acceptable wetland buffers as required by City code and the Upper Rum River Watershed Management Organization.

SUMMARY AND/OR RECOMMENDATION

While the current Phase 1 proposal does not address the existing traffic and circulation concerns on 229th Avenue and its intersection with Highway 47, it does allow for improved bus drop off and pick up circulation.

At this time, the Highway 47 corridor study that is being prepared by MnDOT has not been completed. If the school district moves forward with this current Phase 1 proposal, it is recommended that they accept any and all risk with complying with the future Highway 47 improvements that are yet to be designed, which may or may not have impacts on the improvements currently being proposed by the school district. It is further recommended that the school district enter into an agreement with the City to pay any local costs of the proposed MnDOT project associated with the school districts intersection legs (which are not covered by MnDOT or federal grant funding).

The plans are not identifiable based on the revision date(s), and the grading and drainage plans are not displaying proposed contours. Revised plans shall be submitted for review and approval.

City of St. Francis Planning Commission Agenda Item
Executive Summary

Title of Item: **Site Plan Review:** A request from the St. Francis School District for site plan review to allow for changes to its internal circulation at its elementary and middle school property at 22919 St. Francis Blvd NW; PID: 32-34-24-33-0016.

Meeting Date: 5-20-20

Staff Reporting: Beth Richmond, City Planner

Summary: The applicant is seeking site plan review to allow for circulation modifications to the site including bus lane extensions, bus driver parking, a trail extension, and parent drop-off modifications at 22919 St. Francis Blvd NW. The applicant has proposed 2 phases for the project. Phase 1 includes modifications within the site's property boundary. Phase 2 is proposed as a future phase and would include changes to the site's access points and the elementary school's parking lot. An additional site plan review will be required for Phase 2 as those improvements will be impacted by improvements associated with Highway 47 and will include potential access modifications or impacts to the local street network.

It is the applicant's preference to move forward with Phase 1 improvements with the understanding that Highway 47 ultimate improvements could impact access and internal circulation across the entire site. At this time, staff does not know what the ultimate access controls for Highway 47 will be.

Recommendations: Staff recommends approval of the Phase 1 site plan to allow for internal circulation modifications at 22919 St. Francis Blvd NW subject to conditions.

Suggested conditions and findings of fact can be found on pages 6-7.

List of Attachments: A) Staff Report
B) Engineer's Memo
C) Applicant's Submittals

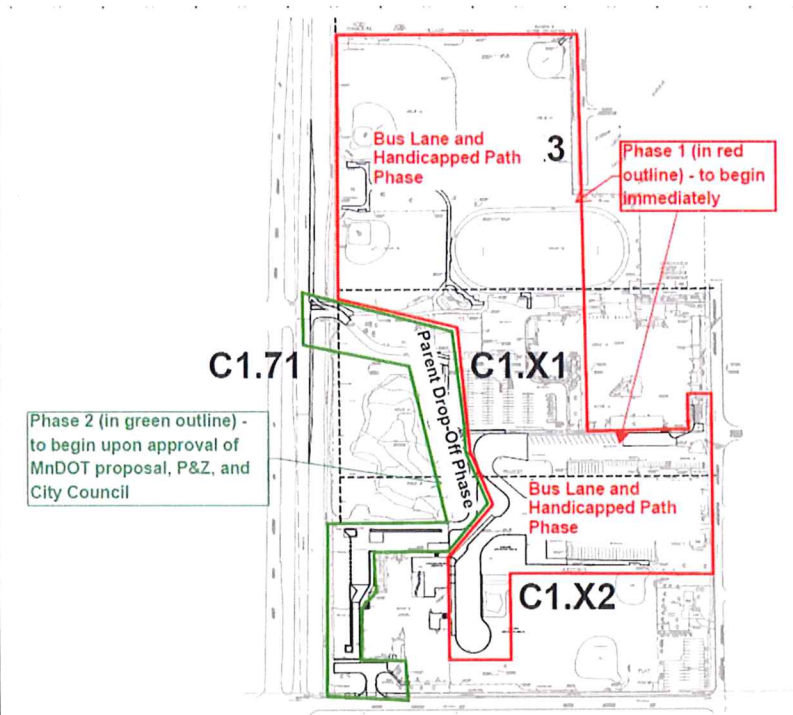
City of St. Francis Planning Department
ISD 15 Site Plan Review

To: Planning Commission
From: Beth Richmond, City Planner
Meeting Date: 5-20-20
Applicant(s): Wold Architects and Engineers
Location: 22919 St. Francis Blvd NW

Introductory Information

<i>Request:</i>	The applicant is seeking site plan approval to modify the internal circulation of the school use on the property located at 22919 St. Francis Blvd NW (PID 32-34-24-33-0016).
<i>Background:</i>	The applicant is requesting to modify the circulation serving the St. Francis Middle School and St. Francis Elementary. These modifications are the next step in renovations for the site. Building additions for the elementary school were completed in 2019. The proposed work includes bus lane improvements and bus driver parking, trail extensions, and parent drop-off modifications. This site is located along TH 47. MnDOT had been working on a traffic study in the area, which has since been put on hold. Because of recent developments with the traffic study, the applicant is proposing to complete the site work in two phases. The first phase would include improvements which are internal to the site and which do not affect the site's access points. The proposed modifications include bus lane improvements, bus driver parking expansion, and an ADA-accessible trail extension. These are the improvements which the applicant is requesting approval for currently. The second phase is proposed to include modifications to the parent drop-off circulation on the site. Because this work affects the site's access points, this phase would not move forward until the future of TH 47 is determined by MnDOT and the City. Phase 2 would also require approval by both MnDOT and the City.

The proposed Phase 1 and Phase 2 are shown in the image below.



Application Review

Existing Site Character:

- The St. Francis Elementary and Middle schools are currently located on this property, as well as their recreational facilities and an area for school bus parking.
- Residential properties are located to the north and east of the property while institutional uses border the site to the south.

Comprehensive Plan Consistency:

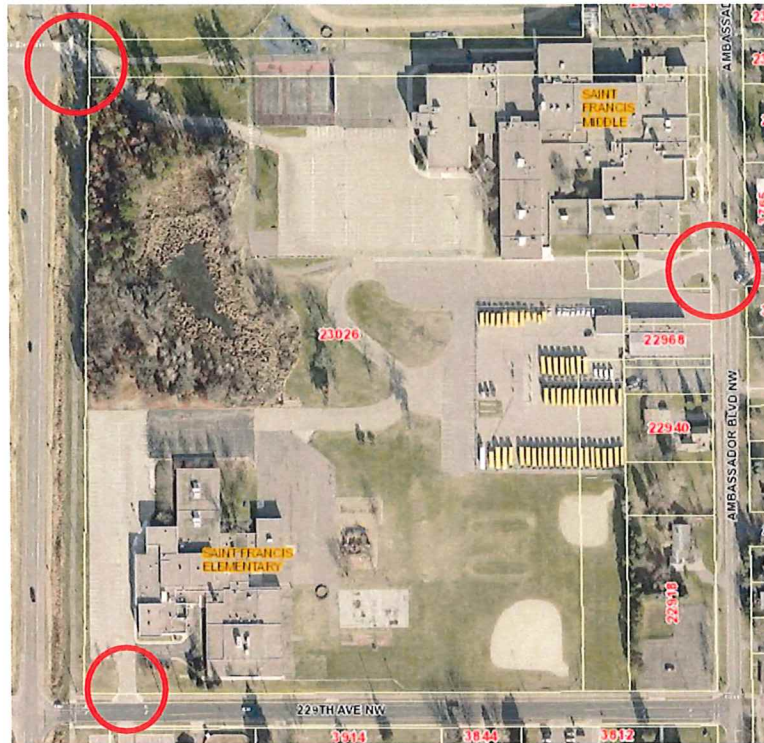
- The property is guided for public/institutional use by the 2040 Comprehensive Plan.
- The existing school use on the property is consistent with the Comprehensive Plan designation.

Zoning:

- The site is zoned R-2. Schools are a permitted use in the R-2 district.

Access:

- There are currently three access points for the site. The elementary school has access onto 229th Ave NW, the middle school accesses TH 47, and bus traffic accesses the site through Ambassador Blvd. These access points are shown in the image below.



- All access points for the site will remain unchanged during Phase 1.
- Staff understands that there are concerns with the current traffic patterns on the site, particularly along 229th Ave and the driveway serving the elementary school. During peak hours, traffic does not flow smoothly in this area and often negatively affects nearby intersections and streets. The proposed site plan for Phase 1 neither corrects these concerns nor makes them worse.
- Staff will expect these traffic concerns to be addressed with Phase 2 in the future.
- In Phase 2, the applicant is proposing to modify the access points onto TH 47 and 229th Ave NW. Because these changes would affect state and local roads, approval from both MnDOT and the City would be required in order to move forward.

Bus Circulation

- A bus parking/loading driveway with room for 12 loading spaces and a turnaround is proposed to be added east of the elementary school. This area will serve a dual purpose as a loading area for the elementary school in the mornings and afternoons and a hard surface play area during the day.

Parking

- 5 additional bus parking spaces are proposed to be added along the

<i>Sidewalks/Trails</i>	south side of the middle school as part of Phase 1. • An additional 19 vehicle parking spaces are also proposed to be provided west of the bus corral area. 3 of these spaces will be accessible. • The middle school and elementary school vehicle parking lots not be modified during Phase 1. Changes are proposed to the elementary school parking lot as part of Phase 2.
<i>Impervious Surface:</i>	• All existing sidewalks around the elementary and middle school parking and loading areas are at least 8 feet in width. This meets the Code requirement of 6 feet. • As part of Phase 1, an ADA-accessible paved trail is proposed to extend north of the middle school to serve the track, football, and baseball fields. • A second portion of the trail extends along the north side of the track and the eastern property line to serve the northwest ball field. This trail is proposed to consist of grass with turf reinforcement.
<i>Lighting:</i>	• The site is currently covered with 38.8 percent impervious surface. • A maximum of 35% impervious surface is permitted on properties in the R-2 district. • The fact that the site has more impervious surface than allowed by Code is an existing nonconformity. Because the site plan does not increase the amount of impervious surface on the site, no additional approvals are needed.
<i>Landscaping/ Screening:</i>	• For any light source casting light onto a public street, Code Section 10-16-8 requires that no lighting exceed 1.0 foot candle as measured from the center line of a public street. • For any light source casting light onto adjacent property, Code Section 10-16-8 requires that no lighting exceed 0.4 foot candle as measured from the property line. • A draft lighting plan of the overall site was submitted which was in conformance with the above Code requirements. As a condition of approval, a lighting plan specific to Phase 1 should be submitted for review.
	• The applicant is proposing to add 34 trees and 51 shrubs additional landscaping along the extended bus drive and turnaround • Staff has identified a small number of minor landscaping plan concerns and is working with the applicant to address these. A final plan incorporating changes requested by Staff is suggested to be required as a condition of approval. • No screening is necessary for Phase 1. It is anticipated that Phase 2 will require screening along 229th Ave which will be reviewed when the Phase 2 plans are submitted.

Wetlands:	• An existing wetland is located on the northwestern portion of the site. • A 15-foot buffer around the existing wetland is provided, and all building structures meet the 30' setback requirement from the wetland edge. • The site modifications in Phase 1 will not affect the wetland on-site.
Engineering:	• The City Engineer has reviewed the plans and has provided a memo outlining his comments regarding grading, stormwater, wetlands, and utilities.
Other Permits:	• All necessary permits must be provided to the City (MPCA, NPDES, MDH, DNR Appropriation, etc.).

Conclusion	
Staff Recommendation:	The applicant is seeking approval for the Phase 1 site plan for the property located at 22919 St. Francis Blvd NW to modify the circulation within the property. Staff Recommendations: • Approval of the site plan (Phase 1) modifying the circulation within the site located at 22919 St. Francis Blvd NW subject to conditions listed on pages 6-7.
Commission Options:	The Planning Commission has the following options: A) RECOMMEND APPROVAL B) RECOMMEND DENIAL C) TABLE THE APPLICATION and request additional information
Suggested Findings of Fact:	1. The proposed development is consistent with the City's comprehensive plan. 2. The proposed use conforms with all performance standards contained in the City's zoning ordinance. 3. The proposed site modifications will only affect internal circulation and will have a negligible effect on the surrounding streets and intersections. 4. Existing nonconformities exist on the site which will not be changed or increased.
Recommended Conditions:	1. Applicant shall revise scaling on appropriate plans to 1" = 50'. 2. All comments included in the City Engineer's memo dated May 14, 2020 shall be addressed to the satisfaction of the City Engineer. 3. Applicant shall submit final lighting plan for Phase 1 meeting City

	requirements. 4. The landscaping plan shall be revised to include: - All ornamental trees shall be a minimum of 2 inches in diameter - Planting details for all types of plantings, including planting beds and curb and gutter at landscape islands shall be provided. - Revise planting details using the MnDOT standard planting details to show standard level of detail and information. 5. A final landscaping plan incorporating the above modifications shall be submitted to City staff and approved prior to the City issuing construction permits. 6. Site plan review by the City and MnDOT will be required for Phase 2. 7. Phase 2 shall address traffic and stacking concerns along 229th Ave NW at the current elementary school entrance. Any necessary changes to the site required to address these concerns shall be at cost of the applicant. 8. Applicant is required to obtain all necessary permits. 9. The applicant is responsible for all fees related to the review of this application.
--	---

**Independent School
District #15**
4115 Ambassador Boulevard NW,
St. Francis, MN 55070



**WOLD ARCHITECTS
AND ENGINEERS**
111 Administration Avenue, Suite 200
Spring Hill, AL 34611

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I declare a penalty that the place, name, location, or description of the work and the name of the engineer are true and correct and that I am a duly licensed
PROFESSIONAL ENGINEER
 under the laws of the STATE OF MINNESOTA
David A. Rey
DAVID A. REY
 LICENSE NO. 48168 Date 05/24/78

[illegible]

Curing 172201
Date: 8/14/18
Drawn: MJB
Checked: DAR



North

OVERALL PLAN



Gender: $\chi^2 = 29.9^*$

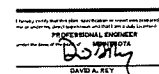
C1.00

**Independent School
District #15**
4115 Ambassador Boulevard NW,
St. Francis, MN 55070



**WOLD ARCHITECTS
AND ENGINEERS**

ANDERSON • JOHNSON
ASSOCIATES,
INC.  **AJA**
EARTHWORK CONTRACTORS • EYE PLANNING • FINE ARCHITECTURE
LANDSCAPE ARCHITECTS • SITE DESIGN • INTERIORS

[illegible]

Contingency: 172201
 Date: 8/14/18
 Drawn: M.B.
 Check: D.R.


 North

FINISHING PLAN
- NORTH

Scale: 1" = 20'

C1.31

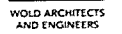
	REFERENCE KEY TO SITE DETAILS
	DETAIL IS NUMBER (TOP) DETAIL, SHEET NUMBER (BOTTOM)
	PROPOSED CONCRETE WALL
	PROPOSED LIGHT DUTY STIMULOUS PAYMENT
	PROPOSED HEAVY DUTY STIMULOUS PAYMENT
4	PROPOSED TRAFFIC CONTROL SIGN
	PROPOSED BOLLARD
	PAINTED ACCESSIBLE SYMBOL
0	PROPOSED MANHOLE (MH)
	PROPOSED CATCH BASIN (CB)
4	PROPOSED FLARED END SECTION (FES)
	PROPOSED GATE VALVE (GV)
0	PROPOSED POST INDICATOR VALVE (PIV)
	PROPOSED CHAIN LINK FENCING (CLF)
	PROPOSED BUILDING STOP - REFERS TO ARCHITECTURAL PLANS
	PROPERTY LINE

A		SMILAR TO R-5-1 (30"x36")	N		SMILAR TO R-3-50A (30"x30")
B		SMILAR TO R-5-1 (30"x36")	O		SMILAR TO R-3-6 (30"x30")
C		SMILAR TO R-5-1 (30"x36")	U		SMILAR TO R-3-6 (12"x12")
D		SMILAR TO R-5-2 (24"x24")	X		SMILAR TO W-1 (30"x30")
E		SMILAR TO R-3-50C (30"x30")	L		SMILAR TO R-3-2 (12"x12")
F		SMILAR TO R-3-50B (30"x30")			
G		SMILAR TO R-3-6 (12"x12")			

2. REFER TO SHEET C-4, GRADING AND DRAINAGE PLAN - NORTH, FOR GENERAL NOTES.
3. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
4. SIGNAGE SHALL GENERALLY BE INSTALLED 1' BEYOND THE BACK OF CURB.
5. ALL DISTURBED AREAS OUTSIDE THE BULWARK PAD WHICH ARE NOT DEDICATED TO BE PAVED SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SOODED OR SEEDDED.
6. WHEN NEW BOD MEETS EXISTING TOPSOIL, EXISTING TOPSOIL SHALL BE CUT TO ALLOW FOR A CONSISTENT, UNIFORM STRAIGHT EDGE. JAGGED OR UNEVEN EDGES WILL NOT BE TOLERATED. REMOVE EXCESSIVE TOPSOIL TO ACHIEVE STRAIGHT EDGE AND NEW AS REQUIRED TO ALLOW NEW BOD SURFACE TO BE FLUSH WITH EXISTING.
7. FAILURE OF FURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE FURF, THE CONTRACTOR SHALL REBOD OR RESEED ALL APPLICABLE AREAS.



**Independent School
District #15**
4115 Ambassador Boulevard NW,
St. Francis, MN 55070


$$\text{Asymptotic limit: } \lim_{\lambda \rightarrow 0} \lambda^{-1} \mathcal{E}_\lambda = \mathcal{E}_0$$

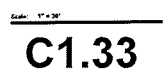
PROFESSIONAL ENGINEER
under the laws of the State of MINNESOTA

DAVID A. REY
M 080800Z JUL 79 40100 Date 09/16/79

Current 17231
Date: 9/14/12
Drawn: MLR
Checked: DAW


North

FINISHING PLAN - ADA PATHS



C1.33



TO: Joe Kohlmann, City Administrator
FROM: Beth Richmond, Planner
SUBJECT: Ordinance Amendment – Drive-Thrus
DATE: June 1, 2020

OVERVIEW:

The City regularly fields development proposals for the commercial areas of the City, particularly along Bridge Street. Staff relies on the City Code, St. Francis Forward plan, and Comprehensive Plan to help inform potential developers about the types of uses that the City has planned for in each area of the City. After a recent discussion with a potential business owner about the potential for drive-thrus, Staff reviewed the Code and found that, while drive-thrus are defined in the Code, they are not clearly permitted in any zoning district within the City.

Instead of waiting to respond to individual development proposals, Staff believes that a more proactive approach regarding drive-thrus will benefit the City. Determining if and where drive-thrus should be allowed and the standards associated with this use will help the City to dictate the character of its business zoning districts and allow Staff to give clear direction to potential developers.

Uses such as coffee shops, restaurants, banks, and drug stores benefit from having a drive-thru window. However, drive-thrus frequently pose challenges to other urban design objectives and nuisances to adjacent land uses. The degree of challenges and nuisances vary by district intent as well as the context of the individual site context. City staff reviewed several comparable cities to understand how drive-thrus are regulated within those communities. Staff found that drive-thrus are often permitted as conditional uses within commercial districts. Standards regulating internal site circulation and stacking capacity, access points, and impacts to nearby residential properties are typically associated with drive-thrus.

Staff is presenting the following for consideration:

Permitting drive-thrus as conditional uses in the B-1 and B-2 districts and establishing unique standards in both districts to govern their use.

On May 20, 2020, the Planning Commission held a Public Hearing to receive comments on the Zoning amendment. No Public Comments were received. The Planning Commission discussed appropriate queuing lane length and emphasized the importance of establishing standards which adequately protect adjacent residential uses for the impacts of a drive-thru use. Following their discussion, the Commission unanimously recommended approval of the proposed ordinance amendment.

ITEM TO BE DISCUSSED:

Amendment to Chapter 10 Zoning, Sections 62: B-1 Central Business District and 63: B-2 General Business District to include Drive-Thrus as a conditional use.

TIMELINE:

If Council is in agreement with the proposed Amendment, the following timeline will apply:

June 1st – 1st Reading
June 15th – 2nd Reading
June 19th – Publish for comment
July 19th – Effective

ATTACHMENTS:

Draft Ordinance
Planning Commission Report – May 20, 2020

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

ORDINANCE 265, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 10, SECTIONS 62-5 AND 63-4 OF THE
ZONING CODE OF ST. FRANCIS TO ALLOW DRIVE-THRU ESTABLISHMENTS AS
CONDITIONAL USES

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 10, Section 62-4 shall hereby be amended to add Drive-Thru establishments as conditional uses in the B-1 Central Business District and read as follows:

10-62-4. - Conditional Uses

Subject to applicable provisions of this Ordinance, the following are conditional uses in a B-1 District and require a conditional use permit based upon procedures set forth in and regulated by Chapter 7 of this Ordinance:

D. Drive-thru establishments, provided that:

1. All drive-thru lanes shall be clearly identified using striping, landscaping, and/or signs.
2. Queuing spaces or areas shall not interfere with parking spaces, aisles, loading areas, through traffic, vehicle or pedestrian circulation, or driveway access.
3. Curb-cut entrances for queuing driveways and exit driveways shall be consolidated with any other driveway entrances or exits on the site.
4. Drive-thru windows, drop boxes, menu boards, and associated or similar structures shall be located to the rear or side of the principal building, and must incorporate landscape screening, decorative fences, walls, or a combination of these elements to minimize their view from the street.
5. Drive-thru lanes should be located away from building entrances and (unless screened) should not be located between a principal building and the street, or if a corner site, all adjacent roadways.
6. Drive-thru lanes shall be designed in a manner that allows drivers not using the drive-thru, or wishing to exit the drive-thru area, to bypass the drive-thru lane(s).
7. All new lighting must be LED, fully shielded, be no brighter than needed for the task, and shine only where it is needed. Lights should have a correlated color temperature (CCT) of 3,000 Kelvin (K) or lower, and dim or turn off at 11PM or one hour after close of business, whichever is later. Existing lighting should be retrofitted or replaced to meet these standards.

8. Menu boards must be no brighter than needed for the task, be lit with LED lights of a correlated color temperature (CCT) no higher than 5,000 Kelvin (K) (ideally 4,000K or lower), and be turned off when the drive-thru closes.
9. Only one lane with a minimum of fifty feet (50') leading to the drive-up window shall be provided for queuing.
10. If the drive-thru facility is adjacent to residential properties:
 - a. The facility shall establish sound barriers and be screened from vehicle lights in stacking areas.
 - b. Systems for placing of orders shall be located and designed so that noise is not perceptible on adjacent residential properties.
 - c. The hours of operation are limited to 6:00am to 10:00pm unless extended by the City Council as part of a conditional use permit.

Section 2. Code Amended. That Chapter 10, Section 63-4 shall hereby be amended to add Drive-Thru establishments as conditional uses in the B-2 General Business District and read as follows:

10-63-4. - Conditional uses.

Subject to applicable provisions of this Ordinance, the following are conditional uses in a B-2 District and require a conditional use permit based upon procedures set forth in and regulated by Chapter 6 of this Ordinance:

K. Drive-thru establishments, provided that:

1. All drive-thru lanes shall be clearly identified using striping, landscaping, and/or signs
2. Queuing spaces or areas shall not interfere with parking spaces, aisles, loading areas, through traffic, vehicle or pedestrian circulation, or driveway access.
3. Curb-cut entrances for queuing driveways and exit driveways shall be consolidated with any other driveway entrances or exits on the site.
4. Drive-thru windows, drop boxes, menu boards, and associated or similar structures shall be located to the rear or side of the principal building, and must incorporate landscape screening, decorative fences, walls, or a combination of these elements to minimize their view from the street.
5. Drive-thru lanes should be located away from building entrances and (unless screened) should not be located between a principal building and the street, or if a corner site, all adjacent roadways.

6. Drive-thru lanes shall be designed in a manner that allows drivers not using the drive-thru, or wishing to exit the drive-thru area, to bypass the drive-thru lane(s).
7. All new lighting must be LED, fully shielded, be no brighter than needed for the task, and shine only where it is needed. Lights should have a correlated color temperature (CCT) of 3,000 Kelvin (K) or lower, and dim or turn off at 11PM or one hour after close of business, whichever is later. Existing lighting should be retrofitted or replaced to meet these standards.
8. Menu boards must be no brighter than needed for the task, be lit with LED lights of a correlated color temperature (CCT) no higher than 5,000 Kelvin (K) (ideally 4,000K or lower), and be turned off when the drive-thru closes.
9. A minimum of one hundred feet (100') leading to the drive-up window for one lane and sixty feet (60') per lane when more than one lane shall be provided for queuing.
10. If the drive-thru facility is adjacent to residential properties:
 - a. The facility shall establish sound barriers and be screened from vehicle lights in stacking areas.
 - b. Systems for placing of orders shall be located and designed so that noise is not perceptible on adjacent residential properties.
 - c. The hours of operation are limited to 6:00am to 10:00pm unless extended by the City Council as part of a conditional use permit.

Section 3. Effective Date. This ordinance will take effect and be in force after its passage and official publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS ____ DAY OF JUNE, 2020.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

TO: Kate Thunstrom, Community Development Director

FROM: Brad Scheib and Beth Richmond, City Planner

SUBJECT: Draft Amendment to Zoning Code, Chapter 10 Sections 62-4 and 63-4 Allowing Establishments with Drive-Thru operations as conditional use permits in the B-1 and B-2 Districts.

DATE: 05/14/2020

OVERVIEW:

Staff was approached by an applicant interested in using an existing downtown building for a coffee shop with a drive-thru. In reviewing the ordinances, it was unclear on how we would address such a request. This staff report describes how drive -thrus are addressed in the existing code, identifies the issues associated with drive-thrus and recommends modifications to make it more clear how they are allowed and regulated within the City of St. Francis.

HOW DOES THE CODE ADDRESS DRIVE-THRUS?

The code has drive-thru, restaurant, and business (on-site) definitions. The drive thru definition considers drive-thrus a principal or accessory use. The restaurant and business (on-site) definitions do not count drive-thrus as restaurants or on-site businesses. The code lacks conditions and performance standards that address drive-thrus, other than the restaurant definition saying that drive-thrus are not automatically allowed where restaurants or other service businesses that commonly have drive-thrus are allowed.

POTENTIAL ISSUES ASSOCIATED WITH DRIVE-THRUS

Potential issues associated with drive-thru uses that warrant special considerations based on individual site conditions include:

- Conflicts with ingress and egress associated with pedestrian systems (sidewalks) and traffic patterns
- Queuing of vehicles and adequate stacking capacity to prevent back up on to local streets
- Potential conflicts with internal site circulation and required parking areas
- Pollution (air, noise, light) from idling cars
- Noise pollution from speaker systems associated with ordering

BEST PRACTICES

Based on our research and experience with drive-thru establishments, the following are some examples of best practices for regulating drive-thrus:

- Having drive-through lanes be clearly identified using striping, landscaping, curbs, and/or signs.

- Having drive-thru windows, menu boards, and other related features in the rear or side of building and be screened from public view or adjacent land uses using landscape screening, decorative fences, walls, or a combination of those.
- Making sure drive-thru lanes do not interfere with parking, pedestrians, traffic, access, etc.
- Designing such lanes in a manner that allows drivers not using the drive-through, or wishing to exit the drive-through area, to bypass the drive-through lane(s).
- Having lighting (including for menu boards) be no brighter than needed for the task, be designed to minimize light pollution (such as light trespass), and dim or turn off after the drive thru or business closes.
- Minimizing volumes and direction of speaker noise or managing hours of operations.

COMPARABLE CITIES

Staff researched comparable cities as one of the determinations for best practices. Most cities allow drive through establishments as conditional use permits and provide performance standards as noted below. Many cities will generally be more restrictive on drive through establishments or even prohibit them all together within districts that are intended to be more pedestrian oriented and smaller scale commercial buildings. While less restrictive within highway business districts or more larger scale shopping districts. The key factor is often based on the desired character and intent of the district and how good of a fit a drive-thru facility is within that district. It appears that few cities have no regulations for drive-thrus.

RECOMMENDED APPROACH

Staff recommends amending the Zoning Code to allow drive-thrus as a conditional use in the Central Business District (B-1) and General Business District (B-2), and adding performance standards that address issues associated with drive-thrus in those districts. Allowing drive-thrus by conditional use enables the city to put reasonable conditions on the use to mitigate potential impacts which might vary site to site. As uses become more successful or popular, and demand increases, the Conditional Use Permit allows for an amendment process to evaluate site changes and potential impacts.

ACTION TO BE CONSIDERED:

Consider adopting Ordinance 2020-XX as attached.

BUDGET IMPLICATION:

There is no budget implication to this action.

ATTACHMENTS:

1. Ordinance draft

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Temporary Habitation Application for: 4953 Ambassador Blvd NW
DATE: June 1, 2020

OVERVIEW

City Code 4-1-6, allows temporary housing for emergency purposes or for temporary use during the construction of a permanent structure. The process outlined identifies the application, requirements and approval process. The approval process includes a review by Zoning to determine use, location and access approvals. The approval process by the Building Official includes any applicable state building codes, health and safety.

This application was received on 5/27/2020 and was not fully reviewed prior to the creation of the agenda report. Staff will review the application requirements of Zoning and Building and identify any concerns to the property owner.

Final approvals for Temporary Habitation are processed through Council. Code identifies that Council shall review the application and request based on the following:

- 1. The applicant has the sufficient space available on site for locating the temporary structure**
 - *Property is 4.04 acres,*
 - *Within the Becker Acres Subdivision*
 - *Has an area roughly 2 acres in size dedicated to drainage and utility.*
- 2. The applicant is providing adequate financial guarantees to ensure the removal of the temporary structure**
 - *City adopted Fee schedule requires a permit of \$200 and escrow of \$5,000. Escrow fee is to ensure that the temporary structures and utilities are removed and would be utilized by the City if property owner failed to remove items.*
 - *Permit fee of \$200 has been received.*
 - *To date, an escrow deposit was not submitted.*
- 3. The temporary structure has adequate utilities and sanitary facilities**
 - *Property owner is requesting two temporary living structures.*
 - *Property will connect to temporary electrical hook up for both campers.*



- *Septic has not been finalized for home, two tanks are existing as part of new construction. Applicant proposes digging a temporary line to dump into holding tank.*
- 4. **The temporary structure is suitable for the purpose intended**
 - *Structures are recreational trailers, descriptions attached*
- 5. **The structure will not negatively impact public health and safety on neighboring properties.**

Temporary Habitation is allowed for an occupancy period not to exceed 90 days. Upon the finding of substantial progress, the Building Official may extend the period of time for an additional 90 days.

Property owner has an approved building permit and access permit (by Anoka County) for the new construction. Construction of the new home is underway.

ITEMS TO BE DISCUSSED:

Council to review conditions of Temporary Habitation for consideration of approval

ATTACHMENTS:

- Copy of Application
- Design and specifications for two recreational trailers proposed for use
- Certificate of Survey
- Parcel location image

DESCRIPTION OF REQUEST: (attach additional information if needed)

Project Name:

TEMPORARY HABITAT PERMIT

Nature of Proposed Use:

*LIVE IN CAMPER AS OWNER BUILDS HOUSE ON
PROPERTY BELOW***COPY**

Reason(s) to Approve Request:

IS THIS APPLICATION, PART OF, OR IN ADDITION TO, A PREVIOUS APPLICATION(S) PERTAINING TO THE SUBJECT SITE? IF YES:

PROJECT NAME:

NATURE OF REQUEST:

(attach additional information if needed)

PROPERTY INFORMATION:

Street Address:

*4953 AMBASSADOR BLVD. NW*Property Identification
Number (PIN#):*ST. FRANCIS, MN 55070**25-34-25-44-00 12*Legal Description
(Attach if necessary):

Lot(s):

1

Block:

1

Subdivision:

*BECKER ACRES***APPLICANT INFORMATION:**

Name:

JASON WESTRUM

Business Name:

HOME OWNER

Address:

P.O. BOX 121

City:

ST. FRANCIS

State:

MN

Zip Code:

55070

Telephone:

612-875-3656

Fax:

E-mail:

westy8799@gmail.com

Contact:

JASON WESTRUM

Title:

OWNER INFORMATION: (if different from applicant)

Name:

SAME AS ABOVE

Business Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax:

E-mail:

Contact:

Title:

APPLICATION FEES AND EXPENSES: By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes 429.81 as amended. All fees and expenses are due whether the application is approved or denied or withdrawn. Escrow fees may not cover actual expenses; any additional fees will be billed.

COPY

State statutes provides up to 120 days for the review of complete application, but the City will strive to finalize your request as quickly as possible. Please note that missing application due date and meeting dates or submitting an incomplete application WILL result in the review of the request being delayed. All City Council meeting dates are estimated as it is City policy that issues be resolved and plans be revised as may be needed prior to Council consideration.

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge. I further understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

APPLICANTS MUST BE SIGNED BY ALL PROPERTY OWNERS AS WELL AS/AND IN ADDITION TO, APPLICANT

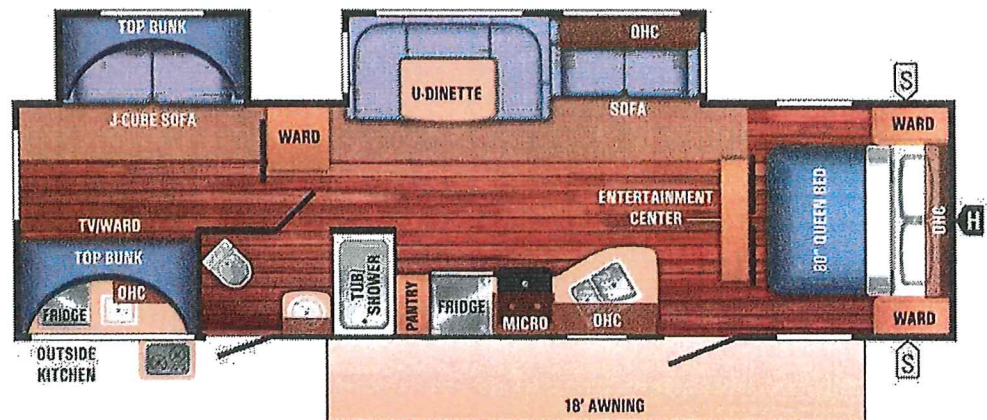
Applicant(s): [Signature] Date: 5/20/20
 Owner(s): [Signature] Date: 5/20/20

Required Application attachments

Minor Subdivisions	Please provide (3) Certificates of Survey at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.
Concept Plans	Please provide (3) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.*
Preliminary Plat	Please provide (3) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.
Final Plats	Please provide (3) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) to-scale electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). **See below for other required information.
***	1. If applicable, an additional large scale copy at 22" by 34" shall be provided for each of the following: (1) If project lies within a DNR Shoreland District or Floodplain (1) If project is adjacent to a neighboring City or Township 2. If applicable, an additional small scale copy at 11" by 17" shall be provided for each of the following: (1) If project increases the number of dwelling units for the Met Council (1) If project is adjacent to a County Road or County State Aid Highway (1) If project is adjacent to a MN/Dot state highway

CAMPER #1

Specs for 2019 Jayco - Jay Flight
Floorplan: 32BHDS
(Travel Trailer)



Dimensions

Length

36.17 ft. (434 in.)

Width

8 ft. (96 in.)

Height

11.17 ft. (134 in.)

Interior Height

6.75 ft. (81 in.)

Weight

Dry Weight

8,025 lbs.

Payload Capacity

1,970 lbs.

GVWR

9,995 lbs.

Hitch Weight

845 lbs.

Holding Tanks

Number Of Fresh Water Holding Tanks

2

Total Fresh Water Tank Capacity

80.0 gal.

Number Of Gray Water Holding Tanks

1

Total Gray Water Tank Capacity

32.5 gal.

Number Of Black Water Holding Tanks

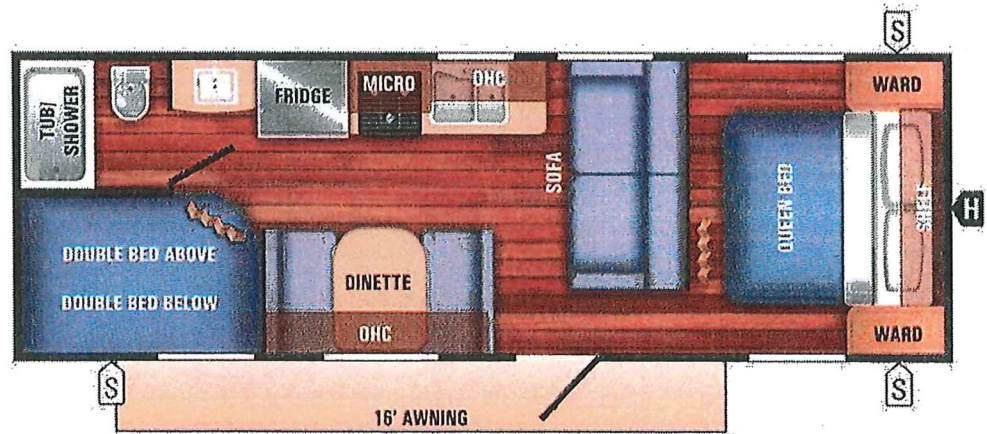
1

Total Black Water Tank Capacity

39.0 gal.

CAMPER #2

Specs for 2019 Jayco - Jay Flight SLX
Floorplan: 264BH
(Travel Trailer)



Dimensions

Length

29.25 ft. (351 in.)

Width

8 ft. (96 in.)

Height

10.48 ft. (125.8 in.)

Interior Height

6.75 ft. (81 in.)

Weight

Dry Weight

4,590 lbs.

Payload Capacity

1,410 lbs.

GVWR

6,000 lbs.

Hitch Weight

470 lbs.

Holding Tanks

Number Of Fresh Water Holding Tanks

1

Total Fresh Water Tank Capacity

42.0 gal.

Number Of Gray Water Holding Tanks

1

Total Gray Water Tank Capacity

39.0 gal.

Number Of Black Water Holding Tanks

1

Total Black Water Tank Capacity

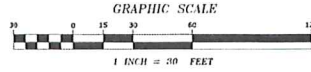
39.0 gal.

Ambassador Blvd.

CERTIFICATE OF SURVEY

~for~ JASON WESTRUM
 ~of~ 48XX AMBASSADOR BOULEVARD NW
 ST. FRANCIS, MN 55070
 4953 Ambassador Blvd.
 # 2020-00028

SITE COPY



PROPERTY DESCRIPTION

Lot 1, Block 1, BECKER ACRES, Anoka County, Minnesota.

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 11/6/19.
- Bearings shown are on Anoka County coordinates.
- Parcel ID Number: 25-34-25-44-0012.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Builder to verify house dimensions, sewer depth and foundation depth.
- Driveways are shown for graphic purposes only. Final driveway design and location to be determined by contractor.
- Finished grade adjacent to home shall be 0.5 feet below top of block except at driveway and patio.

PROPOSED ELEVATIONS

(12 CRS WALKOUT BASEMENT)

TOP OF BLOCK = 921.6
 GARAGE FLOOR = 919.8 (DROP 2 CRS.)
 LOWEST FLOOR = 913.5
 TOP OF FOOTING = 913.2
 (MOTTLES = 910.5)

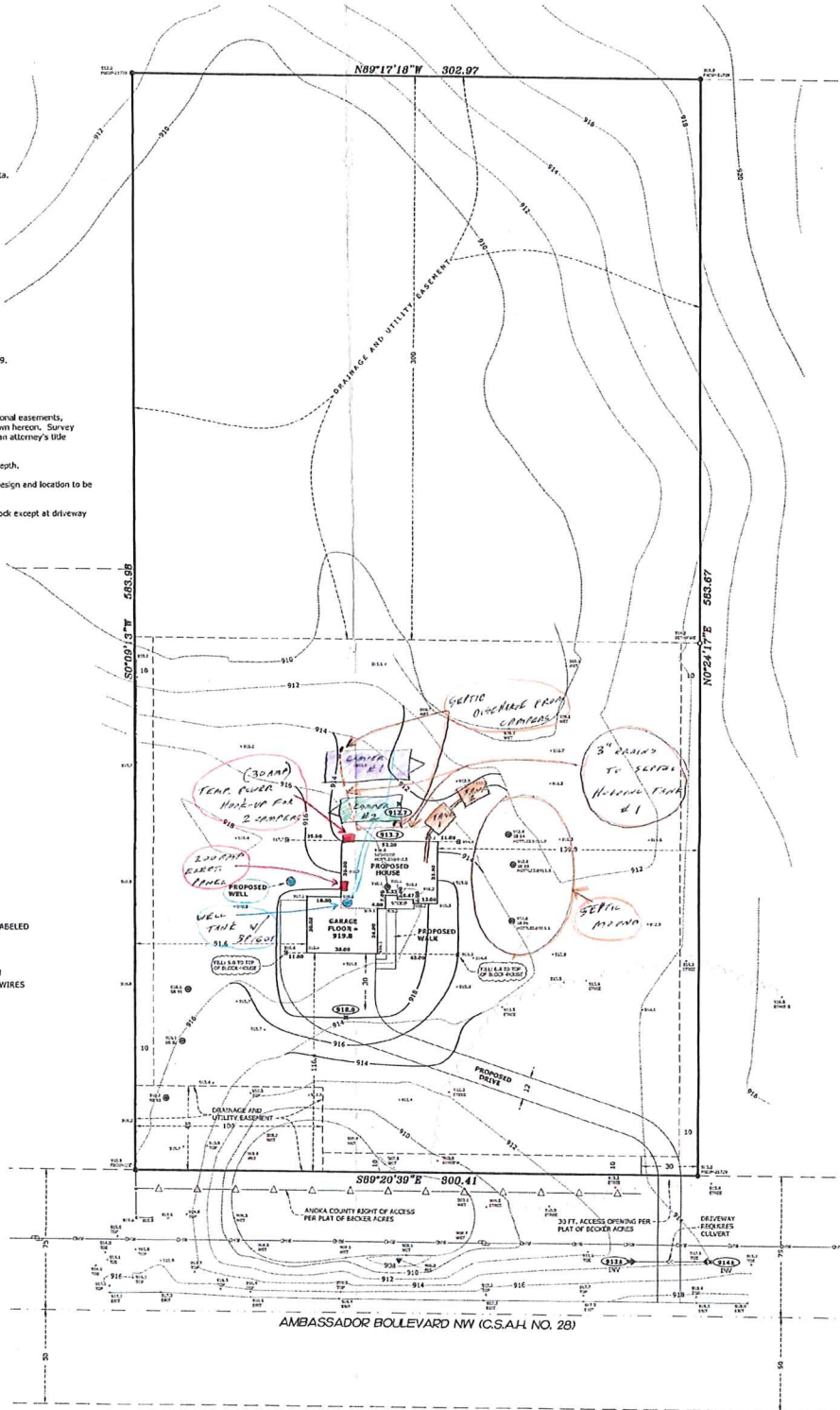
DIAGONAL: 92.00 X 60.00 = 109.84

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES MONUMENT SET, AS LABELED
- DENOTES DRAINAGE ARROW
- DENOTES EXISTING SPOT ELEVATION
- B DENOTES HUB/SPIKE AT OFFSET SHOWN
- DENOTES POWER POLE AND OVERHEAD WIRES
- DENOTES FENCE
- DENOTES EXISTING CONTOURS
- DENOTES PROPOSED CONTOURS
- DENOTES TREE LINE
- x (913.2) DENOTES PROPOSED SPOT ELEVATION
- DENOTES SOIL BORING, (BY OTHERS)

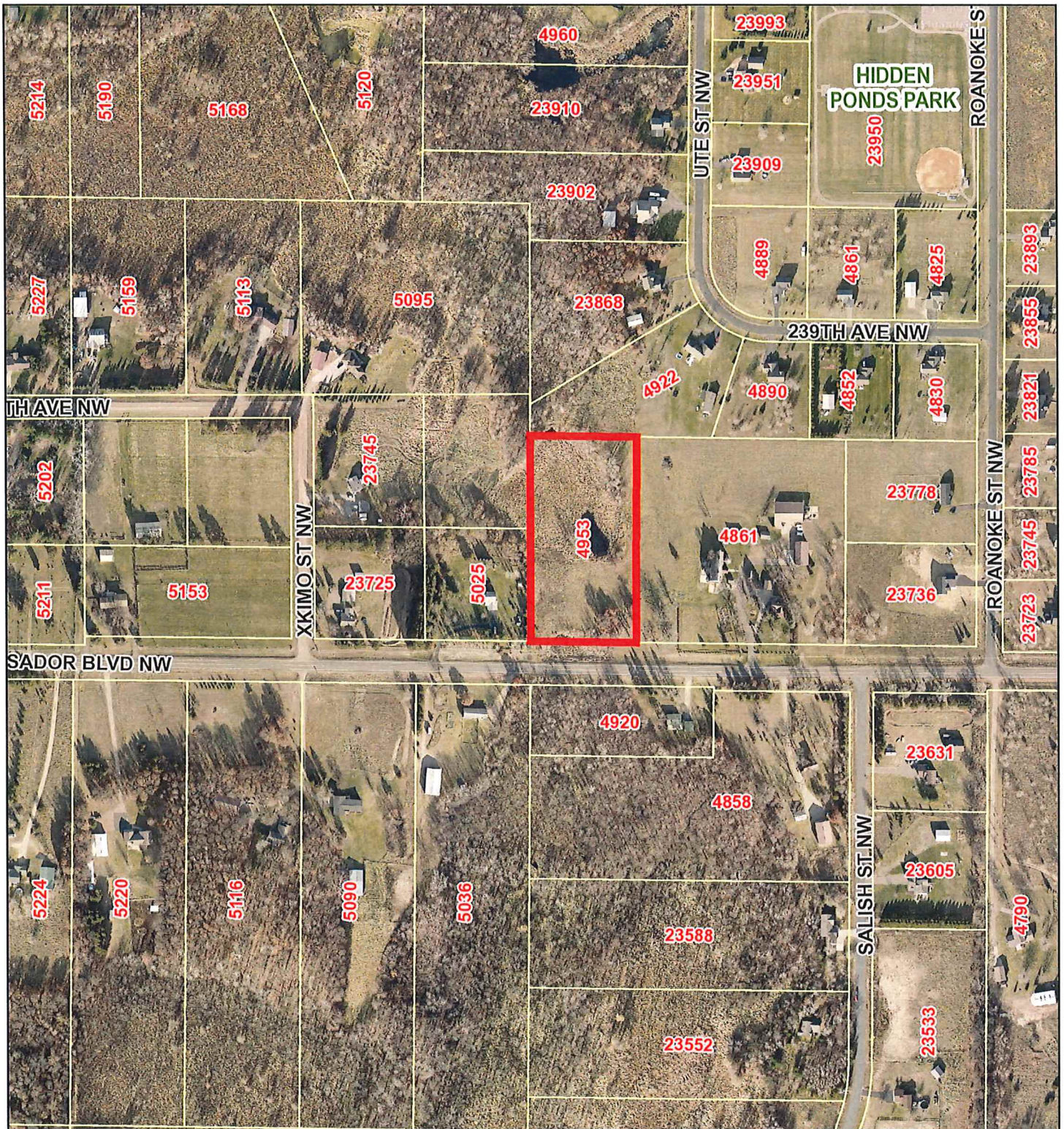
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD
 Date: 11/27/2019 License No. 41578

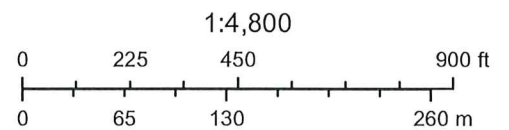


AMBASSADOR BOULEVARD NW (C.S.A.H. NO. 28)

4953 Ambassador Blvd NW



May 21, 2020



City Council
AGENDA REPORT
Agenda Item #
9D

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Schedule a Worksession
DATE: June 1st, 2020

OVERVIEW

Staff is looking to schedule a worksession with the City Council. Potential topics include how to show support for local businesses during the pandemic and other potential items that may come up once the worksession is scheduled.

Action to be considered:

Schedule a Worksession.