

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

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA - *All matters listed within the Consent Agenda are considered routine items to be enacted upon by one motion by the City Council. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.*
 - A. City Council Minutes – July 2, 2018
 - B. Appoint Election Judges for the State Primary and General Election – Resolution 2018-24
 - C. SF Dance Team Parent Booster Club – Gambling Permit/Raffle @ SFHS 09/10/2018
 - D. St. Francis Area Chamber of Commerce – Circus Wednesday, July 25 @ SF Elementary School 5:00 pm & 7:30 pm
 - E. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. 2018 Street Reconditioning Project – Res 2018-25 Relating to Parking Restrictions on Lipan Street
 - B. Street Mill and Overlay Street Project – Plans and Specifications Resolution 2018-26
 - C. Additional Skin Patching – Routine Street Maintenance
 - D. City Buildings
 - E. Fire Station Building Maintenance
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports –
 - 1) Community Development Quarterly Report
 - 2) Police Quarterly Report
 - 3) Public Works Monthly Reports
 - B. Councilmember Reports -
 - B. Upcoming Events –

July 23	Work Session for Riverbank Lane/Kings Highway Street Imp. 6 pm
Aug 6	City Council Meeting @ ISD #15 Central Services Center 6 pm
Aug 7	Night to Unite 5:30-8:30
Aug 14	State Primary Polls Open 7 am to 8 pm
12. ADJOURNMENT

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – July 16th, 2018 Council Meeting

Agenda Items:

4. **CONSENT AGENDA:**

- a. City Council Minutes – July 2nd, 2018
- b. Appointment of Election Judges - **Resolution 2018-24 Appointing Judges of Election for State Primary and General Election**
- c. Acknowledgement to Conduct a Raffle – SFHS Dance Team would like to hold a raffle at SFHS on September 10th. Motion to approve acknowledge the application.
- d. St. Francis Area Chamber of Commerce – The St. Francis Area Chamber of Commerce will be holding a fundraising Circus in conjunction with Culpepper and Merriweather Circus. The Circus will be take place on Wednesday July 25th at the Elementary School. The application includes a permit for the tent which will be inspected by the Building Department and Fire Chief. Motion to acknowledge and approve the permit.
- e. Payment of Claims -

6. **Special Business:**

- A. None –

7. **PUBLIC HEARINGS**

- A. None –

8. **OLD BUSINESS**

- A. None

9. **NEW BUSINESS**

- A. Parking Restriction on Lipan Street NW – **Resolution 2018-25** – Due to Municipal State Aid Standards and the upcoming mill and overlay, the City must adopt the attached resolution to limit parking on Lipan to expend MSA funds on the project.
- B. Mill and Overlay (street reconditioning) – Per the City's road maintenance plan, Hakanson Anderson has prepared plans and specifications for reconditioning of Guarani Street NW from Pederson Drive NW to 230th Avenue NW; 230th Avenue NW from Guarani Street NW to Makah Street NW; Jivaro Street NW from Pederson Drive NW to 230th Avenue NW; Lipan Street NW from Pederson Drive

NW to 232nd Lane NW. **Resolution 2018-26 Approving Plans and Specs and advertising for bids.** Bids for the project will be set for August 9th. \

C. Additional Skin Patching – City Staff has identified additional skin patching for the streets in St. Francis. There is approximately **\$30,000** left in the budget for this maintenance. It is anticipated that the contractor will be expected to utilized **\$10,000 - \$15,000** of this **\$30,000**. Motion to approve the low quote from Barga for **\$975 per ton installed**.

D. City Buildings – Staff has obtained a low quote from Pearl Architecture to review, assess, and study the City's facilities to properly inventory conditions so that the City can adequately plan for replacements, improvements, and potential renovations. Motion to approve the low quote from Pearl Architecture in the amount of **\$42,960**. **\$60,000** was budgeted for this assessment in 2018.

E. Fire Station – The Fire Chief and Public Works Director have been reviewing the Fire Station condition. They have identified a number of repairs that can be completed with the remainder of the building study budget. The total amount of the repairs is **\$14,220**. Motion to approve the quotes and authorize the repairs.

11. Reports:

A. Department Reports –

- a. Community Development Quarterly Report
- b. Police Quarterly Report
- c. Public Works Monthly Report

B. Council Member Reports

C. Attorney Report –

12. Adjournment

CITY OF ST. FRANCIS
ST FRANCIS MN

CITY COUNCIL MINUTES
JULY 2, 2018

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

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

3. APPROVAL OF AGENDA

MOTION TO APPROVE TONIGHT'S AGENDA BY MUEHLBAUER, SECONDED BY BAUER; ALL IN FAVOR, MOTION PASSES.

4. CONSENT AGENDA

- A. City Council Minutes – June 18, 2018
- B. City Council Work Session Notes – June 11, 2018
- C. Accept the Resignation of Fire Fighter Harry Everth
- D. Accept the Donation from the St. Francis American Legion to the Fire Department
- E. Routine Equipment Maintenance – Generator Load Bank Testing
- F. Transfer from General Fund to Street Fund – Resolution 2018-23
- G. City Council Minutes – Special Meeting – June 25, 2018
- H. Payment of Claims \$221,612.20 (Check # 074376-074446)

Bauer said, in regards to consent agenda item D, as city employees and elected officials, it is important that all of our employees get told about someone being honored that used to be on the fire department. As a firefighter you are a family to this entire city and all of its residents, and to not be told that a donation was being made in honor of a fellow firefighter's death is a sad day.

Chief Schmidt explained that every firefighter was notified that they were receiving a donation. When they initially received word of the donation, notification went out to the leadership team, and then in the update this week, every firefighter was notified of this donation, along with the intention of how they were going to spend this money for the donation. He's not aware of what timeline he's being held accountable to for this notification, but notification was made to staff. The American Legion and Chief Schmidt never anticipated this to be an event. The American Legion simply wanted to exchange a check. That's why Schmidt sent it out to the executive leadership team and they met and accepted the check.

Schmidt stated that this is not the first donation they have received, and they didn't do anything different this time than they did with previous donations. If there is a timeline that he needs to be held accountable to, he needs to know that because then they will meet those expectations. But you can't keep moving the target and expect them to hit it.

MOTION TO APPROVE CONSENT AGENDA BY BAUER, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.

5. MEETING OPEN TO THE PUBLIC

Leroy Schaffer, 4526 234th Ave NW, asked that anyone that is currently running for office, to get out there and do their best.

He also wanted to state that he's worried we are heading towards a dictatorship. The council are our leaders and they can make a statement to the State and Senate letting them know where the city of St. Francis stands.

Mayor Feldman added that mid-term elections are coming up. Get out and vote if you want your voices to be heard.

6. SPECIAL BUSINESS

A. Storm Water Pollution Prevention Program (SWPPP) Annual Report

An overview of the Storm Water Pollution Prevention Program was given by Kaci Fisher, Environmental Specialist from Hakanson Anderson. Fisher helps administer the program for the City of St. Francis.

7. PUBLIC HEARINGS

Mayor Feldman opened the Public Hearing at 6:11 pm.

Ray Jones, 23725 Nacre Street NW, said that it rained two inches on his property the other day and none of the water ran off. It has nowhere to run off to. He is still charged a \$60.00 stormwater fee for that piece of land. He also rents land that has three different parcels on it that he has to pay another \$180.00 for stormwater. He's called around and read information and found that different cities don't charge for vacant land. He thinks it is unfair that he has to pay when the water stays on his land and is not running into the ditches. What benefit do we get, and where does this stormwater money go?

Mayor Feldman said that he will take the information that Jones has provided to them, and they will look into it. He asked City Engineer Jochum to expand on this topic.

Jochum said he wasn't specifically involved in how the fees were made. He does know that St. Francis tried to be fair across the board and that's why they charged \$60 per parcel. Other cities will charge by the acre. Every parcel has run off. It would be difficult to find the ones that maybe are a special circumstance.

Tveit said that he's on the Upper Rum River Watershed Management Association. This organization deals specifically with water quality. He's also a water treatment operator in his regular job and has been to school for this. When it comes to stormwater that falls onto the ground, there's a certain amount that runs off. You can't stop it. In addition to that, any water that's absorbed into the ground ends up in the aquifer. The aquifer is like a slow moving underground river. Depending on the layers of the aquifer, at the top surface, which is 10 feet below ground, ends up in the Rum River as well. Contaminants are put on the surface, like fertilizer, pesticides, etc. and with the rain that absorbs into the aquifer. That's why we have the well monitoring program.

Feldman said that this council and administration has always believed that everyone has a right to bring anything up, and it's the city's responsibility to give it their full due diligence. He has given the information to the City Administrator and they will look it over and discuss it with the Engineer and bring back their findings.

Skordahl said he was on the council when this first started, and the requirement first became reality. There were still some misconceptions about if this money is going to just pay for the gutters and things that the people in the sewer and water served part of the city had. This is not the case. There's different parts of this, like education for example. When they knew they had this unfunded mandate that they had to deal with for the state, they didn't want to levy for it. They were going to generate dollars to put into a specific fund, and the way they chose to do that was to charge every parcel equally, at least to get off the ground. It doesn't mean it's going to be like that forever. This is only year three. If they were to look at each individual parcel, where do you draw the line when deciding who pays what. So they decided that every parcel would pay \$5.00 per month, \$60.00 per year, to get the funds started and do all the things that the state is mandating us to do, now that we have met the population threshold along the Rum River. That doesn't mean it can't be looked at in the future, but for the time being, everyone is in the same boat. We are all part of the same community trying to protect what goes into the Rum River Watershed.

Feldman asked Engineer Jochum if there are two sides to the stormwater. The stormwater runoff through gutters and pavement, and the part that absorbs into the ground.

Jochum confirmed that everyone has run off, as Councilmember Tveit had said. The drainage may not go anywhere. Every property is unique and it would be difficult to look at it parcel to parcel. It would take a long time and a lot of money.

Public hearing closed at 6:31 pm.

8. OLD BUSINESS

Nothing

9. NEW BUSINESS

A. Water/Sewer Utility Rates – Ordinance 241, Second Series Amending the Fee Schedule 2nd Rdg.

Kohlmann explained the timeline will be 30 days after the publication to be implemented and the final result will be a 20% decrease on water and sewer utility bills.

Councilmembers had no questions or comments.

Feldman said that this has been checked and double checked, and safety guards have been put into this. Because of the developments that are in play right now, this has been made possible. There's good development potential for now and in the future, but we are always susceptible to the economy. As of right now, these rate reductions seem to be the right thing to do, but it took 18 months of work to get to this point. If we go into a recession we will have to look at this in a different light. If a rate increase is needed, it would be done in a gradual rate basis, not dumping 45/85 on anybody. This will be looked at on an annual basis and adjusted accordingly.

MOTION TO APPROVE ORDINANCE 241, SECOND SERIES AMENDING THE FEE SCHEDULE 2ND READING BY BAUER, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.

ROLL CALL AYES: SKORDAHL, BAUER, FELDMAN, MUEHLBAUER, TVEIT
NAYES: NONE

B. Development Design Standards for Bridge Street Corridor

Thunstrom explained the development design standards for the Bridge Street Corridor. A design standard is an overlay that works to guide our districts over our existing zoning codes. The proposal is from Sambatek, who is our current planner, and the benefit of using Sambatek is that they are familiar with our existing codes. The timing to complete this process is very efficient right now as we are having to look at all of our zoning codes at the same time with the 2040 Comprehensive Plan.

Feldman said that this would give us basic policy and criteria, but would we have flexibility as we see development coming forth? For example, if a restaurant came in, could they use their own theme?

Thunstrom said that this does offer flexibility. If you were to go into some of the downtown areas like Anoka, you would see potential signage, streetscape, or lighting that the city would put out that is uniform and directs to a certain district visually. There's a lot of best practices out there, and working with Sambatek, our design team, and those best practices, we can put together something that would allow us the flexibility to not over regulate but still have that ultimate goal and create that vision of a downtown. How it's laid out would enhance that downtown feel.

A restaurant would be able to use their own theme, but we may tell them we want their parking in the back or support a streetscape that would include lighting in the front that would enhance our district.

Muehlbauer said it's straightforward and a good idea to try and guide the district so we don't have spotty development with ten different looks. As long as we can be flexible work with people.

Tveit is wondering if St. Francis is looking at rebranding their look, similar to what Anoka did with their downtown district to make it more historic. Anoka went through a rebranding campaign. As Tveit was looking through the proposal, it almost seemed like that's what we were getting at but not saying it.

Thunstrom said this is just related to the Bridge Street District. It's not intended to be a new image or marketing campaign.

Skordahl asked where the \$14,000 is coming from to pay the bill. It sounds reasonable, but he's assuming there's a plan to pay for it.

Thunstrom said there are funds in the Community Development Department that could possibly be used.

Bauer was also concerned about the branding or not allowing businesses to keep their brand. In speaking with someone, he was enlightened that White Castle wanted to open a business in a city that had a little more stringent requirements for their look. They were going with a red theme. But White Castle wanted to build their White Castle, so they didn't actually develop in that city. He wants to make sure that we aren't being that stringent. Other than that, it looks really good.

Feldman said this is a tool and since we have future development coming, we have to be prepared. He believes we are where we are is because we discuss things and do our due diligence, and are flexible where we can be without changing policies and ordinances.

MOTION TO MOVE FORWARD WITH THE DEVELOPMENT AND DESIGN STANDARDS FOR THE BRIDGE STREET CORRIDOR BY SKORDAHL, SECONDED BY TVEIT; ALL IN FAVOR, MOTION PASSES.

10. MEETING OPEN TO THE PUBLIC
NOTHING

Mayor Feldman asked the members of the animal control committee, which include Police Chief Schwieger, Councilmember Tveit, and Mayor Feldman for a meeting date to discuss the animal control situation and chart a course. The meeting was set for Tuesday, July 24th at 4:00 pm at the public works department.

11. REPORTS

A. Councilmember Reports -

B. Upcoming Events -

July 4	City Offices Closed
July 16	City Council Meeting @ ISD #15 Central Services Center 6 pm
July 18	Planning Comm. Mtg @ ISD #15 Central Services Center 7 pm
Aug 6	City Council Meeting @ ISD #15 Central Services Center 6 pm
Aug 7	Night to Unite
Aug 14	State Primary – Polls are open 7 am to 8 pm

Skordahl reported that the notice of capital improvement plan is out for review. He read through all 72 pages, and it was easy to understand and follow. Thanks to staff for all of the work that was put into that. Wednesday is the 4th, so please be safe. One thing to consider, is that if you have a Veteran in your neighborhood that has PTSD, keep them in mind in your celebrations.

Bauer also wanted to let the residents know to get out and celebrate the 4th of July. He has been working on a couple items. One is that he contacted Anoka County regarding trying to get a bike path and walkway underneath Bridge Street as that development comes in. Anoka County will come out and do a study to see if that's feasible. The other item he has been working on is that he put a call in to emergency services of Anoka regarding the siren.

Muehlbauer just wanted to thank staff for everything they do. He's especially appreciative of the work on the water rates. He wanted to reconfirm that over time, if things go as planned, there will come a point where rates may have to be raised very slowly. He will post that information on his social media page if anyone is interested. Safe 4th of July wishes to everyone.

Tveit stated that the Upper Rum River Watershed District had a meeting that he attended. They are still trying to do their 10 year Comprehensive Plan. Council needs to understand that the management watershed organization doesn't have any staff. They hire someone that types the minutes, but everything else is done by the committee, and they all have full time jobs. There are proposals that have been raised to hire a staff person because there are a lot of meetings that happen at the State & County level. Our watershed management organization doesn't have any representation there, or any resident experts. There are some possible grants we could qualify for, that we don't even know are out there. In the future, they are asking for the Anoka County Conservation District to help them with that. Somebody from the watershed management organization or the County may come out and present a proposal to the city about hiring a staff person to help up tackle a lot of these organizational issues. The problem is that comes with a cost. When you hire someone, you have to pay wages. Tveit thinks this is something that's needed.

Tveit also mentioned that he had a citizen talk to him about the community park bathrooms. Since it's a city park and bathroom, they are asking if they can be unlocked. Tveit explained to this citizen about the vandalism that has occurred in the past and that is why they are locked now. Maybe there's a way to try to resolve those issues and at least during the summer months when the park gets used a lot, perhaps it could be open.

Tveit wished everyone a safe 4th of July. Watch your drinking and driving, put on sunscreen if you are at the beach, watch for pedestrians, etc.

Feldman said they have a meeting on July 10th with the police department, the Lions Club, the Ambassador Program and the Chamber of Commerce, and they will be talking about the bathrooms being open. The idea came up that the entities could split the bill, and have a third party clean it up. From past experience, the messes that were made were difficult to take care of. But everyone is open for discussion.

Feldman said that the capital improvement plan was good, but there's one item he wanted to plant the seed on. The capital improvement plan is for us to look out ten to twenty years to project what our costs and expenditures are going to be for capital improvement. One thing he would like to look at is electronic water meters. He understands that there is a big cost factor to that, but there's always the possibility that we could have a failure on the meters we have now. There's also the possibility that the meter reader may make a mistake, by writing the wrong number down. He would like to emphasize to the public that if you see something erratic in your bills, call City Hall or Public Works. Instead of complaining on Facebook, give us the opportunity to work with you. There are helpful water tips on the website under Public Works. People and machines do make mistakes occasionally.

Feldman also asked the residents to be careful with fireworks and drinking, and to be responsible. The police will be out and he's been looking at the police reports and is blown away at how many people are driving home from the bars drunk. Safety is important for you and the pedestrians.

Skordahl mentioned the Riverbank work session meeting on Monday, July 23rd, at 6:00 pm at the Community Center.

Feldman said that the city has purchased the church on the corner of Ambassador and Bridge Street. He has heard some comments on the Facebook page asking why the city bought that. It may have been a church 100 years ago, but it's not anymore. It's an eyesore and a hazardous building, just like the gas station that used to be in front of City Hall was. Now we have a Kwik Trip building in the lot across from City Hall in the Spring of 2019. As far as the church, we have a long term development plan along Bridge Street. We are clearing the way of old hazardous buildings to make way for development. Looking at the broader picture, the church going down makes for a better retail district and that's why they are doing it. That building does not fit with the St. Francis forward plan.

Feldman ended by saying that if anyone has any questions on anything, please contact the Community Development Department, the City Administrator, City Clerk, or anyone at the City. We are here to help you and answer your questions. We are here to spend your money wisely and make the city grow in a positive way.

12. ADJOURNMENT

Meeting adjourned at 7:09 pm

Respectfully submitted by

Lori Streich, Acct Tech/Deputy Clerk



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

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Appointment of Election Judges
DATE: July 16, 2018

OVERVIEW:

The city of St. Francis will be conducting a State Primary Election, August 14 and General Election, November 6. Pursuant to Minnesota Statutes Section 204B.21, election judges for precincts in a municipality must be appointed by the governing body of that municipality.

ACTION TO BE CONSIDERED:

Please consider adopting Resolution 2018-24 a resolution approving the list of election judges for both the State Primary, August 14 and General Election, November 6.

BUDGET IMPLICATION:

Election judge salaries are a budgeted item.

Attachments:

- Resolution 2018-24

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

RESOLUTION 2018-24

**A RESOLUTION APPOINTING JUDGES OF ELECTION
FOR STATE PRIMARY, AUGUST 14, 2018 AND
GENERAL ELECTION, NOVEMBER 6, 2018**

Whereas, the City of St. Francis will be conducting a State Primary, August 14 and General Election on November 6, 2018; and

Whereas, pursuant to Minnesota Statutes Section 204B.21. election judges for precincts in a municipality must be appointed by the governing body of that municipality; and

Whereas, the hourly rate of pay will be \$10.00 for regular election judges and \$10.50 for head judges.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA, as follows:

- 1) That the following persons be appointed to serve as election judges for the for the State Primary, August 14, 2018 and General Election, November 6, 2018:

Edna Coolidge	Maureen Ness
Rose Caswell	Jodie Steffes
Mike Creelman	Ray Steinke
Juanita Davis	Lori Streich
Helen "Eleanor" Hanson	Carolyn Thompson
Julie Heifort	Nancy Thompson
Kenneth Mauch-Morff	Earl Warren
Kathy Minkler	David Watkins
Michael Minkler	Sara Watkins

- 2) That Council authorize staff to train and hire additional election judges not named here should the need arise.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA THIS 16th DAY OF JULY 2018.

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: Barb Held, City Clerk
SUBJECT: Acknowledgement to Conduct a Raffle
DATE: July 16, 2018

OVERVIEW:

The SFHS Dance Team Parent Boosters has applied for an exempt permit with the MN Gambling Control Board. The SFHS Dance Team would like to hold a raffle at the St. Francis High School on September 10, 2018. In order for the nonprofit to conduct a lawful raffle activity they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge the Application for Exempt Permit with no waiting period from the SFHS Dance Team parent Boosters for a raffle to be held on September 10, 2018 at the St. Francis High School.

BUDGET IMPLICATION:

None

Attachments:

- Application from Minnesota Lawful Gambling

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: St. Francis Dance Team Parent Booster Club Previous Gambling Permit Number: X-93565-17-003
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 20-1718874
 Mailing Address: 3325 Bridge Street NW
 City: St. Francis State: MN Zip: 55070 County: Anoka
 Name of Chief Executive Officer (CEO): Coral Lyn Wyman
 CEO Daytime Phone: 763-227-9924 CEO Email: corallyn.wyman@gmail.com
 (permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): judy.kalsrud@polaris.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St. Francis High School

Physical Address (do not use P.O. box): 3325 Bridge Street NW

Check one:

☒ City: St. Francis Zip: MN County: Anoka

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): September 10~~th~~, 2018

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Coral-Lyn Wyma Date: 7/2/18
(Signature must be CEO's signature; designee may not sign)

Print Name: Coral-Lyn Wyma

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

Date: **SEP 04 2014**

SPHS DANCE TEAM PARENT BOOSTER CLUB
C/O TONYA SHAMPINE
3325 BRIDGE ST NW
ST FRANCIS, MO 65070

Employer Identification Number:
20-1718874
DLN:
504233030
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
February 28
Public Charity Status:
509(a) (2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
August 6, 2014
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted on your application, we approved your request for reinstatement under Section 7 of Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is the submission date of your application.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar

Letter 5436



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

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: St. Francis Area Chamber of Commerce - Circus
DATE: July 16, 2018

OVERVIEW:

The St. Francis Area Chamber of Commerce was contacted by Culpepper & Merriweather Circus to see if they were interested in a fundraiser. The Chamber agreed to sponsor the event but needed a location. After a brief discussion with the city and the school district, it was determined they would hold a one day circus in town as a fundraiser for Pioneer Days. This event will take place at the St. Francis Elementary School ballfields on Wednesday, July 25. The shows will be at 5:00 and 7:30 pm. Due to the circus company putting up a large tent, the City asked the Chamber to fill out a permit for the tent. The building inspector and fire chief will be inspecting the tent and surroundings.

To promote the circus coming to town. There will be a clown in St. Francis on Friday, July 13 visiting local businesses and daycares informing them that a circus will be in St. Francis the following Wednesday. Tickets for the circus are being sold at local businesses.

ACTION TO BE CONSIDERED:

Acknowledging the Chamber will be conducting a fundraiser for Pioneer Days on ISD #15 property (St. Francis Elementary School).

BUDGET IMPLICATION:

None.

Attachments: City Tent Permit
Culpepper & Merriweather Circus Contract with Chamber
Layout Diagram
ISD #15 Facility Use permit

**APPLICATION FOR
TEMPORARY AND SEASONAL OUTDOOR SALES PERMIT
City Code Chapter 10-17-13**

Requirements, Process and Application Packet

Temporary and seasonal outdoor sales are allowed, following specific parameters. This packet contains the information and application specific to the Temporary and Seasonal Outdoor Sales process within the City of St. Francis.

Zoning: Sales shall be limited to agricultural, commercial and industrial zoning districts. No portion of the use or event shall take place within one hundred (100) feet of any residential buildings.

Length of Sale: Temporary and seasonal outdoor sales shall not exceed ninety (90) days in length. No more than two (2) events shall be conducted by the same applicant or property in any calendar year.

License: No outdoor sales shall be conducted without first obtaining an outdoor sales license as established in Chapter 6 of the City Code, as applicable.

Parking and Traffic Flow: The sale and associated parking shall not obstruct parking spaces needed by any permanent business established on the site except when a sale is held when the business is closed. Off-street parking and loading shall be provided as required by City Code Chapter 10, Section 19. Please pay particular attention to vehicle and pedestrian safety and address concerns of traffic flow and control, including access in case of fire or other catastrophe.

Site Expectations: Sites are expected to be conducted in a manner that the site is kept in a neat and orderly fashion, free from litter, refuse, debris, junk or other waste which results in offensive odors or unsightly conditions. Display of items shall be arranged in as compact a manner as reasonably practical.

Signage: Signage is limited to one (1) sign not to exceed thirty-two (32) square feet. This limitation applies to all signs including those affixed to vehicles. The sign may be illuminated but shall comply with requirements of City Code Chapter 10, Section 23.

Lighting: All lighting shall comply with the lighting standards of City Code Chapter 10, Section 16-8.

Submittals: Once all items required are received, including the application and required documentation, the application will be reviewed by Zoning and forwarded to the Building Official to determine any need for fire or other safety inspections. Please allow five (5) to seven (7) business days for review. Applicant will be contacted in the event additional information or inspections are required.

TEMPORARY AND SEASONAL OUTDOOR SALES PERMIT APPLICATION

PROPOSED TEMPORARY OR SEASONAL SALE	SITE ADDRESS: <u>STF Back Field</u>		PARCEL ID #:	
	BUSINESS HOURS:		DATES OF START TO CLOSE OF OPERATION: <u>7/25/18</u>	
	DESCRIPTION OF OPERATION: <u>Circus</u>			
APPLICANT INFORMATION	NAME: <u>Tony Derkos - St. Francis Chamber of Commerce</u>			
	ADDRESS: <u>PO Box 655</u>			
	CITY: <u>St Francis</u>		STATE: <u>MN</u>	ZIP: <u>55070</u>
	PHONE: <u>763 438.5163</u>		EMAIL: <u>chamber@stfrancischamber.org</u>	
PROPERTY OWNER (if different than applicant)	NAME: <u>FSB 15</u>			
	ADDRESS: <u>4115 St Francis Blvd NW</u>			
	CITY: <u>St Francis</u>		STATE: <u>MN</u>	ZIP: <u>55070</u>
	PHONE: <u>763 753 7040</u>		EMAIL:	
STRUCTURE	The use of a structure shall not impair the parking capacity, emergency access, or the safe and efficient movement of pedestrian and vehicular traffic on or off the site.			
	MAIN USE OF STRUCTURE: <u>Circus Tent</u>			
	SIZE: Length: <u>140</u> ft. Width: <u>100</u> ft. <u>Tent goes up @ 9:30 Am.</u>			
	TYPE: ☒ TENT ☐ CANOPY ☐ STAND OTHER: _____			
	MATERIAL:			
	WILL ANY OF THE FOLLOWING BE USED? TEMPORARY TANKS HEATERS ELECTRIC			

Required Documentation:

The following documentation must be submitted with your application in order to be considered complete.

- A scalable site plan, no larger than 11"x17", must be submitted which identifies the following:
 - Identification of sale location on site
 - Placement and size of any structures, including
 - Location of exits
 - Location of fire hydrants
 - Parking stalls and drive aisles
 - Placement and size of any signs
- Evidence of the following, if applicable:
 - Adequate off-street parking
 - City of St. Francis Business License (Reference Chapter 6)
 - State license authorizing fertilizing handlings
 - Certificate of insurance
 - Proof of any other agency permits or license required for operation

By signing this application, I declare that all of the information provided to the City of St. Francis on this application, or as part thereof, is true and accurate to the best of my knowledge.

Anthony J Derkos
Print Name

Anthony J Derkos 7/10/18
Signature of Applicant Date

Anthony J Derkos
Signature of Owner (if different than applicant)

7/10/18
Date

APPROVALS:

Zoning: _____
Zoned: Agricultural Commercial

Date: _____
Industrial

Fire: _____

Date: _____

Building: _____

Date: _____

**CULPEPPER & MERRIWEATHER CIRCUS**

P.O. Box 813

Hugo, OK 74743

Phone: (580) 326-8833

Fax: (580) 326-8866

City: ST FRANCIS State: MN Zip Code: 55070 Contract Date: 26 Apr 18

This is an agreement between Culpepper & Merriweather Circus, hereinafter referred to as "Circus", and

Chamber of Commerce, hereinafter referred to as "Sponsor", for the
Circus to exhibit in or near ST FRANCIS (City & State)Show Date(s): 25 JUL 18 Show Times: 5 & 730 p.m.Lot Location: Behind ST FRANCIS ELEMENTARY School**Ticket Prices:** Sold by Sponsor in Advance:

Adult \$10.00

Child (ages 2-12)/Senior (age 65+) \$7.00

Sold by Circus on Show Day:

Adult \$13.00

Child (ages 2-12)/Senior (age 65+) \$8.00

Child/Senior Tickets are sold in advance by telemarketing agent for \$7.00 each. Children under the age of 2 years do not require a ticket for admission. There are no refunds or exchanges on any tickets sold by the Sponsor, Telemarketer or the Circus.

Taxes: All ticket prices include applicable state and local sales and entertainment taxes. These taxes are removed from the gross proceeds before any distribution of revenue between the Circus and the Sponsor. The Circus is required to pay these taxes directly to the appropriate government revenue agencies regardless of the non-profit status of the Sponsor.**Telemarketing:** The telemarketing firm of Chimera Promotions will handle this promotion. This is an important part of promoting Circus Day and the Sponsor cannot decline participation without the Circus considering it a breach of this contract. The calls made during this campaign will be to businesses only for the sale of Child/Senior tickets. Sponsor agrees to provide persons to collect the sales and distribute tickets sold by Chimera Promotions. The Sponsor retains 25% of these collected sales just like the Advance Child/Senior tickets sold by the Sponsor. The Sponsor agrees to turn over the remaining 75% of the collected telemarketing sales to the Circus at settlement on Show Day (the fee paid to Chimera Promotions for their services will come from Circus proceeds and can also be paid directly to Chimera Promotions by the Sponsor in advance of Circus Day). These Child/Senior tickets may not be exchanged and will not be honored by the Circus as payment towards an adult ticket.**Will Call Ticket Sales:** The Circus will operate and advertise a toll free information number, (866) BIG-TOP6, that the public can call to get show times, information about Circus performances, and locations of local ticket outlets. As a courtesy to the public, this service will also allow individuals to purchase advance tickets by credit card and pick them up on a "Will Call" basis at the Circus ticket office on Show Day. The Sponsor shall receive 10% of the revenue from tickets sold through this service.**Settlement:** Sponsor agrees to return all unsold tickets and bring revenue from tickets sold for settlement at 10 a.m. in the Circus office on the Show Date listed above. *Failure to do so relieves the Circus of its obligation to fulfill this contract.* The settlement of ticket sales must be done in cash. **NO ADVANCE TICKETS MAY BE SOLD BY THE SPONSOR ON SHOW DAY.** Settlement of gate proceeds will be done in cash in the Circus office at intermission of the final performance on Show Day.**DIVISION OF PROCEEDS**

After deduction of applicable taxes, Sponsor shall retain the following shares of revenues:

25% of collected Telemarketing sales

50% of Advance \$10.00 Adult Tickets after the first 100 sold by the Sponsor

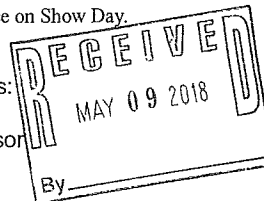
25% of all Advance \$7.00 Child/Senior Tickets sold by the Sponsor

10% of all tickets sold in advance via "Will Call" service

10% of all revenue from admission ticket sales by the Circus on Show Day

Revenue from the first 100 Advance \$10.00 Adult Tickets sold by the Sponsor will belong to the Circus.

The Circus shall exclusively provide and retain all revenues from all concessions, special exhibits, and animal rides on the Circus Grounds on the Show Date listed above.

**Circus Agrees to Furnish:**

1. Two 1½-hour shows on the date, times, and grounds listed above. If ticket sales warrant, an additional show may be added at the discretion of the Circus.
2. Electricity, equipment, and personnel necessary to operate Circus.
3. \$1,000,000 Public Liability insurance indemnifying the Sponsor, lot owner, municipality, and the Circus.
4. 100 Window Cards/Posters, 500 Adult Tickets, 500 Child/Senior Tickets, promotional materials and personnel to assist in advertising Circus Day.
5. Circus will collect and bag trash and place manure in receptacles provided by Sponsor.

Sponsor Agrees to Furnish:

1. Suitable showgrounds at least 300'x300' in size. Lot must be accessible to large vehicles, level and free of debris.
2. One running, potable water source. The Circus uses about 1,500 gallons daily.
3. Provide and arrange for the removal of refuse containers for trash and animal manure. A 4-yard dumpster is recommended for trash.
4. All permits and licenses that are required by local government agencies, any police and fire protection required by local ordinance, and to contact utilities to mark underground lines on lot.
5. Two ticket takers for each performance. *(waived)*
6. Contract closing fee of \$290 paid upon the signing of this agreement. This fee will be fully refunded if the Sponsor sells 200 or more Advance \$10.00 Adult tickets (\$7.00 Child/Senior tickets purchased by senior adults do not count toward this refund).

Please complete and attach a sponsor contact sheet and return to P.O. Box 813, Hugo, OK 74743.

This contract cannot be cancelled or transferred and verbal agreements will not be recognized. Circus shall not be held liable to Sponsor for failure to fulfill this contract due to circumstances relating to mechanical failure or transportation breakdown, floods or other acts of Nature, terrorism, riot, mob action, or other public disorder. Due to the nature of live entertainment, acts, presentations, and exhibits are subject to change without notice.

Sponsor agrees that the representative signing this contract has authority to act on Sponsor's behalf.

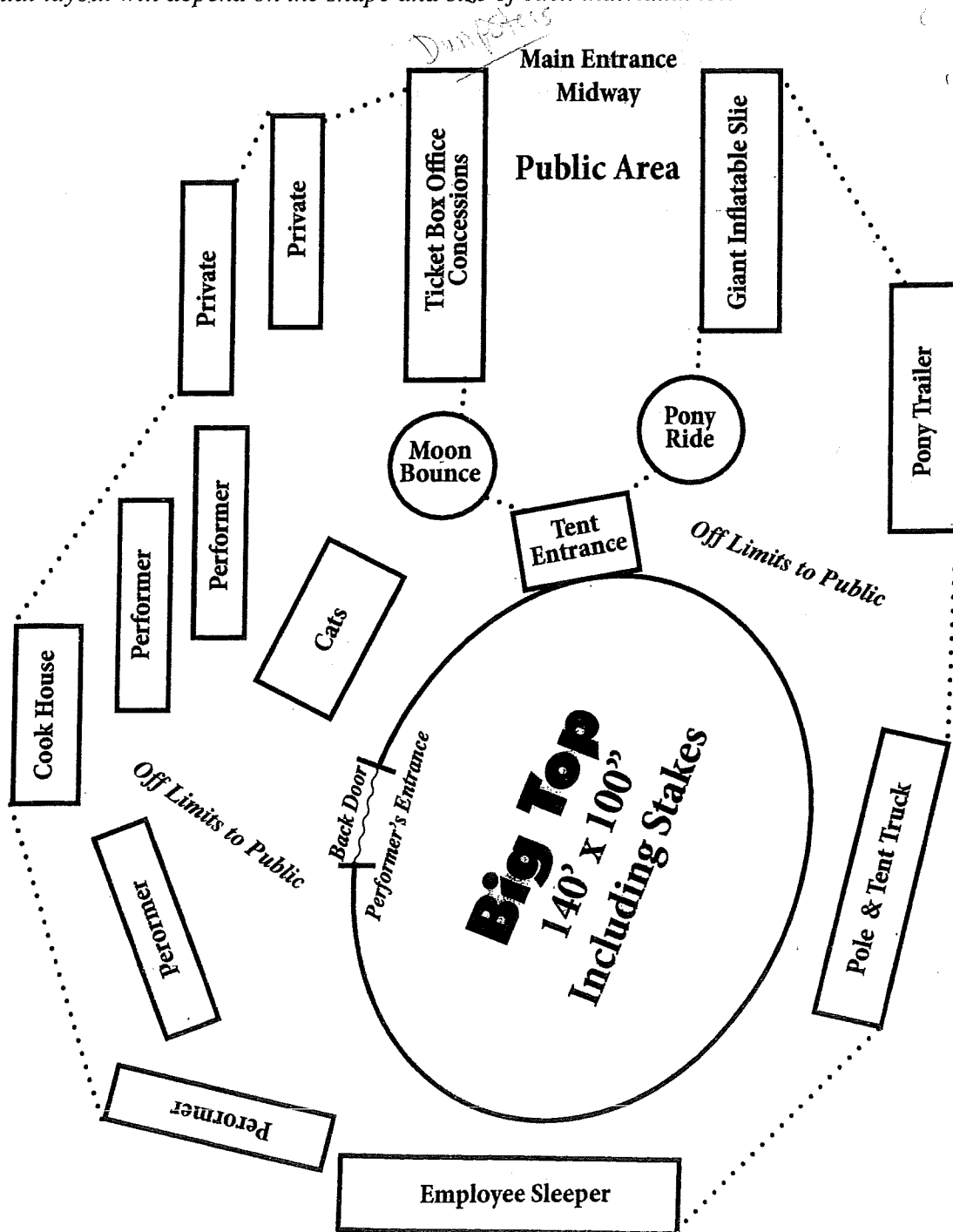
For Circus: [Signature] Contracting Agent, Culpepper & Merriweather CircusFor Sponsor: Anthony J Decker Address: 23610 Mohican St MNPhone: 612 295 4134 Fax: St Francis, MN 55070

Culpepper & Merriweather Circus Lot Diagram

This diagram labels the vehicles owned by Culpepper & Merriweather Circus and the tents that are set up on our lot each day. We need an area that is about 300' x 300' (not including parking for the public) to allow for both a 30' fire lane around our tent and around the perimeter of the lot. This layout also allows our electrical and water departments to reach all of the vehicles and tents on the lot.

We are often asked by sponsors to save space by "parking vehicles we don't need" away from the lot after we unload them. Please do not ask us to do this. NO truck is ever fully unloaded and each requires easy access for our staff during the day. Also, if there was a truck "we don't need" it would be at home and not on the road with us.

Note: Actual layout will depend on the shape and size of each individual lot.



St. Francis Area Schools

Community Education • 3325 Bridge Street, St. Francis, Minnesota 55070
763-213-1589 • www.communityed15.org • www.isd15.org

Request to Use School Facilities

Please return this form at **LEAST TEN (10) BUSINESS DAYS** event to:

ISD 15 Community Education/Facilities Use

3325 Bridge Street, St. Francis, MN 55070 – or – FAX to 763-213-1710

A \$10 permit fee must be submitted with each facility request.

Businesses, individuals or user groups that would like to sell or market a product/service in conjunction with any St. Francis Area Schools function or event (athletics, activities, Community Education class or event, other District events) must obtain an St. Francis Area Schools sponsorship. Those applying for sponsorship must agree to financially support a Class 1 event.

Application is hereby made for use of the following school facility:

Building SFE Room(s) # or Field Description Field Area Behind School
On Wednesday Date(s) July 25, Year 2018
Days of Week

Purpose/Event Circus

Times (including setup) From 8:00 ☒ a.m. ☐ p.m. To 11:00 ☐ a.m. ☒ p.m. Time of Event 5-10pm

Number Attending* 100 100 100 100
Youth Teens Adults Seniors (Over 55)

*Please include approximate number attending. Request will not be processed without this number.

Equipment Needed Water Hookup

We will need a cook (check one) ☐ Yes ☒ No

Will your event be open to vendors: ☐ Yes ☒ No If yes, vendors must complete an ISD 15 Sponsorship Form and follow process listed on the form.

Liability Insurance Certificate* Please check the appropriate box:

☐ Included with application ☐ On file with Community Education** ☒ Will be mailed from Culpepper & Merriweather
Circus

*A permit for use of ISD 15 facilities will not be issued without proper insurance coverage.

**Liability insurance certificate on file must be current; most certificates must be renewed annually.

The applicant hereby agrees to abide by ISD 15 School Board policy and/or administrative procedures relating to facility use, copy of which is available upon request. Failure to comply will result in revocation of rights to use any school facilities.

Signature of Responsible Person Anthony J Derkos Print Name Anthony J Derkos Date 5/7/18

Organization St Francis Area Chamber of Commerce

Type of Organization Please check the appropriate box: ☒ Non Profit* ☐ Business ☐ Out of District

* If you selected Non Profit, do you have a certificate of exemption on file with Community Education ☒ Yes ☐ No
If you do not have a certificate of exemption on file, please submit one with your request form.

Address PO Box 655 City / State / Zip St Francis, MN 55070

Cell Phone _____ Home Phone _____ Work Phone 763 438 5163

ADVANCE CLOWN SCHEDULE

After you receive your clown date from our office complete this schedule and fax to our office at (580) 326-8866. Make as many copies of this sheet as you need. Please list name of person to meet Clown, where they are to meet and at what time. If you have morning performances she will need a safe place to park her van overnight.

Scheduled Clown Date: 7/13/18

Town: St Francis, MN Show Date: 7/25/18

Escorted by: TONY DERKOS / Carrie Derkos Phone: 763 438 5163

Meet at: King's County Market Time: 8-9am

Overnight parking at: King's County Market
23122 St Francis Blvd NW
St Francis, MN 55070

Time: 9:00

Name of school/business: King's County Market

Address: 23122 St Francis Blvd NW, St Francis, MN 55070

Contact: Bob King Phone#: 763 753 3334

Time: 9:30

Name of school/business: Lit'l Sprouts Child Care Center

Address: 23256 St Francis Blvd NW, St Francis, MN 55070

Contact: Karen Rasche Phone#: 763 753 5010

Time: 10:15 (Healthy Hangout +)

Name of school/business: Destination Academy Child Care Center

Address: 3220 Bridge St NW, Ste 105, St Francis, MN 55070

Contact: Kelly Anderson Phone#: 763 753 9906

Time: 10:45

Name of school/business: Kids Connection Child Care Center / School

Address: 22919 St Francis Blvd NW, St Francis, MN 55070

Contact: Tammy? Phone#: 763 213 8674

Be sure to remember to allow for travel time between appearances. If school is not in session, list the scheduled appearance locations. Don't hesitate to contact us if you have ANY questions at (580) 326-8833 or cmccircus@gmail.com.



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

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 07-12-2018

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$156,944.55 plus any additional bills that are handed out on Monday night. Also to be approved are the June transfers of \$142,231.19 and the debt service payments of \$172,946.26 which are due 08/01/2018.

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:

- 07-02-2018 Packet List
- 07-16-2018 Other Checks



07/12/2018 12:05 pm

PAYMENT BATCH AP 07-16-18

AIRGAS NORTH CENTRAL

06/30/2018	9954239521	E 101-43100-217	Other Operating Supplies	CYLINDAR RENTAL	11.64
06/30/2018	9954239521	E 101-43210-217	Other Operating Supplies	CYLINDAR RENTAL	11.64
06/30/2018	9954239521	E 101-45200-217	Other Operating Supplies	CYLINDAR RENTAL	11.64
06/30/2018	9954239521	E 601-49440-217	Other Operating Supplies	CYLINDAR RENTAL	11.64
06/30/2018	9954239521	E 602-49490-217	Other Operating Supplies	CYLINDAR RENTAL	11.64
					<u>\$58.20</u>

ANOKA COUNTY TREASURY DEPT.

06/20/2018	B180620P	E 101-42110-321	Telephone	BROADBAND	37.50
06/20/2018	B180620P	E 101-42210-321	Telephone	BROADBAND	37.50
06/20/2018	B180620P	E 101-43100-321	Telephone	BROADBAND	37.50
06/20/2018	B180620P	E 101-45200-321	Telephone	BROADBAND	37.50
06/20/2018	B180620P	E 601-49440-321	Telephone	BROADBAND	37.50
06/20/2018	B180620P	E 602-49490-321	Telephone	BROADBAND	37.50
					<u>\$225.00</u>

ASPEN MILLS

06/29/2018	072855-B	E 101-42110-437	Uniform Allowance	UNIFORMS	(135.40)
06/29/2018	219268	E 101-42210-437	Uniform Allowance	UNIFORMS-KIZER	74.45
06/29/2018	219269	E 101-42210-437	Uniform Allowance	UNIFORMS - GARZA	74.45
06/29/2018	219270	E 101-42210-437	Uniform Allowance	UNIFORMS - HILL	74.45
06/29/2018	219271	E 101-42110-437	Uniform Allowance	REP VELCO-GREENE	25.00
					<u>\$112.95</u>

AXON ENTERPRISE, INC

06/27/2018	SI-1541489	E 101-42110-237	Small Equipment	TASER ASSURANCE PLAN	197.22
					<u>\$197.22</u>

BANYON DATA SYSTEMS, INC

07/01/2018	00157577	E 101-41540-301	Auditing and Acct g Services	PAYROLL/FUND SUPPORT	1,071.00
07/01/2018	00157577	E 601-49440-301	Auditing and Acct g Services	PAYROLL/FUND SUPPORT	178.50
07/01/2018	00157577	E 602-49490-301	Auditing and Acct g Services	PAYROLL/FUND SUPPORT	178.50
07/01/2018	00157577	E 609-49750-301	Auditing and Acct g Services	PAYROLL/FUND SUPPORT	357.00
					<u>\$1,785.00</u>

BARNUM GATE SERVICES, INC

06/28/2018	22118	E 101-42110-401	Repairs/Maint Buildings	WEST SIDE GATE	109.41
06/28/2018	22118	E 101-43100-401	Repairs/Maint Buildings	WEST SIDE GATE	109.41
06/28/2018	22118	E 101-45200-401	Repairs/Maint Buildings	WEST SIDE GATE	109.41
06/28/2018	22118	E 601-49440-401	Repairs/Maint Buildings	WEST SIDE GATE	109.41
06/28/2018	22118	E 602-49490-401	Repairs/Maint Buildings	WEST SIDE GATE	109.41
					<u>\$547.05</u>

BELLBOY CORPORATION

07/05/2018	64914200	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.35
07/05/2018	64914200	E 609-49751-251	Liquor For Resale	LIQUOR	2,098.08
07/05/2018	97872000	E 609-49750-210	Operating Supplies	OPERATING	107.26
07/05/2018	97872000	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.99
07/05/2018	97872000	E 609-49751-254	Miscellaneous Merchandise	MISC	104.14
					<u>\$2,340.82</u>

BERNICK COMPANIES, THE

06/29/2018	435707	E 609-49751-252	Beer For Resale	BEER	88.80
07/06/2018	436903	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
07/06/2018	436904	E 609-49751-252	Beer For Resale	BEER	344.10

					\$466.90
BREAKTHRU BEVERAGE					
06/28/2018	1080821870	E 609-49751-206	Freight and Fuel Charges	FREIGHT	75.08
06/28/2018	1080821870	E 609-49751-251	Liquor For Resale	LIQUOR	3,497.05
06/28/2018	1080821870	E 609-49751-254	Miscellaneous Merchandise	MISC	28.00
06/28/2018	870871371	E 609-49751-251	Liquor For Resale	LIQUOR	(204.41)
07/05/2018	1080825145	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.31
07/05/2018	1080825145	E 609-49751-251	Liquor For Resale	LIQUOR	1,144.78
07/05/2018	1080825145	E 609-49751-253	Wine For Resale	WINE	189.99
					\$4,753.80

BROTHERS FIRE PROTECTION CO					
06/22/2018	AS-006084	E 402-42210-520	Building Improvements	CARD ACCESS TO FD DOORS	6,354.42
06/25/2018	25512	E 101-42110-401	Repairs/Maint Buildings	2018 ANNUAL ALARM INSPECTI	70.00
06/25/2018	25512	E 101-43100-401	Repairs/Maint Buildings	2018 ANNUAL ALARM INSPECTI	70.00
06/25/2018	25512	E 101-45200-401	Repairs/Maint Buildings	2018 ANNUAL ALARM INSPECTI	70.00
06/25/2018	25512	E 601-49440-401	Repairs/Maint Buildings	2018 ANNUAL ALARM INSPECTI	70.00
06/25/2018	25512	E 602-49490-401	Repairs/Maint Buildings	2018 ANNUAL ALARM INSPECTI	70.00
06/27/2018	25526	E 101-42110-401	Repairs/Maint Buildings	2018 ANNUAL SPRINKLER INSPI	35.00
06/27/2018	25526	E 101-43100-401	Repairs/Maint Buildings	2018 ANNUAL SPRINKLER INSPI	35.00
06/27/2018	25526	E 101-45200-401	Repairs/Maint Buildings	2018 ANNUAL SPRINKLER INSPI	35.00
06/27/2018	25526	E 601-49440-401	Repairs/Maint Buildings	2018 ANNUAL SPRINKLER INSPI	35.00
06/27/2018	25526	E 602-49490-401	Repairs/Maint Buildings	2018 ANNUAL SPRINKLER INSPI	35.00
					\$6,879.42

BUREAU OF CRIM APPREHENSION					
06/30/2018	486223	E 101-42110-311	Contract	CJDN ACCESS FEE	270.00
					\$270.00

CAPITOL BEVERAGE SALES, L.P					
07/09/2018	6113630	E 609-49751-252	Beer For Resale	BEER	87.00
					\$87.00

CINTAS					
06/26/2018	4007056545	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	11.26
06/26/2018	4007056563	E 101-42110-402	Janitorial Service	RUGS	23.04
06/26/2018	4007056578	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
07/03/2018	4007240183	E 101-42110-402	Janitorial Service	JANITORIAL SUPPLIES	48.08
07/03/2018	4007240207	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
					\$101.00

COUNTY MARKET - CITY ACCOUNT					
06/30/2018	00133484	E 101-42210-212	Motor Fuels	FUEL	121.83
					\$121.83

CRYSTAL SPRINGS ICE					
06/26/2018	002.B003745	E 609-49751-254	Miscellaneous Merchandise	MISC	109.62
06/30/2018	002.B003822	E 609-49751-254	Miscellaneous Merchandise	MISC	251.10
07/03/2018	002-B003882	E 609-49751-254	Miscellaneous Merchandise	MISC	162.00
07/05/2018	002-B003923	E 609-49751-254	Miscellaneous Merchandise	MISC	151.20
07/07/2018	B003969	E 609-49751-254	Miscellaneous Merchandise	MISC	141.88
					\$815.80

DAHLHEIMER DIST. CO. INC.					
06/13/2018	179873	E 609-49751-252	Beer For Resale	BEER	(30.00)
06/27/2018	180406	E 609-49751-252	Beer For Resale	BEER	16,346.20
06/27/2018	180406	E 609-49751-254	Miscellaneous Merchandise	MISC	264.00
06/28/2018	1352169	E 609-49751-252	Beer For Resale	BEER	84.00
07/04/2018	181158	E 609-49751-252	Beer For Resale	BEER	12,037.15
07/05/2018	1359818	E 609-49751-252	Beer For Resale	BEER	384.00
					\$29,085.35

EAGLE GARAGE DOOR CO.					
06/13/2018	5011	E 101-42110-401	Repairs/Maint Buildings	NW MAIN SHOP DOOR	60.00
06/13/2018	5011	E 101-43100-401	Repairs/Maint Buildings	NW MAIN SHOP DOOR	60.00
06/13/2018	5011	E 101-45200-401	Repairs/Maint Buildings	NW MAIN SHOP DOOR	60.00
06/13/2018	5011	E 601-49440-401	Repairs/Maint Buildings	NW MAIN SHOP DOOR	60.00

06/13/2018	5011	E 602-49490-401	Repairs/Maint Buildings	NW MAIN SHOP DOOR	60.00
06/20/2018	5013	E 101-42210-401	Repairs/Maint Buildings	SW GARAGE DOOR REPAIR	240.00
					<u>\$540.00</u>

ECM PUBLISHERS, INC.

06/29/2018	611730	E 101-41400-351	Legal Notices Publishing	2017 FINANCIAL STATEMENTS	559.00
06/29/2018	611731	E 101-41400-351	Legal Notices Publishing	2017 FINANCIAL STATEMENTS	241.88
06/29/2018	611732	E 101-41400-351	Legal Notices Publishing	2017 FINANCIAL STATEMENTS	430.00
					<u>\$1,230.88</u>

ELITE SANITATION

05/23/2018	24895	E 101-45200-402	Janitorial Service	PORTABLE TOILET RENTAL	678.00
					<u>\$678.00</u>

EMERGENCY AUTOMOTIVE TECH. INC

06/26/2018	SVC26505	E 101-42110-221	Vehicle Repair & Maintenance	SQUAD COMPUTER INSTALL	2,068.59
					<u>\$2,068.59</u>

EVERBRIDGE, INC

06/18/2018	M38135	E 101-41110-310	Computer Consulting Fees	YEARLY CONTRACT	412.00
06/18/2018	M38135	E 101-41400-310	Computer Consulting Fees	YEARLY CONTRACT	412.00
06/18/2018	M38135	E 101-42110-310	Computer Consulting Fees	YEARLY CONTRACT	412.00
06/18/2018	M38135	E 101-42210-310	Computer Consulting Fees	YEARLY CONTRACT	412.00
06/18/2018	M38135	E 101-42400-310	Computer Consulting Fees	YEARLY CONTRACT	412.00
06/18/2018	M38135	E 101-43100-310	Computer Consulting Fees	YEARLY CONTRACT	412.00
06/18/2018	M38135	E 101-45200-310	Computer Consulting Fees	YEARLY CONTRACT	412.00
06/18/2018	M38135	E 601-49440-310	Computer Consulting Fees	YEARLY CONTRACT	412.00
06/18/2018	M38135	E 602-49490-310	Computer Consulting Fees	YEARLY CONTRACT	412.00
06/18/2018	M38135	E 609-49750-310	Computer Consulting Fees	YEARLY CONTRACT	412.00
					<u>\$4,120.00</u>

FERGUSON WATERWORKS

06/26/2018	0277843-1	E 601-49440-259	Water Meters	METERS	772.21
					<u>\$772.21</u>

FILTRATION SYSTEMS, INC.

06/22/2018	85872	E 602-49490-229	Project Repair & Maintenance	WASTEWATER	141.40
					<u>\$141.40</u>

GFOA

06/25/2018	062518	E 101-41500-433	Dues and Subscriptions	MEMBERSHIP DUES	170.00
					<u>\$170.00</u>

GOPHER STATE ONE-CALL

06/30/2018	8060744	E 601-49440-442	Gopher State	JUNE TICKET	66.83
06/30/2018	8060744	E 602-49490-442	Gopher State	JUNE TICKET	66.82
					<u>\$133.65</u>

GRANITE CITY JOBBING CO.

06/26/2018	96248	E 609-49750-210	Operating Supplies	OPERATING	29.24
06/26/2018	96248	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.08
06/26/2018	96248	E 609-49751-254	Miscellaneous Merchandise	MISC	119.19
06/26/2018	96248	E 609-49751-256	Tobacco Products For Resale	TOBACCO	2,807.59
					<u>\$2,958.10</u>

GRATITUDE FARMS

07/05/2018	0618	E 101-42700-311	Contract	ANIMAL CONTROL	350.00
					<u>\$350.00</u>

INNOVATIVE OFFICE SOLUTIONS, L

06/26/2018	IN2097217	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	32.72
06/26/2018	IN2097217	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	28.53
					<u>\$61.25</u>

ISD #15

06/26/2018	3828	E 101-43100-221	Vehicle Repair & Maintenance	2009 DODGE	334.42
06/26/2018	3829	E 101-43100-221	Vehicle Repair & Maintenance	2012 FORD - F550 SUPER DUTY	208.73
06/27/2018	3831	E 101-45200-218	Equipment Repair & Maintenance	2009 KUBOTA MOWER	167.32

06/27/2018	3832	E 101-43100-218	Equipment Repair & Maintenance	2012 CAT	1,117.02
06/27/2018	3834	E 101-43100-221	Vehicle Repair & Maintenance	2017 DODGE RAM 2500	44.74
06/27/2018	3834	E 101-45200-221	Vehicle Repair & Maintenance	2017 DODGE RAM 2500	44.74
					\$1,916.97

JJ TAYLOR DISTRIBUTING

06/27/2018	2855931	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
06/27/2018	2855931	E 609-49751-252	Beer For Resale	BEER	791.12
06/27/2018	2855931	E 609-49751-255	N/A Products	N/A	43.00
07/03/2018	2855976	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
07/03/2018	2855976	E 609-49751-252	Beer For Resale	BEER	1,326.90
					\$2,167.02

JOHNSON BROS WHLSE LIQUOR

06/22/2018	686334	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.83)
06/22/2018	686334	E 609-49751-251	Liquor For Resale	LIQUOR	(112.50)
06/27/2018	1042967	E 609-49751-206	Freight and Fuel Charges	FREIGHT	25.12
06/27/2018	1042967	E 609-49751-251	Liquor For Resale	LIQUOR	1,476.70
06/27/2018	1042968	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.84
06/27/2018	1042968	E 609-49751-253	Wine For Resale	WINE	644.95
07/03/2018	1048260	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
07/03/2018	1048260	E 609-49751-251	Liquor For Resale	LIQUOR	592.40
07/03/2018	1048261	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.14
07/03/2018	1048261	E 609-49751-253	Wine For Resale	WINE	138.60
07/03/2018	1048262	E 609-49751-252	Beer For Resale	BEER	123.00
07/03/2018	1048262	E 609-49751-253	Wine For Resale	WINE	91.96
					\$3,008.23

LETOURNEAU, NATASHA

07/10/2018	24451	G 803-22000	Deposits	ESC-24451 PARTRIDGE ST	2,500.00
					\$2,500.00

MARTIES FARM SERVICE

06/26/2018	79602	E 101-45200-419	Turf/Fertilizer/Weed Control	CRABGRASS	112.72
					\$112.72

MCDONALD DIST CO.

06/26/2018	112-0351	E 609-49751-252	Beer For Resale	BEER	(31.90)
06/26/2018	451683	E 609-49751-252	Beer For Resale	BEER	11,140.35
06/26/2018	451683	E 609-49751-255	N/A Products	N/A	84.75
07/03/2018	112-0358	E 609-49751-252	Beer For Resale	BEER	(117.00)
07/03/2018	452626	E 609-49751-252	Beer For Resale	BEER	6,487.30
07/03/2018	452626	E 609-49751-255	N/A Products	NA	148.20
07/05/2018	452827	E 609-49751-252	Beer For Resale	BEER	128.00
					\$17,839.70

MEDTOX LABORATORIES, INC.

06/30/2018	06201895907	E 101-43100-441	Miscellaneous	MED TESTING	41.87
06/30/2018	06201895907	E 101-45200-441	Miscellaneous	MED TESTING	41.87
06/30/2018	06201895907	E 601-49440-441	Miscellaneous	MED TESTING	41.87
06/30/2018	06201895907	E 602-49490-441	Miscellaneous	MED TESTING	41.89
					\$167.50

METRO SALES, INC.

06/27/2018	INV1109472	E 101-41400-200	Office Supplies	COPIES	27.37
06/27/2018	INV1109472	E 101-42110-200	Office Supplies	COPIES	27.37
06/27/2018	INV1109472	E 101-42400-200	Office Supplies	COPIES	27.37
06/27/2018	INV1109472	E 101-43100-200	Office Supplies	COPIES	27.37
06/27/2018	INV1109472	E 101-45200-200	Office Supplies	COPIES	27.37
06/27/2018	INV1109472	E 601-49440-200	Office Supplies	COPIES	27.37
06/27/2018	INV1109472	E 602-49490-200	Office Supplies	COPIES	27.37
06/27/2018	INV1109472	E 609-49750-200	Office Supplies	COPIES	27.41
					\$219.00

MIDCONTINENT COMMUNICATIONS

07/02/2018	1333271019532	E 101-41940-321	Telephone	JUNE 2018	36.99
07/02/2018	1333271019532	E 101-42110-321	Telephone	JUNE 2018	16.85
07/02/2018	1333271019532	E 101-43100-321	Telephone	JUNE 2018	16.86

07/02/2018	1333271019532	E 601-49440-321	Telephone	JUNE 2018	150.00
07/02/2018	1333271019532	E 601-49440-321	Telephone	JUNE 2018	150.00
07/02/2018	1333271019532	E 609-49750-321	Telephone	JUNE 2018	150.00
					\$520.70

MINNESOTA RURAL WATER ASSOCIAT

06/28/2018	070518	E 601-49440-433	Dues and Subscriptions	CITY ASSOC MEMBERSHIP	125.00
06/28/2018	070518	E 602-49490-433	Dues and Subscriptions	CITY ASSOC MEMBERSHIP	125.00
					\$250.00

MN MUNICIPAL UTILITIES ASSOC.

07/02/2018	51407	E 101-41400-311	Contract	SAFETY MGMT PROGRAM	495.00
07/02/2018	51407	E 101-42110-311	Contract	SAFETY MGMT PROGRAM	495.00
07/02/2018	51407	E 101-42210-311	Contract	SAFETY MGMT PROGRAM	495.00
07/02/2018	51407	E 101-43100-311	Contract	SAFETY MGMT PROGRAM	742.50
07/02/2018	51407	E 101-45200-311	Contract	SAFETY MGMT PROGRAM	742.50
07/02/2018	51407	E 601-49440-311	Contract	SAFETY MGMT PROGRAM	742.50
07/02/2018	51407	E 602-49490-311	Contract	SAFETY MGMT PROGRAM	742.50
07/02/2018	51407	E 609-49750-311	Contract	SAFETY MGMT PROGRAM	495.00
					\$4,950.00

MWOA

06/26/2018	062618	E 601-49440-208	Training and Instruction	BIOSOLIDS SESSION	150.00
06/26/2018	062618	E 602-49490-208	Training and Instruction	BIOSOLIDS SESSION	150.00
					\$300.00

NOVAK-FLECK, INC.

07/10/2018	23229	G 803-22000	Deposits	ESC- 23229 UNDERCLIFT ST NW	5,600.00
07/10/2018	23259	G 803-22000	Deposits	ESC- 23259 VINTAGE ST	3,300.00
07/10/2018	23271	G 803-22000	Deposits	ESC-23271 VINTAGE ST NW	5,300.00
					\$14,200.00

PACE ANALYTICAL SERVICES

05/25/2018	1218-409	E 602-49490-313	Sample Testing	SAMPLE TESTING	1,161.75
06/19/2018	181294845	E 602-49490-313	Sample Testing	SAMPLE TESTING	108.00
06/21/2018	181294914	E 602-49490-313	Sample Testing	SAMPLE TESTING	286.50
06/25/2018	181295098	E 602-49490-313	Sample Testing	SAMPLE TESTING	151.00
06/27/2018	181295186	E 602-49490-313	Sample Testing	SAMPLE TESTING	108.00
					\$1,815.25

PAUSTIS WINE COMPANY

07/09/2018	16648	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.00
07/09/2018	16648	E 609-49751-253	Wine For Resale	WINE	357.00
					\$364.00

PEPSI COLA

07/06/2018	47351908	E 609-49751-254	Miscellaneous Merchandise	MISC	492.85
					\$492.85

PHILLIPS WINE & SPIRITS CO.

06/27/2018	2380694	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
06/27/2018	2380694	E 609-49751-251	Liquor For Resale	LIQUOR	786.44
06/27/2018	2380695	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.99
06/27/2018	2380695	E 609-49751-253	Wine For Resale	WINE	495.00
07/03/2018	2384077	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.70
07/03/2018	2384077	E 609-49751-251	Liquor For Resale	LIQUOR	1,114.10
07/03/2018	2384078	E 609-49751-206	Freight and Fuel Charges	FREIGHT	37.68
07/03/2018	2384078	E 609-49751-253	Wine For Resale	WINE	1,022.50
07/03/2018	2384079	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.70
07/03/2018	2384079	E 609-49751-254	Miscellaneous Merchandise	MISC	394.40
					\$3,900.36

PROGRESSIVE BUILDERS

07/10/2018	23232	G 803-22000	Deposits	ESC-23232 VINTAGE ST NW	4,800.00
07/10/2018	23240	G 803-22000	Deposits	ESC-23240 VINTAGE ST NW	5,300.00
07/10/2018	23242	G 803-22000	Deposits	ESC-23242 VINTAGE ST NW	2,800.00
07/10/2018	23257	G 803-22000	Deposits	ESC-23257 VINTAGE ST	5,300.00
07/10/2018	23260	G 803-22000	Deposits	ESC-23260 VINTAGE ST NW	5,300.00

07/10/2018	23274	G 803-22000	Deposits	ESC-23274 VINTAGE ST NW	5,300.00
					<u>\$28,800.00</u>

QUALITY FLOW SYSTEMS, INC.

06/26/2018	24433	E 601-49440-229	Project Repair & Maintenance	PARTS	1,170.00
					<u>\$1,170.00</u>

SOUTHERN GLAZERS OF MN

06/28/2018	1700334	E 609-49751-206	Freight and Fuel Charges	FREIGHT	66.88
06/28/2018	1700334	E 609-49751-251	Liquor For Resale	LIQUOR	5,925.54
06/28/2018	1700335	E 609-49751-206	Freight and Fuel Charges	FREIGHT	34.56
06/28/2018	1700335	E 609-49751-253	Wine For Resale	WINE	1,050.00
					<u>\$7,076.98</u>

THE AMERICAN BOTTLING COMPANY

06/28/2018	3562804112	E 609-49751-254	Miscellaneous Merchandise	MISC	439.40
06/28/2018	3562804112-2	E 609-49751-254	Miscellaneous Merchandise	MISC	(1.10)
					<u>\$438.30</u>

TJ ASSOCIATES

06/19/2018	227466	E 602-49490-217	Other Operating Supplies	LAMINATED MAPS	20.65
06/28/2018	227546	E 101-42110-437	Uniform Allowance	TRAINING POLOS	552.90
06/29/2018	227556	E 602-49490-217	Other Operating Supplies	LAMINATE 11X17 PRINTS	90.00
					<u>\$663.55</u>

ZIEGLER CUSTOM HOMES

07/10/2018	5275	G 803-22000	Deposits	ESC-5275 229TH AVE NW	3,000.00
					<u>\$3,000.00</u>

FUND SUMMARY

\$156,944.55

101 GENERAL FUND	\$16,378.87
402 CAPITAL EQUIPMENT	\$6,354.42
601 WATER FUND	\$4,309.83
602 SEWER FUND	\$4,153.55
609 MUNICIPAL LIQUOR FUND	\$77,247.88
803 ESCROW	\$48,500.00
Total	<u><u>156,944.55</u></u>

CITY OF ST. FRANCIS
7/16/2018

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
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TOTAL	<u>0.00</u>
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Disbursements via Debits to 4M Account

Payee	Description	Amount
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Bond Trust Services	2010A Bond Payments	18,228.13
Bond Trust Services	2013A Bond Payments	23,097.50
Bond Trust Services	2015A Bond Payments	10,830.00
Bond Trust Services	2016A Bond Payments	23,900.00
Bond Trust Services	2017A Bond Payments	96,890.63

TOTAL	<u>172,946.26</u>
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Disbursements via Debits to Checking Account

Payee	Description	Amount
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06/04/18	Cayan	Liquor CC Fee	3,196.77
06/05/18	PSN	CC Fee	300.70
06/11/18	VISA	Credit Card	10,190.10
06/13/18	Village Bank	Returned ACH	112.71
06/14/18	Federal Tax	Payroll	20,750.87
	PERA	Payroll	17,591.66
	VOYA	Payroll	1,565.00
	ICMA	Payroll	475.00
	State Tax	Payroll	4,446.98
	MSRS	Payroll	681.51
	Healthcare Savings	Payroll	669.50
06/15/18	FWT-STD	Payroll	4.14
06/19/18	Federal Tax	Payroll	1,498.29
	PERA	Payroll	841.32
	State Tax	Payroll	72.29
	Child support	Payroll	382.43
06/20/18	Mn Dept of Revenue	Sales Tax	20,609.00
06/26/18	Cayan	CC Fee	39.90
06/27/18	TASC	Qtrly fee	45.00
06/28/18	Federal Tax	Payroll	19,429.12
	PERA	Payroll	16,377.61
	VOYA	Payroll	1,565.00
	ICMA	Payroll	475.00
	State Tax	Payroll	4,098.86
	MSRS	Payroll	638.14
	Healthcare Savings	Payroll	669.50
06/29/18	Health Partners	Health Insurance	15,379.29
	Village Bank	Bank Fees	125.50
	TOTAL		<u>142,231.19</u>



**CITY COUNCIL
AGENDA REPORT**
Agenda Item
9 A

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer

SUBJECT: 2018 Street Reconditioning Project – Resolution Relating to Parking
Restriction on Lipan Street NW

DATE: July 16, 2018

OVERVIEW:

Pursuant to Council direction, Hakanson Anderson Associates, Inc. has prepared plans and specifications for the reconditioning (mill and overlay) of **Guarani Street NW** from Pederson Drive NW to 230th Avenue NW, **230th Avenue NW** from Guarani Street NW to Makah Street NW, **Jivaro Street NW** from Pederson Drive NW to 230th Avenue NW and **Lipan Street NW** from Pederson Drive NW to 232nd Lane NW.

The 230th Avenue, Jivaro Street and Lipan Street segments are on the City's Municipal State Aid system therefore the street improvements for these streets can be paid for with Municipal State Aid Funds. These streets were originally constructed to City standards not Municipal State Aid standards. Based on Municipal State Aid Standards Lipan Street is not constructed wide enough to allow parking on both sides.

The attached resolution is required by the State Aid office for the final approval of the construction plans for the 2018 Street Reconditioning Project that will be discussed with the next agenda item. This resolution will ban parking on the north and west sides of Lipan Street NW from 232nd Lane NW to Pederson Drive NW.

The State Aid office will allow parking on both sides of Jivaro Street and 230th Avenue with a fog line added to each side, 7 feet from the back of the curb, therefore a resolution is not needed for these two street segments.

ACTION TO BE CONSIDERED:

Consideration to adopt Resolution 2018-25 Resolution Relating to Parking Restriction on Lipan Street NW.



BUDGET IMPLICATION:

None at this time.

ATTACHMENTS:

RESOLUTION 2018-25 - RESOLUTION RELATING TO PARKING RESTRICTION ON
S.A.P. 235-133-001 LIPAN STREET NW.

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

RESOLUTION 2018 - 25

**RESOLUTION RELATING TO PARKING RESTRICTION ON S.A.P. 235-133-001
LIPAN STREET NW**

WHEREAS, this resolution passed this 16th day of July, 2018, by the City of St. Francis in Anoka County, Minnesota. The Municipal Corporation shall hereinafter be called the City; and

WHEREAS, the City has planned a reconditioning improvement of Lipan Street NW from 232nd Lane NW to Pederson Drive NW in the City of St. Francis, Minnesota; and

WHEREAS, the City will be expending Municipal State Aid funds on the improvement of this street known as route SAP 235-133-001; and

WHEREAS, the intended use of these improvements does not provide adequate width for parking on both sides of the street; and approval of the proposed construction as a Municipal State Aid Street Project must be conditioned upon certain parking restrictions.

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

1. The City shall ban the parking of motor vehicles on the north and west sides of Lipan Street NW from 232nd Lane NW to Pederson Drive NW.

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

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk



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

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer

SUBJECT: 2018 Street Reconditioning Project – Resolution 2018-26 Resolution
Approving Plans and Specifications and Ordering Advertisement For Bids

DATE: July 16, 2018

OVERVIEW:

Pursuant to Council direction, Hakanson Anderson Associates, Inc. has prepared plans and specifications for the reconditioning (mill and overlay) of **Guarani Street NW** from Pederson Drive NW to 230th Avenue NW, **230th Avenue NW** from Guarani Street NW to Makah Street NW, **Jivaro Street NW** from Pederson Drive NW to 230th Avenue NW and **Lipan Street NW** from Pederson Drive NW to 232nd Lane NW. The plans are attached for review.

In general these improvements include a 1.5 inch mill and overlay, spot replacement of concrete curb and gutter, and striping and signing to facilitate parking. These plans have been reviewed by the Minnesota Department of Transportation Office of State Aid and all their comments have been addressed. The attached resolution approves the plans and specifications for the 2018 Street Reconditioning Project and sets the bid opening for August 9th, 2018.

ACTION TO BE CONSIDERED:

Consideration to adopt Resolution 2018-26 Resolution Approving Plans and Specifications and Ordering Advertisement for Bids.

BUDGET IMPLICATION:

Street segments of 230th Avenue, Jivaro Street and Lipan Street are on the City's Municipal State Aid system therefore the street improvements for these streets can be paid for with Municipal State Aid Funds. The Guarani Street improvements will be paid for with local street funds.



With the exception of the Lipan Street segment all these improvements were programmed into the City's Capital Improvement Program for the year 2018 for an **estimated project total of \$202,500.00**. The local portion of the project was estimated to cost **\$90,000.00** in the City of St. Francis Capital Improvement Plan. The current estimated project cost for the local portion of the project is **\$74,194.00**.

The Municipal State Aid portion of the project was estimated to cost **\$112,500.00** in the City of St Francis Capital Improvement Plan but as noted above this did not include the Lipan Street segment. Given the accelerated delamination of the Lipan Street surface this segment of street was added to the project. The current estimated project cost for the Municipal State Aid portion of the project is **\$141,305.00**. The new estimated project total cost is now **\$215,499.00**. This estimate includes both construction and overhead costs. Additional cost associated with Lipan Street could come from the Municipal State Aid fund.

ATTACHMENTS:

RESOLUTION 2018-26 - RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS.

CONSTRUCTION PLANS FOR THE 2018 STREET RECONDITIONING PROJECT

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

RESOLUTION 2018 - 26

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS FOR THE
2018 STREET RECONDITIONING PROJECT**

WHEREAS, pursuant to Council direction, Hakanson Anderson Associates, Inc. has prepared plans and specifications for the reconditioning (mill and overlay) of Guarani Street NW from Pederson Drive NW to 230th Avenue NW, 230th Avenue NW from Guarani Street NW to Makah Street NW, Jivaro Street NW from Pederson Drive NW to 230th Avenue NW and Lipan Street NW from Pederson Drive NW to 232nd Lane NW; and

WHEREAS, staff has presented such plans and specifications to the council for approval.

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

1. Such plans and specifications, dated July 11, 2018, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper and in the Finance and Commerce, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall specify the work to be done, shall state that bids will be opened at 10:00 a.m. on Thursday August 9th, 2018 in the Community Room adjacent to city hall. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for 5.0 per cent of the amount of such bid.

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

APPROVED:

ATTEST:

Barbara I. Held, City Clerk

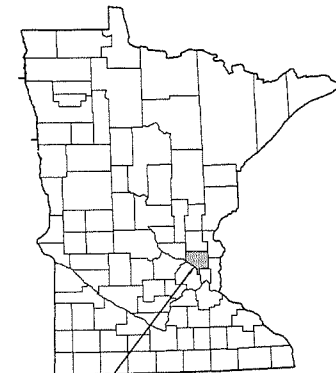
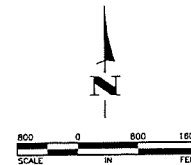
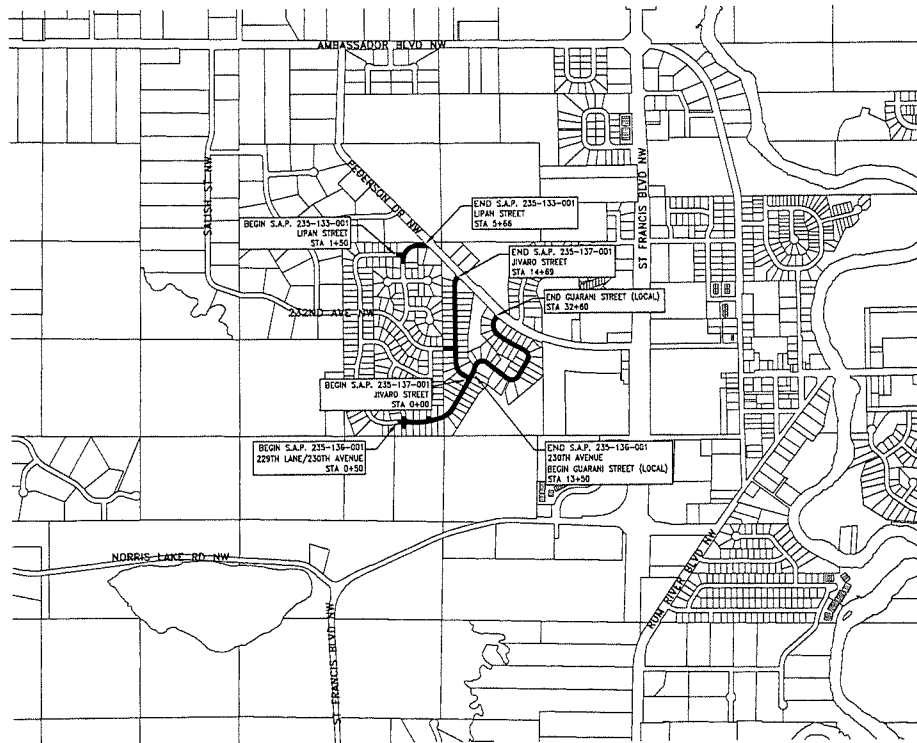
Steven D. Feldman, Mayor

MINNESOTA DEPARTMENT OF TRANSPORTATION

CONSTRUCTION PLANS FOR BITUMINOUS MILL AND OVERLAY

CITY OF ST. FRANCIS

S.A.P. 235-133-001 LOCATED ON LIPAN STREET FROM 232ND LANE TO PEDERSON DRIVE
S.A.P. 235-136-001 LOCATED ON 229TH LANE/230TH AVENUE FROM MAHKA STREET TO JIVARO STREET
S.A.P. 235-137-001 LOCATED ON JIVARO STREET FROM 230TH AVENUE TO PEDERSON DRIVE
SECTION 31, TOWNSHIP 34, RANGE 24



CITY OF ST. FRANCIS,
ANOKA COUNTY,
MINNESOTA

PROJECT
LOCATION

THE SUBSURFACE UTILITY INFORMATION
IN THIS PLAN IS UTILITY QUALITY LEVEL
D. THIS QUALITY LEVEL WAS DETERMINED
ACCORDING TO THE GUIDELINES OF
C/ASCE 38-2, ENTITLED "STANDARD
GUIDELINES FOR THE COLLECTION AND
DEPICTION OF EXISTING SUBSURFACE
UTILITY DATA."

PROJECT	STA. TO STA.	GROSS LENGTH (FEET)	BRIDGE LENGTH (FEET)	NET LENGTH (FEET)	NET LENGTH (MILES)	ADT (2018)	ADT (2036)	DESIGN ESAL	R VALLIE	DESIGN (TON)	DESIGN SPEED (MPH)	NUMBER OF LANE	NUMBER OF PARKING LANES	FUNCTIONAL CLASSIFICATION
235-133-001	1+50 TO 5+66	416	0	416	0.079	794	873	105,555	N/A	10	30	2	1	COLLECTOR
235-136-001	0+50 TO 13+50	1,300	0	1,300	0.246	354	360	47,110	N/A	10	30	2	2	COLLECTOR
235-137-001	0+17 TO 14+69	1,452	0	1,452	0.275	856	942	113,850	N/A	10	30	2	2	COLLECTOR

GOVERNING SPECIFICATIONS

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION
"STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL APPLY.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS, AND ORDINANCES
SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE
LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC
CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR
TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

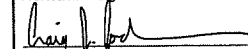
ALL REQUIREMENTS OF THE PROJECT MANUAL FOR THE 2018 STREET
REHABILITATION PROJECT.

SHEET INDEX

THIS PLAN CONTAINS 18 SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	TABULATIONS, DETAILS AND GENERAL NOTES
3	CONSTRUCTION PLAN LIPAN STREET
4	CONSTRUCTION PLAN 229TH LANE AND 230TH AVENUE
5	CONSTRUCTION PLAN 230TH AVENUE AND GUARANI STREET
6	CONSTRUCTION PLAN GUARANI STREET
7	CONSTRUCTION PLAN GUARANI STREET AND JIVARO STREET
8	CONSTRUCTION PLAN JIVARO STREET
9	OVERALL TRAFFIC CONTROL PLAN
10	TYPICAL TRAFFIC CONTROL LAYOUT
11-16	PEDESTRIAN CURB RAMP DETAILS
17-18	SIGN INSTALLATION DETAILS

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

 23461 DATE 6-11-18
CRAIG J. JOCHIM, P.E.
HAKANSON JANERSON
CITY ENGINEER
LIC. NO.

DATE
DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY

DATE
STATE AID ENGINEER: APPROVED FOR STATE AID FUNDING

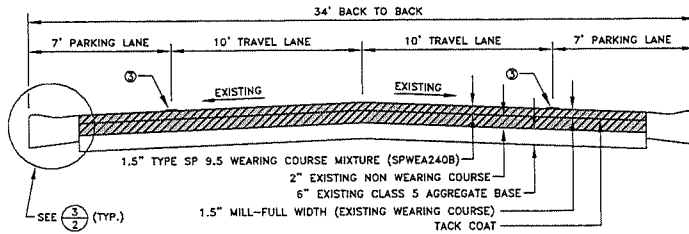
DATE	REVISION
7/17/18	STATE AID COMMENTS

S.A.P. 235-133-001
S.A.P. 235-136-001
S.A.P. 235-137-001

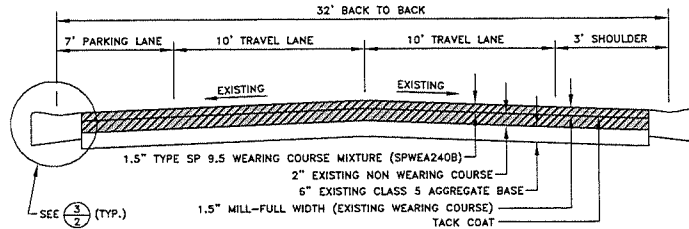
SHEET 1 OF 18 SHEETS

SF316





1
2
TYPICAL FULL WIDTH MILL AND OVERLAY SECTION
229TH LANE/230TH AVENUE/JIVARO STREET AND GUARANI STREET
N.T.S.



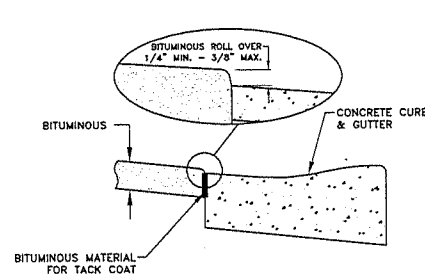
2
2
TYPICAL FULL WIDTH MILL AND OVERLAY SECTION
LIPAN STREET
N.T.S.

GENERAL CONSTRUCTION NOTES:

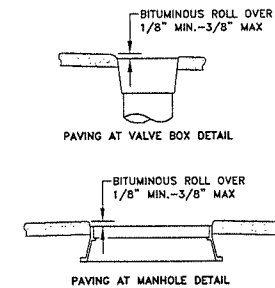
1. SALVAGING AND INSTALLING MAILBOXES IF REQUIRED FOR CONSTRUCTION SHALL BE INCIDENTAL.
2. CONTRACTOR SHALL TAPER/RAMP THE MILL AT ALL MATCH POINTS. ON THE DAY THE PAVEMENT WILL BE CONSTRUCTED AT EACH MATCH POINT THE CONTRACTOR SHALL PROVIDE A STRAIGHT PERPENDICULAR MILL AND REMOVE THE TAPER/RAMP. TAPERING/RAMPING AND PROVIDING A PERPENDICULAR MILL AT ALL MATCH POINTS SHALL BE INCIDENTAL.
3. THE ENGINEER SHALL FIELD MARK ALL REQUIRED CURB REMOVAL. THE MINIMUM CURB REMOVAL WIDTH WILL BE 5 FEET. THE CONTRACTOR SHALL SAWCUT CURB AND GUTTER FULL DEPTH ON EACH SIDE OF THE REMOVAL. SAWCUT WILL BE PAID AS ITEM 2105 SAWING CONCRETE PAVEMENT (FULL DEPTH).
4. IF IT IS NECESSARY TO SALVAGE AND INSTALL STORM SEWER CASTINGS AS PART OF THE CURB REMOVAL THE CONSTRUCTION SHALL BE PER CITY STANDARD PLATE 4-105 WHICH IS INCLUDED IN THE PROJECT MANUAL.
5. EXCEPT AS IDENTIFIED IN REFERENCE NO. 1 ON THIS SHEET THE CONTRACTOR SHALL MILL AROUND ALL CASTINGS AND VALVE BOXES TO A DEPTH OF 1.5 INCHES TO ACCOMMODATE THE NEW PAVEMENT. ADDITIONAL WORK REQUIRED TO MILL AROUND CASTINGS AND VALVE BOXES SHALL BE INCIDENTAL.
6. PAVEMENT TOLERANCES AT CASTINGS AND VALVE BOXES ARE SHOWN ON DETAIL 4 ON THIS SHEET.
7. ALL DISTURBED AREAS AT CURB AND CONCRETE REMOVAL LOCATIONS SHALL BE SEEDED, FERTILIZED AND MULCHED WITH HYDRAULIC BONDED FIBER MATRIX AT THE RATES SHOWN ON THE BASIS OF ESTIMATED QUANTITIES. PRIOR TO PLACING THE SEED CONTRACTOR SHALL SUBCUT DISTURBED AREAS 6 INCHES AND PLACE LOAM TOPSOIL. REMOVAL AND DISPOSAL OF EXISTING MATERIALS AND SOIL SHALL BE INCIDENTAL. ALL LABOR, MATERIAL AND EQUIPMENT REQUIRED TO ESTABLISHING TURF SHALL BE INCLUDED IN THE ITEMS PROVIDED ON THE BID FORM.

REFERENCE NOTES:

- ① ITEM WILL ONLY BE MEASURED/PAID IF STORM SEWER CASTINGS NEED TO BE SALVAGED AND REINSTALLED WITH ADJACENT CONCRETE CURB AND GUTTER REMOVAL. THIS ITEM IS ALSO FOR THE SANITARY SEWER ADJUSTMENT SHOWN ON SHEET 8. ALSO SEE GENERAL NOTE 4 ON THIS SHEET.
- ② THIS ITEM INCLUDES REGROUTING THE CATCH BASIN AND SANITARY SEWER CONCRETE CASTING RINGS.
- ③ CONSTRUCT 4" SOLID LINE-WHITE STRIPE ON 229TH LANE/230TH AVENUE AND JIVARO STREET.



3
2
PAVING AT CURB DETAIL
N.T.S.



4
2
PAVING DETAILS
N.T.S.

STANDARD PLATES	
THESE STANDARD PLATES AS APPROVED BY THE FHWA SHALL APPLY	
PLATE NO.	DESCRIPTION
7038A	DETECTABLE WARNING SURFACE TRUNCATED DOMES
8000I	STANDARD BARRICADES
8000J	CHANNELIZERS

BASIS OF ESTIMATED QUANTITIES	
BITUMINOUS MATERIAL FOR TACK COAT	0.085 gal/yd ²
BITUMINOUS WEARING COURSE MIXTURE	110 lbs/yd ² /in
SEED MIXTURE 25-131	220 lbs/acre
HYDRAULIC BONDED FIBER MATRIX	3,500 lbs/acre
TYPE 1, COMMERCIAL FERTILIZER	400 lbs/acre

ESTIMATED QUANTITIES					S.A.P. 235-133-001 LIPAN STREET	S.A.P. 235-136-001 230TH AVENUE	S.A.P. 235-137-001 JIVARO STREET	LOCAL FUNDING GUARANI STREET
ITEM NO.	REF. NOTES	SPEC. REF.	DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	ESTIMATED QUANTITY	ESTIMATED QUANTITY	ESTIMATED QUANTITY
1		2021.501	MOBILIZATION	LUMP SUM	1	0.13	0.25	0.34
2		2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LN FT	276	228	12	28
3		2104.503	REMOVE CURB AND GUTTER	LN FT	300	60	60	130
4		2104.504	REMOVE CONCRETE WALK	SQ YD	28	28		
5		2232.504	MILL BITUMINOUS SURFACE (1.5")	SQ YD	17,201	1,386	4,456	5,193
6		2367.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	1,462	118	379	441
7		2360.505	TYPE SP 9.5 WEARING COURSE MIXTURE (2.8)	TON	1,632	131	423	493
8	1	2506.602	ADJUST FRAME AND RING CASTING	EACH	4		2	
9	2	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	46	3	11	10
10		2521.518	6" CONCRETE WALK	SQ FT	311	311		
11		2531.503	CONCRETE CURB AND GUTTER DESIGN 5512	LN FT	300	60	60	50
12		2531.616	TRUNCATED DOMES	SQ FT	32	32		
13		2563.601	TRAFFIC CONTROL SUPERVISOR	LUMP SUM	1	0.13	0.25	0.28
14		2563.601	TRAFFIC CONTROL	LUMP SUM	1	0.13	0.25	0.28
15		2564.518	SIGN PANEL TYPE C	SQ FT	8	8		
16		2574.507	LOAM TOPSOIL BORROW, LV	CU YD	36	7	7	6
17		2575.501	TURF ESTABLISHMENT	LUMP SUM	1	0.13	0.25	0.28
18		2582.503	4" SOLID LINE PAINT	LN FT	5504		2600	2804

S.A.P. 235-133-001
S.A.P. 235-136-001
S.A.P. 235-137-001

DATE	REVISION
7/17/18	STATE AID COMPLETE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Date 6-11-18
Lic. No. 23451

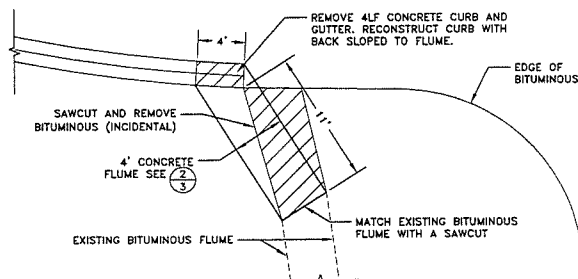
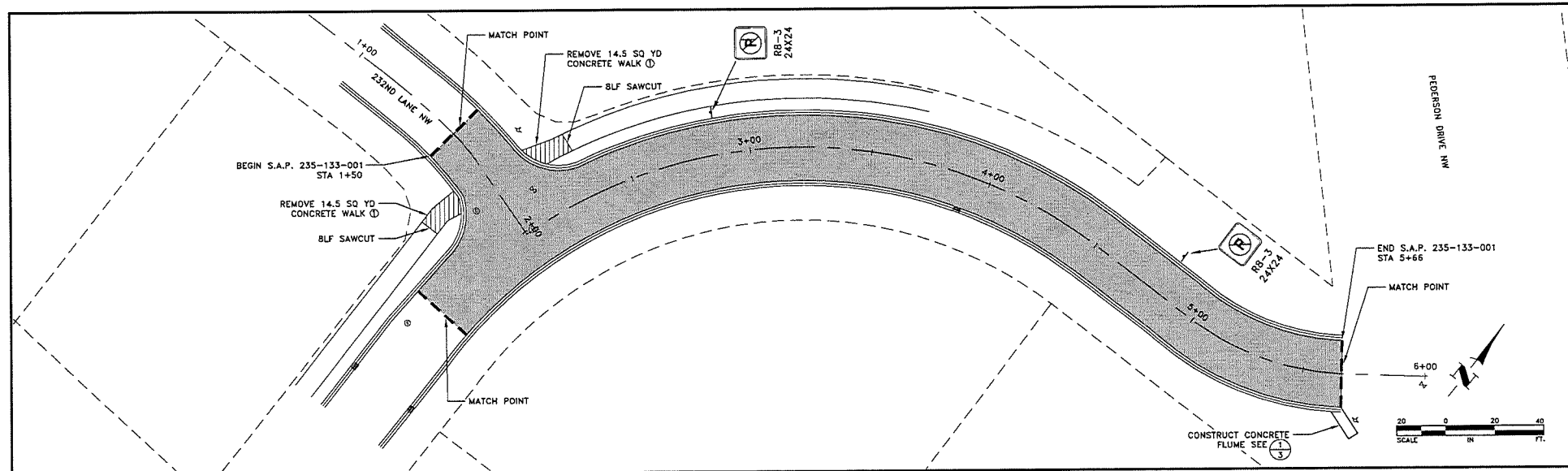
AXON D:
CJJ
MSS
SMN

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.hakanson-anderson.com

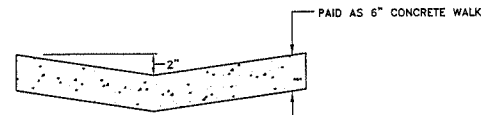
2018 STREET RECONDITIONING
PROJECT

TABULATIONS, DETAILS AND
GENERAL NOTES
CITY OF ST. FRANCIS, MINNESOTA

SHEET
2
OF
18
SHEETS



1 FLUME CONSTRUCTION
N.T.S.



2 CONCRETE FLUME DETAIL
N.T.S.

LEGEND
MILL AND PAVE
SEE 2/2

REFERENCE NOTE:
① SEE SHEETS 11-16 FOR PEDESTRIAN CURB RAMP DETAILS
② ALL SIGNS SHALL HAVE TYPE X1 SHEETING. SIGNS SHALL BE INSTALLED WITH TWO U-POSTS. SEE SHEETS 17 AND 18 FOR ADDITIONAL SIGN INSTALLATION DETAILS.

S.A.P. 235-133-001
S.A.P. 235-136-001
S.A.P. 235-137-001

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DATE	REVISION
7/17/18	STATE AID COMMENTS

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Date 6-11-18
GREG J. JOCHUM, P.E.
Lic. No. 23461

DESIGNED BY:
C.J.J.
DRAWN BY:
MSS
CHECKED BY:
SMN



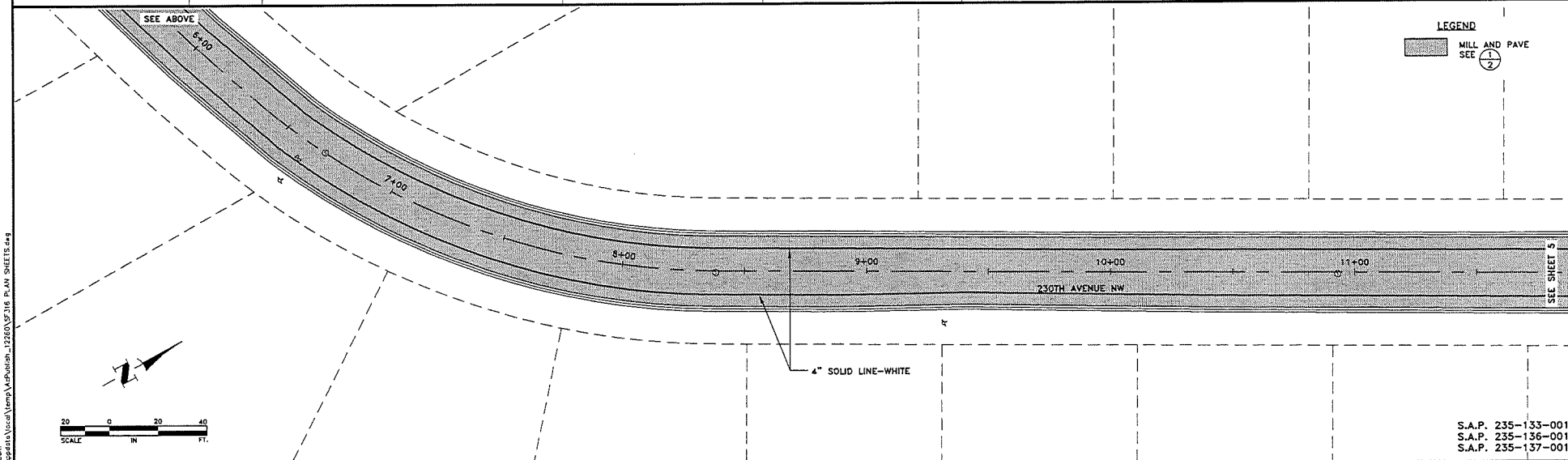
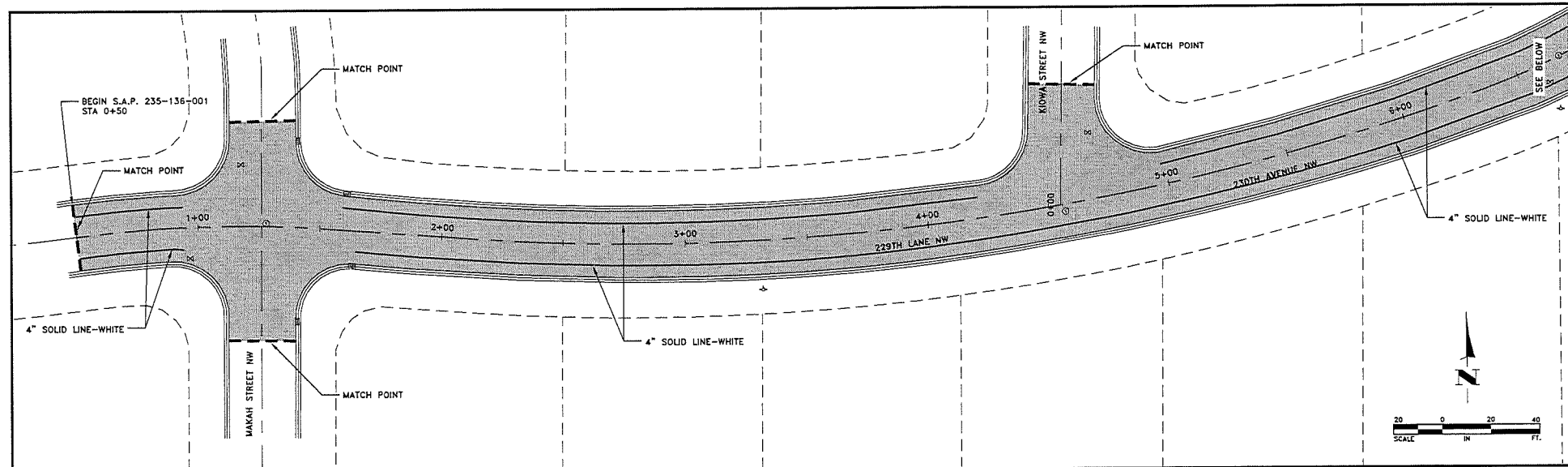
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2018 STREET RECONDITIONING
PROJECT

CONSTRUCTION PLAN
LIPAN STREET
CITY OF ST. FRANCIS, MINNESOTA

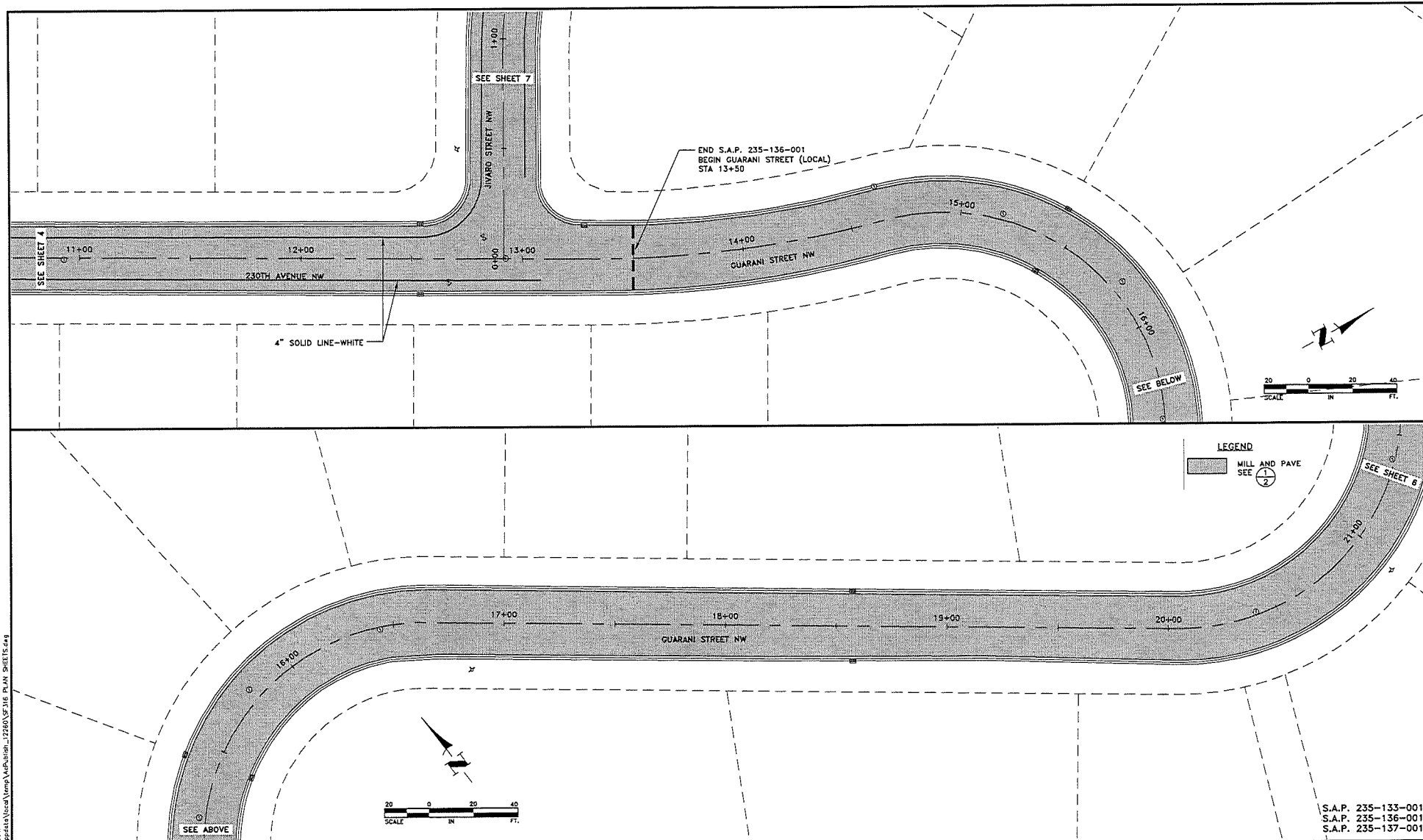
SHEET
3
OF
18
SHEETS

SF318



DATE	REVISION	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  Date 6-11-18 Lic. No. 23451	 Hakanson Anderson Civil Engineers and Land Surveyors 3601 Thurston Ave., Anoka, Minnesota 55303 763-427-5860 FAX 763-427-0520 www.hakanson-anderson.com	2018 STREET RECONDITIONING PROJECT	CONSTRUCTION PLAN 229TH LANE AND 230TH AVENUE CITY OF ST. FRANCIS, MINNESOTA	SHEET 4 OF 18 SHEETS
7/11/18	State Aid Comments					

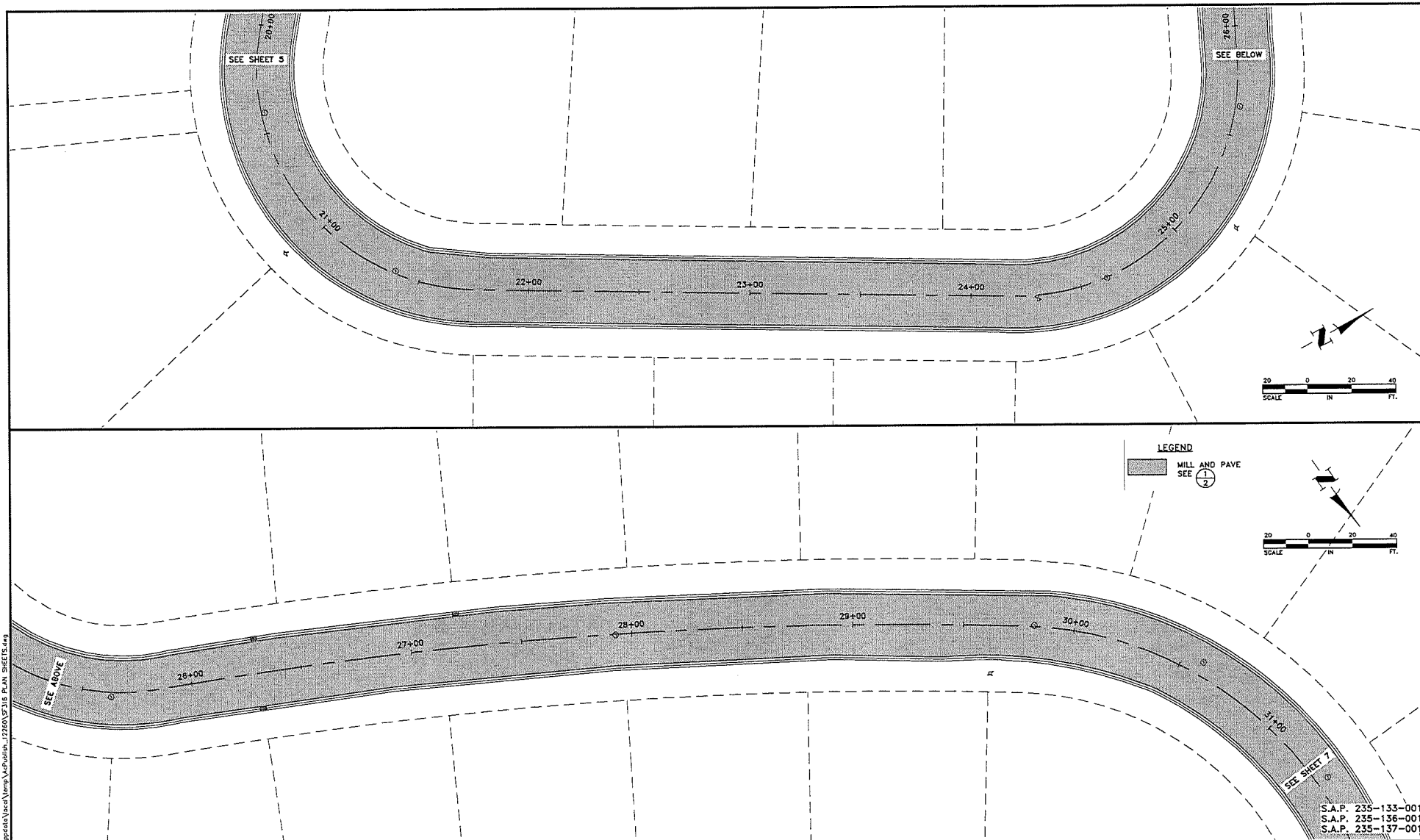
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DATE	REVISION																					
7/17/18	STATE AD COMMENTS																					
DESIGNED BY: CJJ																						
DRAWN BY: MSS																						
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DATE	REVISION
7/11/18	STATE AID COMMENTS

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BRAD J. JOCHUM, P.E.
Date 6-11-18 Lic. No. 23461

DRAWN BY:
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CHECKED BY:
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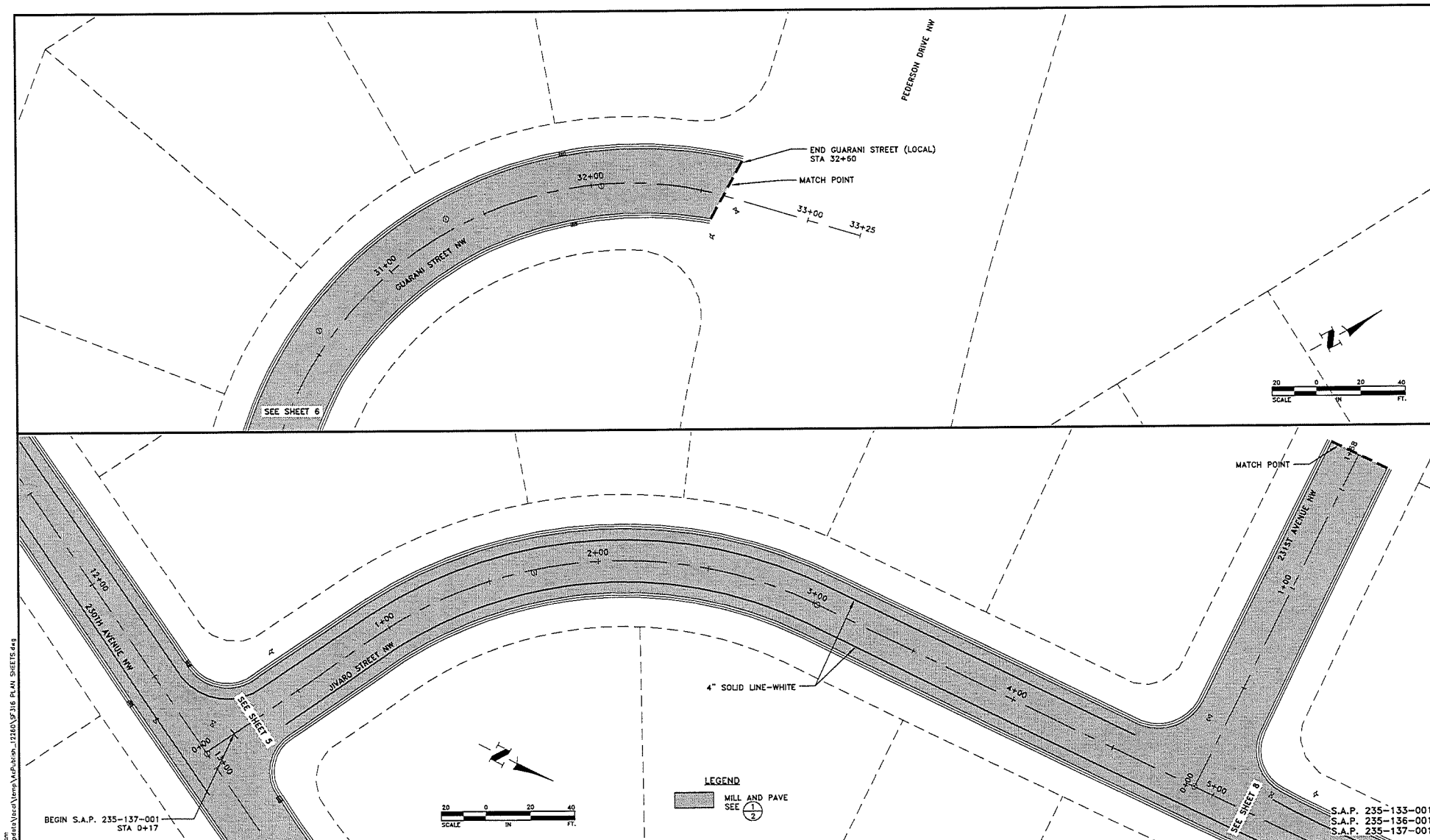
**2018 STREET RECONDITIONING
PROJECT**

CONSTRUCTION PLAN

GUARANI STREET
CITY OF ST. FRANCIS, MINNESOTA

SHEET
6
OF
18
SHEETS
SF316

S.A.P. 235-133-001
S.A.P. 235-136-001
S.A.P. 235-137-001



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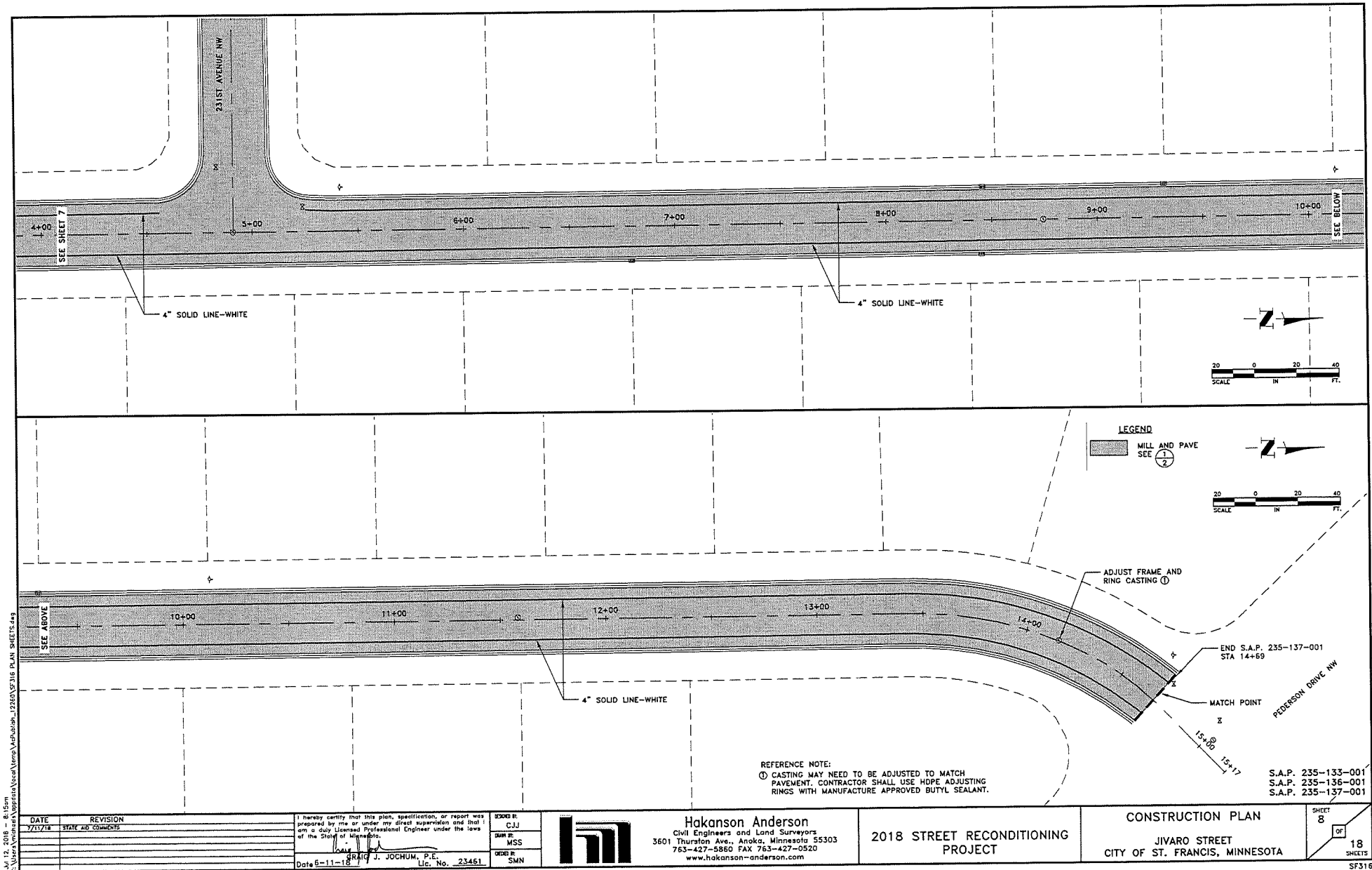


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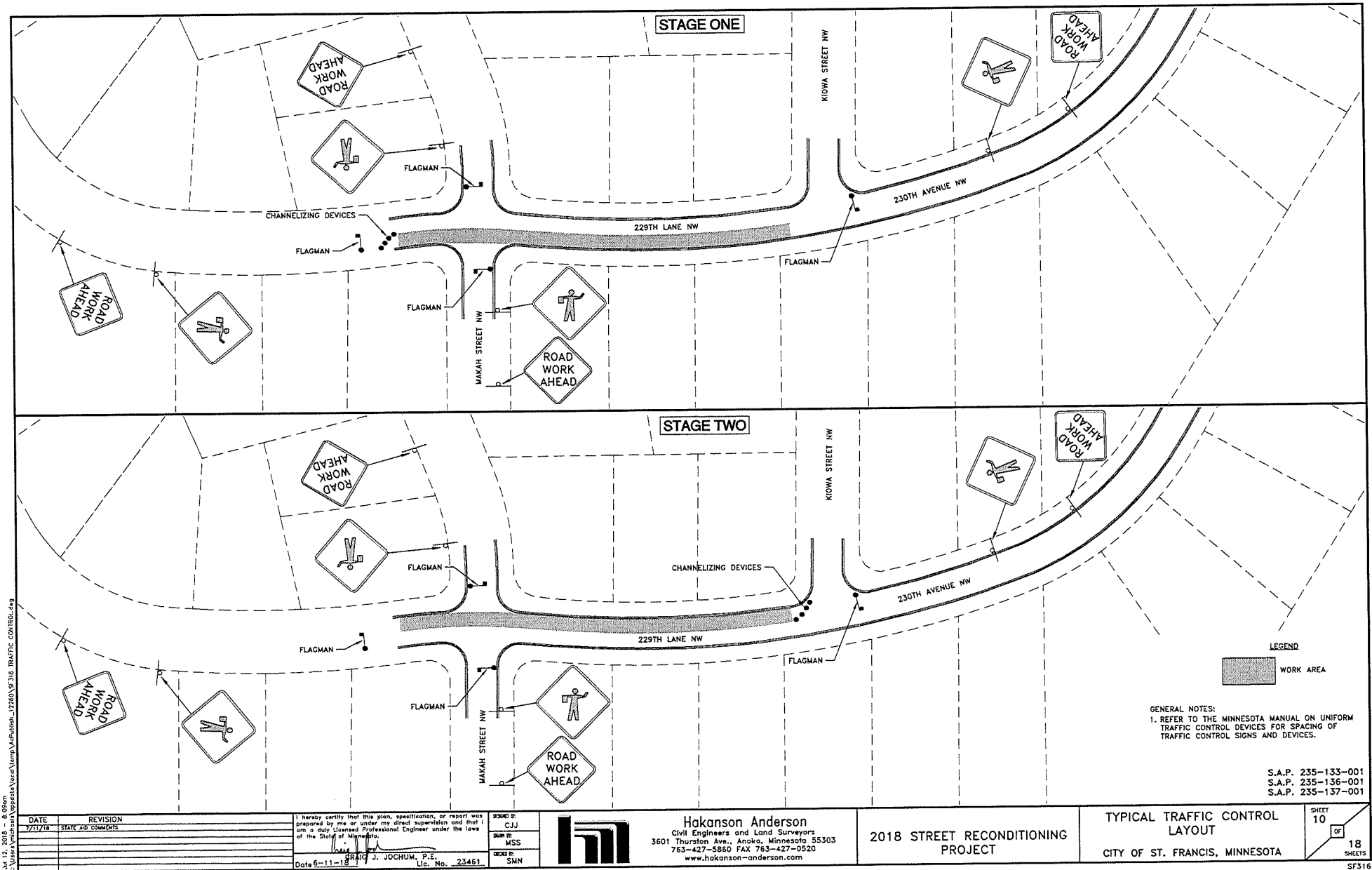
2018 STREET RECONDITIONING
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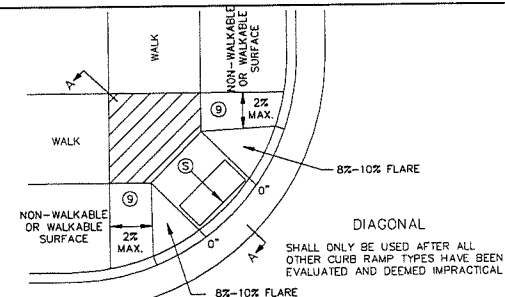
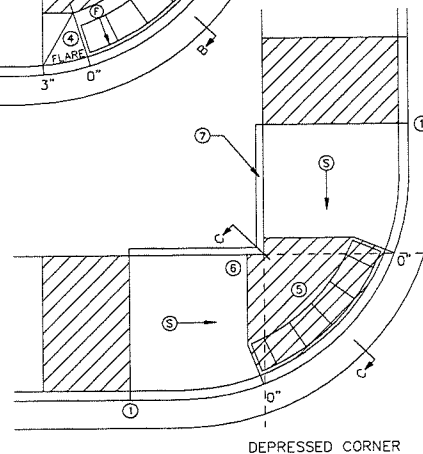
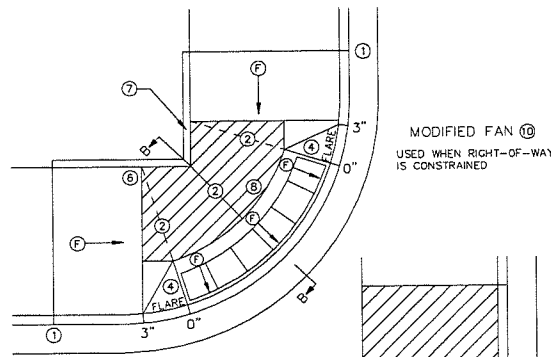
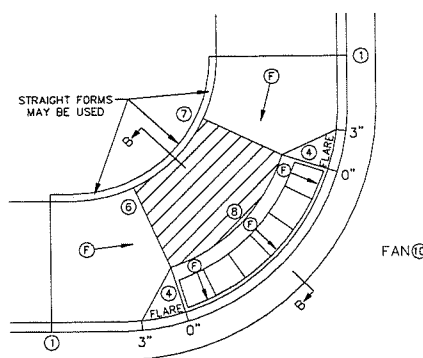
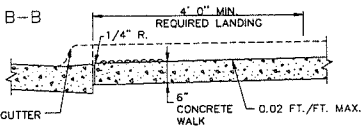
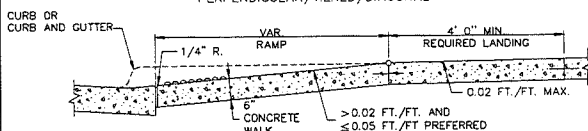
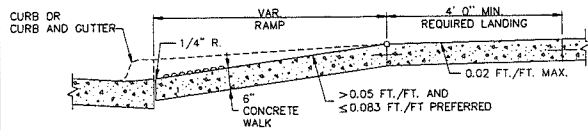
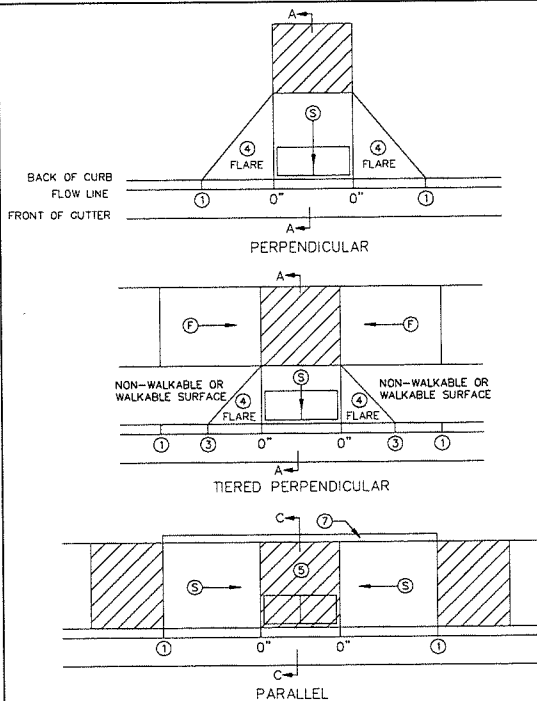
CONSTRUCTION PLAN
 GUARANI STREET AND JIVARO STREET
 CITY OF ST. FRANCIS, MINNESOTA

SHEET 7 OF 18
 SHEETS
 SF316









NOTES:

LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0% AND IF THE APPROACHING WALK IS INVERSE GRADE GREATER THAN 2%.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30' OF VERTICAL RISE WHEN THE LONGITUDINAL RUNNING SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOPS OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES. ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL, THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH (EXCEPT AS STATED IN 6) BELOW.

TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY, FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISIONS - PROSECUTION OF WORK (ADA).

TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER ENTIRE WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK. DETECTABLE WARNING SHOULD BE 6" LESS THAN THE PAR/TRAIL WIDTH. ARC LENGTH OF RADIAL DETECTABLE WARNING SHOULD NOT BE GREATER THAN 20 FEET.

RECTANGULAR DETECTABLE WARNINGS SHALL BE SETBACK 3" FROM THE BACK OF CURB. RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB.

- 1 MATCH FULL HEIGHT CURB
- 2 4' MINIMUM DEPTH LANDING REQUIRED ACROSS TOP OF RAMP.
- 3 3" HIGH CURB WHEN USING A 3' LONG RAMP, 4" HIGH CURB WHEN USING A 4' LONG RAMP.
- 4 SEE SHEET 53, TYPICAL SIDE TREATMENT OPTIONS, FOR DETAILS ON FLARES AND RETURNED CURBS, WHEN INITIAL LANDING IS AT FULL CURB HEIGHT.
- 5 DETECTABLE WARNINGS MAY BE PART OF THE 4' X 4' MIN. LANDING AREA IF IT IS NOT FEASIBLE TO CONSTRUCT THE LANDING OUTSIDE OF THE DETECTABLE WARNING AREA.
- 6 THE GRADE BREAK SHALL BE PERPENDICULAR TO THE BACK OF WALK, THIS WILL ENSURE THAT THE GRADE BREAK IS PERPENDICULAR TO THE DIRECTION OF TRAVEL (TYPICAL FOR ALL).
- 7 WHEN ADJACENT TO GRASS, GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
- 8 A 7' MIN TOP RADIUS GRADE BREAK REQUIRED TO BE CONSTRUCTIBLE.
- 9 PAVE FULL WALK WIDTH.
- 10 *S* SLOPES ON FANS SHALL ONLY BE USED WHEN ALL OTHER FEASIBLE OPTIONS HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL.

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT, IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

⑤ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.

⑥ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.

⑦ LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX. 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.

X" CURB HEIGHT

REVISION:

APPROVED: JANUARY 23, 2017

OPERATING ENGINEER

S.A.P. 235-133-001
S.A.P. 235-136-001
S.A.P. 235-137-001



Tom S. Smith
STATE DESIGN ENGINEER

REVISED:

APPROVED:

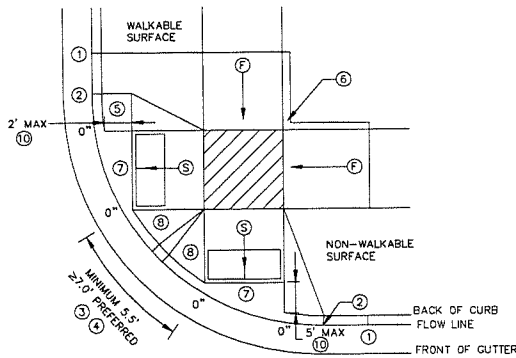
1-23-2017

PEDESTRIAN CURB RAMP DETAILS

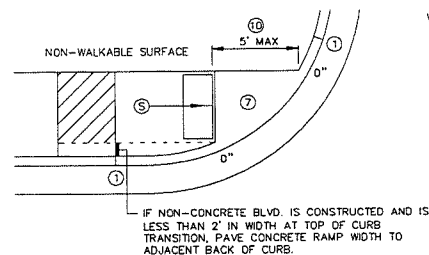
SHEET 11 OF 18

STANDARD PLAN 5-297.250

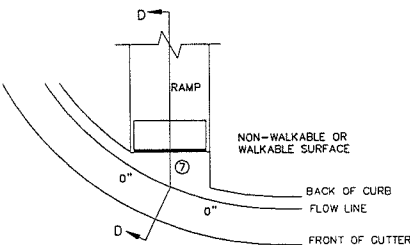
1 OF 6



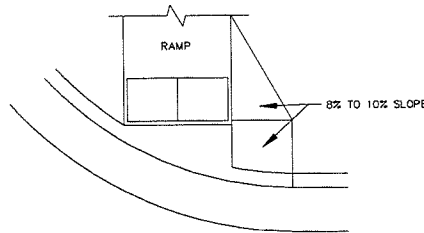
COMBINED DIRECTIONAL ⑨



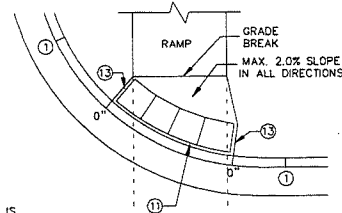
STANDARD ONE-WAY DIRECTIONAL ⑨



CURB FOR DIRECTIONAL RAMPS ⑩

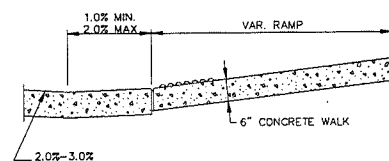
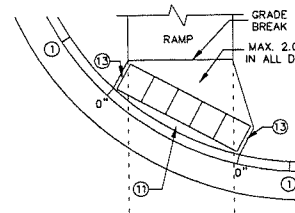


DIRECTIONAL RAMP WALKABLE FLARE

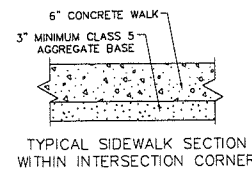


DETECTABLE WARNING PLACEMENT WHEN SETBACK CRITERIA IS EXCEEDED ⑫

ONE-WAY DIRECTIONAL WITH DETECTABLE WARNING AT BACK OF CURB



SECTION D-D



TYPICAL SIDEWALK SECTION WITHIN INTERSECTION CORNER

NOTES:

LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30' OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOP GRADE BREAK OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.

ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL.

THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH.

TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISION (PROSECUTION OF WORK).

TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER ENTIRE WIDTH OF SHARED-USE PATH AND THE ENTIRE PAR WIDTH OF THE WALK. DETECTABLE WARNING SHOULD BE 6" LESS THAN THE PAR/PATH WIDTH. ARC LENGTH OF RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

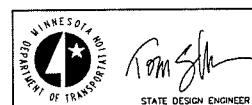
RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3' MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB. SEE NOTES ⑩&⑪ FOR INFORMATION REGARDING RECTANGULAR DETECTABLE WARNING PLACEMENT.

- ① MATCH FULL CURB HEIGHT.
- ② 3" HIGH CURB WHEN USING A 3' LONG RAMP.
- ③ 4" HIGH CURB WHEN USING A 4' LONG RAMP.
- ④ 3" MINIMUM CURB HEIGHT (5.5' MIN. DISTANCE REQUIRED BETWEEN DOMES).
- ⑤ 4" PREFERRED (7' MIN. DISTANCE REQUIRED BETWEEN DOMES).
- ⑥ THE "BUMP" IN BETWEEN THE RAMPS SHOULD NOT BE IN THE PATH OF TRAVEL FOR COMBINED DIRECTIONAL RAMPS. IF THIS OCCURS MODIFY THE RAMP LOCATION OR SWITCH RAMP TO A FAN/DEPRESSED CORNER.
- ⑦ WHEN USING CONCRETE PAVED FLARES ON THE OUTSIDE OF DIRECTIONAL RAMPS, AND ADJACENT TO A WALKABLE SURFACE, DIRECTIONAL RAMP FLARES SHOULD BE USED. SEE THE DETAIL ON THIS SHEET.
- ⑧ GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
- ⑨ MAX. 2.0% SLOPE IN ALL DIRECTIONS IN FRONT OF GRADE BREAK AND DRAIN TO FLOW LINE. SHALL BE CONSTRUCTED INTEGRAL WITH CURB AND GUTTER.
- ⑩ 8% TO 10% WALKABLE FLARE.
- ⑪ PLACE DOMES AT THE BACK OF CURB WHEN ALLOWABLE SETBACK CRITERIA IS EXCEEDED.
- ⑫ FRONT EDGE OF DETECTABLE WARNING SHALL BE SET BACK 2' MAXIMUM WHEN ADJACENT TO WALKABLE SURFACE, AND 5' MAXIMUM WHEN ADJACENT TO NON-WALKABLE SURFACE WITH ONE CORNER SET 3' FROM BACK OF CURB. A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.
- ⑬ RECTANGULAR DETECTABLE WARNINGS MAY BE SETBACK UP TO 9' FROM THE BACK OF CURB WITH CORNERS SET 3' FROM BACK OF CURB. IF 9' SETBACK IS EXCEEDED USE RADIAL DETECTABLE WARNINGS.
- ⑭ FOR DIRECTIONAL RAMPS WITH THE DETECTABLE WARNINGS PLACED AT THE BACK OF CURB, THE DETECTABLE WARNINGS SHALL COVER THE ENTIRE WIDTH OF THE WALK/PATH. THIS ENSURES A DETECTABLE EDGE AND HELPS ELIMINATE THE CURB TAPER OBSTRUCTING THE PATH OF PEDESTRIAN TRAVEL.
- ⑮ THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE BACK OF CURB. MAINTAIN 3" BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
- ⑯ TO BE USED FOR ALL DIRECTIONAL RAMPS, EXCEPT WHERE DOMES ARE PLACED ALONG THE BACK OF CURB.

LEGEND	
⑨	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
⑩	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
⑪	LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX. 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.
X"	CURB HEIGHT

REVISION:
APPROVED: JANUARY 23, 2017

S.A.P. 235-133-001
S.A.P. 235-136-001
S.A.P. 235-137-001



REVISED:

APPROVED:

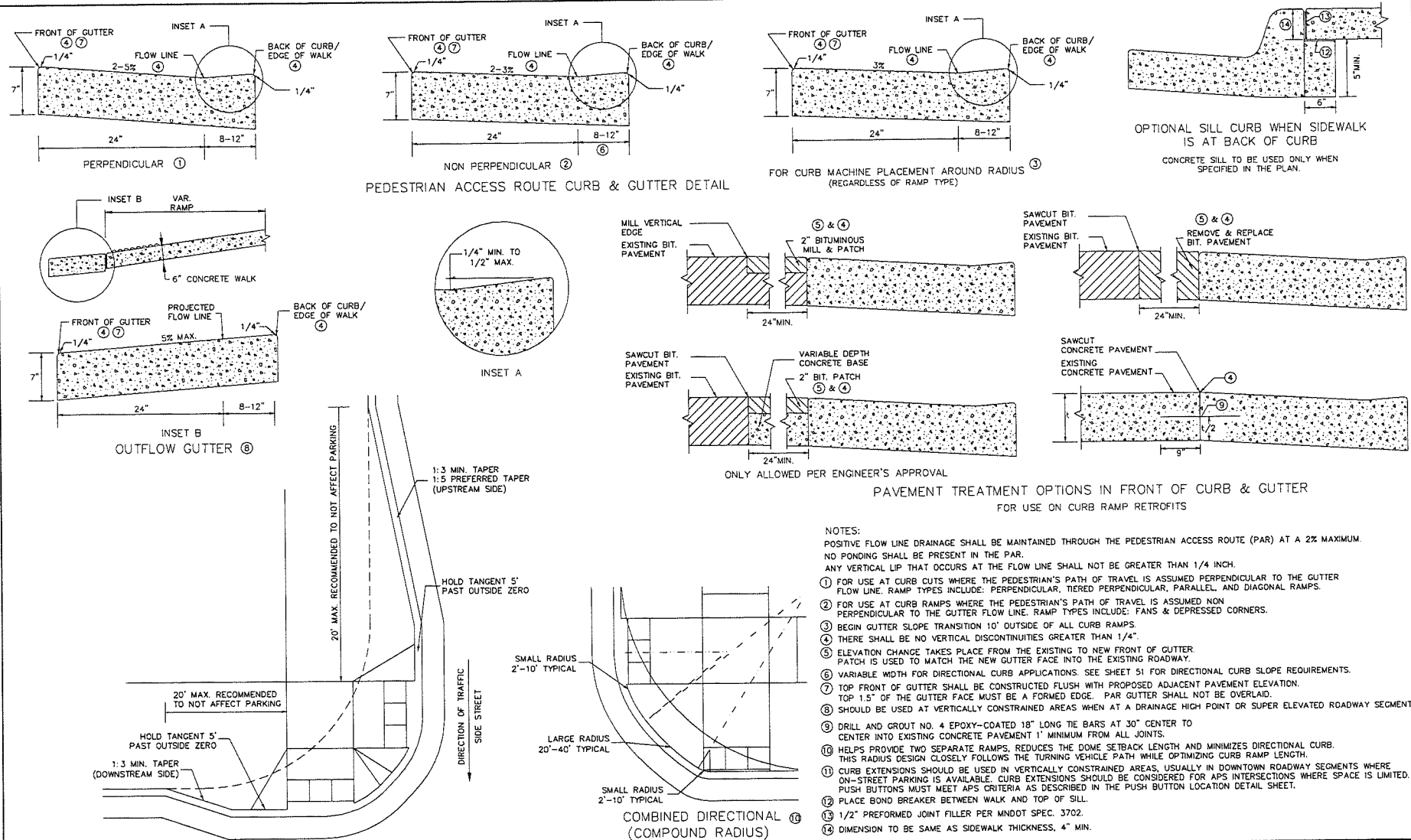
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PEDESTRIAN CURB RAMP DETAILS

SHEET 12 OF 18

STANDARD PLAN 5-297.250

2 OF 6



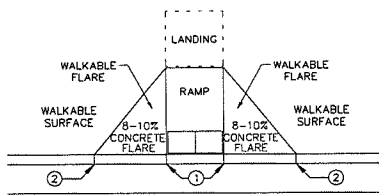
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REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER

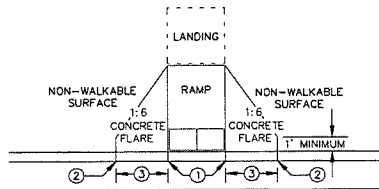
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REVISOR:
APPROVED: 1-23-2017
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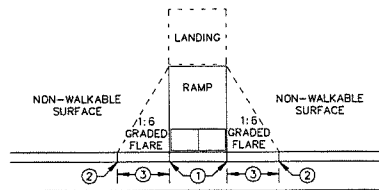
PEDESTRIAN CURB RAMP DETAILS
SHEET 13 OF 18
STANDARD PLAN 5-297.250
3 OF 6



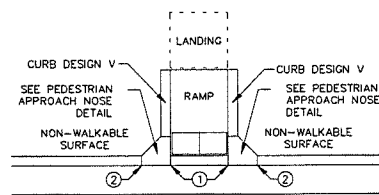
PAVED FLARES
ADJACENT TO WALKABLE SURFACE



PAVED FLARES
ADJACENT TO NON-WALKABLE SURFACE

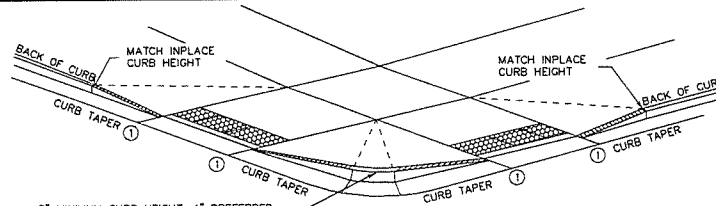


GRADED FLARES



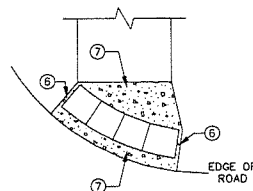
RETURNED CURB ⑤

TYPICAL SIDE TREATMENT OPTIONS ④ ①

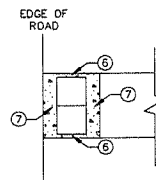


3" MINIMUM CURB HEIGHT, 4" PREFERRED
(MEASURED AT FRONT FACE OF CURB)
FOR A MIN. 6" LENGTH (MEASURED ALONG FLOW LINE)

DETECTABLE EDGE WITH ⑧
CURB AND GUTTER

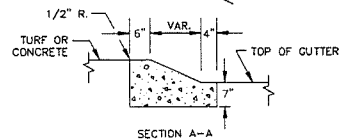
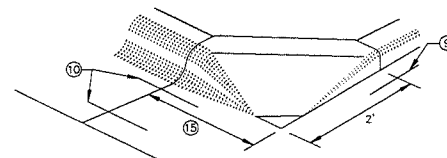


RADIAL DETECTABLE WARNING

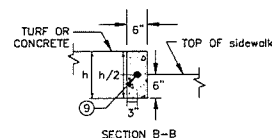


RECTANGULAR DETECTABLE WARNING

DETECTABLE EDGE WITHOUT CURB AND GUTTER

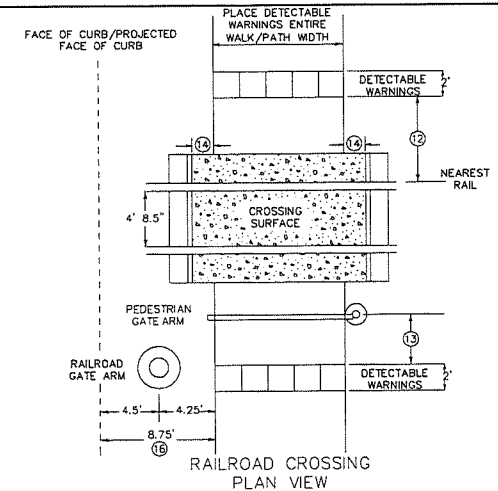


SECTION A-A



SECTION B-B

PEDESTRIAN APPROACH
NOSE DETAIL
(FOR RETURNED CURB
SIDE TREATMENT)



NOTES:

- SEE STANDARD PLATE 7038 AND THIS SHEET FOR ADDITIONAL DETAILS ON DETECTABLE WARNING.
- A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.
- CONCRETE FLARE LENGTHS ADJACENT TO NON-WALKABLE SURFACES SHOULD BE LESS THAN 8' LONG MEASURED ALONG THE RAMPS FROM THE BACK OF CURB.
- ① 0" CURB HEIGHT.
- ② FULL CURB HEIGHT.
- ③ 2' FOR 4" HIGH CURB AND 3' FOR 6" HIGH CURB.
- ④ SIDE TREATMENTS ARE APPLICABLE TO ALL RAMP TYPES AND SHOULD BE IMPLEMENTED AS NEEDED AS FIELD CONDITIONS DICTATE. THE ENGINEER SHALL DETERMINE THE RAMP SIDE TREATMENTS BASED ON MAINTENANCE OF BOTH ROADWAY AND SIDEWALK, ADJACENT PROPERTY CONSIDERATIONS, AND MITIGATING CONSTRUCTION IMPACTS.
- ⑤ TYPICALLY USED FOR MEDIANS AND ISLANDS.
- ⑥ WHEN NO CONCRETE FLARES ARE PROPOSED, THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE EDGE OF ROADWAY. MAINTAIN 3" MAX. BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
- ⑦ IF NO CURB AND GUTTER IS PLACED IN RURAL SECTIONS, DETECTABLE WARNINGS SHALL BE PLACED 1' FROM THE EDGE OF BITUMINOUS ROADWAY AND/OR BITUMINOUS SHARED-USE PATH TO PROVIDE VISUAL CONTRAST.
- ⑧ ALL CONSTRUCTED CURBS MUST HAVE A CONTINUOUS DETECTABLE EDGE FOR THE VISUALLY IMPAIRED. THIS DETECTABLE EDGE REQUIRES DETECTABLE WARNINGS WHEREVER THERE IS ZERO-INCH HIGH CURB. CURB TAPERS ARE CONSIDERED A DETECTABLE EDGE WHEN THE TAPER STARTS WITHIN 3" OF THE EDGE OF THE DETECTABLE WARNINGS AND UNIFORMLY RISES TO A 3-INCH MINIMUM CURB HEIGHT. ANY CURB NOT PART OF A CURB TAPER AND LESS THAN 3 INCHES IN HEIGHT IS NOT CONSIDERED A DETECTABLE EDGE AND THEREFORE IS NOT COMPLIANT WITH ACCESSIBILITY STANDARDS.
- ⑨ DRILL AND GROUT 1 - NO. 4 12" LONG REINFORCEMENT BAR (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE V CURB.
- ⑩ DRILL AND GROUT 2 - NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE CURB AND GUTTER.
- ⑪ SIDE TREATMENT EXAMPLES SHOWN ARE WHEN THE INITIAL LANDING IS APPROXIMATELY LEVEL WITH THE FULL HEIGHT CURB (I.E. 6" LONG RAMP FOR 6" HIGH CURB). WHEN THE INITIAL LANDING IS MORE THAN 1" BELOW FULL HEIGHT CURB REFER TO SHEETS 1 & 2 TO MODIFY THE CURB HEIGHT TAPERS AND MAINTAIN POSITIVE BOULEVARD DRAINAGE.
- ⑫ NEAREST EDGE OF DETECTABLE WARNING SURFACES SHALL BE PLACED 12' MINIMUM TO 15' MAXIMUM FROM THE NEAREST RAIL. FOR SKEWED RAILWAYS IN NO INSTANCE SHALL THE DETECTABLE WARNING BE CLOSER THAN 12' MEASURED PERPENDICULAR TO THE NEAREST RAIL.
- ⑬ WHEN PEDESTRIAN GATES ARE PROVIDED, DETECTABLE WARNING SURFACES SHALL BE PLACED ON THE SIDE OF THE GATES OPPOSITE THE RAIL, 2' FORM THE APPROACHING SIDE OF THE GATE ARM. THIS CRITERIA GOVERNS OVER NOTE ⑫.
- ⑭ CROSSING SURFACE SHALL EXTEND 2' MINIMUM PAST THE OUTSIDE EDGE OF WALK OR SHARED-USE PATH.
- ⑮ 3' FOR MEDIANS AND SPLITTER ISLANDS. NOSE CAN BE REDUCED TO 2' ON FREE RIGHT ISLANDS.
- ⑯ SIDEWALK TO BE PLACED 8.75' MIN. FROM THE FACE OF CURB/PROJECTED FACE OF CURB. THIS ENSURES MIN. CLEARANCE BETWEEN THE SIDEWALK AND GATE ARM COUNTERWEIGHT SUPPORTS.

REVISED:

APPROVED:

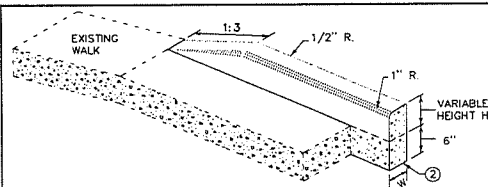
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PEDESTRIAN CURB RAMP DETAILS

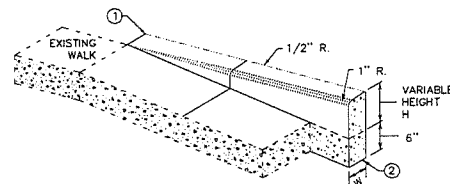
SHEET 14 OF 18

STANDARD PLAN 5-297.250

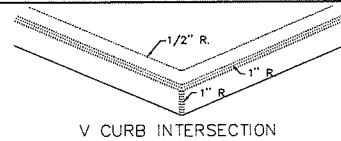
4 OF 6



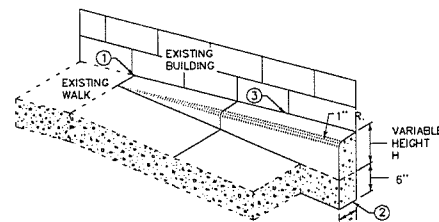
V CURB ADJACENT TO LANDSCAPE
CURB WITHIN SIDEWALK LIMITS



V CURB ADJACENT TO LANDSCAPE
CURB OUTSIDE SIDEWALK LIMITS

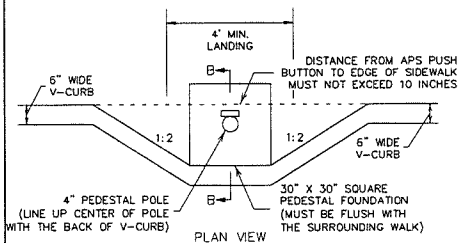


V CURB INTERSECTION

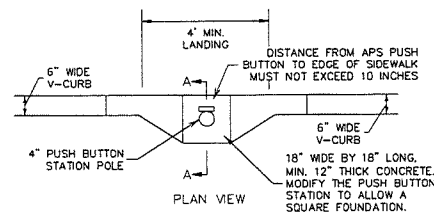


V CURB ADJACENT TO BUILDING
OR BARRIER

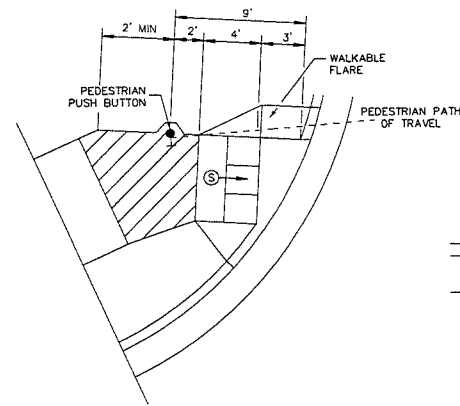
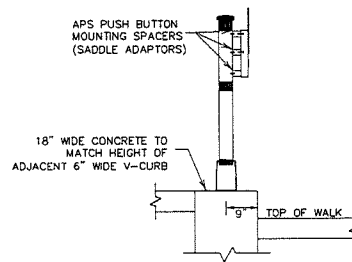
CONCRETE CURB DESIGN V	
CURB HEIGHT H	CURB WIDTH W
< 6"	4"
≥ 6"	6"



SIGNAL PEDESTAL & PUSH BUTTON (V-CURB)

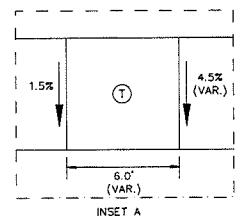
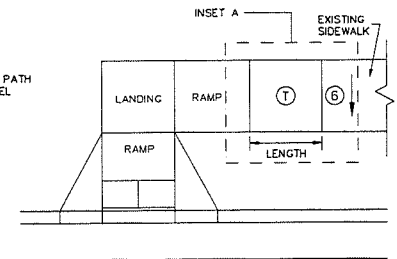


PUSH BUTTON STATION (V-CURB)



SEMI-DIRECTIONAL RAMP (3,4,9)

3' DOME SETBACK, 4' LONG RAMP AND
PUSH BUTTON 9' FROM THE BACK OF CURB
PRIMARILY USED FOR APS APPLICATIONS
WHERE THE PAR DOES NOT CONTINUE PAST
THE PUSH BUTTON (DEAD-END SIDEWALK)



TRANSITION PANEL 4 5

NOTES:

A WALKABLE FLARE IS AN 8-10% CONCRETE FLARE THAT IS REQUIRED WHEN THE FLARE IS
ADJACENT TO A WALKABLE SURFACE, OR WHEN THE PEDESTRIAN PATH OF TRAVEL OF A
PUSH BUTTON TRAVERSES THE FLARE.

ALL V CURB CONTRACTION JOINTS SHALL MATCH CONCRETE WALK JOINTS.

WHERE RIGHT-OF-WAY ALLOWS, USE OF V CURB SHOULD BE MINIMIZED. GRADING ADJACENT
TURF OR SLOPING ADJACENT PAVEMENT IS PREFERRED.

V CURB SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS.

V CURB NEXT TO BUILDING SHALL BE A 4" WIDTH AND SHALL MATCH PREVIOUS TOP
OF SIDEWALK ELEVATIONS.

① END TAPERS AT TRANSITION SECTION SHALL MATCH INPLACE SIDEWALK GRADES.

② ALL V CURB SHALL MATCH BOTTOM OF ADJACENT WALK.

③ EDGE BETWEEN NEW V CURB AND INPLACE STRUCTURE SHALL BE SEALED AND
BOND BREAKER SHALL BE USED BETWEEN EXISTING STRUCTURE AND PLACED V-CURB.

④ THE MAX. RATE OF CROSS SLOPE TRANSITIONING IS 1 LINEAR FOOT OF SIDEWALK

PER HALF PERCENT CROSS SLOPE. WHEN PAR WIDTH IS GREATER THAN 6' OR THE

RUNNING SLOPE IS GREATER THAN 5%, DOUBLE THE CALCULATED TRANSITION LENGTH.

⑤ TRANSITION PANELS ARE TO ONLY BE USED AFTER THE RAMP, OR IF NEEDED, LANDING

AREA AT THE FULL CURB HEIGHT (TYPICAL SECTION).

⑥ EXISTING CROSS SLOPE GREATER THAN 2.0%.

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT, IF SITE
CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 6.3% OR FLATTER ARE ALLOWED.

⑤ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN
5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN
AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.

① LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX
2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.

TRANSITION PANEL(S) - TO BE USED FOR TRANSITIONING THE CROSS-SLOPE OF A
RAMP TO THE EXISTING WALK CROSS-SLOPE. RATE OF TRANSITION SHOULD BE 0.5%
PER 1 LINEAR FOOT OF WALK. SEE THIS SHEET FOR ADDITIONAL INFORMATION.

REVISED:

PEDESTRIAN CURB RAMP DETAILS

SHEET 15 OF 18

APPROVED:

1-23-2017

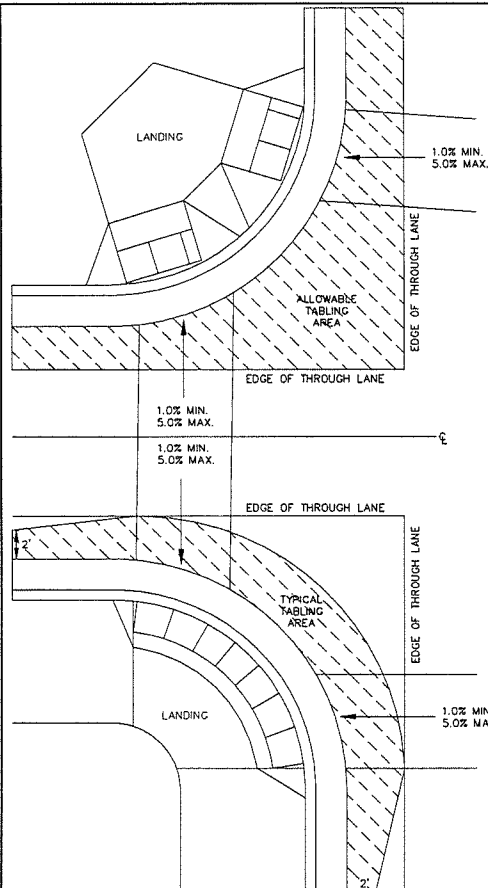
STANDARD PLAN 5-297.250

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S.A.P. 235-137-001

REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER



CURB LINE AND ROAD CROSSING ADJUSTMENTS

"TABLING" OF CROSSWALKS MEANS MAINTAINING LESS THAN 2% CROSS SLOPE WITHIN A CROSSWALK. IS REQUIRED WHEN A ROADWAY IS IN A STOP OR YIELD CONDITION AND THE PROJECT SCOPE ALLOWS.

RECONSTRUCTION PROJECTS: ON FULL PAVEMENT REPLACEMENT PROJECTS "TABLING" OF ENTIRE CROSSWALK SHALL OCCUR WHEN FEASIBLE.

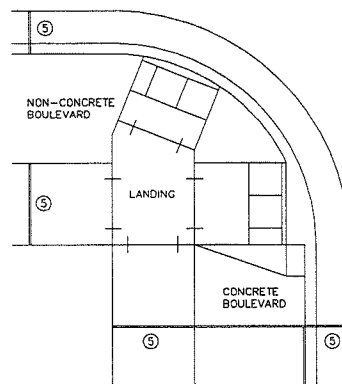
MILL & OVERLAY PROJECTS: "TABLING" OF FLOW LINES IN FRONT OF THE PEDESTRIAN RAMP IS REQUIRED WHEN THE EXISTING FLOW LINE IS GREATER THAN 2% WARPAGE OF THE BITUMINOUS PAVEMENT CAN NOT EXTEND INTO THE THROUGH LANE. TABLE THE FLOW LINE TO 2% OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:

- 1) 1.0% MIN. CROSS-SLOPE OF THE ROAD
- 2) 5.0% MAX. CROSS-SLOPE OF THE ROAD
- 3) "TABLE" FLOW LINE UP TO 4% CHANGE FROM EXISTING SLOPE IN FRONT OF PEDESTRIAN RAMP
- 4) UP TO 2% CHANGE IN FLOW LINE FROM EXISTING SLOPE BEYOND THE PEDESTRIAN CURB RAMP

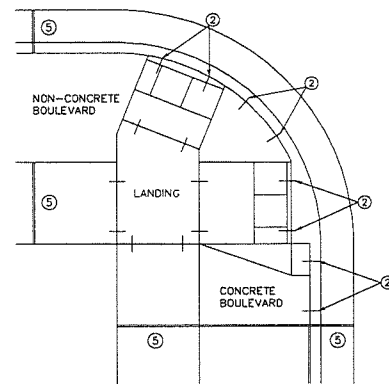
STAND-ALONE ADA RETROFITS: FOLLOW MILL & OVERLAY CRITERIA ABOVE HOWEVER ALL PAVEMENT WARPAGE IS DONE WITH BITUMINOUS PATCHING ON BITUMINOUS ROADWAYS AND FULL-DEPTH APRON REPLACEMENT ON CONCRETE ROADWAYS.

RAISING OF CURB LINES SHOULD OCCUR IN VERTICALLY CONSTRAINED AREAS. RAISE THE CURB LINES ENOUGH TO ALLOW COMPLIANT RAMPS OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:

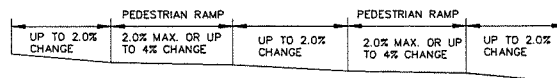
- 1) 1.0% MIN. AND 5.0% MAXIMUM CROSS-SLOPE OF THE ROAD
- 2) 1.0% MIN. FLOW LINE (ON EITHER SIDE OF PEDESTRIAN RAMP) TO MAINTAIN POSITIVE DRAINAGE
- 3) 5.0% RECOMMENDED MAX. FLOW LINE
- 4) LONGITUDINAL THROUGH LANE ROADWAY TAPERS SHOULD BE 1" VERTICAL PER 15' HORIZONTAL



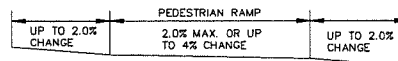
EXPANSION MATERIAL PLACEMENT FOR CONCRETE AND BITUMINOUS ROADWAYS



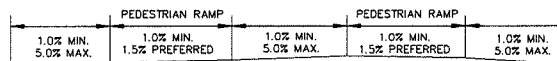
OPTIONAL CURB LINE REINFORCEMENT PLACEMENT ON BITUMINOUS ROADWAYS



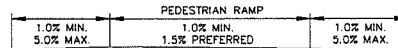
FLOW LINE PROFILE "TABLE" - TWIN PERPENDICULARS



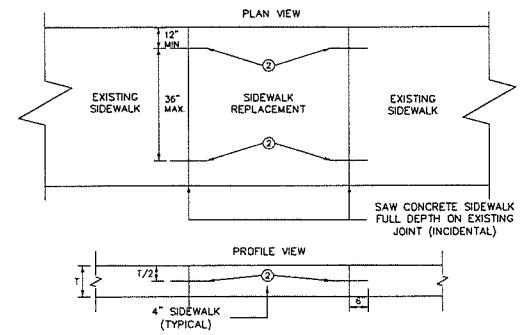
FLOW LINE PROFILE "TABLE" - FAN



FLOW LINE PROFILE RAISE - TWIN PERPENDICULARS

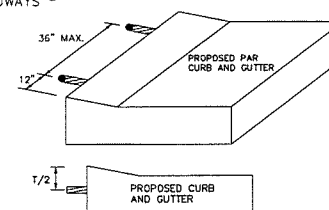


FLOW LINE PROFILE RAISE - FAN

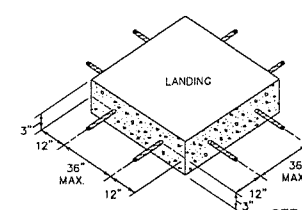


OPTIONAL SIDEWALK REINFORCEMENT

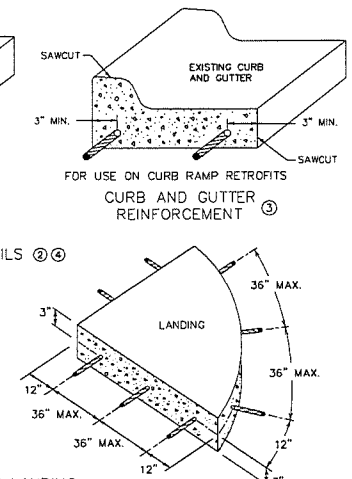
SIDEWALK REINFORCEMENT TO BE USED ONLY WHEN SPECIFIED IN THE PLAN.



OPTIONAL CURB LINE REINFORCEMENT DETAILS



SEPARATE LANDING POUR REINFORCEMENT



CURB AND GUTTER REINFORCEMENT

NOTES:

- ① TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON THIS SHEET FOR ALL SEPARATELY POURED INITIAL LANDINGS.
- ② DRILL AND GROUT NO. 4 12" LONG REINFORCEMENT BARS AT 36" MAXIMUM CENTER TO CENTER (EPOXY COATED). BARS TO BE ADJUSTED TO MATCH RAMP GRADE.
- ③ DRILL AND GROUT 2 - NO. 4 x 12" LONG REINFORCEMENT BARS (EPOXY COATED). REINFORCEMENT REQUIRED FOR ALL CONSTRUCTION JOINTS WITHIN RADIUS.
- ④ THIS OPTIONAL CURB LINE REINFORCEMENT DETAIL SHOULD ONLY BE USED ON BITUMINOUS ROADWAYS WHEN SPECIFIED IN THE PLAN.
- ⑤ 1/2 IN. PREFORMED JOINT FILLER MATERIAL PER MNDOT SPEC. 3702.

S.A.P. 235-133-001
S.A.P. 235-136-001
S.A.P. 235-137-001



Tom S. J. H.
STATE DESIGN ENGINEER

REVISED:

APPROVED:

1-23-2017

PEDESTRIAN CURB RAMP DETAILS

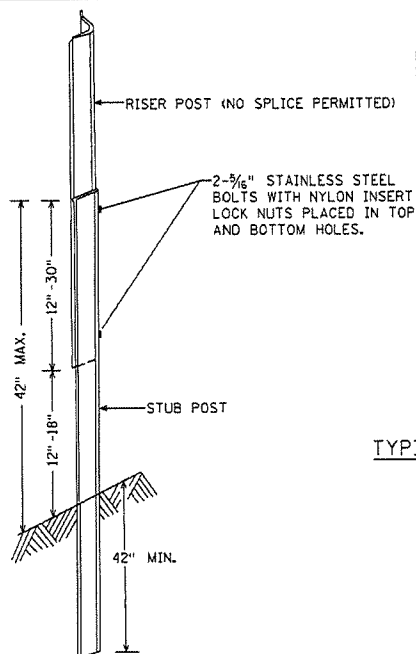
SHEET 16 OF 18

STANDARD PLAN 5-297.250

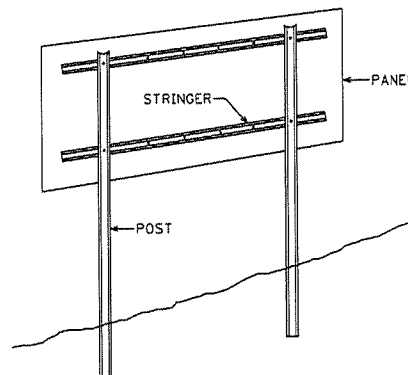
6 OF 6

REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER

TYPE C & D POST

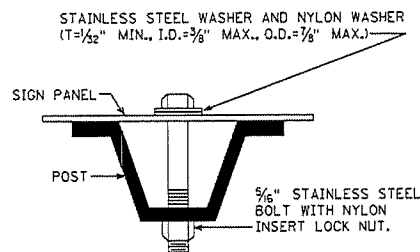


TYPICAL TYPE C INSTALLATION

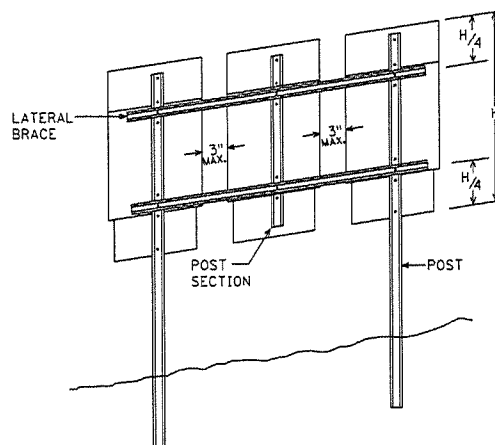


TYPICAL TYPE D INSTALLATION

U POST BREAKAWAY SPLICE



U POST MOUNTING
TYPE C SIGNS



MODIFIED TYPE C INSTALLATION

NOTES:

1. USE 3 LB/FT STUB POSTS. SHALL CONFORM TO MNDOT 3401.
2. USE 2.5 LB/FT RISER POSTS, STRINGERS, KNEE BRACES AND LATERAL BRACES. ALL SHALL CONFORM TO MNDOT 3401.
3. SEE SIGN DATA SHEETS FOR NUMBER OF POSTS, KNEE BRACES, POST LENGTHS AND SPACINGS, AS DETERMINED FROM TEM CHARTS 6.3 AND 6.4.
4. IF MORE THAN TWO POSTS ARE NEEDED, THE MINIMUM SPACING SHALL BE 45' BETWEEN POSTS.
5. TYPE D SIGN PANELS SHALL BE BOLTED TO STRINGERS AT 24" MAXIMUM INTERVALS IN ACCORDANCE WITH THE TYPE D STRINGER AND PANEL-JOINT DETAIL (SEE MNDOT STANDARD SIGNS AND MARKINGS MANUAL).
6. MOUNTING (PUNCH CODE) FOR TYPE C SIGN PANELS SHALL BE AS INDICATED IN THE MNDOT STANDARD SIGNS AND MARKINGS MANUAL UNLESS OTHERWISE SPECIFIED.
7. ALL RISER (VERTICAL) U POSTS SHALL BE SPLICED. DRIVEN STUB POSTS SHALL BE AT LEAST 7' LONG.
8. USE STAINLESS STEEL $\frac{5}{16}$ " BOLTS, WASHERS AND NYLON INSERT LOCK NUTS AS SHOWN FOR ALL GROUND MOUNTED AND OVERHEAD MOUNTED SIGNS.
9. STAINLESS STEEL WASHER WITH SAME DIMENSIONS SHALL BE PROVIDED BETWEEN ALL NYLON WASHERS AND BOLT HEADS.
10. BRACING STUBS SHALL BE NO MORE THAN 4' ABOVE GROUND AND EMBEDDED AT LEAST 42".
11. A-FRAME BRACKET SHALL BE STEEL CONFORMING TO MNDOT 3306 AND GALVANIZED IN ACCORDANCE WITH MNDOT 3394.
12. COLLARS SHALL BE USED TO SHIM OVERLAYS AND LEGEND COMPONENTS AWAY FROM PANEL WHERE INTERFERENCE WITH BOLT HEADS IS ENCOUNTERED. MNDOT 3352.2A6.
13. 2 POST TYPE C SIGNS SHALL BE REINFORCED WITH AT LEAST ONE LATERAL BRACE. INSTALLATIONS WHERE THE TOTAL PANEL HEIGHT IS 60" OR MORE SHALL HAVE TWO LATERAL BRACES LOCATED APPROXIMATELY AT THE QUARTER POINTS.
14. WHERE 2 SINGLE POST TYPE C SIGNS ARE INSTALLED SIDE BY SIDE, THEY SHALL BE REINFORCED Laterally BY AT LEAST 2 BRACES, BOLTED AT EACH POST AND LOCATED APPROXIMATELY AT THE QUARTER POINTS.
15. WHERE 3 OR MORE TYPE C SIGNS ARE INSTALLED SIDE BY SIDE, THEY SHALL BE REINFORCED Laterally BY AT LEAST 2 BRACES, BOLTED AT EACH POST AND POST SECTION AND LOCATED APPROXIMATELY AT THE QUARTER POINTS AS SHOWN IN MODIFIED TYPE C INSTALLATION.

TYPE C & D SIGN STRUCTURAL DETAILS

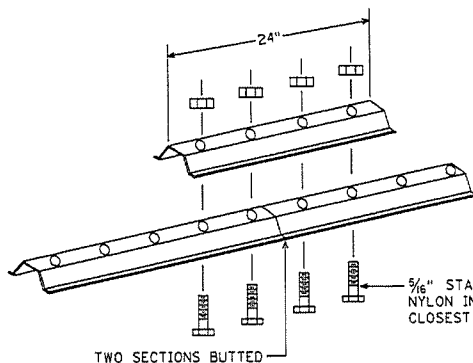
S.A.P. 235-133-001
S.A.P. 235-136-001
S.A.P. 235-137-001

Sheet 1 of 2

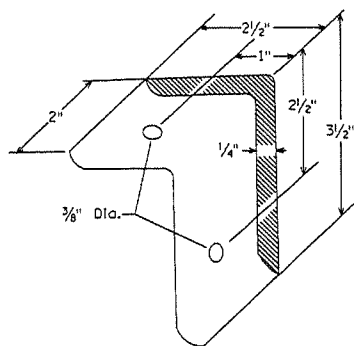
REVISED: 5-5-2017

STATE PROJ. NO.

SHEET NO. 17 OF 18 SHEETS

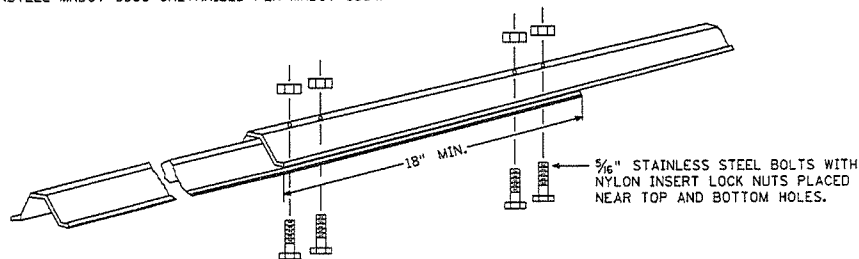


LATERAL BRACE OR STRINGER
SPlice DETAIL (EXPLODED VIEW)



A-FRAME BRACKET

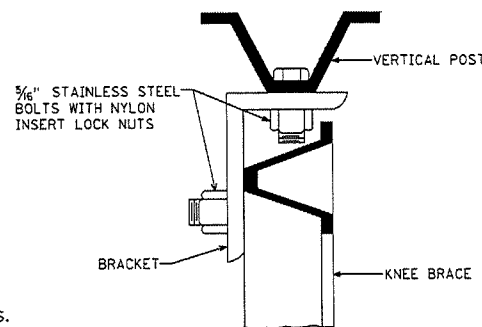
(STEEL MNDOT 3306 GALVANIZED PER MNDOT 3394)



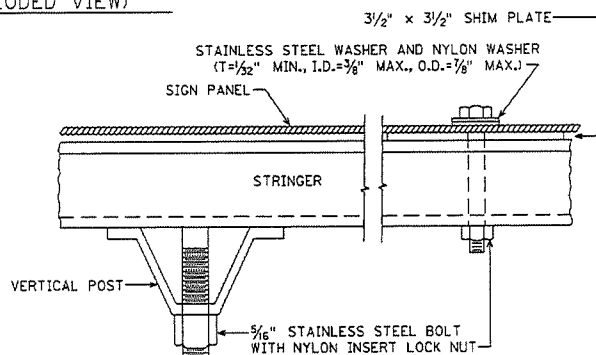
STRUCTURAL SPlice

(USE WHEN IT IS NECESSARY TO FABRICATE THE CORRECT LENGTH OF POST FROM TWO PIECES)

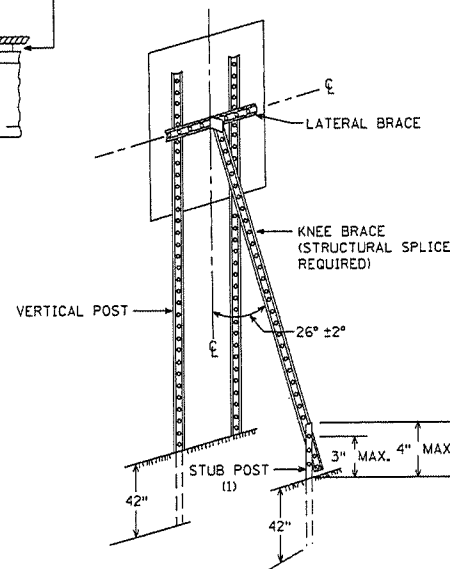
REVISED: 5-5-2017



SECTION A-A



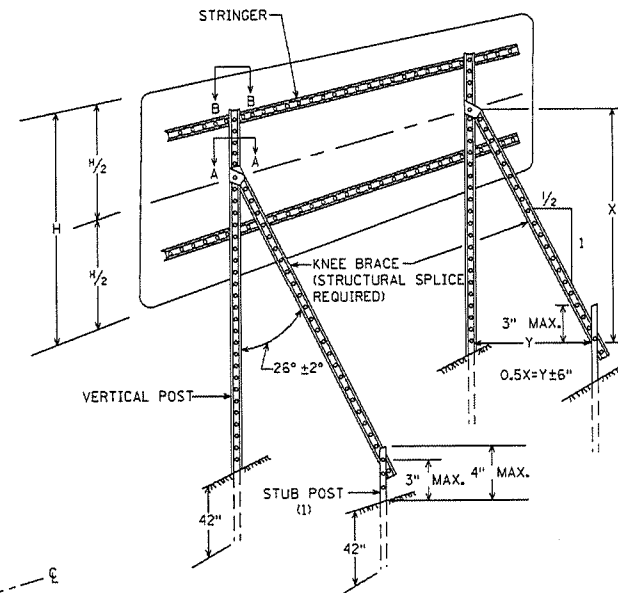
SECTION B-B



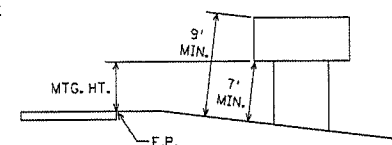
TYPICAL "A-FRAME" INSTALLATION
TYPE "C" SIGNS

S.A.P. 235-133-001
S.A.P. 235-136-001
S.A.P. 235-137-001

STATE PROJ. NO.



TYPICAL "A-FRAME" INSTALLATION
TYPE "D" SIGNS



TYPICAL MOUNTING

(1) OFFSET STUB POST 1' TOWARD ROADWAY
RELATIVE TO VERTICAL POST. ATTACH STUB
POST AND KNEE BRACE BACK TO BACK.

TYPE C & D SIGN

STRUCTURAL DETAILS

Sheet 2 of 2

SHEET NO. 18 OF 18 SHEETS



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 C

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: Additional Skin Patching, routine street maintenance
DATE: 7/16/2018

OVERVIEW:

There are some activities performed outside the street consortium like, infrared patching, skin patching, cut out patching and Replay application. Infrared patching is typically used on deeper potholes or situations where a snowplow might catch an edge and further damage the road or property. Skin patching is used where there are too many smaller holes of varying depth where infrared patching is cost prohibitive. Cut out patching usually occurs around some type of utility structure that may have moved or needed to be adjusted. These activities are not offered through the consortium.

In May of 2018, staff obtained 2 quotes for Skin Patching, with the low quote from Bargaen Inc. in the amount of \$975.00 per ton. At that time the contractor was given instructions not to exceed \$4,750.00. This is a throw and go type of patch and is difficult to give a total cost on, Staff and contractor under estimated the amount of skin patching needing to be completed throughout the City. The "not to exceed" amount was met rather quickly and contractor was put on hold until staff could review the budget.

After reviewing the asphalt repair, gravel repair and maintenance budget there is approximately **\$30,000 left**. This approximate amount will remain after paying for work completed in June, (infrared patching, skin patching, dust control), and work scheduled to be completed July/August (additional crack filling, and street consortium maintenance activities). **Staff and Contractor are expecting additional skin patching work throughout the city to cost an additional \$10,000.00 - \$15,000.00.** Staff has obtained **updated** quotes from contractors. Bargaen Inc. remains the low quote matching their quote given in May of **\$975.00 per ton installed**.

ACTION TO BE CONSIDERED:

Consider accepting the quotes as identified for additional routine street maintenance.

BUDGET IMPLICATION:

This is a budgeted for item in the 2018 streets operation and maintenance budget.

Attachments:

1. Quotes from Bargaen Inc.
2. Quote from M&R Paving

BARGEN

INCORPORATED

606 County Road 1
Phone (507) 427-2924
Mountain Lake, MN 56159

July 10, 2018

City of St. Francis
Attn: Jeremy
4085 St. Francis Blvd. NW
St. Francis, MN 55070

Jeremy,

Thank you for the opportunity to explain the asphalt pavement maintenance services our firm offers and to provide you with a quote for your city streets. I am confident that you will find the services beneficial for your roads. I would like to explain the procedures our service crew uses.

Skin Patching

Area to be skin patched will be blown clean and prepped with tack oil. New virgin mix asphalt will be installed and rolled to a smooth surface.

Project Prices - Our price includes all materials, applicable taxes and labor to complete the project as explained.

Please note: The Customer is responsible for notifying the public that we will be working in your area.

Pavement maintenance can be extremely dusty and dirty work and we strongly encourage the public to keep their Personal property at a strong distance away from our work zone. This will avoid any possible concerns for dust, debris or damage. A recommended distance would be 75 – 150 feet away from the work zone. An Insurance Certificate is available upon request.

Skin Patch the following areas: Streets designated by the city crew

The price for Skin Patching is at \$975.00 per ton. The total project price is subject to the tonnage installed.

TERMS: Owner agrees that all payments required under this Contract shall be due and payable within 30 days of date of invoice. Owner further agrees that Bargaen Inc. may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if any attorney is retained for collection) shall be added to the unpaid balance. Bargaen Inc. reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Bargaen Inc. when due.

This Proposal/Contract may be withdrawn by Bargaen Inc. if not accepted within 30 days, or at anytime, subject to increases related to material prices as noted above.

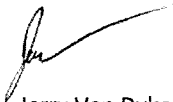
Acceptance of proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be withdrawn if not accepted within 30 days.

Date of acceptance _____ Purchase Order # _____

Signature _____ Signature _____

Thank you for the opportunity to provide you with information on the asphalt pavement maintenance needs in your community. I am confident that you will find the products used and the workmanship of our crew of the highest quality. I look forward to working with you in the near future.

Sincerely,



Jerry Van Dyke
BARGEN, INC.
JVD/lh

Project for City of St. Francis – Skin Patching

Our Mission

Bargaen, Inc. is committed to excellence and, because of this, we take pride in our team of professional craftsmen. Our primary purpose is to provide knowledgeable recommendations, quality workmanship and exceptional service. Our goal is satisfied customers who have received the most value for their investment.

Website: www.bargeninc.com
Email: bargen@bargeninc.com

M.R.

PAVING & EXCAVATING, INC.

2020 North Spring Street

P.O. Box 787

New Ulm, MN. 56073

Phone (507) 354-4171

Fax (507) 359-4156

July 10, 2018

City of St. Francis
Attn: Jeremy Shook
4068 St. Francis Blvd NW
St. Francis, MN 55070

Skin Patching:

We will blow clean and tack coat the areas to be skin patched. New hot mix asphalt will be installed and rolled to a smooth surface.

Project prices – Our price includes all materials, applicable taxes and labor to complete the project as explained.

We will skin patch the street areas designated by the city crew:

Price: \$1,185.00 per ton of hot mix asphalt installed.

** Please note that if any bonds are needed for this project that will need to be added as an additional cost to the price listed above.

** This price is subject to change if not accepted within 30 days.

Acceptance of Proposal:

Date of acceptance: _____ PO # _____

Customer Signature: _____

M.R. Paving Signature: _____ / _____

Thank you for the opportunity to provide you with a quote for your community project.

Respectfully Submitted,

Brian D. Rahe

Brian D. Rahe, Sales Mgr.
M.R. Paving & Excavating, Inc.



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

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator; Paul Teicher, Public Works Director
SUBJECT: City Buildings
DATE: July 16, 2018

The City adopted the 2018 Buildings Capital Improvement Plan. Since this is a highly complex issue with many variables, the following statements were incorporated into the CIP:

Building (Facility Maintenance) Fund

The City's buildings are generally in good shape. They are 96% adequate, 3% marginal, and 1% problem. There is no consistent funding source to do the major maintenance items for city buildings. The Capital Equipment Fund identifies a small amount annually for any improvements that need to be identified (\$10,000 annually for City Hall).

Through 2025, the city has identified \$226,100 in improvements for city buildings. This includes city hall, fire station, and the police/public works buildings. There is also \$885,000 identified for 2032 for projects on these buildings. There has not been a source of funds identified at this time to fund these improvements.

Potential Solution:

Due to the age, size, and maintenance of the City Hall and Fire Station, the City should spend the next few years evaluating potential avenues for building consolidation and long term plans for these buildings prior to determining if these improvements should be made and how they are funded.

The findings in the Building CIP reflect in-house staff's assessment of the current municipal buildings. Additional expertise will be required in order to properly assess all components of the buildings. To fully assess and inventory the City's buildings it should be properly sequenced.

First, the City should look out 40 years and determine adequate needs. Second, the following should be assessed: site conditions, drainage, paving, parking, utilities, building shell condition, windows, doors, age of roof, A.D.A. accessibility, review of building systems, identify replacement/maintenance needs, review vehicle exhaust capabilities (Fire Station), examine HVAC systems, and estimate costs for renovations or upgrades.

Staff obtained a proposal totaling **\$42,960.00** from Pearl Architecture LLC broken down into three phases.

- 1) Space Needs Study **\$7,360.00**
- 2) Test Fit & Suitability of Existing Facilities **\$24,850.00**
- 3) Stay or Go **\$10,750.00**



It would be recommended that if the City wishes to obtain a solid analysis of the municipal buildings, that all three phases of the proposal are conducted. After these steps have been completed, the City will have better information as to which direction to move and how to plan for future facility needs.

Following the City Purchasing Policy and Council Guidance from the April 9th 2018 Council work session, Staff acquired a second quote from BJ Baas Builders Inc. This quote in the amount of **\$59,410.00** would provide long range facility use planning similar to the quote provided by Pearl Architecture LLC.

BUDGET IMPLICATION:

In 2018, there was approximately **\$60,000.00** set aside to study the City's buildings. All three of the phases of the attached proposal from Pearl Architecture LLC would fit into the budgeted amount.

ATTACHMENTS:

BJ BAAS Builders Inc. proposal
Pearl Architecture's proposal

Proposal for Design Services
City of St. Francis
Municipal Facilities
Space Needs Study
& Existing Facilities Assessment

March 16, 2018

Submitted to:
City of St. Francis
Public Works Department
4020 St. Francis Blvd. NW
St. Francis, MN 55070

ATTN:
Paul Teicher, PE
Public Works Director

Submitted by



Introduction:

Pearl Architecture is pleased to provide you with our Proposal to conduct a *Space Needs Study & Existing Facilities Assessment* on behalf of the City of St. Francis. The information in our proposal shows the steps we would undertake for these types of studies. Our studies are structured to develop thorough and accurate data to help the City Staff and City Council in making informed decisions on how best to approach possible options and associated costs with long range planning of the Municipal Public Buildings. Pearl Architecture staff offers over 15 years' experience working in the municipal architecture sector, with a focus on facility planning, project logistics, and owner advocacy. Thank you for your interest in our firm, and your willingness to consider our proposal.

Objective:

We understand that several existing City Public Buildings are in need of either renovations or possible addition to suite current and future needs, or possibly a new replacement facility based on current and long-term projected needs. The City Public Buildings under consideration are;

- City Hall
- Bottle Shop (Liquor Store)
- Fire Station
- Police / Public Works Facility
- 4020 Shop Building
- Trap Rock Shed
- Salt Storage Shed
- Waste Water treatment Facility

The goal of this first step *Scope of Work* is to gather information from the various City Staff Departments to determine the quantity, quality, and type of spaces needed for their operations and to meet the City's growth over the next 40 years. This program statement will be all-inclusive, also examining site characteristics; setback limitations, circulation and location.

The Facility Analysis will be broken down into three steps;

- Space Needs Study (current and projected needs): Step One.
- Existing Facility Analysis (condition of existing building; suitable for continued use): Step Two.
- Stay or Go (Conceptual Design Solution for either Renovation & Addition or New Construction, based on City Directive): Step Three.

City Council may elect to pursue all three (3) steps or just One and Two to meet their needs. A fee associated for each step has been assigned for determination. Reimbursable expenses are in addition, and will be invoiced on an incurred basis.

Step One: Space Needs Study..... \$ 7,360

The final Space Needs Study Report will address the space requirements for the various City Government Departments, to include such items as ADA HC requirements, administrative offices, conference rooms, mechanical and electrical rooms and adequate general storage. Net square footages will be addressed for space sizes and dimensions with the city staff, then converted to overall gross square footage.

At the conclusion of this *first step* of work, we will have prepared a program statement (spreadsheet) that delineates current square footages for each needed function (and wants) as well as projected

Pearl Architecture LLC

1158 Sixth Ave. So.
Saint Paul, MN 55075

phone: 612-716-9676

email: pearl.architecture@gmail.com

square footages of each of these line items with any additional needs discovered. We will attempt to project these future needs forward for anticipated city growth.

- Firms Involved:
 - Pearl Architecture, LLC FEE: 7,360.00

Step Two: Test Fit & Suitability of Existing Facility \$ 24,850

Our second task is to assess the existing City Public Buildings; City Hall, Bottle Shop, Fire Station, Police / Public Works Facility, 4020 Shop Building, Trap Rock Shed, Waste Water Treatment Facility. We will analyze the Step One program statement and compare to the existing site and structure. Are the program needs able to be met within the existing facility and site boundaries? We will tour each of the existing Municipal Buildings and Site and review on-file drawings of the existing facilities, and examine past 24 month utility bills.

This assessment report will address:

1. Site conditions, drainage, paving, parking, utilities
2. Building shell condition; windows, doors and age of roof
3. ADA accessibility required up-upgrades related to expansion or renovation
4. Review of structures and building systems; identification of maintenance/replacement needs
5. Review vehicle exhaust capabilities within apparatus bays associated to the Fire Station
6. Examine mechanical HVAC systems; capacities and deficiencies
7. Estimate cost associated to renovations and upgrade existing conditions

The findings of this report will be documented in an Existing Facility Assessment which will outline any findings and recommendations for a Renovation and possible Expansion of the Existing Facility or a possible replacement building. Estimated construction costs (and soft costs) will be included for budgetary purposes.

- Firms involved:
 - Pearl Architecture LLC Fee: \$ 6,950
 - Miles D. Britz, Architect, ALA, LEED AP
 - Existing building Analysis
 - Tekton Structural Engineers Fee: \$ 6,500
 - Jeremy Baer, Structural PE
 - Existing Structure Analysis
 - Hakanson & Anderson Associates Civil Engineers Fee: \$ 4,500
 - Craig Jochum, Civil PE
 - Existing Site Conditions Analysis
 - The Design Group, Mechanical & Electrical Engineers Fee: \$ 6,900
 - Otto Maki, Mechanical & Electrical PE
 - Existing building systems analysis

Step Three: Stay or Go \$ 10,750

Our third task is to incorporate the Space Needs Study and Facility Assessment data into developing a conceptual plan layout of possible design solutions for the selected Public Buildings. Investigate the possibility of "combining City Departments" into a single building structure. Prepare a conceptual site plan (block space diagram) identifying space needs required plus future growth. Go (or new facility) will be laid out on a futuristic site to be selected by City Staff. Estimated construction costs (and associated soft costs) will be included for budgetary purposes.

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With Steps 2 & 3, City Council will have comparable cost estimates for renovating the existing Public Buildings to meet current and projected needs, and a comparable new Replacement City Government Center scenario meeting the same criteria.

- ❖ "STAY" means renovation and possible addition to the existing public building with possible consolidation of city departments.
- ❖ "GO" means new construction on a new site.
- Firms involved:
 - Pearl Architecture LLC \$ 7,600
 - Tekton Structural Engineers \$ 3,150

Work Plan / Process & Methodology:

At the start of the study, we will request copies of the following information to start to become familiar with your facilities and operations prior to a kick-off meeting:

1. Existing Site drawings / site layout.
2. Existing building drawings.
3. Past 24 months of utility bills, energy consumption.
4. Departmental organizational chart and staffing.
5. List of all current Fire Apparatus equipment.
6. List of all current Police and impound vehicles.
7. List of all planned / anticipated purchase equipment.

If you find this proposal letter acceptable and are in agreement, please sign and date below.
Again, thank you for your call. I look forward to working with you on this Facilities Assessment Analysis & Space Needs Study to assist you in your expansion needs.
Respectfully submitted,

Sr. Project Architect / Principal

Pearl Architecture LLC
1158 Sixth Ave. So.
Saint Paul, MN 55075
612-716-9676

City of St. Francis, MN
Signature:

Title:

Date:

Pearl Architecture LLC (PAllc)

Signature:

Miles D. Britz

Title

Sr. Architect / Principal

Date:

March 16, 2018

Pearl Architecture LLC
1158 Sixth Ave. So.
Saint Paul, MN 55075

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email: pearl.architecture@gmail.com

pearl.architecture@gmail.com

1158 Sixth Ave S, South St. Paul, MN 55075

Pearl Architecture LLC

BILLABLE RATE SCHEDULE - 2018

HOURLY RATES

Principal / Owner	\$115.00	per hour
Principal - In - Charge	\$115.00	per hour
Senior Project Architect (SrRA)	\$105.00	per hour
Licensed Architect (RA)	\$95.00	per hour
Licensed Design Engineer (PE)	\$110.00	per hour
Staff Architect	\$85.00	per hour
Sr. CAD Drafting Technician	\$75.00	per hour
Architect-In-Training (AIT)	\$70.00	per hour
CAD Drafting Technician	\$65.00	per hour
Clerical Services	\$50.00	per hour

REIMBURSABLE EXPENSES

PHOTOCOPIES - BLACK & WHITE		
8.5" X 11"	\$0.24	Per side
11" x 17"	\$0.36	Per side
PHOTOCOPIES - COLOR		
8.5" X 11"	\$1.12	Per sheet/ Per Side
11" x 17"	\$1.87	Per sheet/Per side
PLOTTING		
Black & White	\$5.00	Per sheet
Color	\$10.00	Per sheet
SCANNING		
Documents	N/A	
Drawings	N/A	
POSTAGE	At Cost	
MILEAGE	IRS Rate (\$0.54)	
MEALS & LODGING	At Cost	
AIRFARE	At Cost	
RENTAL VEHICLE	At Cost	



Pearl Architecture LLC
1158 Sixth Ave. So
Saint Paul, MN

phone: 612-716-9676

email: pearl.architecture@gmail.com



July 5, 2018

Mr. Paul Teicher
Public Works Director
City of St. Francis
4058 St. Francis Blvd NW
St. Francis, MN 55070

Dear Mr. Teicher:

On behalf of BJ Baas Builders, Inc we transmit one (1) email copy of our estimate to provide long range facility use planning for the City of St. Francis. This estimate is submitted in accordance with the site visit and interview conducted on Tuesday June 5, 2018. Our estimate is based on a proposed process which includes the following steps.

- Catalog Existing Plans
- Site Visit
- City Staff Interviews
- Future Use Plan Development
- Long Range Plan Presentation

We would anticipate that the entire planning exercise could be completed within 90 to 120 days depending on the availability of city and staff and access to the existing facilities.

Respectfully submitted,

BJ Baas Builders, Inc

Director of Design – Build Services

380 Garfield St. South
Cambridge, MN 55008
P. 763.691.0444
F. 763.691.0555
www.bjbaas.com



Space Needs Analysis
City of St Francis
St. Francis, MN 55070

6/18/2018

Baseline Current Facility Inventory and Use	Hours	Rate	Total
Catalog Existing Plans			
Project Architect	12	\$ 150.00	\$ 1,800.00
Project Technician	32	\$ 85.00	\$ 2,720.00
Clerical	8	\$ 40.00	\$ 320.00
Site Visit			
Project Architect	10	\$ 150.00	\$ 1,500.00
Project Manager	10	\$ 105.00	\$ 1,050.00
Design Director	10	\$ 200.00	\$ 2,000.00
City Staff Interviews			
Project Architect	10	\$ 150.00	\$ 1,500.00
Project Manager	10	\$ 105.00	\$ 1,050.00
Design Director	10	\$ 200.00	\$ 2,000.00
Clerical	8	\$ 40.00	\$ 320.00
Subtotal Baseline and Use			\$ 14,260.00
Future Use Plan Development			
Project Architect	30	\$ 150.00	\$ 4,500.00
Project Technician	120	\$ 85.00	\$ 10,200.00
Project Manager	45	\$ 105.00	\$ 4,725.00
Design Director	30	\$ 200.00	\$ 6,000.00
Clerical	30	\$ 40.00	\$ 1,200.00
Subtotal Use Plan Development			\$ -
			\$ 26,625.00
Long Range Plan Development			
Project Architect	16	\$ 150.00	\$ 2,400.00
Project Technician	40	\$ 85.00	\$ 3,400.00
Project Manager	45	\$ 105.00	\$ 4,725.00
Design Director	12	\$ 200.00	\$ 2,400.00
Clerical	40	\$ 40.00	\$ 1,600.00
Subtotal Long Range Plan Development			\$ 14,525.00
Reimbursable Expenses			\$ 4,000.00
Project Total			\$ 59,410.00

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 E**TO:** Mayor & City Council**FROM:** Dave Schmidt, Fire Chief; Paul Teicher, Public Works Director**SUBJECT:** Fire Station Building Maintenance**DATE:** 07-16-2018

OVERVIEW:

Over the past number of months the Fire Chief, Fire Department Leadership Team and Public Works Director began evaluating the Fire Station due to a number of concerns and a desire for increased efficiency of the aging building. During the life span of the Fire Station several remodels and repairs of the building have been made, however as the building continues to age, the need for continued repair, maintenance and need for enhanced efficiencies exist.

Several areas of focus were identified by Public Works and Fire Department Leadership, all of the areas identified for repair are specific to accomplishing a number goals, such as repairing areas of need, creating cost savings through building efficiencies, and enhancing worker welfare areas.

These are the specific areas for repair identified;

- Compressor room/tool room install sheet rock ceiling - **\$4000.00.**
- Paint exterior walls on roof and walls of hose tower to seal against wind driven rain - **\$2700.00.**
- Ambulance garage repair sheet rock and fire tape - **\$1200.00.**
- Paint interior and exterior door frames and doors - **\$3120.00.**
- Replace missing and water damaged ceiling tile throughout building - **\$550.00.**
- Miscellaneous repairs, vent removal, sheet rock repair women's bathroom, door frame removal, painting bollards and overhead door frames – **\$2650.00.**

In 2018, there was approximately **\$60,000.00** set aside to study the City's buildings, if the Council approves the low quote of **\$42,960.00** for the City building /facility study, approximately **\$17,000.00** would remain from that budgeted item. The balance of funds set aside for the city building study could be used to pay for the needed repairs totaling approximately **\$14,220.00.**

Action to be considered:

Motion and approval for the Fire Department and Public Works to complete the repairs identified for the Fire Station.



Kims Kleaning

55350 Forest Blvd
Rush City MN 55069
651-248-0021 Kim
651-248-0069 Paul

Bill To:

8
CITY OF ST. FRANCIS
23340 CREE ST NW
ST.FRANCIS, MN 55070

Estimate

Number: E149

Date: May 29, 2018

Ship To:

FIRE DEPT
ST FRANCIS, MN 55079

Date	Description	Tax 1	Amount
	LAUNDRY/TOOL ROOM CEILING INSTALL		4,000.00
Price includes all material and labor to: Demo existing ceiling and lights frame and sheetrock both ceilings finish tape and paint install hvac diffuser, dryer vent and rubber base board install 3 new lights			
Sub-Total			\$4,000.00
State Tax 6.88% on 0.00			0.00
Total			\$4,000.00

TO: City of St Francisco

Estimate

DATE:

7/6/8

FOR:

Fire Station

DESCRIPTION	AMOUNT
in Appox 740 Sq' room. Remove ceiling tiles lights ect. Re build permanent ceiling to be sheetrocked taped & sprayed. With scuttle access.	
in 120 sq' room Build permanent ceiling also to be sheetrocked taped & sprayed.	
On back exterior (southwall) remove vents in block & install new concrete block's,	
TOTAL	\$4120 ⁰⁰

This estimate covers the scope of work as indicated above. Any extra work incurred will be billed at the cost of material and \$52.00 an hour labor.

Thank you for your business

B & B Commercial Coating, LLC.

PO Box 663

Maple Lake, MN 55358

Estimate

Name / Address
City of St. Francis 4058 St. Francis Blvd. NW St. Francis, MN 55070

Date	Estimate #
6/22/2018	1457

			Project
			Fire house doors 2018
Description	Qty	Rate	Total
Paint fire house doors as described below:		0.00	0.00
3 Exterior walls on roof and all 4 sides of tower - Loxon XP in SW6107 Nomadic Desert	1	2,700.00	2,700.00
Garage door frames and bollards - Brown frames, bollards red	1	1,320.00	1,320.00
Interior and exterior doors and frames - 2 coats ProCryl in specified brown color	1	3,120.00	3,120.00
Labeling available at additional cost Light fixtures not included in base price Service includes application of high quality industrial coatings			
Signature			
Phone # 320-282-1410	Fax # 320-262-7005	Web Site www.BBcoat.com	Total \$7,140.00



Exterior Paint
St Francis Fire Department
St Francis, MN

6/7/2018

Elastomeric Paint to Match Existing Color

				Supply and Install Paint	
				Unit Cost	Extension
East, South and West Walls of Hose Tower	1,485	sf	Rock Face	\$1.75	\$2,598.75
Second Level East Wall	440	sf	Rock Face	\$1.75	\$770.00
Second Level South Wall	368	sf	Smooth Face	\$1.50	\$552.00
Second Level East Wall	672	sf	Smooth Face	\$1.50	\$1,008.00
Caulk and Point	741	sf	Allowance	\$2.00	\$1,482.50
Set-Up, Masking/Poly, Load and Set-Up Scaffold	1	ea	Lump Sum	\$2,700.00	\$2,700.00
				Overhead and Profit	\$2,277.81
				Total	\$11,389.06



Kims Kleaning

55350 Forest Blvd
Rush City MN 55069
651-248-0021 Kim
651-248-0069 Paul

Estimate

Number: E150

Date: May 29, 2018

Bill To:

8
CITY OF ST. FRANCIS
23340 CREE ST NW
ST.FRANCIS, MN 55070

Ship To:

FIRE DEPT
ST FRANCIS, MN 55079

Date	Description	Tax 1	Amount
	Ambulance garage sheetrock repair and fire tape ceiling		1,200.00
Price also includes all materials and labor to patch holes in concrete			
Sub-Total			\$1,200.00
State Tax 6.88% on 0.00			0.00
Total			\$1,200.00

TO: City of St Francis

Estimate

DATE:

6/6/18

FOR:

Fire Station Bldg

DESCRIPTION	AMOUNT
Repair ceiling in Ambulance garage and fire tape	3,000 ⁰⁰
TOTAL	\$3,000 ⁰⁰

This estimate covers the scope of work as indicated above. Any extra work incurred will be billed at the cost of material and \$52.00 an hour labor.

Thank you for your business



Kims Kleaning

55350 Forest Blvd
Rush City MN 55069
651-248-0021 Kim
651-248-0069 Paul

Bill To:

8
CITY OF ST. FRANCIS
23340 CREE ST NW
ST.FRANCIS, MN 55070

Estimate

Number: E148

Date: May 29, 2018

Ship To:

FIRE DEPT
ST FRANCIS, MN 55079

Date	Description	Tax 1	Amount
	PAINT ALL INTERIOR /EXTERIOR DOORS		4,798.00
Price includes all paint/ primer and labor.Includes painting overhead door frames and bollards			
Sub-Total			\$4,798.00
State Tax 6.88% on 0.00			0.00
Total			\$4,798.00



Kims Kleaning

55350 Forest Blvd
Rush City MN 55069
651-248-0021 Kim
651-248-0069 Paul

Bill To:

8
CITY OF ST. FRANCIS
23340 CREE ST NW
ST.FRANCIS, MN 55070

Estimate

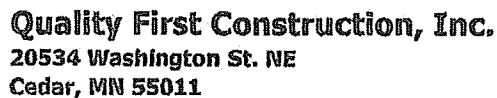
Number: E151

Date: May 29, 2018

Ship To:

FIRE DEPT
ST FRANCIS, MN 55079

Date	Description	Tax 1	Amount
	CEILING TILE merge and replace thru out		550.00
Price includes all materials and labor			
Sub-Total			\$550.00
State Tax 6.88% on 0.00			0.00
Total			\$550.00



Todd's cell Phone 612-298-7968
Email: QFCinc@hotmail.com

TO: City of St Francis

FOR: Fire Dept Bldg

This estimate covers the scope of work as indicated above. Any extra work incurred will be billed at the cost of material and \$52.00 an hour labor.

Thank you for your business



Kims Kleaning

55350 Forest Blvd
Rush City MN 55069
651-248-0021 Kim
651-248-0069 Paul

Bill To:

8
CITY OF ST. FRANCIS
23340 CREE ST NW
ST.FRANCIS, MN 55070

Estimate

Number: E153

Date: June 21, 2018

Ship To:

FIRE DEPT
ST FRANCIS, MN 55079

Date	Description	Tax 1	Amount
	Remove 5 vents		375.00
Includes removing 5 vents and replace with block and painting			
Sub-Total			\$375.00
State Tax 6.88% on 0.00			0.00
Total			\$375.00

March through June 2018**Economic Development**

- **Kwik Trip** –The city is scheduled to see a new store during the 2019 build year.
- **Meridian Behavioral Health**– a CUP application has been approved and staff is working with the Development Agreement and engineering requirements to continue moving this project forward.
- **Senior Living Project** –
 - LeGen/GD1, **229th Ave** - PUD approved, no TIF application or building permit has been received
 - Roers/Walker, **3518 Bridge St**– Letter of intent accepted by council. Within review period
- **4201 STF Blvd** – the City has reviewed proposed design plans. No building permit has been received.
- **23xxx STF Blvd** – no design or building plans received
- **Bridge Street Redevelopment**
 - 3757 Bridge Street – Demolition is completed
 - 3765 Bridge Street – closing date July 23rd. Steps required after closing include pre-demolition assessment and RFP to secure demolition company
 - 3731 Bridge Street – proposed closing date in August. Property working out title needs for property.

Once all Bridge Street properties have been acquired, staff will work with Anoka County and City Engineers on potential site designs and property access. After those steps have been completed, properties can be released for RFP to development companies.

Housing Development

- **Rivers Edge Development** – broke ground the week of June 18th. This site is also busy with the grading and preparation of roads and utilities. The City is also been made aware of the two models that will be put in place by the two Builders that have secured lots from the developer.



- **Woodhaven Expansion** – continues to move forward. First unit in the park was relocated to another pad for the creation of a road access to the expansion.

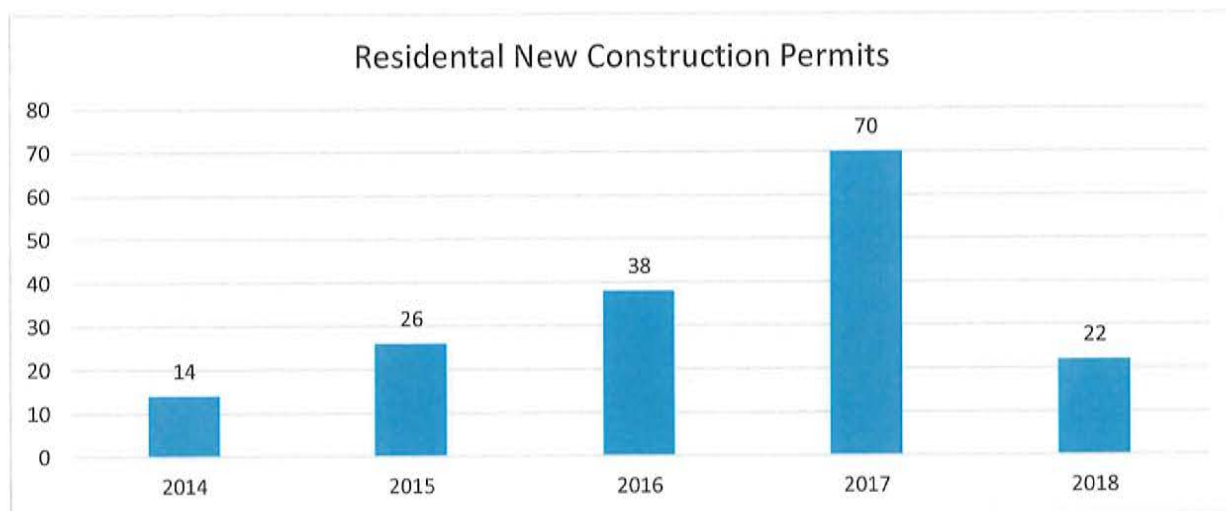


- **Meadows Townhomes** – Four existing units are struggling with escrow and code requirements. City continues to notify owner/builder of need to correct issues. Existing development notified of parking on unapproved surfaces, junk and debris issues. Working with association to get issues addressed. Development is limited on parking however solution is not parking on grass or neighboring private property. Undeveloped lots are in legal process with BGS for the recapture by the City due to failed performance.

- **Other Housing** – housing continues to be strong in St. Francis. New building continues in the Rum Rivers Bluff development with several homes moving through the process. Other old lots continue to build up such as those in the Stone House Ridge and Greenwing Trail developments. In an update from the Minneapolis Area Association of Realtors, there has been a decrease in new listings but an increase in the median sales prices. This is also the case with Anoka County as a whole and the current status of the housing market.



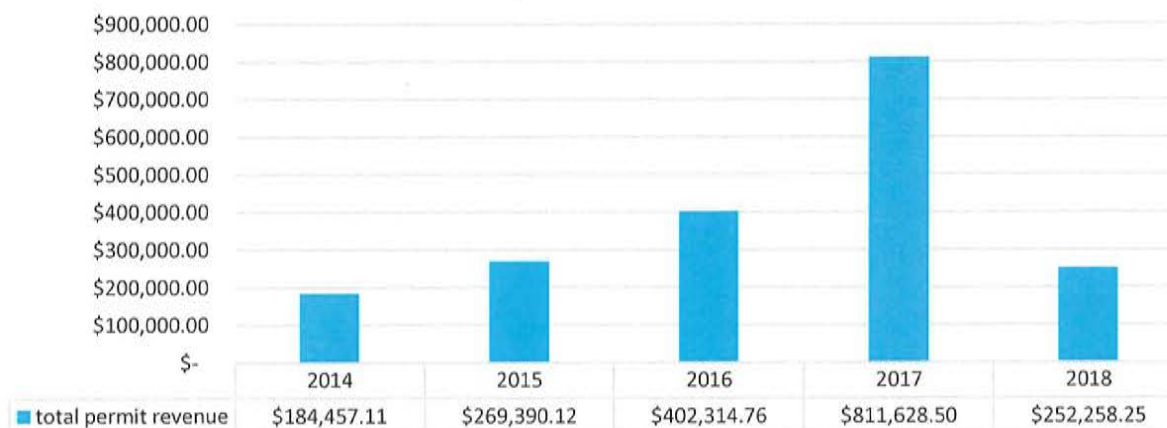
Building Department - numbers represent year to date



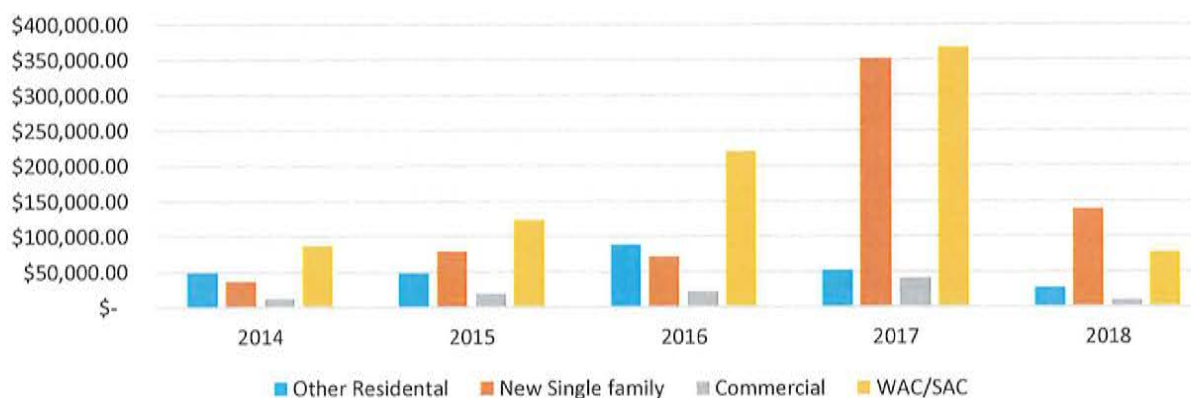
Value of Improvements



total permit revenue



Permit Revenue by Type



Code Enforcement

The City of St. Francis administers code enforcement on a complaint basis.

The Following properties are ongoing code enforcement efforts:

- 22xxx Rum River Blvd, nuisance property, yard debris - BGS is processing an Administrative Search warrant to review the property condition and obtain opinion from Structural Engineer
- 5xx 245th Ave, kennel without a permit, multiple dogs, barking and building issues – administrative code enforcement process failing to correct situation. Initiated criminal process.
- 40XX DeGardner Cr – junk, debris and vehicles
- 22xxx & 22xxx Dakota St – unfinished exterior over 12 months since building permit
- 22xxx Rum River Blvd – junk, debris and vehicles
- 23xxx Kerry St - vehicles
- 23xxx Ambassador Blvd – vehicles
- 23xxx Kanabec St – junk, debris and vehicles
- Long Grass properties - 3

Residents with a concern or complaint should contact City Hall. Contact can be completed by calling the main number or submitting a Request or Concern through the City website. Residents can email photos along with complaints to assist the city in understanding their concerns and it provides information that may be difficult for staff to identify.

Planning and Zoning

- **2040 Comprehensive Plan.** The full plan is available on the City website to review the draft out for comment by affected jurisdictions. The current time period is allowed for neighboring cities, watershed districts, school districts and Anoka County to comment on the City plan. Once their comments have been received, the plan will move to be adopted and forwarded to Met Council.
- **Land Use.** Several conversations have been had with individuals considering splitting their land. This process, depending on what they are considering, can be lengthy and expensive and is not a process to enter into lightly. This is a process that takes into account city codes, zoning and the comprehensive plan. Strict time frames as guided by state statute must be followed. Residents are encouraged to walk through the process with staff before getting too far into the process.
- **Septic Records.** Letters were sent out to Septic Maintenance companies this spring. There are several companies in which staff has seen a difference in their complying with City Code. This was the first attempt made to correct property records. Staff will be able to identify if this was enough or if additional contact or reminders need to be sent to property owners to continue these efforts.
- **Electronic property files.** Files continue to be moved from paper to electronic formats. This is a multi-year project that continues to make progress
- **Vacant and Rental property registration.** Staff has worked with property owners to update rental and vacant property records. County records have been collected and will be reviewed to ensure city information is as accurate as possible. As property information is collected, it is moved from an Excel tracking format to PermitWorks.



St. Francis Police Department Quarterly Report

April – June 2018

To: City Council and City Administrator Joe Kohlmann
From Todd Schwieger, Chief of Police
Date: July 16th, 2018
RE: Police Department Second Quarter Report

This year seems to be flying by as we're already in July and the start of school is just around the corner. Calls for service in the second quarter have increased over the 1st quarter by almost 15 percent. Domestic situations, suspicious activity reports, thefts and DWI'S increased while vehicle accidents, medicals and civil disputes saw a slight decrease. Citations also increased in the 2nd quarter with a majority of the citations issued being traffic related. The department's two speed signs have also been in full operation during the spring and summer and are being rotated between several residential locations. On occasion, officers will perform stationary radar details near the signs to catch those drivers who want to see how high the speed sign will read. The good news is there is data from the signs showing that drivers are slowing down when their speed or a warning message is displayed on the sign.

Department staff is excited to move through the second half of 2018 and will continue to stay committed to the community by providing professional police protection while upholding our core values of integrity, respect, courage and trust.

COMMUNITY OUTREACH

During the second quarter the police department remained committed to community outreach by organizing and participating in several community events including Winning With Cops, The St Francis High School Mock Crash, Pet Clinic, The Bike Rodeo and Car Seat Clinic.

WINNING WITH COPS

The Winning With Cops program was implemented by Officer Lyle Hearn and is intended to help law enforcement interact with developmentally disabled individuals and foster a positive interaction between the two groups. The event was a huge success and several police department officers participated. The police department looks forward to more events in the future.



MOCK CRASH

The St Francis High School Mock Crash event which took place in May is an event aimed at spreading awareness to high school students about the dangers of impaired and distracted driving. The Mock Crash is a simulated vehicle accident scene consisting of student actors and first responders which is held at the high school every other year. The scene displays how first responders respond to a serious motor vehicle crash where victims are injured and even killed as the result of a distracted and/or impaired driver.



The event is intended to be powerful and impactful to the junior and senior high school students who view it. The goal is to deter the teens from making a bad decision when it comes to



drinking and driving and distracted driving. The simulation is followed by an impact speaker whose life has been affected by their own bad decision or someone else's. Several St Francis officers took part in planning and participating in the event.



PET CLINIC



In May of 2018, The Fagerness Vet Clinic helped us hold our annual Pet Clinic. This was the 1st year the event was held at the Police Department and we had a great turn out. Prior years this event was held at the St. Francis Fire Dept.

BIKE RODEO

The second annual Bike Rodeo was a huge success with over 50 kids participating in the obstacle course. This year the event had to be moved indoors due to inclement weather and the public works garage served as a great back up location. Several department officers worked the event as well as fire department personnel, Allina personnel and numerous volunteers including those from the First Baptist Church and family members of officers.



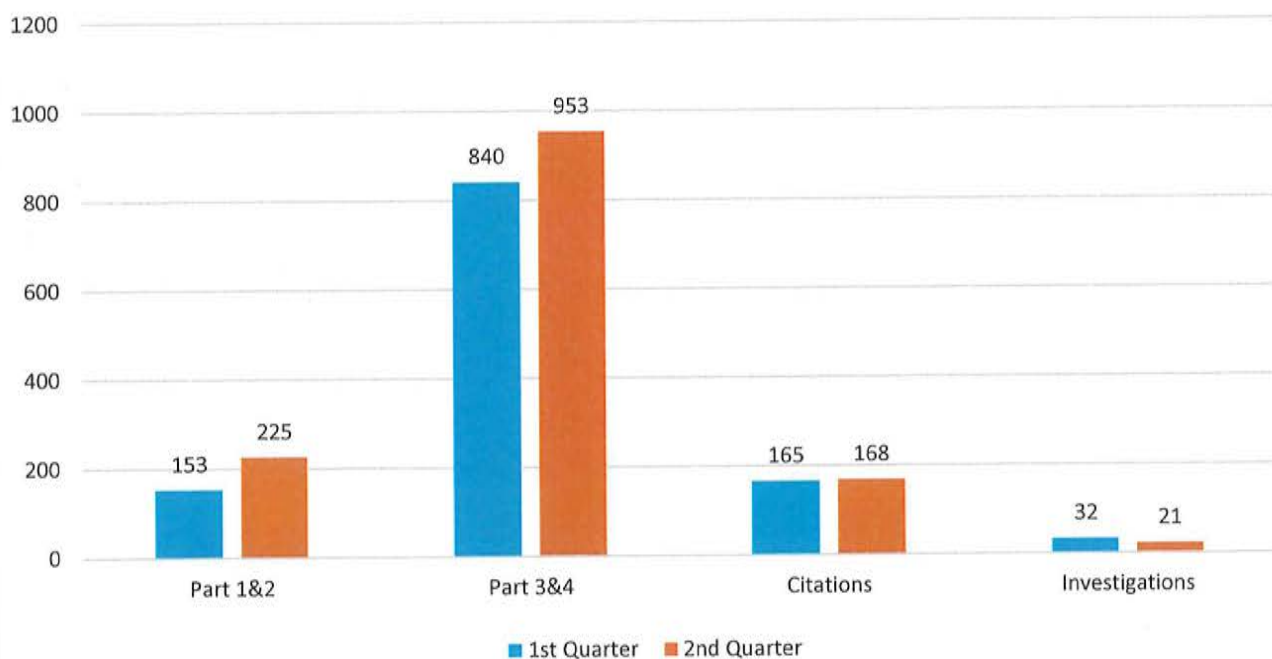
CAR SEAT CLINIC

The second annual Car Seat Clinic was organized by Sergeant Dan Allen and Officer Jody Black who are the departments certified car seat technicians. The event was well attended which confirms the fact that our car seat technicians are a valuable asset to the community.



Offense Type	Description Examples	Number of Calls- 1 ST Quarter 2018	Number of Calls-2 nd Quarter 2018
Part 1 and 2	Theft, Fraud, Damage to Property, Burglary, DWI, Assaults,	153	225
Part 3,4,5	Suspicious persons/activity, Vehicle lock outs, Animal complaints, Check welfare, Accidents, Alarms, Medical, Parking complaints, MV Complaints, Warrant arrests, Neighborhood Disputes, Extra Patrol requests.	840	953
Investigations		32	21
Citations		165	168
<u>Total Calls For Service</u>		<u>1190</u>	<u>1367</u>

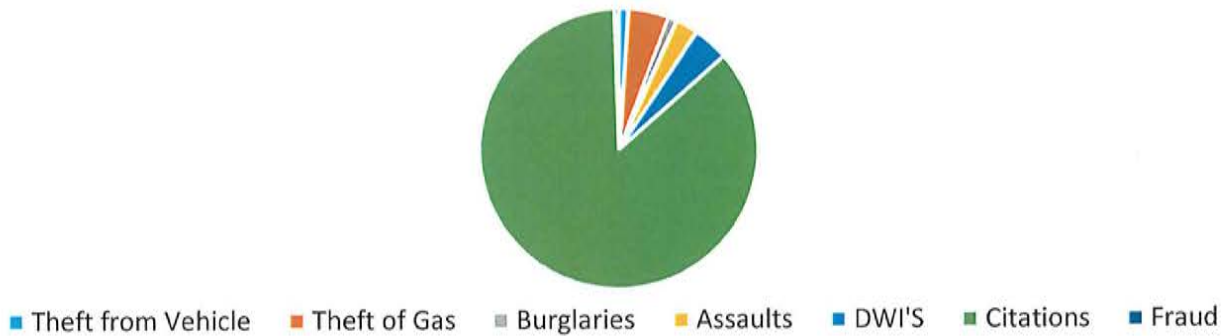
Call comparisons for 1st & 2nd quarter-2018



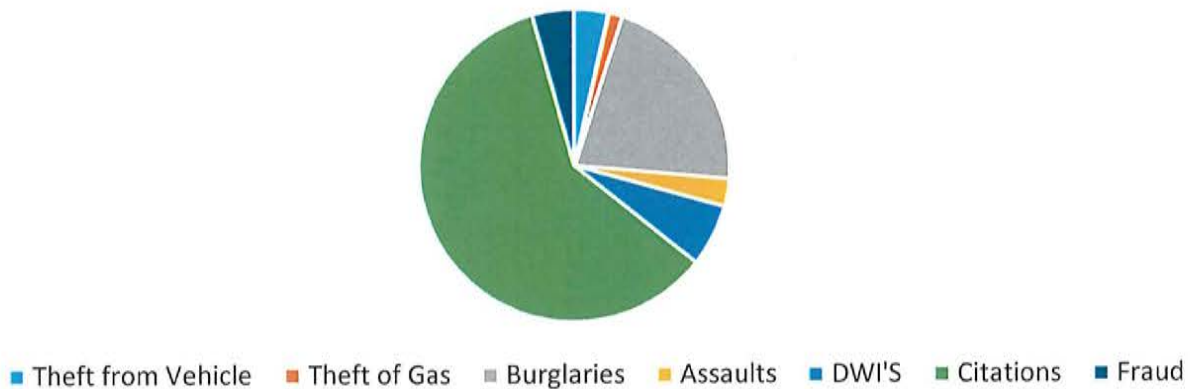
Calls for Service Breakdown Part 1 and 2 Offenses-2018

	1 st Quarter	2 nd Quarter
Thefts from Vehicle	2	10
Theft of Gas	9	4
Burglaries	2	6
Assaults	5	8
DWIs	8	18
Citations	165	168
Fraud	1	12

1st quarter 2018



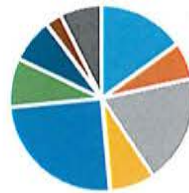
2nd quarter 2018



Calls for Services Breakdown Part 3, 4, 5 Offenses-2018

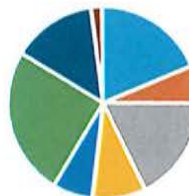
	1 st Quarter	2 nd Quarter
Suspicious Activity	69	85
Vehicle lockouts	30	29
Medicals	87	80
Alarms	36	41
Vehicle Accidents	39	31
Agency Assists	114	113
Domestic situations	35	65
Juvenile Activity	13	8
Civil disputes/Landlord-tenant/Child Custody	34	23

1st quarter 2018



■ Suspicious Activity
 ■ Vehicle Lockouts
 ■ Medicals
 ■ Alarms
 ■ Agency Assists
■ Vehicle Accidents
 ■ Domestic
 ■ Juvenile Activity
 ■ Civil Disputes

2nd quarter 2018



■ Suspicious Activity
 ■ Vehicle Lockouts
 ■ Medicals
 ■ Alarms
 ■ Vehicle Accidents
■ Agency Assists
 ■ Domestic
 ■ Juvenile Activity
 ■ Civil Disputes

Training 2018: Officers are required to complete a certain amount of continuing education training hours to maintain their peace officer license. Some trainings are made mandatory by the MN Peace Officer Standards and Training Board (POST) and the department head. Other trainings are suggested but not mandatory. There are many other training courses officers request to attend to increase their knowledge and understanding in certain areas. Officers also do many of their trainings online through a program called PATROL. PATROL allows officers to complete mandatory and optional courses online while also receiving POST continuing education credits. Officers have attended a combined total of 109 hours of POST mandated training and other continuing education courses during the second quarter of 2018.

2nd quarter training:

- EMR (Emergency Medical Responder) refresher
- EVOC (Emergency Vehicle Operations Course)
- Communication skills
- Handgun, rifle, shotgun qualification
- Child custody disputes
- Emergency aid exception



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

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	16	Inspections
Water	Operational Hours	Hours spent at the facility.	48	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	16	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	16	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Raw water	20.2	Million Gallons
		Total Finished water	19.2	Million Gallons
		Oak Grove water use	2.8	Million Gallons
		Average Daily Flow	.664	Million Gallons
		Average Chlorine	.33	Mg/l
		Average Raw Iron	1.12	Mg/l
		Average Raw Manganese	.098	Mg/l
		Average Fluoride	.66	Mg/l
		Iron Removal	99	%
		Manganese Removal	72	%
Wastewater	Wastewater Treatment Report			

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 24 Constituents); 8 Effluent (49 Constituents	73	Constituents
Wastewater	Operational Hours	Hours spent at facility.	128	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	16	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	16	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	16	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	30	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	16	pH Readings
Wastewater	Inspections	Inspect 9 lift stations daily and calculate pump runtimes.	144	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	64	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	9.7	Million Gallons
		Total Effluent	9.4	Million Gallons
		Influent TSS	357	Mg/l
	<i>Limit: (30 mg/l)</i>	Effluent TSS	1.8	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	99	% Removal
		Influent CBOD	287	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	.7	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	99	% Removal
		Influent Phosphorus	4.6	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	.11	Mg/l
		Phosphorus % Removal	99	% Removal
		Influent Ammonia Nitrogen	35.3	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	.16	Mg/l
		Ammonia Nitrogen % Removal	99	% Removal
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	108	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	1	Inspections
Water/Sewer	Water Miscellaneous	Work Orders: re-reads, high	34	Work Orders

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water/Sewer	Monthly Projects			
WWTP	Rapid Mixer	Change Oil, Inspect	1	Mixer
WWTP	Replace Surge Protector	Electrical protection device for UV system.	1	Surge Protector
WWTP	Change Filters of Make-up Air Units	Replace Dirty Filters	8	Filters
WWTP	SCADA Training	SCADA Training Refresher	3	Hours
WWTP	Paint Old Influent Building Doors	Old doors were green, repainted to match new doors.	3	Doors
WWTP	Meet with Bio solids Contractors for Pricing	These companies would handle our bio solids hauling and testing.	2	Hours
WWTP	Clean Chlorine Regulators	Clean tubes that regulate chlorine feed and replace O-rings.	4	Regulators/Tubes
Well House	Replace Control Switch	Turns Well On or Off	1	Switch
WTP/Well House	Meter Pits	Pump Out Water From Pits	4	Pits
Lift Stations	Lift Station Maintenance	Change Oil, Inspect	16	Pumps
Lift Stations	Plugged Pumps	Pumps Plugged with Rags	4	Pumps
Lift Stations	Replace Failed Pump	Water had penetrated the motor housing of 20 year old pump. Replaced with existing pump.	1	Pump
PW	Assist with Pioneer Day's Setup	Hook up flow meters, parade set up.	13	Hours
Water	Meter Re-reads	Re-read meters/remotes that were not read by Opus.	19	Re-reads
Water	Reclaim Pumps	Change Oil, Inspect	3	Pumps
PW	Pre-con for Rivers Edge	Meet for Project prep and planning	1.5	Hours
PW	Severe Weather Training	Training on Severe Weather	1	Hour
PW	MS4 Field Training	MS4 Education	1	Hour

*Each time a lift station pump is pulled due to plugging = 4 man hours (average).



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

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	22	Hours
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	0	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	0	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	41.5	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	74	Inspections
Parks	Events	Preparation and Inspection	16 12 9	Baseball Warming House Misc.
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	155	Acres
Streets	Signs	Signs Installed or Repaired	0	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	1 1	Sewer Park
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	6	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	26	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	20	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	36	Times
Parks	Trail Mowing	Mowing Along Walking Trails	48.6	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	4	Times
Streets	Ditch Mowing	Mowing Along Roadway	115.7	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Parks	Vandalism	Damage to City Property	6	Hours
Recycling	Meeting	Meet with all of the Reps for Anoka County.	1	Meeting