



CITY COUNCIL REGULAR MEETING

St. Francis Area Schools District Office, 4115 Ambassador Blvd. NW

Monday, October 03, 2022 at 6:00 PM

AGENDA

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

A. City Council Minutes - September 19, 2022

B. Policy Implementation - Police Department

C. Surplus Vehicle

*Resolution 2022-46 - Declaring surplus property and authorizing the disposal of said property

D. Appointment of Election Judges

*Resolution 2022-47 Appointing Election Judges for the 2022 General Election

E. Siwek Park Improvements – Pay Estimate No. 3

F. Water Wastewater Systems Operator Replacement

G. WETT Program Student Internship

H. MMUA Safety Management Program Contract

I. Vista Prairie Grading Agreement

J. Application for Intoxicating Liquor & Sunday Sales License

K. Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS

7. PUBLIC HEARING

A. Capital Improvement Bonds

*Resolution 2022-53 - Adopting a Capital Improvement Plan and providing preliminary approval for the issuance of bonds thereunder

B. Rivers Edge 7th Addition

*Ordinance 300 - Approving a rezoning request for Outlot A Rivers Edge 2nd Addition from UR to the Rivers Edge PUD with findings as presented by Staff; First Reading

*Resolution 2022-48 - Approving the preliminary plat and PUD plans for the 7th Addition of Rivers Edge with conditions and findings presented by Staff

*Resolution 2022-49 - Approving a Conditional Use Permit for the construction of public roads associated with the 7th Addition of the Rivers Edge development with conditions and findings presented by Staff

*Resolution 2022-50 - Approving the drainage and utility easement vacations pertaining to Outlot A, Rivers Edge 2nd Addition and Outlot A, Rivers Edge 5th Addition with conditions and findings as presented by Staff

8. OLD BUSINESS

9. NEW BUSINESS

A. Patriot Parkway Concept Review

B. The Bluffs of Rum River

*Ordinance 301 approving a rezoning request for 23925 St Francis Blvd NW from R-3 and B-2 to The Bluffs PUD with findings as presented by Staff; First Reading

*Resolution 2022-51 approving the preliminary plat and PUD plans for The Bluffs of Rum River development with conditions and findings as presented by Staff
*Resolution 2022-52 approving a Conditional Use Permit for the construction of public roads associated with The Bluffs of Rum River development with conditions and findings as presented by Staff

10. MEETING OPEN TO THE PUBLIC

11. REPORTS

12. COUNCIL MEMBER REPORTS

13. UPCOMING EVENTS

14. ADJOURNMENT

Join Zoom Meeting

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CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW

September 19, 2022

6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

Members Present: Mayor Steve Feldman, Councilmembers Robert Bauer, Kevin Robinson, Sarah Udvig, and Joe Muehlbauer (attending remotely).

Also present: City Administrator Kate Thunstrom, Deputy City Administrator/City Clerk Jenni Wida, Community Development Director Colette Baumgardner, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, Finance Director Darcy Muvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), Police Chief Todd Schwieger,

3. APPROVAL OF AGENDA

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

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye
Councilmember Bauer	aye
Motion carried 5-0	

4. CONSENT AGENDA

- A. City Council Minutes - September 6, 2022
- B. Approval to hire 3 Firefighters
- C. Approval to hire 2 additional Lieutenants
- D. Accept Donation From W.D. Larson Companies (Allstate-Peterbilt)
- E. Gambling Permit – St. Francis Athletics Booster Club
- F. Tobacco Permit – Downtown Smoke Shop, Inc
- G. URRWMO – Fill Vacancy
- H. Interim Bethel Wastewater Plant Operator Contract
- I. Domestic Violence Awareness Month
- J. Alexandra House Funding Request for 2023
- K. Poppy Street and 229th Lane Reconstruction Project - Pay Estimate No. 1

L. Payment of Claims

MOTION BY: UDVIG SECOND: MUEHLBAUER APPROVING THE CONSENT AGENDA

A roll call vote was performed:

Mayor Feldman aye

Councilmember Robinson aye

Councilmember Udvig aye

Councilmember Muehlbauer aye

Councilmember Bauer aye

Motion carried 5-0

5. **MEETING OPEN TO THE PUBLIC – NONE**

6. **SPECIAL BUSINESS – NONE**

7. **PUBLIC HEARINGS – NONE**

8. **OLD BUSINESS – NONE**

9. **NEW BUSINESS – NONE**

10. **MEETING OPEN TO THE PUBLIC – NONE**

11. **REPORTS**

A. Fire Department Monthly Report - August

Fire Chief Dave Schmidt gave the Fire Department's August Report and reviewed the staff report highlighting response time goals being met, 52 calls for service this month, a slight decrease in staffing due to two members on long term military leave, and four EMS calls with an ambulance response time of over 20 minutes. He added that inspections were down this month.

Mayor Feldman asked how the new engine was doing. Fire Chief Schmidt said it was fantastic. Mayor Feldman asked if the engine it was replacing is now out of service. Fire Chief Schmidt said it is out of service; however, the Fire Department is hanging on to it for a while in case there are any issues with the new engine they will have a backup.

Mayor Feldman noted that COVID is still alive and well and cautioned everyone to be cautious as it is not gone. He also noted that every report shows more EMS than fire calls and this seems to be a trend nationwide. He mentioned it was a good report.

Muehlbauer said it was a great report.

Udvig added it was a great report and thanked the Fire Department for all they do to help keep the City and residents safe.

Bauer echoed what Udvig shared.

Robinson mentioned it was a great report and asked about the 13 calls for glucometer and if they are repeat callers, what education is taking place on these calls, and if there is any follow up after. Fire Chief Schmidt said there are some repeat callers due to certain diabetic conditions. He added the responders try to counsel the callers to the best of their ability and share the importance of the relationship with their endocrinologist to follow up. He shared that the glucometer is used for a differential diagnosis if someone is unresponsive or in cardiac arrest.

Robinson asked if the Fire Department is allowed to give a courtesy call to family members to inform them of repeat calls from their family members. Fire Chief Schmidt stated there is a fair amount of follow up with the staff that the department has. For repeat callers, the department often finds that there is a connection of care issue where the caller has many different doctors, and the services are not connected. He said that the department offers to help connect and educate the callers; however, at a certain point the medical information becomes protected information that cannot be shared. Robinson shared it is great that the department can make these calls to family members and said this is public service at its utmost.

Robinson asked Fire Chief Schmidt to give a preview of the French Toast Breakfast coming up. Fire Chief Schmidt shared that the French Toast Breakfast will be held at the Fire Station on October 15 and there will be a number of vendors and educational opportunities for children and adults. Robinson shared he hoped for good weather.

Mayor Feldman asked about the level that the new fire engine was rigged since the Fire Department themselves decided how to rig it. Fire Chief Schmidt shared that there are no regrets on how it was rigged from an operational capacity. Mayor Feldman asked if the new fire engine was making a difference. Fire Chief Schmidt said absolutely. Mayor Feldman said it was at a good price as well.

12. COUNCIL MEMBER REPORTS

Robinson shared about the work session meeting last week and shared what was discussed at this meeting, including giving an update from the chair from the Alexandra House on her presentation.

Bauer shared he was also at the work session and reiterated everything Robinson shared.

Udvig stated she was at the work session as well and shared it is always a good time for Council to have open communication with Staff to ask questions and work through City issues. She mentioned she wanted residents to know the time the

Council puts in.

Muehlbauer was at the work session as well and shared that he reached out to the Stone Lion and Athens Township on the noise concerns on the weekends and he has been trying to direct residents to bring these concerns to the correct people.

Mayor Feldman shared that the reason this meeting is so short is because of the work put in by the Council and Staff at work sessions. He added that five of the 11 items on the Consent Agenda were worked out at work sessions and shows that the Council and Staff put in work outside of the City Council meetings. He reiterated that the work has already been done at multiple levels at these long work session meetings. He shared that Council meetings and work sessions will take as long as they need to in order to work through the City's business. He mentioned that a vacancy has been filled for the Upper Rum River Watershed Management Organization with someone who has GIS experience. He shared he is very impressed with this individual and it was a hard slot to fill. He added the gazebo has a new maintenance free railing on it and Public Works is doing touch ups on it and it will be ready for the wedding on Saturday, September 24. He thanked Staff for all of their hard work because the hard work done by Staff is how the City moves forward. He told the public that if they would like answers to their questions, they must call City Hall and not get these answers from social media.

Bauer asked Mayor Feldman to note Domestic Violence Awareness Month.

Mayor Feldman shared that October is recognized as Domestic Violence Awareness Month and stated this is an opportunity to address the reality of the problem and the importance of the ongoing work to create a violence free community. He stated that the Council and Staff wholeheartedly support this which is why a donation was given to the Alexandra House and shared he hopes the Alexandra House is utilized if necessary.

City Administrator Kate Thunstrom reminded Staff that next Monday, September 26 was a work session with MNDOT.

13. UPCOMING EVENTS

September 21 - Planning Commission @ 7:00 pm
September 26 - City Council Work Session @ 5:30 pm
October 3 - City Council Meeting @ 6:00 pm

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 6:14 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Policy Implementation
DATE: October 3, 2022

OVERVIEW:

The police department has added an Informant Policy to meet MN POST Board requirements and MN State Statute 626.8476. The police department has also added a Bias Based Policing Policy to meet the requirements of the MN Post Board and MN State Statute 626.8471. All new and amended policies will continue transitioning to our new Lexipol format.

Both policies are additions to the police department policy manual and were recently required by the MN POST Board. As with any POST mandated policy, a law enforcement agency's policy must be identical or substantially similar to the POST policy.

ACTION TO BE CONSIDERED:

City Council to approve the police department Informant and Bias Based Policing policies. Both policies have received legal review.

BUDGET IMPLICATION:

There is no direct budget implication as a result of the added policies.

Attachments:

- Informant Policy, Bias Based Policing Policy

Policy

603

St. Francis Police Department

Policy Manual

Informants

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

603.1.1 DEFINITIONS

Definitions related to this policy include:

- A. **Confidential Informant (CI)** - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the St. Francis Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the St. Francis Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money). This person aids in intelligence gathering or investigative efforts and is able, by reason of the person's familiarity or close association with suspected criminals, to:
 - 1. Make a controlled buy or controlled sale of contraband, controlled substance, or other items that are material to a criminal investigation;
 - 2. Supply regular or constant information about suspected or actual criminal activities to a law enforcement agency; or
 - 3. Otherwise provide information important to ongoing criminal intelligence gathering or criminal investigative efforts.
- B. **Controlled Buy:** means the purchase of contraband, controlled substances, or other items that are material to a criminal investigation from a target offender that is initiated, managed, overseen, or participated in by law enforcement personnel with the knowledge of a confidential informant.
- C. **Controlled Sale:** means the sale of contraband, controlled substances, or other items that are material to a criminal investigation to a target offender that is initiated, managed, overseen, or participated in by law enforcement personnel with the knowledge of a confidential informant.
- D. **Mental Harm:** means a psychological injury that is not necessarily permanent but results in visibly demonstrable manifestations of a disorder of thought or mood that impairs a person's judgment or behavior.
- E. **Target Offender:** means the person suspected by law enforcement personnel to be implicated in criminal acts by the activities of a confidential informant.
- F. **Confidential Informant File:** means a file maintained to document all information that pertains to a confidential informant.
- G. **Unreliable Informant File:** means a file containing information pertaining to an individual who has failed at following an established written confidential informant agreement and has been determined to be generally unfit to serve as a confidential

informant.

- H. **Compelling Public Interest:** means, for purposes of this policy, situations in which failure to act would result or likely result in loss of life, serious injury, or have some serious negative consequence for persons, property, or public safety and therefore demand action.
- I. **Overseeing agent:** means the officer primarily responsible for supervision and management of a confidential informant.

603.2 POLICY

The St. Francis Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

603.2.1 POST MODEL POLICY

It is the policy of the Department to follow the requirements of the Confidential Informants Model Policy, established and published by the Minnesota Board of Peace Officer Standards and Training (MN POST) (Minn. Stat. § 626.8476).

[See attachment: Confidential Informants Model Policy.pdf](#)

603.3 USE OF INFORMANTS

603.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must complete an initial suitability report prior to receiving approval/authorization from the Chief of Police or designee. The officer will submit the initial suitability to their supervisor for review.

1. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, this must include sufficient detail regarding the risks and benefits of using the individual so that a sound determination can be made. The following information must be addressed in the report, where applicable:
 - (a) Age, sex, and residence
 - (b) Employment status or occupation
 - (c) Affiliation with legitimate businesses and illegal or suspicious enterprises
 - (d) Extent to which potential information, associations, or other assistance could benefit a present or future investigation
 - (e) Relationship with the target of an investigation
 - (f) Motivation in providing information or assistance
 - (g) Risk of adversely affecting an existing or future investigation
 - (h) Extent to which provided information can be corroborated
 - (i) Prior record as a witness
 - (j) Criminal history, to include whether he or she is the subject of a pending investigation, is under arrest, or has been charged with a crime

- (k) Risk to the public or as a flight risk
 - (l) Consultation with the individual's probation, parole, or supervised release agent, if any
 - (m) Consideration and documentation of the individual's diagnosis of mental illness, substance use disorder, traumatic brain injury, or disability; and consideration and documentation of the individual's history of mental illness, substance use disorder, traumatic brain injury or disability
 - (n) Relationship to anyone in law enforcement
 - (o) Risk of physical harm to the potential CI or their immediate family or relatives for cooperating with law enforcement
 - (p) Prior or current service as a CI with this or another law enforcement organization
2. Any prospective or current CI must be excluded from engaging in a controlled buy or sale of a controlled substance if the prospective or current CI:
 - (a) Is receiving in-patient treatment or partial hospitalization treatment administered by a licensed service provider for a substance use disorder or mental illness; or
 - (b) is participating in the treatment-based drug court program or treatment court; except that
 - (c) the prospective or current CI may provide confidential information while receiving treatment, participating in a treatment-based drug court program or treatment court.
 3. Documentation and special consideration must be made of the risks involved in engaging a prospective or current CI in the controlled buy or sale of a controlled substance if the individual is known, or has reported, to have experienced a drug overdose in the previous 12 months.
 4. Any prospective or current CI who is known to abuse substances, or is at risk for abusing substances, should be provided referral to prevention or treatment services.
 5. Any prospective or current CI that has a physical or mental illness that impairs the ability of the individual to understand instructions and make informed decisions should be referred to a mental health professional or other appropriate medical professional, or a case manager/social worker from the county social services agency, or other substance abuse and mental health services.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

Government Officials and Individuals obligated by legal privilege of confidentiality require special review and approval for use as a CI. In these instances, the Chief of Police or their designee, and the office of the prosecutor or county attorney should be consulted prior to the use of these individuals.

603.3.2 JUVENILE INFORMANTS

Use of a juvenile under the age of 18 for participating in a controlled buy or sale of a controlled substance or contraband may be undertaken only with the written authorization of the individual's parent(s) or guardian (s), except that the juvenile informant may provide confidential information. The Chief of Police or designee and the office of the prosecutor or county attorney should be consulted prior to the use of these individuals.

Authorization for such use should be granted only when a compelling public interest can be demonstrated, except that juveniles under the guardianship of the State may not be used as an informant.

603.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant. Any physical or mental illness that impairs the CI's ability to knowingly contract or otherwise protect the CI's self-interest must be taken into consideration before the CI signs the agreement.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

603.3.4 EXIGENT CONFIDENTIAL INFORMANTS

1. Certain circumstances arise when an individual who has been arrested is willing to immediately cooperate and perform investigative activities under the direction of an overseeing agent. In these circumstances, the initial suitability determination can be deferred and an individual may be utilized as a CI for a period not to exceed 12 hours from the time of arrest if:
 - (a) The individual is not excluded from utilization as a CI under 603.3.1.2 (a-c) of this policy; and
 - (b) There is compelling public interest or exigent circumstances exist that demand immediate utilization of the individual as a CI and any delay would significantly and negatively affect any investigation; and
 - (c) A supervisor has reviewed and approved the individual for utilization as a CI under these circumstances.
2. Upon the conclusion of the 12-hour window, or at any time before, an initial suitability determination must be conducted before the individual engages in any further CI activities.

603.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

- (a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Department Supervisor, or their authorized designees.
 1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.

- (b) Criminal activity by informants shall not be condoned.
- (c) Informants shall be told they are not acting as police officers, employees or agents of the St. Francis Police Department, and that they shall not represent themselves as such.
- (d) Informants may not carry a weapon while performing informant activities.
- (e) The relationship between department members and informants shall always be ethical and professional.
 - 1. Members shall not become intimately involved with an informant.
 - 2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the supervisor.
 - 3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
- (f) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the supervisor and with one officer or agent of the same sex, except when not practical.
 - 1. Officers may meet informants alone in an occupied public place, such as a restaurant.
- (g) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.
- (h) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.
- (i) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

Preceding or following every buy or sale of controlled substances, overseeing agents must screen the CI for any personal safety or mental health concerns, risk of substance abuse, and/or potential relapse in any substance abuse recovery.

- (a) At the request of the CI, or if the overseeing agent deems it necessary, reasonable efforts should be taken to provide the CI with referral to substance abuse and/or mental health services.
- (b) Overseeing agents must document:
 - 1. the screening,
 - 2. any referral to services provided to, or requested by, the CI, and
 - 3. any refusal by the CI to participate in the screening and/or any refusal by the CI to accept referral to services. Reasons for the CI's refusal must be documented, where applicable.
- (c) No part of this subsection supersedes MN Stat. 253B.051.

603.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

- (a) The informant has provided untruthful or unreliable information in the past.
- (b) The informant behaves in a way that may endanger the safety of an officer.
- (c) The informant reveals to suspects the identity of an officer or the existence of an investigation.
- (d) The informant appears to be using his/her affiliation with this department to further criminal objectives.
- (e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
- (f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.
- (g) The informant commits criminal acts subsequent to entering into an informant agreement.

603.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the police department. The Chief of Police or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Department Supervisor, or their authorized designees.

Overseeing agents must:

- (a) evaluate and document the criminal history and propensity for violence of target offenders; and
- (b) to the extent allowed, provide this information to the CI if there is a reasonable risk or threat of harm to the CI as a result of the CI's interaction with the target offender.

The Chief of Police or designee should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

Each CI's suitability must be reviewed every 6 months, at a minimum, during which time the CI's overseeing agent must submit a Continuing Suitability Report addressing the foregoing issues in 603.3.1, where applicable. An initial suitability determination must be conducted on a reactivated CI regardless of the length of inactivity.

Supervisors must review informant files regularly with the overseeing agent and must attend debriefings of CIs periodically as part of the informant management process. If a CI is active for more than 12 months, a supervisory meeting with the CI must be conducted without the overseeing agent.

CI contracts must be terminated, and the CI file placed in inactive status when the CI has not been utilized for 6 months or more.

603.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

- (a) Name and aliases
- (b) Date of birth
- (c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
- (d) Photograph
- (e) Current home address and telephone numbers
- (f) Current employers, positions, addresses and telephone numbers
- (g) Vehicles owned and registration information
- (h) Places frequented
- (i) Briefs of information provided by the informant and his/her subsequent reliability
 - 1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
- (j) Name of the officer initiating use of the informant
- (k) Signed informant agreement
- (l) Update on active or inactive status of informant
- (m) Emergency contact information

603.5.2 DEACTIVATION OF CONFIDENTIAL INFORMANTS

A CI deactivation procedure must be established as follows:

1. The overseeing agent must complete a deactivation form that includes, at minimum, the following:
 - (a) The name of the agency.
 - (b) The name of the CI.
 - (c) The control number of the CI, where applicable.
 - (d) The date of deactivation.
 - (e) The reason for deactivation.
 - (f) A notification that contractual agreements regarding monetary remuneration, criminal justice assistance, or other considerations, specified or not, are terminated.
 - (g) A notification that the agency will provide and assist the CI with referral to health services for assistance with any substance abuse disorder and/or physical, mental, or emotional health concerns, as requested or accepted by the CI.
 - (h) A signature by the CI or documentation indicating the reason(s) why the CI was unable or unwilling to sign the form.
 - (i) A signature by the overseeing agent.
2. All reasonable efforts must be taken to maintain the safety and anonymity of the CI after deactivation.

CIs may voluntarily initiate deactivation, whereupon the protocols outlined in this section must be followed.

603.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant's previous criminal activity
- The level of risk taken by the informant

603.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

- (a) All monetary compensation paid to informants must be commensurate with the value of the information or assistance provided to the agency.
- (b) All payments to informants must be approved in advance by the Chief of Police.
- (c) Officers must provide accounting of monies received and documentation for confidential funds expended. Any documentation of monies paid or received should not contain the true identity of the informant but should use the informants control number.
- (d) Two officers must be present when making payments or providing funds to informants.
- (e) The appropriate individual, as designated by the Chief of Police must ensure that the process for authorization, disbursement, and documentation of informant payments, as well as the accounting and reconciliation of confidential funds, is consistent with agency policy.
- (f) If an informant is authorized to work with another law enforcement or prosecutorial agency, financial payments must be coordinated between the agencies in a manner that is proportionate to the assistance rendered to each agency.
- (g) Written records of receipts are retained, or justification for the exception is documented when a written receipt is not available.

603.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed \$600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as "other income" and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant's file.

603.6.3 AUDIT OF PAYMENTS

The Chief of Police or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

603.7 INFORMANT COORDINATOR

The Chief of Police or the authorized designee should designate an informant coordinator responsible for remaining familiar with the requirements and guidelines set forth in Minn. Stat. § 626.8476 and the MN POST Confidential Informants Model Policy.

The coordinator is also responsible for implementing department procedures and protocols concerning the recruitment, control, and use of informants, as adopted by the model policy, including but not limited to:

- (a) Establishing general guidelines related to the oversight of informants such as:
 - 1. The execution of informant agreements.
 - 2. The use of informants in exigent circumstances.
 - 3. Supervisor review of informant files and informant agreements, and attendance at debriefings and meetings.
 - 4. Communication strategies and plans to address the confidentiality and integrity of the department/informant relationship.
 - 5. The screening of informants for personal safety or mental health concerns before and after their use.
- (b) Developing procedures for determining initial and continued suitability, and preparing related reports (e.g., Initial Suitability Report, Continuing Suitability Report).
 - 1. Procedures should include a process for forwarding the results of initial and continuing suitability determinations to appropriate department members.
 - 2. The local prosecutor's office should be consulted before engaging individuals who require special review and approval (e.g., juveniles, government officials, those individuals obligated by legal privilege of confidentiality).
- (c) Creating a process for identifying individuals who may be or who may become unsuitable to serve as informants (e.g., individuals receiving inpatient or partial-hospitalization treatment for a substance use disorder or mental illness, participating in a treatment-based drug court program or treatment court, having overdosed in the last 12 months, having a physical or mental illness that impairs the ability to understand instructions and make informed decisions).
- (d) Working with department members to identify informants who should be referred to prevention or treatment services.
- (e) Addressing jurisdictional issues to ensure proper coordination in the use of informants.
- (f) Working with the Drug Task Force supervisor to manage the informant file system, including establishing guidelines regarding access, review, and disclosure.
- (g) Establishing deactivation procedures.
- (h) Making any necessary updates to agency procedures.

- (i) Certifying annually to MN POST that the Department has adopted a policy that complies with the requirements of the model policy as required by Minn. Stat. § 626.8458, Subd. 3.

603.7 TRAINING

The Instructor shall provide in-service training to officers, including part-time officers, in the recruitment, control, and use of confidential informants as required by Minn. Stat. § 626.8476.

Policy

401

St. Francis Police Department
Policy Manual

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the St. Francis Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.

This includes use of racial or ethnic stereotypes as factors in selecting whom to stop and search. It does not include law enforcement's use of race or ethnicity to determine whether a person matches a specific description of a particular subject (Minn. Stat. § 626.8471).

401.2 POLICY

The St. Francis Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group (Minn. Stat. § 626.8471, Subd. 3).

401.3 BIAS-BASED POLICING PROHIBITED

Policing impartially is standard procedure for this agency meaning:

- (a) Investigative detentions, pedestrian and vehicle stops, arrests, searches and property seizures by peace officers will be based on a standard of reasonable suspicion or probable cause in accordance with the Fourth Amendment of the United States Constitution and peace officers must be able to articulate specific facts, circumstances and conclusions that support reasonable suspicion or probable cause for investigative detentions, pedestrian and vehicle stops, arrests, nonconsensual searches and property seizures;
- (b) Except as provided in paragraph c., Peace officers shall not consider race, ethnicity, national origin, gender, sexual orientation and religion in establishing either reasonable suspicion or probable cause; and
- (c) Peace officers may take into account the descriptors in paragraph b. Based on information that links specific, suspected, unlawful or suspicious activity to a particular

individual or group of individuals and this information may be used in the same manner officers use specific information regarding age, height, weight, or other physical characteristics about specific suspects.

401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and has a duty to promptly report any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

401.4.1 INFORMATION TO BE PROVIDED

In an effort to prevent the perception of biased law enforcement, peace officers shall:

- (a) Be respectful and professional.
- (b) Introduce or identify themselves and state the reason for a contact as soon as practicable unless providing the information could compromise officer or public safety.
- (c) Attempt to answer questions the person may have regarding the contact, including relevant referrals to other agencies when appropriate.
- (d) Explain the reason for the contact if it is determined the reasonable suspicion was unfounded.
- (e) When requested, provide their name and badge number and identify this department during routine stops.
- (f) When requested, officers should inform a member of the public of the process to file a misconduct complaint for bias-based policing against a member of the Department, and that bias-based policing complaints may be made by calling the Attorney General's office (Minn. Stat. § 626.9514).

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer in a timely manner.
 - 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Data Terminal (MDT) data and any other available resource used to document contact between officers and the public to ensure compliance with this policy.
 - 1. Supervisors should document these periodic reviews.
 - 2. Recordings that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

401.6 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Office of the Chief.

The Chief of Police and supervisors should receive and review training materials prepared by the Board of Peace Officer Standards and Training (POST) (Minn. Stat. § 626.8471, Subd. 7).

Training should also include in-service training on recognizing and valuing community diversity and cultural differences, including implicit bias, as required by (Minn. Stat. § 626.8469, Subd. 1).

401.7 VIOLATIONS

Alleged violations of this policy must be reported to POST in accordance with the reporting requirements in Minn. Stat. § 626.8457.



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Surplus Vehicle
DATE: October 3, 2022

OVERVIEW:

The Police Department has one seized vehicle that has gone through the forfeiture process and is now the property of the City of St. Francis. The vehicle is a 2008 Mercury Mountaineer bearing VIN # 4M2EU48E88UJ16952. The Police Department will utilize the online bidding service of Municibid to sell and dispose of the vehicle. St. Francis city code 8-7-3 (7) authorizes the City to sell supplies, materials, or equipment at the highest price utilizing an electronic selling process in an open and interactive environment.

ACTION TO BE CONSIDERED:

To approve resolution 2022-46 declaring the listed seized/forfeited vehicle as surplus property to be disposed of under the guidelines of the St. Francis city code.

BUDGET IMPLICATION:

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

Attachments:

- Resolution 2022-46 Declaring surplus property and authorizing the disposal of said property

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

RESOLUTION 2022-46

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

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

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

WHEREAS, by the City Council of the City of St. Francis that the following property is hereby classified as surplus property, with the approximate value said property assigned as follows:

<u>Surplus Property: (Forfeiture Vehicles)</u>	<u>Estimated Value</u>
1) 2008 Mercury Mountaineer VIN # 4M2EU48E88UJ16952	Highest bidder on Auction/Ebid

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY OF OCTOBER, 2022.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Appointment of Election Judges
DATE: October 3rd, 2022

OVERVIEW:

The city of St. Francis will be conducting a General Election, November 8th, 2022. 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:

A motion to adopt Resolution 2022-47 a resolution appointing the election judges for the General Election to be held on November 8th, 2022.

Attachments:

- Resolution 2022-47 – Appointing election judges for the general election.

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

RESOLUTION 2022-47

A RESOLUTION APPOINTING JUDGES OF ELECTION
FOR THE
GENERAL ELECTION, NOVEMBER 8, 2022

Whereas, the City of St. Francis will be conducting a General Election on November 8, 2022; 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 \$15.00 for regular election judges and \$15.50 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 General Election, November 8, 2022:

Rose Caswell	Dawnette Boyd
Melissa Denning	Therese Cathers
Michael Minkler	Marlene Drozdik
Mark Peterson	Rebecca Gerlach
Natalie Santillo	Kathy Minkler
Kathleen Stadel	Maureen Ness
Ray Steinke	Jessica Running
Sara Watkins	David Watkins
Shirley Williams	Richard Williams
Carolynn Thompson	Lisa Stoll
Patricia Bloomer	Greg Zutz
Beck Rock-Zutz	Louise Grass
Luke Blanch	Kaleb Miller
Kelly Scales	Jennifer Simon

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 3rd DAY OF OCTOBER, 2022.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Siwek Park Improvements – Pay Estimate No. 3
DATE: October 3, 2022

OVERVIEW:
Attached is Pay Estimate No. 3 for the Siwek Park Improvement Project. The major work items for this pay estimate include the bituminous trail and parking lot paving and the toilet enclosure. This pay estimate includes payment for all of the work items completed through September 23, 2022. This estimate recommends payment of \$65,431.44. The contract amount is \$384,094.65.

ACTION TO BE CONSIDERED:
Consider approval of Pay Estimate No. 3 for the Siwek Park Improvement Project

BUDGET IMPLICATION:
This project will be funded by grant funds and park capital funds. The payment is summarized as follows:

Work Completed to Date	\$250,622.20
Less Payment No. 1	\$ 71,877.95
Less Payment NO. 2	\$100,781.70
<u>Less 5% Retainage</u>	<u>\$ 12,531.11</u>
Total Payment	\$ 65,431.44

- Attachments:
- PAY ESTIMATE NO. 3

PAY ESTIMATE #3
City of St. Francis
Siwek Park Improvements

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	\$ 26,550.00	\$ 26,550.00	1	\$ 26,550.00
2	SAWING CONCRETE PAVEMENT	10	LIN FT	\$ 8.25	\$ 82.50	22	\$ 181.50
3	REMOVE CONCRETE PAVEMENT	123	SQ FT	\$ 3.00	\$ 369.00	221	\$ 663.00
4	COMMON EXCAVATION (P)	1,580	CU YD	\$ 10.50	\$ 16,590.00	1,580	\$ 16,590.00
5	AGGREGATE BASE CLASS 5	742	TON	\$ 23.00	\$ 17,066.00	742	\$ 17,066.00
6	BITUMINOUS MATERIAL FOR TACK COAT	20	GALLON	\$ 13.20	\$ 264.00	20	\$ 264.00
7	TYPE SP 12.5 WEARING COURSE MIXTURE (2:B) 3.0" THICK	1,167	SQ YD	\$ 25.75	\$ 30,050.25	1,140	\$ 29,355.00
8	TYPE SP 9.5 NON WEARING COURSE MIXTURE (2:B)	29	TON	\$ 137.00	\$ 3,973.00	29	\$ 3,973.00
9	TYPE SP 9.5 WEARING COURSE MIXTURE (2:B)	29	TON	\$ 137.00	\$ 3,973.00	29	\$ 3,973.00
10	6" PRECAST CONCRETE HEADWALL	1	EACH	\$ 505.00	\$ 505.00	1	\$ 505.00
11	6" PVC PIPE	23	LIN FT	\$ 58.00	\$ 1,334.00	23	\$ 1,334.00
12	12" RC PIPE SEWER DESIGN 3006 CLASS V	72	LIN FT	\$ 51.00	\$ 3,672.00	72	\$ 3,672.00
13	CONNECT TO EXISTING STORM SEWER	1	EACH	\$ 680.00	\$ 680.00	1	\$ 680.00
14	CASTING ASSEMBLY	2	EACH	\$ 805.00	\$ 1,610.00	2	\$ 1,610.00
15	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	3	LIN FT	\$ 830.00	\$ 2,490.00	3	\$ 2,490.00
16	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	3	LIN FT	\$ 945.00	\$ 2,835.00	3	\$ 2,835.00
17	5" CONCRETE WALK	1,542	SQ FT	\$ 7.00	\$ 10,794.00	1,542	\$ 10,794.00
18	6" CONCRETE WALK	440	SQ FT	\$ 7.50	\$ 3,300.00	420	\$ 3,150.00
19	CONCRETE CURB AND GUTTER DESIGN B612	212	LIN FT	\$ 35.00	\$ 7,420.00	212	\$ 7,420.00
20	PLAY CONTAINER CONCRETE EDGER	395	LIN FT	\$ 35.00	\$ 13,825.00	384.2	\$ 13,447.00
21	7" CONCRETE DRIVEWAY PAVEMENT	39	SQ YD	\$ 87.50	\$ 3,412.50	37.2	\$ 3,255.00
22	SPORT COURT AND GAGA PIT BITUMINOUS PAVEMENT	344	SQ YD	\$ 33.30	\$ 11,455.20	344	\$ 11,455.20
23	SPORT COURT LINES	1	LUMP SUM	\$ 1,750.00	\$ 1,750.00		\$ -
24	SHADE SHELTER	1	EACH	\$ 38,500.00	\$ 38,500.00	0.9	\$ 34,650.00
25	BASKETBALL HOOP	1	EACH	\$ 5,650.00	\$ 5,650.00	0.5	\$ 2,825.00
26	TOILET ENCLOSURE	1	EACH	\$ 7,485.00	\$ 7,485.00	1	\$ 7,485.00
27	BENCH	8	EACH	\$ 1,155.00	\$ 9,240.00	7	\$ 8,085.00
28	BACKLESS BENCH	2	EACH	\$ 1,005.00	\$ 2,010.00	2	\$ 2,010.00

Agenda Item # 4E.

PAY ESTIMATE #3
City of St. Francis
Siwek Park Improvements

Bid (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
29	BIKE RACK	1	EACH	\$ 2,095.00	\$ 2,095.00	1	\$ 2,095.00
30	TRASH RECEPTACLE	2	EACH	\$ 5,558.00	\$ 11,116.00	2	\$ 11,116.00
31	GRILL	1	EACH	\$ 1,755.00	\$ 1,755.00	1	\$ 1,755.00
32	GA GA PIT WALLS	1	EACH	\$ 7,500.00	\$ 7,500.00		\$ -
33	TRAFFIC CONTROL	1	LUMP SUM	\$ 1,250.00	\$ 1,250.00	1	\$ 1,250.00
34	SIGN PANELS TYPE C	10	SQ FT	\$ 68.00	\$ 700.40		\$ -
35	SIGN SPECIAL - ENTRANCE SIGN	1	EACH	\$ 3,500.00	\$ 3,500.00		\$ -
36	SIGN SPECIAL - INTERPRETIVE SIGN	1	EACH	\$ 3,000.00	\$ 3,000.00		\$ -
37	SIGN SPECIAL - PARK BOUNDARY	8	EACH	\$ 550.00	\$ 4,400.00		\$ -
38	CONIFEROUS TREE 6' HT B&B	8	TREE	\$ 595.00	\$ 4,760.00		\$ -
39	DECIDUOUS TREE 2.5" CAL B&B	15	TREE	\$ 895.00	\$ 13,425.00		\$ -
40	DECIDUOUS TREE 6' HT B&B	5	TREE	\$ 590.00	\$ 2,950.00		\$ -
41	DECIDUOUS TREE 8' HT B&B	8	TREE	\$ 590.00	\$ 4,720.00		\$ -
42	DECIDUOUS SHRUB NO 5 CONT	16	SHRUB	\$ 75.00	\$ 1,200.00		\$ -
43	PERENNIAL NO 1 CONT	12	PLANT	\$ 75.00	\$ 900.00		\$ -
44	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$ 2,250.00	\$ 2,250.00	1	\$ 2,250.00
45	STORM DRAIN INLET PROTECTION	6	EACH	\$ 250.00	\$ 1,500.00	6	\$ 1,500.00
46	SILT FENCE; TYPE MS	1,750	LIN FT	\$ 2.50	\$ 4,375.00	1,750	\$ 4,375.00
47	FERTILIZER TYPE 1	660	POUND	\$ 2.50	\$ 1,650.00		\$ -
48	EROSION CONTROL BLANKET CATEGORY 3N	1,844	SQ YD	\$ 2.50	\$ 4,610.00		\$ -
49	SEEDING	2	ACRE	\$ 3,225.00	\$ 7,095.00		\$ -
50	SEED MIXTURE 25-131	484	POUND	\$ 3.20	\$ 1,548.80		\$ -
51	SEED MIXTURE 36-641	6	POUND	\$ 32.00	\$ 192.00		\$ -
52	HYDRAULIC BONDED FIBER MATRIX	6,300	POUND	\$ 1.35	\$ 8,505.00		\$ -
53	4" SOLID LINE MULTI-COMPONENT	120	LIN FT	\$ 14.30	\$ 1,716.00	120	\$ 1,716.00
54	24" SOLID LINE MULTI-COMPONENT	12	LIN FT	\$ 29.00	\$ 348.00		\$ -
55	PAVEMENT MESSAGE MULTI-COMPONENT	1	EACH	\$ 140.00	\$ 140.00	1	\$ 140.00
56	PLAY CONTAINER RAMPS	1	LUMP SUM	\$ 2,000.00	\$ 2,000.00	1	\$ 2,000.00
Total Base Bid				\$ 326,086.65			\$ 244,514.70

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Agenda Item # 4E.

PAY ESTIMATE #3
City of St. Francis
Siwek Park Improvements

Alternate No. 1

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	CONNECT TO EXISTING WATER SERVICE	1	EACH	\$ 2,750.00	\$ 2,750.00	1	\$ 2,750.00
2	1" CORPORATION STOP	1	EACH	\$ 1,250.00	\$ 1,250.00	1	\$ 1,250.00
3	DRINKING FOUNTAIN	1	LUMP SUM	\$ 5,000.00	\$ 5,000.00		\$ -
4	DRINKING FOUNTAIN CABINET AND CONCRETE SLAB	1	LUMP SUM	\$ 1,675.00	\$ 1,675.00	0.5	\$ 837.50
Total Alternate No. 1					<u>\$ 10,675.00</u>		<u>\$ 4,837.50</u>

Alternate No. 2

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	IRRIGATION SYSTEM	1	LUMP SUM	\$ 20,550.00	\$ 20,550.00		\$ -
Total Alternate No. 2					<u>\$ 20,550.00</u>		<u>\$ -</u>

Alternate No. 3

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	LOAM TOPSOIL BORROW (CV)	823	CU YD	\$ 31.00	\$ 25,513.00		\$ -
Total Alternate No. 3					<u>\$ 25,513.00</u>		<u>\$ -</u>

Base Bid				\$326,086.65	\$244,514.70
Alternate No. 1				\$10,675.00	\$4,837.50
Alternate No. 2				\$20,550.00	\$0.00
Alternate No. 3				\$25,513.00	\$0.00
Change Order No. 1					\$1,270.00
TOTAL				\$382,824.65	\$250,622.20



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Water Wastewater Systems Operator Replacement
DATE: October 3, 2022

OVERVIEW:

At the August 1st, 2022, Council Meeting the City Council authorized staff to fill this vacant position. Through a 2 step interview process staff has picked Wyatt Huberty as the top candidate. Wyatt was offered the position on September 26, 2022, contingent upon City Council approval and successfully completing a workplace assessment, background check and medical exam.

ACTION TO BE CONSIDERED:

It is recommended that City Council make a motion to hire Wyatt Huberty for the position of Water Wastewater Systems Operator, pending test results with City policy standard requirements, and be placed at step one on the Water Waste Water Systems Operator pay scale.

BUDGET IMPLICATION:

This is an existing budgeted position.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: WETT Program Student Internship
DATE: October 3, 2022

OVERVIEW:

A current student in the Water Environment Technologies Program approached the Public Works Department and asked if she could do a one-week internship with the City in the Water/Wastewater Department. An internship is required for all students enrolled in the WETT program. Our water/wastewater treatment plants are suitable for the proper training experience and meet the educational needs of the students enrolled in the program. The City is able to provide a site where the students can learn and develop skills needed to gain-entry into the field of water and wastewater treatment. Having the opportunity to teach and develop future operators is an exciting endeavor.

ACTION TO BE CONSIDERED:

Council is asked to consider authorizing the Water/Wastewater Supervisor to sign an agreement with St. Cloud Technical and Community College for student training experience/internship.

BUDGET IMPLICATION:

None: This is an unpaid internship.

Attachments:

- Memorandum of Agreement w/St. Cloud Technical and Community College

STUDENT’S NAME. PAIGE ALDRICH

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE

MEMORANDUM OF AGREEMENT
FOR STUDENT TRAINING EXPERIENCE/INTERNSHIP
FOR NON-ALLIED HEALTH PROGRAMS

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of St. Cloud Technical and Community College; 1540 Northway Drive; St Cloud, Minnesota (“the College/University”) and Name:

City of St. Francis- Public Works.

Address: 4058 St. Francis Blvd NW

City, State, Zip: St. Francis, MN 55070 (“the Facility”). This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

The purpose of this Memorandum of Agreement is to outline the terms of the training/internship experience for the student of the College/University and to identify the responsibilities of the College/University and the Facility.

A. THE PARTIES UNDERSTAND THAT:

1. The College/University has a Water Environment Technologies Program (the “Program”) for qualified students enrolled in the College/University; and
2. The College/University has been given authority to enter into Agreements regarding academic programs; and
3. The Facility has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the Program of the College/University; and
4. It is in the general interest of the Facility to provide a training site where College/University students can learn and develop skills and qualifications needed to achieve the student’s occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs; and
5. The College/University and the Facility want to cooperate to furnish a training experience at the Facility for students of the College/University enrolled in the Program.

B. RESPONSIBILITIES OF EACH PARTY

1. The College/University agrees to:

- a. make arrangements with the Facility for a training experience at the Facility that will support the student's occupational goals and meet any applicable Program requirements.
- b. make periodic visits to the Facility's training site to observe the student or receive periodic reports from the Facility and/or the student, and discuss the student's performance and progress with the student and any site supervisor at the Facility, as needed.
- c. discuss with the Facility any problems or concerns arising from the student's participation.
- d. notify the Facility in the event the student is no longer enrolled in the Program at the College/University.
- e. keep any necessary attendance and progress records as set forth in the College/University attendance policy.
- f. assist in the evaluation of the student's performance in the training experience.

2. The Facility agrees to:

- a. cooperate with the College/University in providing a mutually agreeable training experience at the Facility that supports the student's educational and occupational goals.
- b. consult with the College/University about any difficulties arising at the Facility's training site that may affect the student's participation.
- c. assist in the evaluation of the student's performance and provide time for consultation with the College/University concerning the student, as needed.
- d. sign the weekly work report to verify the student's attendance.

3. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

4. TERM OF AGREEMENT

This Agreement is in effect from October 10th, 2022 or when fully executed, and shall remain in effect until October 14th, 2022. This Agreement may be terminated by giving at least seven (7) days' advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date.

5. FINANCIAL CONSIDERATION

- a. The College/University and the Facility each agree to bear their own costs associated with this Agreement and that no payment is required by either College/University or the Facility to the other party.
- b. The Facility is not required to reimburse the College/University faculty or students for any services rendered to the Facility or its customers pursuant to this Agreement.

6. **CHANGES OR ADDITIONS TO THE AGREEMENT**

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

7. **ASSIGNMENT**

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without first obtaining the written consent of the other party.

8. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The College/University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

9. **DATA PRIVACY**

The requirements of Minnesota Statute Section 13.05, subd. 11 apply to this contract. The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 [“the Act”]) that classify the College/University’s written and electronic information as public, private or confidential. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the Facility receives a request from a third party for any data provided to the Facility by the College/University, the Facility agrees to immediately notify the College/University. The College/University will give the FACILITY instructions concerning the release of the data to the requesting party before the data is released and the Facility agrees to follow those instructions. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C.1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

10. **STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT**

The student assigned to a training experience/internship at the Facility shall be required to sign a Student Training Experience/Internship Agreement (see Attachment A attached to this Agreement and made part of it) before the student begins the training experience/internship at the Facility.

11. **NON-DISCRIMINATION**

The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran’s status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

5. Consult with the College/University instructor/lab assistant about any difficulties arising at the Facility's training site; and
6. Be present at the Facility's training site on the dates and for the number of hours agreed upon; and
7. Not terminate his/her participation in the training experience at the Facility without first consulting with the College/University's instructor/lab assistant.

The Student also understands and agrees that:

- a. placement and participation in this training experience is not employment with the College/University or Facility;
- b. the Student is not covered by the College/University worker's compensation coverage; and
- c. the Student will not receive any money or compensation or benefits of any kind from the College/University in exchange for his/her participation in the training experience.

The Student also understands that the Facility does not promise or guarantee any future employment for the student.

The Student understands that he/she is responsible for providing his or her own health insurance and for any and all medical expenses incurred by him/her related to any injury, loss or illness sustained by him/her while participating in the training experience at the Facility.

Student's Signature (in ink): _____

Student's Name (please print): Paige Aldrich

Date: September 27th, 2022

Name of Student's Parent (required for students under 18 years of age) (please print):

Parent's Signature: _____

Date: _____

St. Cloud Technical and Community College, part of the Minnesota State Colleges and Universities system, is an Equal Opportunity employer and educator.

ATTACHMENT A
STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT

Name of College/University: St. Cloud Technical and Community College

Name of College/University Program ("the Program"): Water Environment Technologies

Type of Training Experience/Internship: Water Treatment Internship.

Dates of Training/Internship: October 10th, 2022 – October 14th, 2022.

Student's Name: Paige Aldrich Phone #: 603-883-3333

Average number of hours to be worked by the Student each week: _____

Facility Name: _____

Facility Address: _____ City _____ Zip _____

Location Where Training will Occur (if different from Facility's Address above):

Facility Representative's Name: _____ Phone #: _____

Activities/Job tasks and skills the Student will learn:

Tools and Equipment the Student will use:

STUDENT RESPONSIBILITIES

In exchange for the opportunity to participate in the training experience/ internship at the Facility, the Student agrees to:

1. Keep regular attendance and be on time, both at school and at the Facility's training site. The Student will promptly notify the Facility's training site if unable to report. The Student's placement will automatically terminate if the Student terminates his/her enrollment in the Program or is no longer enrolled as a student at the College/University.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, desirable/required dress and a willingness to learn; and
3. Furnish the coordinating College/University instructor with all necessary information and complete all necessary reports requested by the instructor. Submitting falsified reports is cause for immediate expulsion from the Program; and
4. Conform to all rules, regulations, and policies including health, safety, and work environment of the Facility, follow all instructions given by the Facility and always conduct myself in a safe manner; and

In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified. We understand that the Individualized Training Plan for the student can be modified or dissolved at any time upon the mutual agreement of the Facility and College/University.

FACILITY

Name: City of St. Francis
Authorized Facility Representative
Title: wound/woundcare supervisor
Date: 9-28-22
Signature: [Signature]
Phone Number: 320-322-6030

**Minnesota State Colleges and Universities
St. Cloud Technical and Community College**

Name: _____
Dean: _____
Date: _____

AS TO FORM AND EXECUTION

By: (authorized College/University signature)
Title: _____
Date: _____



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: MMUA Safety Management Program Contract
DATE: October 3, 2022

OVERVIEW:

The City contracts with MMUA to provide safety programs for employees. These programs help ensure that the City is OSHA compliant and using the best practices for employee safety. The program ensures that the City receives adequate training, evaluation and implementation of safety practices.

Employee safety is important for several reasons. First, it ensures that employees are safely handling dangerous equipment and chemicals; are using the best practices to avoid injury. Second, the MMUA safety program also ensures that the City is in compliance with OSHA and industry standards in the handling of these pieces of equipment and chemicals. Finally, the program minimizes liability for the City in regards to workers compensation and other impacts that can arise from employee injuries.

This contract is an annual renewal. The contract did increase from \$21,250 to \$26,019.00 for this renewal.

ACTION TO BE CONSIDERED:

Authorize Mayor to sign 2022-23 Safety Management Program Contract.

BUDGET IMPLICATION:

None. This is a budgeted item in the yearly operation and maintenance budgets for ALL city departments.

Attachments:

- MMUA Safety Management Program 2.0 Service Proposal



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Agenda Item # 4H.

MMUA Safety Management Program 2.0
Service Proposal

City/Utility	Population	# of Days	2021-22 Annual Cost	2022-23 Annual Cost
St. Francis	7,872	2	21,250.00	26,019.00

Number of days per month: 2

Based on number of days and the service we have been providing, your service level is tier 2

So that we can promptly prepare your service contract for 2022-23, please complete the following section.

Please indicate your preference:

☒ Continue with the same level of service for 2022-23

If you would like to change your level of service, please indicate here:

☐ INCREASE number of days
Indicate how many more days:

☐ DECREASE number of days
Indicate how many fewer days:

Please note: Your regional safety coordinator will continue to work with you on your specific training topics. If your request exceeds or falls outside of your tier limitations, MMUA will work with you and provide a cost proposal and scheduling options.

Safety management contracts are for the period October 1, 2022-September 30, 2023. Contracts will be invoiced at the new rates beginning on October 1, 2022.

Return this form to Larry Pederson by September 23.

Thank you!

Larry Pederson, Director of Finance
3131 Fernbrook Lane North, Suite 200
Plymouth, MN 55447
lpederson@mmua.org
Fax - 763-551-0459



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Agenda Item # 4H.

August 19, 2022

Dear Valued Member,

Your support and participation in MMUA's Safety Management Program over the years is very much appreciated. It is our hope to continue to serve you for many years to come.

As I'm sure you're aware, MMUA as a staff and with oversight from the Board of Directors, have been reviewing our programs and services. We have conducted surveys of the membership, held our annual reviews with participants in each of the regions, and just finished holding two Zoom meetings where we presented our redesigned "Safety Management Program 2.0."

The 2.0 program features three service tiers. Each tier offers a defined level of service over a specified number of days. For those who select tier 2 or tier 3 there is even greater flexibility. You can select from a variety of programming to best meet your needs, as well as purchase additional days of service if desired.

Included please find the following:

1. Safety Management Program 2.0 Service Proposal, which include the price you are currently paying and the price for the equivalent service in 2022-23
2. Overview of Safety Management Program Tiers
3. Safety Management Program Tier Structure / Safety Management Program Fee Structure
4. Safety Management Program Training Options (Classic and Technical)

Please review the information and return the Safety Management Program 2.0 Service Proposal to Larry Pederson at MMUA before September 23.

Safety management contracts are for the period October 1, 2022-September 30, 2023. Contracts will be invoiced at the new rates beginning on October 1, 2022.

As always, we appreciate your prompt response. If you have questions, please contact me at 612-802-8474 or Karleen Kos at 763-746-0701.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Willetts".

Mike Willetts
Director of Training & Safety
Cell: 612.802.8474
mwilletts@mmua.org

A handwritten signature in black ink, appearing to read "Karleen Kos".

Karleen Kos
Chief Executive Officer
Direct: 763.746.0701 / Cell: 813.675.7589
kkos@mmua.org



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Agenda Item # 4H.

Overview of Safety Management Program 2.0 Tiers

In FY 2022-23, MMUA is introducing a new tiered safety program model. This updated system builds on the core safety programming for which MMUA has been known and adds components that will allow communities/utilities to choose the level of service they want. Fees will be based on the tier chosen, the size of the community/workforce, and the required on-site days.

Tier 1 – Compliance Program

This is our most basic offering, designed to give you the tools needed to help achieve compliance.

What is the same: In the Tier 1 Compliance Program, a dedicated safety professional is assigned to your community/utility. Your safety coordinator will work with you and your team as a mentor, to assist in working towards compliance of OSHA/MNOSHA and other applicable regulations. They have access to a full team of safety experts to help them ensure you get the right information and experience when and where you need it.

What is different: Your safety coordinator is on-site six (6) times per year rather than twelve (12) times per year. Additional fees apply for courses/trainings not included in tier 1. Accident/incident investigations and support for OSHA inspections are also available and due to their specialized nature are billed at an enhanced rate.

Tier 2 – Competence Program

This program builds on tier 1 offering greater flexibility, with a focus on building a strong safety culture and increasing your team's competence.

What is the same: The Tier 2 Competence Program is MMUA's classic offering. A dedicated safety professional is assigned to your community/utility and will be on your site at least twelve (12) times per year. In addition to ensuring your operation is progressing toward compliance of OSHA/MNOSHA and other applicable regulations. Your safety coordinator will focus on training in areas that are important for your specific operational needs and the professional development requirements of the individuals on your team for enhanced competency. Accident investigations and support for OSHA inspections continue to be included at no additional charge.

What is different: You can identify your most-pressing training needs and choose up to five (5) additional topics/programs you would like covered in a given year. Should you decide more is needed, additional training or consultation sessions can be scheduled for an additional fee at a discounted rate. If your safety coordinator is qualified to deliver the services you request, s/he will do so. If not, we will draw from another qualified member of our team to visit your community and deliver the added training

or consulting. This gives you access to a wider range of offerings and resources than ever before. If you want us to create something not on our current list, we will work with you and offer a tailored proposal with costs spelled out in advance, always at the discounted pricing available to tier 2 participants. You are welcome to involve others within your organization to join the training on a space/time available basis. If they are not employed by the entity contracting with MMUA, we reserve the right to charge a registration and recordkeeping fee for their participation.

Tier 3 – Comprehensive Program

Tier 3 encompasses all that tier 1 and tier 2 have to offer, plus unlimited customized training and auditing in order to develop a more comprehensive safety program.

What is the same: As with our other program levels, in the Tier 3 Comprehensive Program, communities and utilities will be assigned a dedicated safety professional who will be on-site at least forty-eight (48) times per year. Your safety coordinator will provide all-inclusive safety management services to develop a well-rounded safety culture, with comprehensive program compliance and developing best practices always at the forefront. Tier 3 offers a full range of training choices that are only limited by the numbers of days you contract. Accident investigations and support for OSHA inspections are also provided at no extra charge for tier 3 participants.

What is different: The sky really is the limit. Within the confines of the time (i.e., the number of days) for which you contract, we will bring you as many trainings and services as you request at no extra cost. If you need something we don't currently offer but could develop, we'll do that for you if at all possible. Additionally, if you need something that will require more time than you have available within your contract, extra days will be available at our best discounted rate. You are welcome to involve others within your organization to join the training on a space/time available basis. If they are not employed by the entity contracting with MMUA, we reserve the right to charge a registration and recordkeeping fee for their participation.



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Agenda Item # 4H.

MMUA Safety Management Program Classic Training Options

1. Accident Investigation
2. Aerial Lift and Scaffolds
3. Asbestos Hazards in the Workplace
4. AWAIR
5. Back Safety and Lifting
6. Behavior Based Safety
7. Bloodborne Pathogens
8. Commercial Driver's License Rules and Regulations
9. Compressed Gases
10. Confined Space Entry and Rescue
11. Contractor Safety
12. Dog Bites and Distractions
13. Driving Safety
14. Drug and Alcohol Awareness
15. Electrical Safety
16. Emergency Action Plan
17. Ergonomics
18. Excavation and Trenching
19. Facility Safety Audit – Mock OSHA Inspection with Report
20. Fall Protection
21. Fire Extinguisher Training
22. Forklift Qualified Operator
23. Hantavirus Syndrome
24. Hazard Identification
25. Hazardous Materials
26. Hearing Protection and Conservation
27. Heat and Cold Stress
28. Job Briefings and Tailgate Meetings
29. Job Hazard Analysis
30. Ladder Safety
31. Load Securement Strategies
32. Lockout/Tagout
33. Machine Guarding
34. Mobile Phone Hazards
35. New Employee Orientation
36. Noise Exposure and Testing
37. Office Safety
38. OSHA Inspection Support Services
39. Park and Playground Safety
40. Personal Protective Equipment
41. Reasonable Suspicion for Supervisors
42. Respiratory Protection
43. Right to Know (Hazard Communications)
44. Safety Awareness at Home
45. Safety Culture and Behaviors
46. Safety Grant Development and Support
47. Seasonal Employee Training
48. Slips Trips and Falls
49. Spill Prevention, Control, and Counter-measure
50. Summer and Vacation Safety
51. Supervisor Training
52. Temporary Work Zone Traffic Control
53. Tool Safety
54. Tow Ropes and Hazards
55. Walking and Working Surfaces
56. Welding and Hot Work
57. Winter Driving Safety
58. Winter Safety
59. Workplace Violence and Stress
60. Worksite Safety Audit – Mock OSHA Inspection with Report



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MMUA Safety Management Program Technical Training Options

The following options are available with tier 3 contract. For those in tier 1 and tier 2, these options are available on a fee-for-service basis:

1. Arc Flash – Electric, Water, Wastewater
2. Bucket Truck and Self Rescue
3. Chainsaw Safety
4. Chlorine Gas and Process Safety Management
5. Competent Person
6. Crane & Derrick Qualified Operator
7. Poletop Rescue
8. Rigging and Related Equipment
9. Skid Steer Qualified Operator
10. Tree Trimming and Felling
11. Trenching and Excavation
12. Wheel Loader Qualified Operator



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Options	Tier 1 – Compliance Program	Tier 2 – Competency Program	Tier 3 – Comprehensive Program
Time	6 Service Days Per Year (Every Other Month)	1 - 3 Service Days Per Month	> 3 Service Days Per Month
Included (as time allows)*	1. Written Safety Manual Development and Maintenance - AWAIR - Bloodborne Pathogens - Confined Spaces Entry and Rescue - Employee Right to Know - Emergency Action Plan and Preparedness - Excavation and Trenching - Lockout/Tagout - Fall Protection - Personal Protective Equipment 2. Group Employee Training (in person or virtual) 3. Annual Safety Training Calendar 4. Standardized Safety Program Filing and File Management	1. Written Safety Manual Development and Maintenance - AWAIR - Bloodborne Pathogens - Confined Spaces Entry and Rescue - Employee Right to Know - Emergency Action Plan and Preparedness - Excavation and Trenching - Lockout/Tagout - Fall Protection - Personal Protective Equipment 2. Group Employee Training (in person or virtual) 3. Annual Safety Training Calendar 4. Standardized Safety Program Filing and File Management 5. Facility Safety Audit - Mock OSHA Inspection with Report 6. Worksite Safety Audit - Mock OSHA Inspection with Report 7. Worksite Training 8. Safety Grant Development and Support 9. Accident Investigation 10. OSHA Inspection Support Services 11. Limited Classic Training - Choose up to 5 options from MMUA's list of Classic Training Options	1. Written Safety Manual Development and Maintenance - AWAIR - Bloodborne Pathogens - Confined Spaces Entry and Rescue - Employee Right to Know - Emergency Action Plan and Preparedness - Excavation and Trenching - Lockout/Tagout - Fall Protection - Personal Protective Equipment 2. Group Employee Training (in person or virtual) 3. Annual Safety Training Calendar 4. Standardized Safety Program Filing and File Management 5. Facility Safety Audit - Mock OSHA Inspection with Report 6. Worksite Safety Audit - Mock OSHA Inspection with Report 7. Worksite Training 8. Safety Grant Development and Support 9. Accident Investigation 10. OSHA Inspection Support Services 11. Unlimited Classic Training - Choose an unlimited number of options from MMUA's list of Classic Training Options 12. Unlimited Technical Training - Choose an unlimited number of options from MMUA's list of Technical Training Options

*Included offerings are subject to number of days contracted. MMUA's role as a safety partner does not guarantee compliance or competency.

MMUA Safety Management Program Fee Structure 2022-2023

Population	Grouping	Tier 1 COMPLIANCE PROGRAM			Tier 2 COMPETENCE PROGRAM				Tier 3 COMPREHENSIVE PROGRAM					
		1 day every other month (6 days/year)	Cost per extra standard day	Cost per extra specialty day	1 day per month (12 days/year)	2 days/month (24 days/year)	3 days/month (36 days/year)	Cost per extra ad hoc day	4 days/month (48 days/year)	5 days/month (60 days/year)	6 days/month (72 days/year)	7 days/month (84 days/year)	8 days/month (96 days/year)	Cost per extra ad hoc day
0-1000	S-1	\$ 11,078	\$ 750	\$ 1,000	\$ 12,449	\$ 15,399	\$ 17,759	\$ 750	\$ 20,119	\$ 22,860	\$ 25,260	\$ 27,660	\$ 30,060	\$ 750
1001-3000	S-2	\$ 12,653	\$ 750	\$ 1,000	\$ 14,219	\$ 18,939	\$ 22,479	\$ 750	\$ 26,019	\$ 30,060	\$ 33,660	\$ 37,260	\$ 40,860	\$ 750
3001-5000	M-1	\$ 12,653	\$ 750	\$ 1,000	\$ 14,219	\$ 21,299	\$ 26,019	\$ 750	\$ 29,559	\$ 33,660	\$ 37,260	\$ 40,860	\$ 44,460	\$ 750
5001-7000	M-2	\$ 13,703	\$ 750	\$ 1,000	\$ 15,399	\$ 23,659	\$ 29,559	\$ 750	\$ 35,459	\$ 42,060	\$ 48,060	\$ 54,060	\$ 60,060	\$ 750
7001-17000	L-1	\$ 15,803	\$ 900	\$ 1,250	\$ 17,759	\$ 26,019	\$ 31,919	\$ 900	\$ 37,819	\$ 44,460	\$ 50,460	\$ 56,460	\$ 62,460	\$ 900
17001-23000	L-2	\$ 16,853	\$ 900	\$ 1,250	\$ 18,939	\$ 26,019	\$ 35,459	\$ 900	\$ 44,899	\$ 53,159	\$ 61,419	\$ 70,859	\$ 76,759	\$ 900
23001-26000	L-3	\$ 17,903	\$ 1,150	\$ 1,500	\$ 20,119	\$ 30,739	\$ 38,409	\$ 1,150	\$ 46,079	\$ 54,339	\$ 62,599	\$ 72,039	\$ 77,939	\$ 1,150
26001-29000	L-4	\$ 18,953	\$ 1,150	\$ 1,500	\$ 21,299	\$ 33,099	\$ 41,949	\$ 1,150	\$ 50,799	\$ 59,059	\$ 68,499	\$ 77,939	\$ 87,379	\$ 1,150
Over 29000	L-5	\$ 20,003	\$ 1,150	\$ 1,500	\$ 22,479	\$ 35,459	\$ 44,899	\$ 1,150	\$ 54,339	\$ 63,779	\$ 73,219	\$ 82,659	\$ 92,099	\$ 1,150
		Average 5% increase from '21-22 one day charge	Includes training, recordkeeping, and mock audits	Includes accident investigations and OSHA inspection support	Average 18% increase from '21-22 one day charge	Average 18% increase from '21-22 two day charge	Average 18% increase on prior year 3 day charge	Includes training, recordkeeping, and mock audits. Accident investigations and OSHA inspection support is included at this level at no extra charge	Reflects an average 20% increase for those currently contracting for the same number of days					Includes training, recordkeeping, and mock audits. Accident investigations and OSHA inspection support is included at this level at no extra charge

Note: Safety Management Program participants in all tiers receive mutual aid assistance at no extra charge.



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Colette Baumgardner, Community Development Director
SUBJECT: Vista Prairie Grading Agreement
DATE: October 3, 2022

OVERVIEW:

On April 18, 2022, the City Council approved the rezoning, Final Plat, and PUD Plans for the Vista Prairie St. Francis Senior Living development. This development is now known as Vista Prairie at Eagle Pointe. The development is moving forward with construction planning, and they have requested a grading agreement to begin preparing the site as weather allows this Fall. They plan to execute a full site improvement agreement with the City prior to the next phase of construction.

ACTION TO BE CONSIDERED:

Move to approve the Grading Agreement with Vista Prairie at Eagle Pointe.

BUDGET IMPLICATION:

None.

(RESERVED FOR RECORDING INFORMATION)

**CITY OF ST. FRANCIS
COUNTY OF ANOKA
STATE OF MINNESOTA**

**AGREEMENT AND WAIVER REGARDING PRE-APPROVAL GRADING OF
THAT PLAT KNOWN AS VISTA PRAIRIE AT SAINT FRANCIS**

THIS GRADING DEVELOPMENT AGREEMENT (“Grading Agreement”) is made and entered into this ____ day of October, 2022, by and between the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation (“**City**”) and **VISTA PRAIRIE AT EAGLE POINTE, LLC**, a limited liability company under the laws of the State of Minnesota (“**Developer**”).

WHEREAS, the applicant, Vista Prairie Communities, LLC, a Minnesota limited liability company, developer of the real property legally described in *Exhibit A* to this Grading Agreement has applied for and received an approved preliminary plat and final plat for the property designated as VISTA PRAIRIE AT EAGLE POINT (hereinafter the “Plat” or “Site” or “Property”); and

WHEREAS, on April 18, 2022, the St. Francis City Council approved the Preliminary Plat, Final Plat, and PUD plans for Developer subject to conditions of Resolution 2022-20; and

WHEREAS, the applicant has requested early grading of the Site and adjacent easement areas prior to executing the Site Improvement Performance Agreement, in order to allow possible construction within the plat this year and the Council has determined that they would allow limited dirt work on Site subject to Developer executing this Agreement and providing security as established by the City Engineer.

NOW THEREFORE, IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. Conditions: Developer may commence limited grading of the Site for Developer only to the extent approved by the City Engineer subject to conditions as determined by the City Engineer. No work will be undertaken until Developer has, at a minimum, completed the following:

- a. Provide proof of ownership.
- b. Developer submits all plan sets which affect grading and erosion control and then updates and revises same for final approval of the City Engineer all prior to grading being authorized prior to the execution of the Site Improvement Performance Agreement for this Plat. If Developer does not comply with the erosion control plan and schedule or any erosion control requirements, the City may, with reasonable notice, take action as it deems appropriate in accordance with all applicable laws, ordinances or regulations or according to this Agreement.
- c. Obtained a permit from the Anoka County Highway Department for work within right-of-way.

2. Acceptance of Risk. All work undertaken prior to full compliance with City ordinances including, but not limited to, execution of the Site Improvement Performance Agreement and posting of all required security, is solely at the risk of Developer.

3. Indemnification. Developer shall indemnify and hold harmless the City from any and all claims or causes of action of whatever nature related to the grading and preparation of the Site as set forth in this Grading Agreement. Further, Developer shall indemnify and hold harmless the City from any and all claims or causes of action of whatever nature related to grading and other work done off of the Site upon existing utility and drainage easements. Said indemnity and agreement to hold the City harmless includes payment of any and all attorney's fees, engineering fees, witness fees or any other costs and disbursements related to this Grading Agreement, including any City fees or costs expended to enforce the terms and conditions of this Grading Agreement.

4. Security. In order to ensure compliance with this Grading Agreement, or to assure completion or restoration of the Site and any work performed or to be performed on easements outside of the Site, Developer shall post an Irrevocable Standby Letter of Credit or other security acceptable to the City in the amount of \$35,860.00 (17.93 acres x \$2,000 per acre) in favor of the City (the "**Grading LOC**"). Said Grading Letter of Credit or other security shall remain in place until: 1) all work set forth in this Grading Agreement and attached *Exhibit B* (Grading and Erosion Control Plans) has been completed and approved by the City Engineer, and 2) the Construction Work described in the Site Improvement Performance Agreement has been completed, approved by the City engineer and released by the City Council of the City in at least the amount of \$35,860.00. It being the intention of the City and Developer that the Grading Letter of Credit, or a portion thereof as determined by the City Engineer, shall secure the performance of the grading work described herein and shall be extended as additional security for the Site Improvement Performance Agreement, as required.

5. Transport of Equipment and Material. All transport of equipment and material to the development Site necessary to complete the work under this Grading Agreement shall adhere to all applicable road restrictions.

6. Work Outside Property. In the event the Developer does any work outside the Property owned by Developer, Developer shall submit and have approved by the City Engineer satisfactory plans for work done outside the property. Any necessary right of entry and right to construct on the property must be received from individual property owners. Obtaining any said right of entry and/or right to construct is the sole responsibility of the Developer.

7. Wetlands. Developer shall not conduct work in any wetland areas for which Developer has not obtained necessary permits and approvals from appropriate governmental entities.

Dated: _____

CITY OF ST. FRANCIS

Steven D. Feldman, Mayor

Jennifer Wida, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this _____ day of October, 2022, by Steven D. Feldman and Jennifer Wida, respectively Mayor and City Clerk of the City of St. Francis, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Notary Public

Dated: _____

DEVELOPER

**VISTA PRAIRIE AT EAGLE
POINTE, LLC**

By James E. Bettendorf
Its President

[illegible]

The foregoing instrument was acknowledged before me this ____ day of October, 2022, by James E. Bettendorf, the President of Vista Prairie at Eagle Point, LLC, a limited liability company under the laws of the State of Minnesota, on behalf of the limited liability company.

Notary Public

THIS INSTRUMENT DRAFTED BY:

BARNA, GUZY & STEFFEN, LTD.
400 Northtown Financial Plaza
200 Coon Rapids Boulevard
Coon Rapids, Minnesota 55433
Telephone (763) 780-8500 (DRS)

EXHIBIT A
LEGAL DESCRIPTION

That part of the following described property:
Commencing at the northwest corner of the Northwest Quarter of Section 32, Township 34, Range 24, Anoka County, Minnesota; thence on an assumed bearing of South 00 degrees 32 minutes 18 seconds East, along the west line of said Northwest Quarter, a distance of 1254.00 feet to the point of beginning; thence continuing South 00 degrees 32 minutes 18 seconds East, along said west line, a distance of 791.17 feet to the intersection of said west line with the north line of Outlot 17, VILLAGE OF ST.FRANCIS AUDITOR'S PLAT, according to the recorded plat thereof, said north line also being the north line of the south 593.40 feet of said Northwest Quarter; thence North 89 degrees 48 minutes 15 seconds East, along said north line, a distance of 3727.21 feet more or less to the west bank of the Rum River, thence northwesterly along said west bank to the intersection of said west bank with a line bearing North 89 degrees 56 minutes 37 seconds East, parallel with the north line of said Northwest Quarter, from the point of beginning; thence South 89 degrees 56 minutes 37 seconds West a distance of 1413.09 feet more or less to the point of beginning.

EXCEPTING

That part of the above described property lying within the following described parcel:
That part of the Northwest Quarter of Section 32, Township 34, Range 24, in Anoka County, Minnesota, described as follows:
Commencing at a point on the West line of said Northwest Quarter, distant 891 feet South of the Northwest corner of said Northwest Quarter; thence Easterly and parallel with the North line of said Northwest Quarter a distance of 300 feet to the point of beginning of land to be described; thence continue Easterly on same described line a distance of 111 feet; thence South and parallel with the West line of said Northwest Quarter a distance of 395.5 feet; thence Westerly and parallel with the North line of said Northwest Quarter a distance of 411 feet to the West line of said Northwest Quarter; thence North on the West line of said Northwest Quarter a distance of 207.1 feet; thence Easterly and parallel with the North line of said Northwest Quarter a distance of 300 feet; thence North and parallel with the West line of said Northwest Quarter a distance of 188.4 feet to the point of beginning, Anoka County, Minnesota.

ALSO EXCEPTING

The west 344.00 feet of the north 150.00 feet of the south 743.40 feet of said Northwest Quarter of Section 32.

ALSO EXCEPTING

That part of the above described property lying within a distance of 50.00 feet easterly and 50.00 feet westerly of the line described in Parcel No. 14 of the Final Certificate filed as Doc. No. 397374 in the office of the County Recorder, Anoka County, Minnesota.

ALSO EXCEPTING

That part of the above described property lying within Minnesota Department of Transportation Right of Way Plat Nos. 02-28 and 02-29, filed as Doc. Nos. 1670395 & 1670396 in the office of the County Recorder, Anoka County, Minnesota.

Lying westerly of the following described line:
Commencing at the northwest corner of the Northwest Quarter of Section 32, Township 34, Range 24, Anoka County, Minnesota; thence on an assumed bearing of South 00 degrees 32 minutes 18 seconds East, along the west line of said Northwest Quarter, a distance of 2045.17 feet to the intersection of said west line with the north line of Outlot 17, VILLAGE OF ST.FRANCIS AUDITOR'S PLAT, according to the recorded plat thereof, said north line also being the north line of the south 593.40 feet of said Northwest Quarter; thence North 89 degrees 48 minutes 15 seconds East, along said north line, a distance of 1257.31 feet to the intersection of said north line with the westerly right of way line of Ambassador Boulevard NW per the Final Certificate filed as Doc. No. 397374 in the office of the County Recorder, Anoka County, Minnesota and the point of beginning of the line to be described; thence 129.04 feet along said westerly right of way line on a non-tangential curve concave to the west,

having a radius of 1095.92 feet, a central angle of 06 degrees 44 minutes 46 seconds and a chord bearing of North 10 degrees 33 minutes 55 seconds West; thence continuing along said westerly right of way line, North 13 degrees 56 minutes 18 seconds West, tangent to the last described curve, a distance of 681.18 feet to the north line of the above described property and said line there terminating.

EXHIBIT B

GRADING, DRAINAGE AND EROSION CONTROL PLANS



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Jenni Wida, City Clerk
SUBJECT: Application for Intoxicating Liquor & Sunday Sales License
DATE: October 3, 2022

OVERVIEW:

Tasty Pizza Bar & Bowl has submitted an application to obtain Intoxicating Liquor License and Sunday Sales License for 3085 Bridge St. This will be a new license under a new ownership.

ACTION TO BE CONSIDERED:

Motion to adopt Resolution 2022-54 Approving an Intoxicating Liquor and Sunday Sales License to Tasty Pizza Bar & Bowl.

Attachments:

- Resolution 2022-54

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

RESOLUTION NO. 2022-54

**A RESOLUTION APPROVING INTOXICATING LIQUOR AND SUNDAY
SALES LICENSE FOR TASTY PIZZA BAR & BOWL**

WHEREAS, Tasty Pizza Bar & Bowl submitted an application on September 29, 2022 to obtain an Intoxicating Liquor and Sunday Sales License for Tasty Pizza Bar & Bowl, located at 3085 Bridge St, St Francis, MN

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota, that:

1. To grant and approve an Intoxicating Liquor and Sunday Sales License to Tasty Pizza Bar & Bowl for the premises located at 3085 Bridge St, St. Francis, MN 55070
2. The license is conditioned on the applicant's ongoing compliance with its application that is on file with the City Clerk, including its ongoing operation as a restaurant, and are further subject to all terms and conditions of the City Code Chapter 5 Section 4.

APPROVED AND ADOPTED by the City Council of the City of St. Francis, Minnesota this 3rd day of October, 2022.

Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Payment of Claims
DATE: October 03, 2022

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$332,720.24 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-N/A

Credit Card Payment- N/A

Manual Checks-N/A

ACTION TO BE CONSIDERED:

Approved under consent agenda to allow the 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:

- 10-03-2022 Packet List-\$332,720.24

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Claim Type

Claim#	15982	ALWAYS BRIGHT LIGHTS LTD				
Cash Payment	E 101-45200-311	Contract	FALL BANNERS			\$535.00
	Invoice	1004				
Transaction Date	9/28/2022	Due 9/28/2022	CASH	10100	Total	\$535.00

Claim Type

Claim#	15938	ANOKA COUNTY TREASURY DEPT				
Cash Payment	E 101-42110-321	Telephone	BROADBAND			\$37.51
	Invoice	B220915P				
Cash Payment	E 101-42210-321	Telephone	BROADBAND			\$37.51
	Invoice	B220915P				
Cash Payment	E 101-43100-321	Telephone	BROADBAND			\$37.51
	Invoice	B220915P				
Cash Payment	E 101-45200-321	Telephone	BROADBAND			\$37.51
	Invoice	B220915P				
Cash Payment	E 601-49440-321	Telephone	BROADBAND			\$37.51
	Invoice	B220915P				
Cash Payment	E 602-49490-321	Telephone	BROADBAND			\$37.45
	Invoice	B220915P				
Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$225.00

Claim Type

Claim#	15983	ASHWILL COMPANIES				
Cash Payment	E 225-45100-510	Land-Park Improvement	SIWEK PARK - PAY APP 3			\$65,431.44
	Invoice	.09282022				
Transaction Date	9/28/2022	Due 9/28/2022	CASH	10100	Total	\$65,431.44

Claim Type

Claim#	15937	ASPEN MILLS				
Cash Payment	E 101-42110-437	Uniform Allowance	UNIFORMS - OFFICER CHANTHAPANYA			\$1,169.00
	Invoice	300905				
Cash Payment	E 101-42110-437	Uniform Allowance	UNIFORMS-CHANTHAPANYA			\$58.95
	Invoice	300770				
Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$1,227.95

Claim Type

Claim#	15936	ASSURED PARTNERS				
Cash Payment	E 101-41110-360	Insurance	SERVICE FEE			\$16.20
	Invoice	356679				
Cash Payment	E 101-41400-360	Insurance	SERVICE FEE			\$155.40
	Invoice	356679				
Cash Payment	E 101-41410-360	Insurance	SERVICE FEE			\$0.60
	Invoice	356679				
Cash Payment	E 101-41500-360	Insurance	SERVICE FEE			\$83.40
	Invoice	356679				
Cash Payment	E 101-41600-360	Insurance	SERVICE FEE			\$51.00
	Invoice	356679				
Cash Payment	E 101-41910-360	Insurance	SERVICE FEE			\$105.60
	Invoice	356679				
Cash Payment	E 101-41940-360	Insurance	SERVICE FEE			\$124.80
	Invoice	356679				
Cash Payment	E 101-42110-360	Insurance	SERVICE FEE			\$851.40
	Invoice	356679				

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Cash Payment	E 101-42210-360 Insurance	SERVICE FEE				\$195.60
Invoice	356679					
Cash Payment	E 101-42400-360 Insurance	SERVICE FEE				\$63.60
Invoice	356679					
Cash Payment	E 101-43100-360 Insurance	SERVICE FEE				\$573.00
Invoice	356679					
Cash Payment	E 101-43210-360 Insurance	SERVICE FEE				\$25.80
Invoice	356679					
Cash Payment	E 101-45200-360 Insurance	SERVICE FEE				\$727.80
Invoice	356679					
Cash Payment	E 101-49200-360 Insurance	SERVICE FEE				\$3.60
Invoice	356679					
Cash Payment	E 601-49440-360 Insurance	SERVICE FEE				\$907.80
Invoice	356679					
Cash Payment	E 602-49490-360 Insurance	SERVICE FEE				\$1,225.80
Invoice	356679					
Cash Payment	E 609-49750-360 Insurance	SERVICE FEE				\$888.60
Invoice	356679					
Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$6,000.00

Claim Type

Claim# 15934 *BELLBOY CORPORATION*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$7.10
Invoice	0105776400					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$23.10
Invoice	0096608800					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$233.05
Invoice	0105776400					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,316.65
Invoice	0096608800					

Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$1,579.90
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Claim Type

Claim# 15933 *BERNICK COMPANIES, THE*

Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$537.30
Invoice	380555					

Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$537.30
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Claim Type

Claim# 15932 *BREAKTHRU BEVERAGE*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$55.83
Invoice	345771603					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$3,838.16
Invoice	345771603					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$166.50
Invoice	345771603					

Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$4,060.49
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Claim Type

Claim# 15922 *BROTHERS FIRE & SECURITY*

Cash Payment	E 101-43100-401 Repairs/Maint Buildings	ANNUAL MONITORING				\$69.00
Invoice	C002652					
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	ANNUAL MONITORING				\$69.00
Invoice	C002652					

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Cash Payment	E 601-49440-401 Repairs/Maint Buildings	ANNUAL MONITORING			\$69.00
	Invoice C002652				
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	ANNUAL MONITORING			\$69.00
	Invoice C002652				
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	ANNUAL MONITORING			\$69.00
	Invoice C002652				

Transaction Date	9/21/2022	Due 9/21/2022	CASH	10100	Total	\$345.00
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Claim Type

Claim# 15945 CEDAR CREEK CONSTRUCTION

Cash Payment	E 101-45200-229 Project Repair & Maintena	GAZEBO REPAIRS			\$8,565.00
	Invoice JP-2396129				

Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$8,565.00
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Claim Type

Claim# 15944 CIVICPLUS LLC

Cash Payment	E 101-41400-311 Contract	MUNICODE PAGES			\$383.32
	Invoice 240881				

Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$383.32
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Claim Type

Claim# 15943 CRYSTAL SPRINGS ICE

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FUEL			\$4.00
	Invoice 9000686				

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC			\$211.50
	Invoice 9000686				

Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$215.50
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Claim Type

Claim# 15942 DAHLHEIMER DIST. CO. INC.

Cash Payment	E 609-49751-252 Beer For Resale	BEER			\$15,864.41
	Invoice 1739398				

Cash Payment	E 609-49751-255 N/A Products	N/A			\$31.20
	Invoice 1739398				

Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$15,895.61
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Claim Type

Claim# 16003 EAGLE GARAGE DOOR CO.

Cash Payment	E 101-43100-401 Repairs/Maint Buildings	PW DOOR REPAIRS			\$95.00
	Invoice 7949				

Cash Payment	E 101-45200-401 Repairs/Maint Buildings	PW DOOR REPAIRS			\$95.00
	Invoice 7949				

Cash Payment	E 601-49440-401 Repairs/Maint Buildings	PW DOOR REPAIRS			\$95.00
	Invoice 7949				

Cash Payment	E 602-49490-401 Repairs/Maint Buildings	PW DOOR REPAIRS			\$95.00
	Invoice 7949				

Transaction Date	9/28/2022	Due 9/28/2022	CASH	10100	Total	\$380.00
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Claim Type

Claim# 15921 ECM PUBLISHERS, INC.

Cash Payment	E 101-41400-351 Legal Notices Publishing	OCT 3 PH 2023-2027 CAPITAL IMP			\$91.38
	Invoice 911441				

Cash Payment	E 101-41400-351 Legal Notices Publishing	OCT 3 PH 5TH & 2ND ADDITIONS			\$64.50
	Invoice 912417				

Transaction Date	9/21/2022	Due 9/21/2022	CASH	10100	Total	\$155.88
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Claim Type

Claim#	15919	ELITE SANITATION				
Cash Payment	E 101-45200-402 Janitorial Service	PORTABLE RENTAL 08/21/22-09/17/2022				\$803.50
Invoice	29113					
Cash Payment	E 101-45200-402 Janitorial Service	PORTABLE TOILET RENTAL 9/17/2022				\$115.00
Invoice	29058					
Transaction Date	9/21/2022	Due 9/21/2022	CASH	10100	Total	\$918.50

Claim Type

Claim#	16002	FERGUSON WATERWORKS, INC				
Cash Payment	E 601-49440-259 Water Meters	METERS				\$957.21
Invoice	0501785					
Cash Payment	E 601-49440-259 Water Meters	METERS				\$15.58
Invoice	0501785-1					
Cash Payment	E 601-49440-259 Water Meters	METERS				\$65.45
Invoice	WL005624-2					
Transaction Date	9/28/2022	Due 9/28/2022	CASH	10100	Total	\$1,038.24

Claim Type

Claim#	15940	GRANITE CITY JOBBING CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$10.00
Invoice	300213					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	TOBACCO				-\$775.52
Invoice	293558					
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING				\$75.82
Invoice	300213					
Cash Payment	E 609-49751-256 Tobacco Products For Res	TOBACCO				\$5,649.22
Invoice	300213					
Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$4,959.52

Claim Type

Claim#	15939	GREAT LAKES COCA-COLA				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$1,024.95
Invoice	3636217133					
Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$1,024.95

Claim Type

Claim#	15929	GREEN AND CLEAN RECYCLING				
Cash Payment	E 101-43210-439 Recycling Days	RECYCLING DAYS				\$1,099.84
Invoice	22-1132					
Transaction Date	9/21/2022	Due 9/21/2022	CASH	10100	Total	\$1,099.84

Claim Type

Claim#	15957	HACH COMPANY				
Cash Payment	E 601-49440-217 Other Operating Supplies	OPERATING SUPPLIES				\$128.95
Invoice	13183564					
Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$128.95

Claim Type

Claim#	15992	HAKANSON ANDERSON ASSOC., I				
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	RIVERS EDGE 5TH ADDITION				\$881.38
Invoice	49190					
Cash Payment	G 803-22179 Vista Prairie-Site Plan	VISTA PRAIRIE				\$113.00
Invoice	49192					
Cash Payment	E 405-43100-805 2020 Street Improvements	2020 STREET RECON WATERMAIN PROJECT				\$101.25
Invoice	49194					

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Cash Payment	E 603-49490-303 Engineering Fees	ROUTINE RETAINER				\$800.00
	Invoice 49198					
Cash Payment	G 803-22192 Dollar General-Hwy 47	DOLLAR GENERAL HWY 47				\$113.00
	Invoice 49191					
Cash Payment	E 101-41910-303 Engineering Fees	BUILDING PERMIT REVIEWS				\$87.00
	Invoice 49199					
Cash Payment	E 405-43100-806 2021 Street Improvements	POPPY ST & 229TH LN RECON PROJECT				\$4,722.65
	Invoice 49196					
Cash Payment	E 405-43100-807 2022 Street Improvements	2022 STREET REHAB PROJECT				\$356.25
	Invoice 49195					
Transaction Date	9/28/2022	Due 9/28/2022	CASH	10100	Total	\$7,174.53

Claim Type

Claim# 15928 HAWKINS, INC.

Cash Payment	E 602-49490-216 Chemicals and Chem Prod	CHEMICALS				\$9,001.26
	Invoice 6285946					
Cash Payment	E 601-49440-216 Chemicals and Chem Prod	CHEMICALS				\$30.00
	Invoice 6289774					
Cash Payment	E 601-49440-216 Chemicals and Chem Prod	CHEMICALS				\$10.00
	Invoice 6290228					
Transaction Date	9/21/2022	Due 9/21/2022	CASH	10100	Total	\$9,041.26

Claim Type

Claim# 15998 HOISINGTON KOEGLER GROUP, I

Cash Payment	E 101-41910-311 Contract	GENERAL PLANNING				\$2,687.50
	Invoice 018-041-48					
Cash Payment	E 225-45100-441 Miscellaneous	PARK PLAN				\$37.50
	Invoice 018-041-48					
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	RIVERS EDGE				\$180.00
	Invoice 018-041-48					
Cash Payment	G 803-22001 TURTLE PONDS 6TH-2022	TURTLE PONDS				\$45.00
	Invoice 018-041-48					
Cash Payment	G 803-22001 TURTLE PONDS 6TH-2022	TURTLE PONDS 6TH ADDITION				\$243.75
	Invoice 018-041-48					
Cash Payment	G 803-22179 Vista Prairie-Site Plan	VISTA PRAIRIE				\$90.00
	Invoice 018-041-48					
Cash Payment	G 803-22191 Alliant Finance-Plantinum Land	PLATINUM SUBD/BLUFFS DEVELOP				\$5,066.25
	Invoice 018-041-48					
Cash Payment	G 803-22192 Dollar General-Hwy 47	DOLLAR GENERAL HWY 47				\$1,485.00
	Invoice 018-041-48					
Cash Payment	G 803-22194 Northrup Grumann Site Plan-2	NORTHROP GRUMANN 2021				\$300.00
	Invoice 018-041-48					
Cash Payment	G 803-22195 Brother Dev 2022 (Enchanted)	BROTHERS DEVELOPMENT 2022				\$18.75
	Invoice 018-041-48					
Cash Payment	G 803-22198 St. Francis Dental Clinic	ST. FRANCIS DENTAL ADDITION				\$112.50
	Invoice 018-041-48					
Transaction Date	9/28/2022	Due 9/28/2022	CASH	10100	Total	\$10,266.25

Claim Type

Claim# 15996 INNOVATIVE OFFICE SOLUTIONS,

Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES				\$181.04
	Invoice IN3941358					
Cash Payment	E 101-43100-200 Office Supplies	PW OFFICE SUPPLIES				\$125.05
	Invoice IN3941234					

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Transaction Date	9/28/2022	Due 9/28/2022	CASH	10100	Total	\$306.09
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Claim TypeClaim# 15954 *ISD #15*

Cash Payment E 101-42110-221 Vehicle Repair & Maintena CAR 218 MAINTENANCE \$62.79
Invoice 8719

Cash Payment E 101-42110-221 Vehicle Repair & Maintena CAR 219 MAINTENANCE \$54.87
Invoice 8720

Cash Payment E 101-42110-221 Vehicle Repair & Maintena CAR 121 MAINTENANCE \$69.93
Invoice 8965

Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$187.59
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Claim TypeClaim# 15946 *JOHNSON BROS WHLSE LIQUOR*

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR -\$4.30
Invoice 218836

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT -\$0.50
Invoice 218837

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR -\$40.50
Invoice 218835

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR -\$12.85
Invoice 218834

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$15.75
Invoice 2142920

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$31.51
Invoice 2142919

Cash Payment E 609-49751-253 Wine For Resale WINE \$514.00
Invoice 2142920

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$1,220.36
Invoice 2142919

Cash Payment E 609-49751-253 Wine For Resale WINE -\$126.00
Invoice 218837

Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$1,597.47
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Claim TypeClaim# 16009 *KIMS KLEANING*

Cash Payment E 601-49440-402 Janitorial Service WATER TREATMENT PLANT \$188.80
Invoice 8818

Cash Payment E 101-41940-402 Janitorial Service CITY HALL \$283.20
Invoice 8815

Cash Payment E 101-42210-402 Janitorial Service FIRE DEPARTMENT \$177.00
Invoice 8821

Cash Payment E 101-42110-402 Janitorial Service POLICE DEPT \$944.00
Invoice 8819

Cash Payment E 601-49440-402 Janitorial Service WASTE WATER PLANT \$259.60
Invoice 8820

Cash Payment E 101-45000-402 Janitorial Service COMMUNITY CENTER \$94.40
Invoice 8816

Cash Payment E 101-43100-402 Janitorial Service CLEANING \$236.00
Invoice 8817

Cash Payment E 101-45200-402 Janitorial Service CLEANING \$236.00
Invoice 8817

Cash Payment E 601-49440-402 Janitorial Service CLEANING \$236.00
Invoice 8817

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Cash Payment E 602-49490-402 Janitorial Service CLEANING \$236.00
Invoice 8817

Transaction Date 9/29/2022 Due 9/29/2022 CASH 10100 Total \$2,891.00

Claim Type

Claim# 16004 LAW ENFORCEMENT LABOR SVC

Cash Payment G 101-21707 Union Dues SGT DUES - SEPTEMBER 2022 \$65.00
Invoice .09292022

Cash Payment G 101-21707 Union Dues OFFICER DUES-SEPTEMBER 2022 \$455.00
Invoice .09292022-1

Transaction Date 9/29/2022 Due 9/29/2022 CASH 10100 Total \$520.00

Claim Type

Claim# 15927 LMC INSURANCE TRUST

Cash Payment E 101-41400-160 Work Comp Insurance WORKERS COMP INSURANCE PREMIUM \$415.23
Invoice .09212022

Cash Payment E 101-41500-160 Work Comp Insurance WORKERS COMP INSURANCE PREMIUM \$241.73
Invoice .09212022

Cash Payment E 101-41910-160 Work Comp Insurance WORKERS COMP INSURANCE PREMIUM \$280.33
Invoice .09212022

Cash Payment E 101-42400-160 Work Comp Insurance WORKERS COMP INSURANCE PREMIUM \$166.57
Invoice .09212022

Cash Payment E 101-43100-160 Work Comp Insurance WORKERS COMP INSURANCE PREMIUM \$3,838.42
Invoice .09212022

Cash Payment E 101-42110-101 Full-Time Salaries WORKERS COMP INSURANCE PREMIUM \$17,664.49
Invoice .09212022

Cash Payment E 101-42210-160 Work Comp Insurance WORKERS COMP INSURANCE PREMIUM \$5,064.18
Invoice .09212022

Cash Payment E 101-45200-101 Full-Time Salaries WORKERS COMP INSURANCE PREMIUM \$1,646.16
Invoice .09212022

Cash Payment E 101-43210-160 Work Comp Insurance WORKERS COMP INSURANCE PREMIUM \$200.00
Invoice .09212022

Cash Payment E 601-49440-160 Work Comp Insurance WORKERS COMP INSURANCE PREMIUM \$1,337.31
Invoice .09212022

Cash Payment E 602-49490-160 Work Comp Insurance WORKERS COMP INSURANCE PREMIUM \$1,601.39
Invoice .09212022

Cash Payment E 609-49750-101 Full-Time Salaries WORKERS COMP INSURANCE PREMIUM \$1,934.19
Invoice .09212022

Transaction Date 9/21/2022 Due 9/21/2022 CASH 10100 Total \$34,390.00

Claim Type

Claim# 15926 LUSH LANDSCAPE & IRRIGATION

Cash Payment E 101-43100-410 Sidewalk Repair & Maint REMOVE/REPLACE 6 SIDEWALK SECTIONS \$3,500.00
Invoice 190379

Transaction Date 9/21/2022 Due 9/21/2022 CASH 10100 Total \$3,500.00

Claim Type

Claim# 15963 MCDONALD DIST CO.

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$250.00
Invoice 651699

Cash Payment E 609-49751-252 Beer For Resale BEER -\$103.50
Invoice 5810139

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$330.00
Invoice 651698

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Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$6,375.80
	Invoice 651929					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$25.40
	Invoice 651929					
Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$6,877.70

Claim Type

Claim#	15995	MESCHKE CONSTRUCTION				
Cash Payment	R 101-36200 Miscellaneous Revenues	PERMIT 2022-00646 REFUND				\$121.00
	Invoice .09282022-2					
Transaction Date	9/28/2022	Due 9/28/2022	CASH	10100	Total	\$121.00

Claim Type

Claim#	15959	MN NCPERS LIFE INSURANCE				
Cash Payment	G 101-21713 MN Life	OCTOBER 2022 PREMIUM				\$128.00
	Invoice 733400102022					
Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$128.00

Claim Type

Claim#	15958	OPUS 21				
Cash Payment	E 601-49440-382 Utility Billing	UTILITY BILLING				\$1,478.52
	Invoice 220815					
Cash Payment	E 602-49490-382 Utility Billing	UTILITY BILLING				\$1,478.52
	Invoice 220815					
Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$2,957.04

Claim Type

Claim#	15974	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$40.03
	Invoice 6466875					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$78.77
	Invoice 6466874					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$1.75
	Invoice 6466876					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$6,343.80
	Invoice 6466874					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$1,939.75
	Invoice 6466875					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$52.00
	Invoice 6466876					
Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$8,456.10

Claim Type

Claim#	15999	PLAYPOWER LT FARMINGTON, IN				
Cash Payment	E 225-45100-510 Land-Park Improvement	SIWEK PARK EQUIPMENT				\$112,676.00
	Invoice 1400262094					
Transaction Date	9/28/2022	Due 9/28/2022	CASH	10100	Total	\$112,676.00

Claim Type

Claim#	15971	RMB ENVIRONMENTAL LAB				
Cash Payment	E 602-49490-313 Sample Testing	ALL WEEKS COOLER 2				\$126.32
	Invoice B006934					
Cash Payment	E 602-49490-313 Sample Testing	WEEKS 2-4 COOLER 1				\$185.13
	Invoice B006986					
Cash Payment	E 602-49490-313 Sample Testing	WEEK 1 COOLER 1				\$262.45
	Invoice B006919					

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September 2022

Cash Payment	E 602-49490-313 Sample Testing	WEEKS 2-4 COOLER 1				\$152.46
	Invoice B007078					
Cash Payment	E 602-49490-313 Sample Testing	ALL WEEKS COOLER 2				\$126.32
	Invoice B007015					
Cash Payment	E 602-49490-313 Sample Testing	ALL WEEKS COOLER 2				\$104.54
	Invoice B007096					
Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$957.22

Claim Type

Claim# 15994 ROYAL SUPPLY

Cash Payment	E 101-41940-210 Operating Supplies	SUPPLIES				\$59.20
	Invoice 3999					
Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES				\$29.60
	Invoice 3999					
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				\$14.80
	Invoice 3999					
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES				\$14.80
	Invoice 3999					
Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES				\$14.80
	Invoice 3999					
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$14.80
	Invoice 3999					
Transaction Date	9/28/2022	Due 9/28/2022	CASH	10100	Total	\$148.00

Claim Type

Claim# 15967 SOUTHERN GLAZERS OF MN

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$7.68
	Invoice 2261866					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$64.64
	Invoice 2261865					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$282.00
	Invoice 2261866					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$6,327.86
	Invoice 2261865					
Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$6,682.18

Claim Type

Claim# 15993 STRANDBERG, MEGAN

Cash Payment	G 601-22200 Deferred Revenues	REISSUE CHECK #80367				\$140.90
	Invoice .09282022-1					
Transaction Date	9/28/2022	Due 9/28/2022	CASH	10100	Total	\$140.90

Claim Type

Claim# 15925 STRONG & SONS TOTAL TREE SE

Cash Payment	E 101-43100-311 Contract	TREE REMOVAL 24442 DOGWOOD ST				\$4,495.00
	Invoice 2462					
Transaction Date	9/21/2022	Due 9/21/2022	CASH	10100	Total	\$4,495.00

Claim Type

Claim# 15924 TIMESAVER OFF SITE SEC. INC

Cash Payment	E 101-41400-311 Contract	CITY COUNCIL MINUTES				\$205.25
	Invoice M27623					
Transaction Date	9/21/2022	Due 9/21/2022	CASH	10100	Total	\$205.25

Claim Type

Claim# 15966 TOTAL CONTROL SYSTEMS, INC.

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September 2022

Cash Payment	E 601-49440-229 Project Repair & Maintena	PROJECT REPAIRS				\$1,935.14
Invoice	10311					
Cash Payment	E 601-49440-228 Equipment Maintenance	PROJECT REPAIRS				\$1,935.13
Invoice	10311					
Transaction Date	9/27/2022	Due 9/27/2022	CASH	10100	Total	\$3,870.27

Claim Type

Claim# 15965 VINOCOPIA, INC.

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT \$16.00

Invoice 0313197-IN

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR \$135.00

Invoice 0313197-IN

Cash Payment E 609-49751-253 Wine For Resale WINE \$128.00

Invoice 0313197-IN

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$120.00

Invoice 0313197-IN

Transaction Date 9/27/2022 Due 9/27/2022 CASH 10100 Total \$399.00

Claim Type

Claim# 15964 WOLF CONTRACTING

Cash Payment R 101-36200 Miscellaneous Revenues REFUND PERMIT 2022-00698 \$25.00

Invoice .09272022

Transaction Date 9/27/2022 Due 9/27/2022 CASH 10100 Total \$25.00

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$332,720.24
Total	\$332,720.24



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Capital Improvement Bonds
DATE: October 3, 2022

OVERVIEW:

Nick Anhut from Ehlers will give a presentation on the Five Year Capital Improvement Plan for Issuance of General Obligation CIP Bonds.

ACTION TO BE CONSIDERED:

Motion to approve Resolution 2022-53 Adopting a Capital Improvement Plan and providing preliminary approval for the issuance of bonds thereunder

Attachments:

- Capital Improvement Plan for Issuance of General Obligation CIP Bonds
- Resolution 2022-53

October 3, 2022

FIVE - YEAR CAPITAL IMPROVEMENT PLAN FOR
ISSUANCE OF GENERAL OBLIGATION CIP BONDS:



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, Minnesota 55113

BUILDING COMMUNITIES. IT'S WHAT WE DO.

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I. INTRODUCTION

In 2003, the Minnesota State Legislature adopted a statute (Section 475.521, referred to herein as the “CIP Act”) that allows cities to issue municipal bonds under a capital improvement plan without the referendum requirement (except for the so-called “reverse referendum” described below). The CIP Act applies to specific capital improvements for the purposes of city halls, public works, and public safety facilities. The 2005 Legislature added towns to the meaning of a municipality, as well as libraries and town halls to the meaning of a capital improvement under the CIP Act.

Throughout this plan, the term “Capital Improvement” refers only to those improvements identified in the CIP Act, as summarized above. Capital expenditures for other public improvements in the City will be financed through other means identified in the City’s annual budgeting process and are not governed by this plan.

II. PURPOSE

A Capital Improvement as defined in the CIP Act is a major expenditure of municipal funds for the acquisition or betterment to public lands, buildings, or other improvements used as a city hall, town hall, library, public safety, or public works facility, any of which have a useful life of 5 years or more. For the purposes of the CIP Act, Capital Improvements do not include light rail transit or related activities, parks, road/bridges, administrative buildings other than a city or town hall, or land for those facilities. A Capital Improvement Plan (“CIP”), as identified by the CIP Act is a document designed to anticipate Capital Improvement expenditures over at least a five-year period so that they may be acquired, constructed and/or installed in a cost-effective and efficient manner. The CIP must set forth the estimated schedule, timing, and details of specific Capital Improvements by year, together with the estimated cost, need for improvement, and sources of revenue to pay for the improvement.

The City of St. Francis, Minnesota (the “City”) believes the capital improvement process is an important element of responsible fiscal management and, under provisions of its charter, engages in adoption of

an updated 5-year Capital Improvement Program for city-wide capital expenditures annually. Major capital expenditures can be anticipated and coordinated so as to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. As potential expenditures are reviewed, the City considers the benefits, costs, alternatives and impact on operating expenditures. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. To offset financially difficult times, good planning is essential for the wise use of limited financial resources.

III. PLANNING PROCESS

The City Council annually reviews its capital expenditures according to their priority, fiscal impact, and available funding as part of its budgeting process. Project Managers submit specific capital expenditures to be undertaken within the next five years. The City prepares a plan based on the available funding sources and priorities. From this information, a preliminary program is prepared for public discussion from citizens, the City Council, and other governmental units. Changes are made based on that input, and a final plan is established. The most recent City plan was approved July 18, 2022.

Over the life of the plan, once the funding becomes available the specific capital expenditures can be made as part of individual project approvals. In subsequent years, the process is repeated as expenditures are completed and new needs arise.

If the plan calls for general obligation bonds to finance certain Capital Improvements (referred to herein as “CIP Bonds”), the City Council must follow an additional set of procedures. The City may adopt a CIP specifically for those Capital Improvements and address various factors identified within the CIP Act. This CIP is designed to supplement the City’s established process. The Council must hold a public hearing regarding issuance of the CIP Bonds to obtain public comment on the matter. Notice of such hearing must be published in the official newspaper of the municipality at least 14, but not more than 28 days prior to the date of the public hearing. In addition, the notice may be posted on the City’s official web site.

The Council must approve the sale of CIP Bonds by at least a 3/5th vote of its membership. However, issuance of CIP Bonds is also subject to reverse referendum: if a petition is signed by voters equal to at least five percent of the votes cast in the City in last general election and is filed with the City Clerk within 30 days after the public hearing regarding the CIP Bonds, the CIP Bonds may not be issued unless approved by a majority of voters voting on the question of issuing the obligations. Further, the maximum debt service in any year on all outstanding CIP Bonds is 0.16% of the estimated market value of property in the city, using the market value for the taxes-payable year in which the bonds are issued.

After the CIP has been approved and general obligation bonds have been authorized, the City works with its municipal advisor to prepare for a bond sale. Assuming no petition for a referendum is filed, the bonds are sold, and when proceeds from the sale of the bonds (and any other identified revenue sources) become available, prior qualifying expenditures for specified Capital Improvements can be reimbursed and new expenditures made.

IV. PROJECT SUMMARY

The expenditures to be undertaken with this CIP for the years 2023 to 2027 are limited to those listed in Appendix A. All other foreseeable capital expenditures within the City government will come through other means as identified within updates of the City’s 5-year plan and its annual budgeting process.

CIP Factors

The CIP Act requires the City Council to consider eight factors in preparing the CIP and authorizing general obligation bonds:

- 1. Condition of the City’s existing infrastructure, including projected need for repair or replacement.
- 2. Likely demand for the improvement(s).
- 3. Estimated cost of the improvement(s).
- 4. Available public resources.
- 5. Level of overlapping debt in the City.

6. Relative benefits and costs of alternative uses of funds.
7. Operating costs of the proposed improvement(s).
8. Alternatives for providing services most efficiently through shared facilities with other cities or local governments.

The City has considered the eight points as they relate to the projects identified above through the issuance of CIP Bonds. The findings are as follows:

Conditions of City Infrastructure and Need for the Project

The City has completed facility space needs assessments as recently as 2018 to determine future needs. The studies identified space shortages and building concerns within the existing city hall and fire station. The following list identifies various issues that have been identified as shortcomings for the existing spaces.

Fire Station

- The building was not originally designed to be a fire station creating issues with function and operation and does not meet industry standards
- Lacking in environmental controls creating a higher risk for job-related illnesses
- Department has exceeded the capacity of the current building
- Original construction dates to the 1960s and is becoming costly to maintain due to required repairs, replacement needs and increasing maintenance

City Hall

- Shortages in staffing and work room creating an inability to increase staff or staff functions
- Building was not originally designed for its current use, inducing high costs to address building deficiencies including maintenance and improvements for current needs
- Lacks storage and secure space for sensitive equipment and documents
- Lack of city council facility has created situations requiring meeting cancellations in the past

Demand for the Project

The City has identified the existing Fire Station and City Hall facilities are in need of replacement to accommodate full staffing, training and service needs. It also selected a site at 3740 Bridge St. NW for the proposed facility. The City’s Facilities Assessments illustrated deficiencies of the current buildings and the need to build new to support future growth. The Building Committee has interviewed architectural firms to study the feasibility for a joint building to decrease the overall number of municipal buildings, create energy and staffing efficiencies and include much needed community space.

Estimated Cost of the Project

The City commissioned Brunton Architects & Engineers to complete a feasibility study. The facility project is preliminarily estimated to cost \$13,000,000 inclusive of site improvement, building construction, soft costs and contingency. Construction contracts are anticipated to be bid for award in the Spring of 2023. The City expects to use a combination of cash funds and CIP Bonds to provide the funding. The final bonding amount, not to exceed \$13,000,000, will be subject to City Council approval after contracts are approved for the project.

Availability of Public Resources

The City has identified the project is to be funded by general obligation bond proceeds and potentially supplemented by other available capital resources on hand. Given the size of the project, debt is necessary to provide for the costs and preserve necessary operating resources for the City. The debt will be issued in accordance with the City’s charter and debt management guidelines. Debt service payments will be structured to fit within the City’s adopted capital levy for the Building Fund and projections for future levies. The City intends to repay the debt using a dedicated property tax levy. Projected debt service and annual levy amounts at the not to exceed \$13,000,000 public hearing maximum bonding amount are identified in Appendix B.

Level of Overlapping Debt

Taxing District	Taxable Net Tax Capacity	% in City	Total G.O. Debt	City's Share
Anoka County	481,945,798	1.897%	41,405,000	785,246
Isanti County	43,144,214	0.025%	6,190,000	1,572
I.S.D. 15	45,175,696	20.228%	81,735,000	16,533,192
I.S.D. 728	108,587,926	0.002%	288,640,000	5,773
Anoka County RRA	481,945,798	1.897%	3,050,000	57,843
Metropolitan Council	5,197,211,231	0.176%	166,860,000	293,507
City's Total Share of Overlapping Debt				17,677,133

Relative Costs and Benefits of Alternative Uses of the Funds

The space limitations within the current city buildings, their age and the desire for increased operational efficiencies drive the need for major renovation that may not be feasible on the existing facility sites. The desire to reduce municipal building footprints drives the necessity for a joint facility which make this project necessary for the City. The project has been discussed within in the City's long-term financial plans and the Building Fund levy increased to create capacity for the future project. There are no significant alternatives anticipated for the funds designated for this project.

Operating Costs of the Proposed Improvements

Both the current Fire Station and City Hall require additional space as well as significant maintenance and repair. The City estimates significant investments are necessary to address the current needs and problems. The city anticipates that simply addressing maintenance and replacement costs as they are incurred will not provide adequate longevity for future needs and staffing levels.

While the City is not able to assign as specific dollar value, moving forward with a consolidated replacement facility will provide the space and functionality necessary to sustain operations into the future while reducing duplicative costs. Significant repairs to the new structure would not be necessary for several decades. The replacement facility will be a safer and healthier place for staff to live and work, and include

sustainable elements. The new facility will also provide efficiencies to help make the fire department more effective for anticipated staffing and operations.

Options for Shared Facilities with Other Cities or Local Government

Due to combining two uses into one facility and onsite parking to support them, the City does not anticipate there is sufficient room on site to add other shared uses without substantial costs and/or inefficiencies. The City’s current design configuration does anticipate that a community center component can be added in a future phase if desired to serve broader needs.

V. FINANCING

The total amount of requested expenditures under this CIP is up to \$13,000,000. If these expenditures are to be funded, that amount of money is anticipated to be generated through a combination of capital funds and the sale of general obligation capital improvement plan bonds within the identified five-year period. The anticipated bond sizing is based upon funding the estimated construction and soft costs identified for the project, plus estimated issuance costs and contingency. Current estimates of size and repayment of the CIP Bonds under consideration is shown in Appendix B.

In financing the CIP, two significant statutory limitations apply:

1. Under Chapter 475, with few exceptions, cities cannot incur debt in excess of 3% of the assessor’s estimated market value (EMV) for the city. The City’s Preliminary Pay 2023 EMV is \$948,783,300. As noted in the table below, the City’s debt subject to this requirement, including the proposed CIP Bonds, is within the required threshold:

Statutory Debt Limit	
Assessor's Estimated Market Value	948,783,300
Multiply by 3.0%	0.03
Statutory Debt Limit	28,463,499
Less: Existing Debt Subject to the Limit	(5,255,000)
Less: Maximum Proposed CIP Bond Issue	(13,000,000)
Unused Debt Service Limit	10,208,499

2. A separate limitation under the CIP Act is that, without referendum, the total amount of principal and interest in any single year payable on all CIP Bonds issued by the City cannot exceed 0.16% of the total estimated market value in the municipality. In the City, that maximum annual debt service amount is \$1,518,053 for the 2022/23 tax year (\$948,783,300 x .0016). The maximum amount of annual debt service payments due on the City’s existing CIP Bonds are \$469,981. The highest annual principal and interest payments proposed to be issued under this CIP are estimated to be approximately \$933,070. As such, debt service on the CIP Bonds will be within the annual limits under the CIP Act.

CIP Bonds Debt Service Limit	
Assessor's Estimated Market Value	948,783,300
Multiply by 0.16%	0.0016
CIP Act Debt Service Limit	1,518,053
Less: Existing Debt Service Subject to the Limit	(469,981)
Less: Maximum Proposed CIP Bond Issue	(933,070)
Unused Debt Service Limit	115,002

VI. PLAN CONTINUATION

This CIP should be reviewed as needed by the City Council using the process outlined in this document. Through annual amendment, the City Council reviews proposed expenditures, makes priority decisions, and seeks funding for those expenditures it deems necessary for the City. If deemed appropriate, the Council should prepare an update to this CIP for future CIP Bond issuance.

APPENDIX A

Plan Project Costs:

The Plan includes capital expenditures of approximately \$13,000,000 for a new City Hall / Fire Station facility project which is to be funded with up to \$13,000,000 in bond proceeds. A plan identifying the sources of funds, including issuance of bonds, for any additional projects will be considered in the future under separate proceedings.

Project Costs			
Year	Project	Amount	
2023	City Hall / Fire Station	\$	13,000,000
2024	None Anticipated	\$	-
2025	None Anticipated	\$	-
2026	None Anticipated	\$	-
2027	None Anticipated	\$	-
TOTAL		\$	13,000,000

Proposed CIP Bond Issues:

Proposed CIP Bond Issues		
Year	Maximum Bonding Amount	
2023	\$	13,000,000
2024	\$	-
2025	\$	-
2026	\$	-
2027	\$	-
TOTAL	\$	13,000,000

APPENDIX B

2023 CIP Bond Issue: Maximum Bonding Amount

City of St. Francis, Minnesota

\$13,000,000 General Obligation Bonds, Series 2023A

Assumes Current Market Non-BQ "AA" Rates + 75 bps

25 and 30-year Debt Service Estimates

Estimated Sources & Uses

Bonds Dated 04/01/2023 | Delivered 04/01/2023

Sources Of Funds

Par Amount of Bonds	\$13,000,000.00
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Total Sources	\$13,000,000.00
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Uses Of Funds

Preliminary Underwriter's Discount Allowance (1.00%)	130,000.00
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Estimated Costs of Issuance	87,000.00
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Deposit to Project Fund for Construction Costs	12,783,000.00
--	---------------

Total Uses	\$13,000,000.00
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Estimated 25-year Debt Service Schedule

Maturity Date	Principal	Coupon	Interest	Total P+I
02/01/2024	-	-	529,518.75	529,518.75
02/01/2025	295,000.00	3.700%	635,422.50	930,422.50
02/01/2026	305,000.00	3.750%	624,507.50	929,507.50
02/01/2027	320,000.00	3.800%	613,070.00	933,070.00
02/01/2028	330,000.00	3.900%	600,910.00	930,910.00
02/01/2029	340,000.00	4.000%	588,040.00	928,040.00
02/01/2030	355,000.00	4.100%	574,440.00	929,440.00
02/01/2031	370,000.00	4.150%	559,885.00	929,885.00
02/01/2032	385,000.00	4.300%	544,530.00	929,530.00
02/01/2033	405,000.00	4.400%	527,975.00	932,975.00
02/01/2034	420,000.00	4.500%	510,155.00	930,155.00
02/01/2035	440,000.00	4.600%	491,255.00	931,255.00
02/01/2036	460,000.00	4.700%	471,015.00	931,015.00
02/01/2037	480,000.00	4.800%	449,395.00	929,395.00
02/01/2038	505,000.00	4.950%	426,355.00	931,355.00
02/01/2039	530,000.00	5.000%	401,357.50	931,357.50
02/01/2040	555,000.00	5.050%	374,857.50	929,857.50
02/01/2041	585,000.00	5.100%	346,830.00	931,830.00
02/01/2042	615,000.00	5.150%	316,995.00	931,995.00
02/01/2043	645,000.00	5.250%	285,322.50	930,322.50
02/01/2044	680,000.00	5.300%	251,460.00	931,460.00
02/01/2045	715,000.00	5.350%	215,420.00	930,420.00
02/01/2046	755,000.00	5.400%	177,167.50	932,167.50
02/01/2047	795,000.00	5.400%	136,397.50	931,397.50
02/01/2048	835,000.00	5.450%	93,467.50	928,467.50
02/01/2049	880,000.00	5.450%	47,960.00	927,960.00
Total	\$13,000,000.00	-	\$10,793,708.75	\$23,793,708.75

Estimated 30-year Debt Service Schedule

Maturity Date	Principal	Coupon	Interest	Total P+I
02/01/2024	-	-	545,981.25	545,981.25
02/01/2025	225,000.00	3.700%	655,177.50	880,177.50
02/01/2026	235,000.00	3.750%	646,852.50	881,852.50
02/01/2027	240,000.00	3.800%	638,040.00	878,040.00
02/01/2028	250,000.00	3.900%	628,920.00	878,920.00
02/01/2029	260,000.00	4.000%	619,170.00	879,170.00
02/01/2030	270,000.00	4.100%	608,770.00	878,770.00
02/01/2031	285,000.00	4.150%	597,700.00	882,700.00
02/01/2032	295,000.00	4.300%	585,872.50	880,872.50
02/01/2033	305,000.00	4.400%	573,187.50	878,187.50
02/01/2034	320,000.00	4.500%	559,767.50	879,767.50
02/01/2035	335,000.00	4.600%	545,367.50	880,367.50
02/01/2036	350,000.00	4.700%	529,957.50	879,957.50
02/01/2037	365,000.00	4.800%	513,507.50	878,507.50
02/01/2038	385,000.00	4.950%	495,987.50	880,987.50
02/01/2039	405,000.00	5.000%	476,930.00	881,930.00
02/01/2040	425,000.00	5.050%	456,680.00	881,680.00
02/01/2041	445,000.00	5.100%	435,217.50	880,217.50
02/01/2042	470,000.00	5.150%	412,522.50	882,522.50
02/01/2043	490,000.00	5.250%	388,317.50	878,317.50
02/01/2044	520,000.00	5.300%	362,592.50	882,592.50
02/01/2045	545,000.00	5.350%	335,032.50	880,032.50
02/01/2046	575,000.00	5.400%	305,875.00	880,875.00
02/01/2047	605,000.00	5.400%	274,825.00	879,825.00
02/01/2048	640,000.00	5.450%	242,155.00	882,155.00
02/01/2049	675,000.00	5.450%	207,275.00	882,275.00
02/01/2050	710,000.00	5.500%	170,487.50	880,487.50
02/01/2051	750,000.00	5.500%	131,437.50	881,437.50
02/01/2052	790,000.00	5.550%	90,187.50	880,187.50
02/01/2053	835,000.00	5.550%	46,342.50	881,342.50
Total	\$13,000,000.00	-	\$13,080,136.25	\$26,080,136.25

CITY OF ST. FRANCIS, MINNESOTA

RESOLUTION NO. 2022-53

**RESOLUTION ADOPTING A CAPITAL IMPROVEMENT
PLAN AND PROVIDING PRELIMINARY APPROVAL FOR
THE ISSUANCE OF BONDS THEREUNDER**

WHEREAS, pursuant to Minnesota Statutes, Section 475.521, as amended (the “Act”), cities are authorized to adopt a capital improvement plan and carry out programs for the financing of capital improvements; and

WHEREAS, the City of St. Francis, Minnesota (the “City”) has caused to be prepared a five-year capital improvement plan (the “Capital Improvement Plan”); and

WHEREAS, on the date hereof, the City Council of the City conducted a duly noticed public hearing regarding adoption of the Capital Improvement Plan pursuant to the requirements of the Act and the issuance of one or more series of general obligation bonds thereunder in a maximum principal amount of \$13,000,000 to finance various capital improvements, including the City Hall and Fire Station project; and

WHEREAS, in considering the Capital Improvement Plan, the City Council has considered for each project and for the overall Capital Improvement Plan:

1. the condition of the City’s existing infrastructure, including the projected need for repair and replacement;
2. the likely demand for the improvement;
3. the estimated cost of the improvement;
4. the available public resources;
5. the level of overlapping debt in the City;
6. the relative benefits and costs of alternative uses of the funds;
7. operating costs of the proposed improvements; and
8. alternatives for providing services more efficiently through shared facilities with other local government units.

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

1. The Capital Improvement Plan is hereby approved.
2. City staff are hereby authorized to do all other things and take all other actions as may be necessary or appropriate to carry out the Capital Improvement Plan in accordance with any applicable laws and regulations.
3. The City gives preliminary approval to the issuance of the bonds in the maximum principal amount of \$13,000,000; provided that if a petition requesting a vote on issuance of the bonds, signed by voters equal to five percent (5%) of the votes cast in the last municipal general election, is filed with the City Clerk within thirty (30) days of the date hereof (i.e., November 2, 2022), the City may issue the bonds only after obtaining approval of a majority of voters voting on the question at an election.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3RD DAY OF OCTOBER, 2022.

APPROVED:

Steven D. Feldman, Mayor

ATTEST:

Jennifer Wida, City Clerk

The following Council Members voted in favor:

The following Council Members voted against or abstained:



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: Rivers Edge 7th Addition
DATE: October 3, 2022
APPLICANT: St. Francis Land Development, LLC (Dale Willenbring)
LOCATION: Outlot A, Rivers Edge 2nd and Outlot A, Rivers Edge 5th
COMP PLAN: LDR, Urban Reserve, Park/Open Space
ZONING: Rivers Edge PUD, Urban Reserve, Rum River Management District

OVERVIEW:

The City has received an application for the development of the 7th Addition of the Rivers Edge subdivision. The applicant has been building out the Rivers Edge development since the original approvals were obtained in June 2018. The 7th Addition includes 42.3 acres of land along the Rum River on the northwest side of the development. This area was originally intended for 79 single-unit residential lots, but has been scaled back to 29 proposed units reflecting the requirements of the Rum River Management Overlay District.

The land use and subdivision requests to be considered include a rezoning to Planned Unit Development (PUD), preliminary plat, Conditional Use Permit (CUP) for public roads within the Rum River Management Overlay District, and drainage and utility easement vacations.

PLANNING COMMISSION REVIEW

The Planning Commission reviewed these requests and held a public hearing at the September 21, 2022 Planning Commission meeting. No members of the public spoke for or against the project. The applicant attended the meeting and discussed the Rivers Edge development's history and future with the Planning Commission.

After discussion, the Planning Commission unanimously recommended approval of the project and all associated land use and subdivision requests.

ACTION TO BE CONSIDERED:

Given Planning Commission and Staff recommendation of approval for the land use and subdivision requests related to 7th Addition of the Rivers Edge development, draft approval documents have been prepared and are attached for your consideration. Council action is requested on these applications.

Suggested Motions

1. Move to approve the 1st Reading of Ordinance 300 approving a rezoning request for Outlot A Rivers Edge 2nd Addition from UR to the Rivers Edge PUD with findings as presented by Staff.
2. Move to approve Resolution 2022-48 approving the preliminary plat and PUD plans for the 7th Addition of Rivers Edge with conditions and findings as presented by Staff.
3. Move to approve Resolution 2022-49 approving a Conditional Use Permit for the construction of public roads associated with the 7th Addition of the Rivers Edge development with conditions and findings as presented by Staff.
4. Move to approve Resolution 2022-50 approving the drainage and utility easement vacations pertaining to Outlot A, Rivers Edge 2nd Addition and Outlot A, Rivers Edge 5th Addition with conditions and findings as presented by Staff.

ATTACHMENTS:

- Draft Approval Documents
 - Ordinance 300 – 1st Reading
 - Resolution 2022-48 – Preliminary Plat and PUD Plans
 - Resolution 2022-49 – CUP for public roads
 - Resolution 2022-50 – Drainage and utility easement vacation
- September 21, 2022 Planning Commission Packet
 - Staff Memo
 - City Engineering Memo dated September 13, 2022
 - Applicant Submittals

ORDINANCE NO. 300

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE APPROVING REZONING OUTLOT A OF THE 2ND ADDITION OF
RIVERS EDGE NORTH FROM UR URBAN RESERVE TO THE RIVERS EDGE
PLANNED UNIT DEVELOPMENT – 1ST READING**

WHEREAS, on May 17, 2022, Dale Willenbring on behalf of St. Francis Land Development, LLC applied for a rezoning for the property legally described as Outlot A of the 2nd Addition of the Rivers Edge subdivision; and

WHEREAS, the subject site is currently zoned UR; and

WHEREAS, the subject site was included in the conceptual development plans for the Rivers Edge subdivision; and

WHEREAS, the Rivers Edge Planned Unit Development was approved on June 4, 2018 by Ordinance 240; and

WHEREAS, the Rivers Edge PUD is dated May 13, 2022 and is included as Exhibit A; and

WHEREAS, the applicant is proposing to rezone the property to the existing Rivers Edge PUD; and

WHEREAS, on September 21, 2022, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on September 21, 2022, the Planning Commission unanimously recommended approval of the requested rezoning; and

WHEREAS, on October 3, 2022, the City Council considered the proposed project as it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare; and

WHEREAS, on October 3, 2022, the City Council studied the practicality of the request, taking into consideration the present and future development of the property and the requirements of the Zoning and Subdivision Ordinances, and other official controls.

**THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA,
ORDAINS:**

Section 1. St. Francis Zoning Map is amended to zone the property at Outlot A of the 2nd Addition of Rivers Edge from UR Urban Reserve to Rivers Edge Planned Unit Development.

Section 2. This ordinance shall become effective after publication.

Approved and adopted by the City Council this 3rd day of October, 2022.

SEAL

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

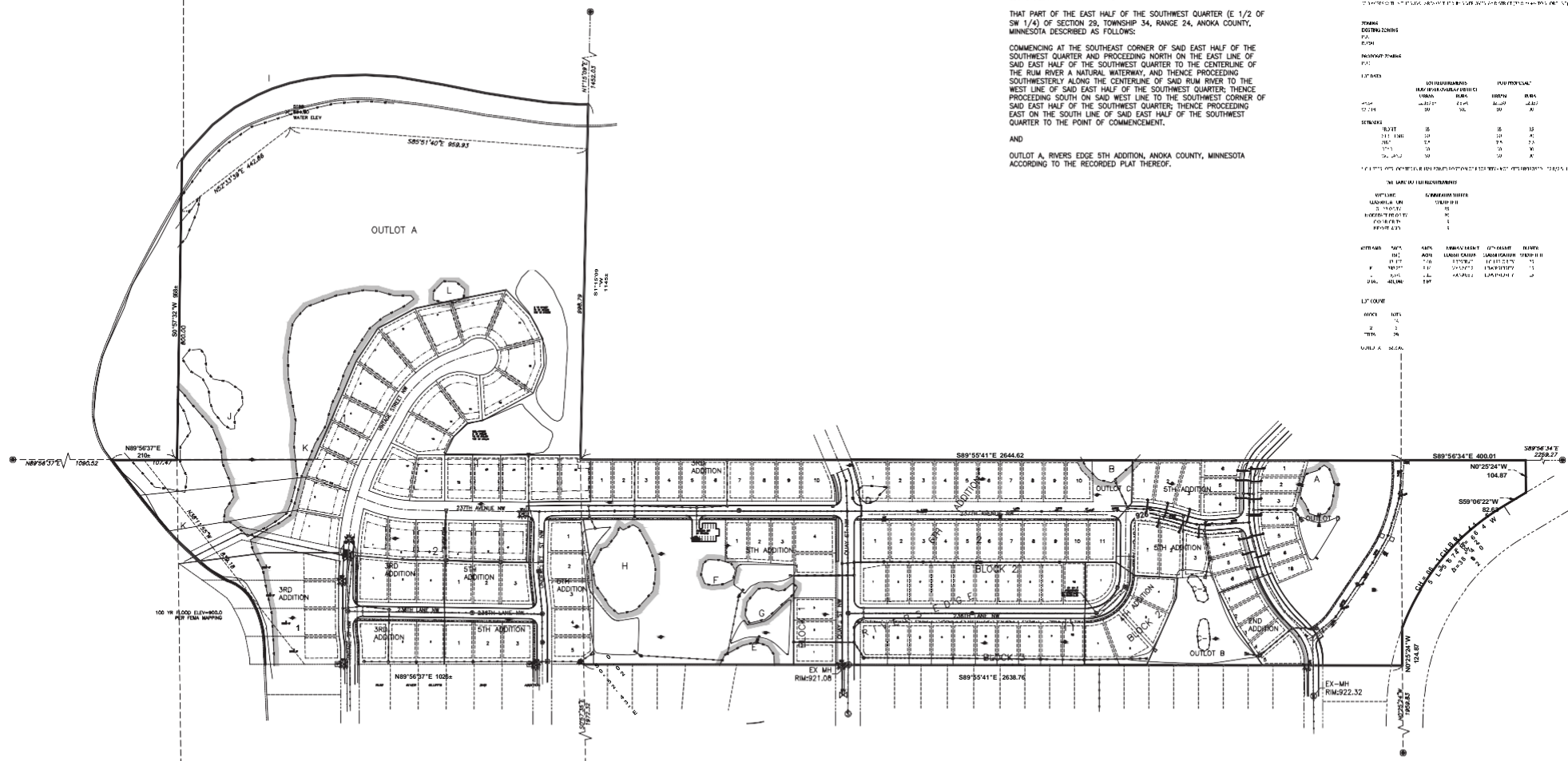
Attest: _____
Jennifer Wida, City Clerk

Published in the *Anoka County Union Herald* _____, 2022.

DRAFTED BY:
Hoisington Koegler Group, Inc.
800 Washington Ave N, Suite 103
Minneapolis, MN 55401

AND
OUTLOT A, RIVERS EDGE 5TH ADDITION, ANOKA COUNTY, MINNESOTA
ACCORDING TO THE RECORDED PLAT THEREOF.

L ² COUNT	
direct	1075
	2
total	96



BENCHMARK
SE CORNER OF THE EAST 1/2
OF THE SW 1/4 OF SECTION 29
(SOUTH 1/4 CORNER OF SECTION 32)
TOWNSHIP 34, RANGE 24
CAST IRON MONUMENT
BENCHMARK: TOP OF MONUMENT
ELEVATION = 921.97 (NGVD 29)

		 CAMPION ENGINEERING SERVICES, INC.		Civil Engineering Land Planning PO BOX 41486 PLYMOUTH, MN 55441 PHONE: (763)486-3799 FAX: (763)486-3799 E-MAIL: CAMPIO@CAMPIONENGINEERING.COM	I hereby certify that this plan, specification or report has been 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. Martin P. Campion — Lic. # 19901 Date:	RIVERS EDGE 7TH ADDITION ST FRANCIS LAND DEVELOPMENT, LLC ST FRANCIS, MN.		PRELIMINARY PLAT ALL PHASES SHEET NO. 3 OF 13 SHEETS	PROJECT NO: 21-027 DATE: 05/12/2024
NO.	DATE	DESCRIPTION							
		REVISIONS							

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

RESOLUTION 2022-48

A RESOLUTION APPROVING THE PRELIMINARY PLAT AND PUD PLANS FOR
THE 7TH ADDITION OF THE RIVERS EDGE DEVELOPMENT

WHEREAS, the applicant, Dale Willenbring on behalf of St. Francis Land Development, LLC, applied for preliminary plat and PUD plan approval on May 17, 2022 for the property legally described in Exhibit A; and

WHEREAS, the Planning Commission on September 21, 2022, opened and closed a duly noticed public hearing and considered the applicant’s submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, on September 21, 2022, the Planning Commission recommended approval of the requested preliminary plat and PUD plans; and

WHEREAS, the City Council on October 3, 2022, considered the recommendations of Staff and the Planning Commission, the Applicant’s submissions, the contents of the staff report dated September 28, 2022, public testimony, and other evidence available to the Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the preliminary plat, PUD plans, and associated documents for the 7th Addition of the Rivers Edge development based on the following findings of fact:

1. The proposed rezoning is consistent with the City’s 2040 Comprehensive Plan as amended and is compatible with present and future land uses of the area.
2. The development is consistent with the City’s Zoning Ordinance with noted conditions.
3. The PUD provides a public benefit by adding a variety of housing to meet the diverse needs in St. Francis and expanding access to utilities to make way for future development. The project achieves these goals through a design that preserves natural features.
4. City services have adequate capacity to serve the proposed development.

BE IT FURTHER RESOLVED that approval of the preliminary plat and PUD plans for the 7th Addition of the Rivers Edge development shall be subject to the following conditions:

1. Approval of this request is subject to the concurrent approval of the related rezoning, Conditional Use Permit, and drainage and utility easement vacation requests pertaining to Rivers Edge 7th Addition.

- 2. Any expansion of this PUD shall require a PUD amendment as specified by Code Section 10-37-05 Amendment of a PUD.
- 3. Applicant shall obtain final DNR approval for the project prior to final plat approval. The applicant shall work with the DNR to address any concerns or revisions listed in the MnDNR’s conditional approval letter dated June 8, 2022.
- 4. Applicant shall specify the size of Outlot A above the OHW.
- 5. A drainage and utility easement shall be established over Outlot A.
- 6. Outlot A shall be maintained by a Homeowners Association (HOA). Applicant shall provide all necessary documentation for the creation of this HOA to the City for review.
- 7. Applicant shall work with the Engineer to address any Engineering concerns or revisions listed in the Engineering Review Memo dated September 13, 2022.
- 8. Vacations of the drainage and utility easements over Outlot A, 2nd Addition Rivers Edge and Outlot A, 5th Addition Rivers Edge will be required prior to final plat approval.
- 9. Unless otherwise noted in the approved plans, lots within the 7th Addition shall adhere to all requirements of the Rum River Management Overlay District including vegetation alteration restrictions, impervious surface limits, and maximum structure height as they are developed.
- 10. Applicant shall be responsible for all fees associated with these land use and subdivision applications.

Approved and adopted by the City Council of the City of St. Francis on the 3rd day of October, 2022.

Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

Dated

DRAFTED BY:
Hoisington Koegler Group, Inc.
800 Washington Ave N, Suite 103
Minneapolis, MN 55401

EXHIBIT A

Legal Descriptions

Outlot A, Rivers Edge 2nd Addition, according to the recorded plat thereof, Anoka County, Minnesota

AND

Outlot A, Rivers Edge 5th Addition, according to the recorded plat thereof, Anoka County, Minnesota.

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

RESOLUTION 2022-49

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE
CONSTRUCTION OF PUBLIC ROADS WITHIN THE RUM RIVER MANAGEMENT
DISTRICT FOR THE 7TH ADDITION OF THE RIVERS EDGE DEVELOPMENT

WHEREAS, the applicant, Dale Willenbring on behalf of St. Francis Land Development, LLC, applied for a Conditional Use Permit (CUP) to construct public roads within the 7th Addition of the Rivers Edge development on May 17, 2022 for the property legally described in Exhibit A; and

WHEREAS, the site is located in the Rum River Management district; and

WHEREAS, City Code 10-82-5B and Minnesota Statute consider public roads to be special uses and require a CUP for their construction; and

WHEREAS, on September 21, 2022, after published and mailed notice in accordance with Minnesota Statute and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on September 21, 2022, the Planning Commission unanimously recommended approval of the requested Conditional Use Permit; and

WHEREAS, the City Council of the City of St. Francis on October 3, 2022, considered the requested CUP and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the requested CUP for the construction of public roads within the Rum River Management District based on the following findings of fact:

1. The proposed public roads meet the environmental criteria for a CUP as established in Minnesota Rules 6105.0200.
2. The proposed public road has been designed to minimize the streets' impact on the surrounding area, including avoiding steep slopes, existing vegetation, and soils with high erosion potential to the maximum extent possible.
3. The proposed streets have been designed to meet City standards.
4. The proposed streets will meet the needs of the traffic generated by the 7th Addition of the Rivers Edge development.

BE IT FURTHER RESOLVED that approval of the CUP for the construction of public roads in the Rum River Management District shall be subject to the following conditions:

1. Approval of this request is subject to the concurrent approval of the related subdivision and land use requests pertaining to the Rivers Edge 7th Addition development.
2. The granting of this approval is conditioned upon the MnDNR’s approval of the project.
3. All items pertaining to public roads listed in the City Engineer’s memo dated September 13, 2022 shall be addressed to the satisfaction of the City Engineer prior to recording of the CUP.
4. Applicant shall adhere to all vegetative requirements listed in the City’s Rum River Management District and MN State Rules Chapter 6105.
5. Applicant shall adhere to the road construction methods listed in MN State Rules 6105.0200 subp. 4.
6. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued for individual lots.
7. The applicant shall be responsible for all costs associated with the CUP application.
8. All fees and financial obligations shall be received by the City prior to the releasing of the CUP for recording.
9. The applicant shall record the CUP with the County Recorder in accordance with Section 10-31-03 of the City Code.

Approved and adopted by the City Council of the City of St. Francis on the 3rd day of October, 2022.

Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

Dated

DRAFTED BY:
Hoisington Koegler Group, Inc.
800 Washington Ave N, Suite 103
Minneapolis, MN 55401

EXHIBIT A

Legal Descriptions

Outlot A, Rivers Edge 2nd Addition, according to the recorded plat thereof, Anoka County, Minnesota

AND

Outlot A, Rivers Edge 5th Addition, according to the recorded plat thereof, Anoka County, Minnesota.

(Reserved for Recording Data)

CONDITIONAL USE PERMIT FOR THE 7TH ADDITION OF THE RIVERS EDGE DEVELOPMENT

1. **PERMIT.** Subject to the terms and conditions set forth herein, the CITY OF ST. FRANCIS hereby grants a Conditional Use Permit to allow the construction of public roads within the Rum River Management District.
2. **PROPERTY.** This Conditional Use Permit is for the following property legally described in Exhibit A.
3. **CONDITIONS.** This Conditional Use Permit is issued subject to construction in accordance with the approved plans submitted with the application and the following conditions:
 - A. Applicant shall adhere to all vegetative requirements listed in the City's Rum River Management District and MN State Rules Chapter 6105.
 - B. Applicant shall adhere to the road construction methods listed in MN State Rules 6105.0200 subp. 4.
4. **TERMINATION OF PERMIT.** The City may revoke the permit following a public hearing for violation for the terms of this permit.
5. **LAPSE.** If within one (1) year of the issuance of this Conditional Use Permit the applicant fails to implement such approvals and fulfill each and every condition attached thereto, this permit shall be null and void.
6. **CRIMINAL PENALTY.** Both the owner and any occupant of the subject property are responsible for compliance with this Conditional Use Permit. Violation of the terms of this Conditional Use Permit is a criminal misdemeanor.
7. **RECORDING.** This Conditional Use Permit shall be recorded by the City against the title to the Property.

Dated: _____

CITY OF ST. FRANCIS

BY: _____
Steven D. Feldman, Mayor

(SEAL)

AND _____
Jennifer Wida, City Clerk

STATE OF MINNESOTA)
 : ss
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this 3rd day of October, 2022, by **Steven D. Feldman**, Mayor, and by **Jenni Wida**, City Clerk, of the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by the City Council.

Notary Public

[Notary Seal]

EXHIBIT A

Legal Descriptions

Outlot A, Rivers Edge 2nd Addition, according to the recorded plat thereof, Anoka County, Minnesota

AND

Outlot A, Rivers Edge 5th Addition, according to the recorded plat thereof, Anoka County, Minnesota.

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

RESOLUTION 2022-50

A RESOLUTION VACATING THE DRAINAGE AND UTILITY EASEMENTS OVER
OUTLOT A 2ND ADDITION AND OUTLOT A 5TH ADDITION OF THE RIVERS EDGE
SUBDIVISION

WHEREAS, the applicant, Dale Willenbring on behalf of St. Francis Land Development, LLC, has requested the vacation of the drainage and utility easements over Outlot A of the 2nd Addition and Outlot A of the 5th Addition of the Rivers Edge development as described in Exhibit A; and

WHEREAS, the drainage and utility easement vacations were requested in order to allow the development of the 7th Addition of Rivers Edge; and

WHEREAS, new drainage and utility easements will be established over the 7th Addition of the Rivers Edge development where necessary; and

WHEREAS, on October 3, 2022, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the City Council held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, the City Council of the City of St. Francis on October 3, 2022, considered the requested drainage and utility easement vacations.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the vacation of the drainage and utility easements over Outlot A of the 2nd Addition and Outlot A of the 5th Addition of the Rivers Edge development subject to the following condition:

1. Outlot A 2nd Addition and Outlot A 5th Addition of Rivers Edge shall remain undeveloped until such time as a final plat that is consistent with the 7th Addition preliminary plat is approved by the Council and recorded with Anoka County.

Approved and adopted by the City Council of the City of St. Francis on the 3rd day of October, 2022.

Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

Dated

EXHIBIT A

All those drainage and utility easements lying within Outlot A, Rivers Edge 2nd Addition, according to the recorded plat thereof, Anoka County, Minnesota

AND

All those drainage and utility easements lying within Outlot A, Rivers Edge 5th Addition, according to the recorded plat thereof, Anoka County, Minnesota.



PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: Rivers Edge 7th Addition
DATE: 9-14-2022 for 9-21-2022 meeting
APPLICANT: St. Francis Land Development, LLC (Dale Willenbring)
LOCATION: 23925 St Francis Blvd NW
COMP PLAN: LDR, Urban Reserve, Park/Open Space
ZONING: Rivers Edge PUD, Urban Reserve, Rum River Management District (rural)

OVERVIEW:

The City has received an application for the 7th Addition of the Rivers Edge development. The Rivers Edge development was approved in 2018. The applicant has been working on building out the site since the original approvals were obtained. The 7th Addition includes 42.3 acres of land along the Rum River on the northwest side of the Rivers Edge development. This area was originally intended for 79 single-family lots, but has since been scaled back to 29 proposed units reflecting the requirements of the Rum River Management Overlay District. The preliminary plat for the 7th Addition includes 32.8 acres of land that has been held for development within an Outlot since Rivers Edge was approved in June 2018 and 9.5 acres of land which were included as part of the 3rd Addition preliminary plat of Rivers Edge in August 2019.



The land use and subdivision requests to be considered pertaining to the 7th Addition include a rezoning to the Rivers Edge Planned Unit Development, preliminary plat, and Conditional Use Permit (CUP) for a public road within the Rum River Management Overlay District.

REVIEW PROCEDURE

60-Day Land Use Application Review Process

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for the rezoning to PUD and CUP requests is November 22, 2022.

120-Day Subdivision Review Process

Pursuant to Minnesota State Statutes Section 462.358, local government agencies are required to approve or deny subdivision requests, such as the preliminary plat, within 120 days. The 120-day timeline for the review of the preliminary plat expires on November 22, 2022.

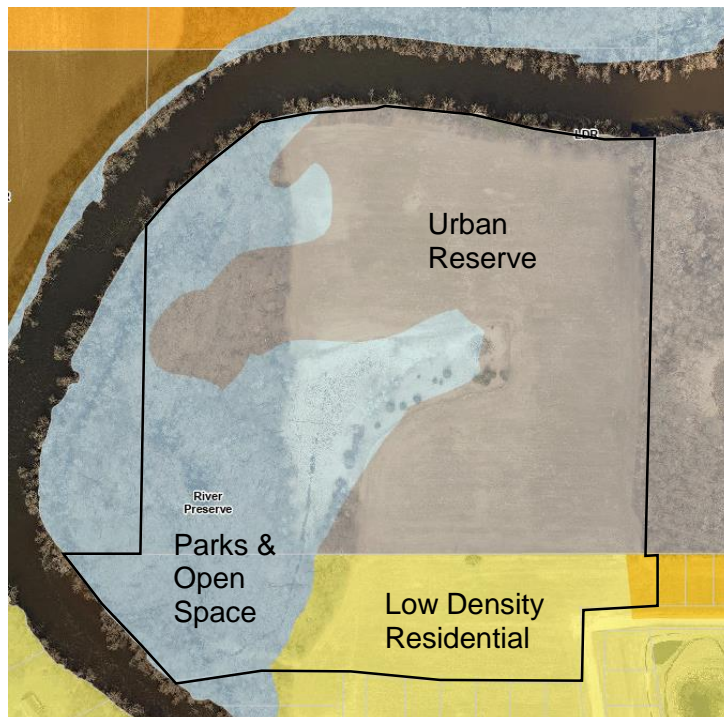
Public Hearing

City Code requires that a public hearing for review of the land use and subdivision requests be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald on September 9, 2022 and posted on the City Hall bulletin board on September 8, 2022. The public hearing notice was mailed to all affected property owners located within 350 feet of the subject property on September 8, 2022.

ANALYSIS

Comprehensive Plan

The southern 9.5 acres of the site are guided for Low Density Residential (LDR) and Park/Open Space use by the Comprehensive Plan. The LDR area includes 16 units proposed on 5.5 developable acres. This meets the LDR density requirement of 2-3 units per net acre.



The northern 32.8 acres of the site are guided for Urban Reserve – Wild & Scenic and Parks/Open Space. The Wild & Scenic classification applies to land that has been identified by the MnDNR as “rural Wild & Scenic lands.” Subdivision in these areas is permitted with adherence to flexible residential development practices, such as cluster developments. The Urban Reserve – Wild & Scenic category allows a density of 1 unit per 2.5 acres non-riparian and 1 unit per 4 acres riparian. The applicant is proposing 13 non-riparian units within this land use category, which meets density requirements.

Planned Unit Development (PUD)

Previous additions of the Rivers Edge development have been zoned as the Rivers Edge PUD. This PUD was established by Ordinance 240 which was approved on June 4, 2018. Over the years, the PUD was amended to include additional land as Rivers Edge developed. While the southern 9.5 acres of the 7th Addition are currently included in the Rivers Edge PUD, the northern 32.8 acres are not. The applicant is requesting to rezone the 32.8 acres from Urban Reserve to the Rivers Edge PUD. This rezoning request is consistent with the original concept plan brought forward in 2018.

The current PUD was reviewed and approved by the MnDNR and allows single-family residential lots with the following requirements:

Rivers Edge PUD Requirements	
Lot Area	20,000 SF riparian 12,150 SF non-riparian
Lot Width	90 ft.
Width at setback from river	90 ft.
Front setback	35 ft.
Side setback	7.5 ft.
Corner side setback	20 ft.
Rear setback	30 ft.
Wetland setback	30 ft.
OHW setback	75 ft.

Rum River Management District

The entire project site is located within the Rum River Management Overlay District. This overlay district establishes additional standards meant to preserve the scenic quality of the Rum River and surrounding land. The northern 32.8 acres of the project site are located within the City’s Rural Rum River Management Overlay District (rRRM) while the southern 9.5 acres are located within the Urban Rum River Management District (uRRM).



Cluster developments allowing smaller lots are permitted in the rRRM district in order to encourage the preservation of natural features on the site and maintain scenic views to and from the river. All 29 lots proposed as part of the 7th Addition meet the uRRM standards for lot area and lot width as well as the setbacks established for the Rivers Edge PUD. The 13 lots in the northern portion of the site qualify as a cluster development, allowing the creation of lots that are smaller than the existing rRRM standards.

	rRRM Standards	uRRM Standards	Proposed
Min. Lot Area	4 acres riparian 2.5 acres non-riparian *Clusters allowed	20,000 SF riparian 12,150 non-riparian	20,000 SF 12,150 SF *all lots in rRRM are non-riparian
Min. Lot Width	250 ft.	90 ft.	90 ft.

Lots within the 7th Addition are expected to adhere to all requirements of the Rum River Management Overlay District, including vegetation alteration restrictions, impervious surface limits, and maximum structure height, as they are developed.

For any PUD established within this overlay district, DNR review and approval of the application is required. The MnDNR provided conditional approval for the 7th Addition on June 8, 2022. This approval letter is attached.

Preliminary Plat

Streets

In the original concept for this development and in the existing preliminary plat (3rd Addition), both Vintage St NW and Underclift St NW were planned to extend northward to serve this development and provide future development opportunities for the property to the northeast. The proposed streets have been reconfigured with the 7th Addition preliminary plat. The 7th Addition now includes the continuation of 237th Ave NW to the west and the extension of Vintage St NW to the north. Underclift St NW is no longer expected to extend northward, and Vintage St NW is proposed to end in a permanent cul-de-sac.

Staff finds these changes to the roadway configuration to be acceptable. No further development is permitted on this site as part of the Rum River Management District rules. Should the property to the northeast choose to develop in the future, there are alternate roadways within the Rivers Edge development, including Quay St NW and Marigold St NW, that have been stubbed to the northern property line and which would be available to serve that development.

237th Ave NW and Vintage St NW are public roadways. All public roads created within the Rum River Management District are required to first obtain a Conditional Use Permit. The CUP has been requested as part of this application to allow the extension of 237th Ave NW and Vintage St NW.

Landscaping

The applicant has provided a landscaping plan for the 7th Addition which includes two deciduous trees in the front yard of each lot. The proposed landscaping meets Code requirements for a residential development. Typically, developments are required to include a variety of deciduous, coniferous, and ornamental trees. However, because earlier phases of the Rivers Edge development did not include coniferous or ornamental trees, Staff finds that the proposed tree mix is acceptable in order to keep plantings harmonious throughout the development.

Since the majority of the site was cleared in the past for agricultural use, very few existing trees will need to be removed as part of the development. Where trees and/or vegetation are removed, the developer will be required to complete this removal in accordance with Wild & Scenic Rules. Wild & Scenic Rules limit vegetation removal in order to maintain tree cover, reduce erosion potential, and maintain views to and from the river. Within the RRM district, clear cutting is prohibited and custom grading of heavily vegetated lots is recommended.

Open Space/Homeowners Association (HOA)

The applicant is proposing the creation of Outlot A, a roughly 30-acre outlot surrounding the northernmost lots in the 7th Addition. This area includes existing vegetation, steep slopes, wetlands, and land within the floodplain. The applicant is proposing to create an HOA which will be responsible for the maintenance of the Outlot and the natural features included within.

As private open space, there will be no credit toward the applicant's park dedication requirements. The applicant may choose to add amenities to the open space area in accordance with the standards specified in the Rum River Management District.

After talking with the applicant, the MnDNR, and the Anoka Conservation District, it is likely that the Outlot will ultimately be entered into a conservation easement due to its proximity to the Rum River and location within the floodplain. The conservation easement will provide further preservation and management of natural resources and vegetation in the area.

Sidewalks

Sidewalks currently exist along the south side of 237th Ave NW and east side of Vintage St NW. These will be continued with the extension of each of these streets.

Utilities/Stormwater

The lots created in the 7th Addition will be served by City utilities. Two stormwater facilities are proposed in the northeast portion of the site. A 20-foot wide access easement between Lots 21 and 22 of Block 1 has been provided to allow public maintenance of these ponds. The City Engineer has reviewed the plans and has provided the attached comment memo.

The land included in the 7th Addition is currently covered by drainage and utility easements. These easements must be vacated in order to allow development to occur. Easement vacations require a public hearing and approval by the City Council.

Recommendations

Action to be Considered:

The Planning Commission is requested to hold the public hearing for the rezoning, preliminary plat, and CUP. Following the public hearing, Commissioners are requested to take action on the requests and provide a recommendation to Council.

Suggested Motions:

1. Move to recommend approval of the rezoning of 32.8 acres of land from Urban Reserve to the Rivers Edge PUD with conditions and findings of fact as presented by Staff.
2. Move to recommend approval of the preliminary plat for the 7th Addition of the Rivers Edge development with conditions and findings of fact as presented by Staff.
3. Move to recommend approval of the public road CUP for Rivers Edge 7th Addition project with conditions and findings as presented by Staff.

Findings – PUD

1. The proposed rezoning is consistent with the City's 2040 Comprehensive Plan as amended and is compatible with present and future land uses of the area.
2. The PUD provides a public benefit by adding a variety of housing to meet the diverse needs in St. Francis and expanding access to utilities to make way for future development. The project achieves these goals through a design that preserves natural features.
3. This PUD expansion is consistent with the concept plan for the area.

Conditions – PUD

1. Any expansion of this PUD shall require a PUD amendment as specified by Code Section 10-37-05 Amendment of a PUD.
2. Approval of this request is conditioned upon final approval by the MnDNR.

Findings of Fact – Preliminary Plat

1. The proposed rezoning is consistent with the City's 2040 Comprehensive Plan and is compatible with present and future land uses of the area.
2. Excluding the exceptions granted by the PUD, the development is consistent with the City's Zoning Ordinance with noted conditions.
3. City services have adequate capacity to serve the proposed development.

Conditions – Preliminary Plat

1. Approval of this request is subject to the concurrent approval of the related land use requests pertaining to Rivers Edge 7th Addition.
2. Applicant shall specify the size of Outlot A above the OHW.

3. Applicant shall work with the MnDNR to address any concerns or revisions listed in the MnDNR's conditional approval letter dated June 8, 2022.
4. Applicant shall obtain final DNR approval for the project prior to final plat approval.
5. A drainage and utility easement shall be established over Outlot A.
6. Outlot A shall be maintained by a Homeowners Association (HOA). Applicant shall provide all necessary documentation for the creation of this HOA to the City for review.
7. Applicant shall work with the Engineer to address any Engineering concerns or revisions listed in the Engineering Review Memo dated September 13, 2022.
8. Vacations of the drainage and utility easements over Outlot A, 2nd Addition Rivers Edge and Outlot A, 5th Addition Rivers Edge will be required prior to final plat approval.
9. The tree mix proposed in the landscaping plan dated June 13, 2022 is acceptable.
10. Park dedication shall be satisfied at the time of final plat.
11. Lots within the 7th Addition shall adhere to all requirements of the Rum River Management Overlay District, including vegetation alteration restrictions, impervious surface limits, and maximum structure height, as they are developed.
12. Applicant shall be responsible for all fees associated with these land use and subdivision applications.
13. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Findings of Fact – Conditional Use Permit

1. The proposed public road meets the environmental criteria for a CUP as established in Minnesota Rules 6105.0200.
2. The proposed public road has been designed to minimize the street's impact on the surrounding area, including avoiding steep slopes, existing vegetation, and soils with high erosion potential to the maximum extent possible.

Conditions – Conditional Use Permit

1. Approval of this request is subject to the concurrent approval of the related subdivision and land use requests pertaining to the Rivers Edge 7th Addition development.
2. Applicant shall adhere to all vegetative requirements listed in the City's Urban Rum River Management District and MN State Rules Chapter 6105.
3. Applicant shall adhere to the road construction methods listed in MN State Rules 6105.0200 subp. 4.
4. All fees and financial obligations shall be received by the City prior to the releasing of the approval document for recording.
5. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Attachments:

1. DNR Conditional Approval dated June 8, 2022
2. City Engineer's Memo dated September 13, 2022
3. Applicant Submittals
 - Existing Conditions
 - Preliminary Plat
 - Preliminary Street and Storm Sewer Plan
 - Preliminary Grading Plan
 - Preliminary Landscape Plan



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

Submitted to: City of St. Francis

**cc: Kate Thunstrom, City Administrator
Paul Carpenter, Public Works Director
Colette Baumgardner, Community Development Director
Beth Richmond, City Planner
Craig Jochum, City Engineer
Marty Campion, Campion Engineering Services
Dale Willenbring, Developer**

Reviewed by: Shane Nelson, Assistant City Engineer

Date: September 13, 2022

**Proposed
Project: Rivers Edge 7th Addition**

Street Location: NA

Applicant: Rivers Edge Land Development LLC

Owners of Record: St. Francis Land Development LLC

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

**Permits Required: City Approval, NPDES Construction Permit, Sanitary
(but not limited to) Sewer Extension Permit, MDH Water Extension**

INFORMATION AVAILABLE

Rivers Edge 7th Addition SWMP, dated 8/17/2022, prepared by Civil Methods, Inc.

Rivers Edge 5th Addition Grading Set, dated 3/29/2021, prepared by Campion Engineering Services, Inc.

Rivers Edge 7th Preliminary Drawings, Dated 5/13/2022, prepared by Campion Engineering Services, Inc.

STREETS

1. The proposed development will receive its access via local City streets and will connect to Vintage Street NW on the west side of the development and 237th Avenue NW on the east side. The street connection/network as proposed is acceptable.
2. The crest vertical curve located at station 3+25 of 237th Avenue NW does not meet the design speed of the road. The vertical curve shall be revised such that it meets a 30 mph design speed.

SEWER AND WATER UTILITIES

1. The Sanitary Sewer is proposed to be extended from Vintage Street NW to the north to serve a majority of the lots. A small number of lots along 237th Avenue NW will be served by a sanitary sewer extension along 237th Avenue NW.
2. The proposed project will extend a new watermain along 237th Avenue NW and a loop connection will be made along 237th Avenue NW which connects to Underclift St NW. A water connection will be made on either side of the plat, which is acceptable.
3. Tracer wire shall be installed in accordance with Minnesota Rural Water Specifications. Specifications shall be provided with the final plans.

STORMWATER

1. The stormwater is proposed to be managed by the construction of two stormwater basins. One stormwater basin is proposed to be a wet sedimentation basin, and the second is proposed to be an infiltration basin.
2. Storm sewer sizing calculations shall be provided with the final plans.
3. A skimmer structure is required for the Pond 1P outlet.

PRELIMINARY GRADING PLAN

1. The Normal Water Level (NWL) and High Water Level (HWL) of all wetlands shall be labeled on the final plans.
2. The 100 year flood elevation of the Rum River shall be labeled on the Final Grading Plan.
3. Riprap overflow spillways shall be provided for the stormwater basins.
4. A detail for the infiltration basin construction shall be provided with the final plans, including a seed mixture that is appropriate for the basin as per MN Stormwater Manual guidance.
5. The final plans shall depict stormwater basin access routes. Access routes shall be at least 10 feet wide, contained within an easement, and have gradients that do not exceed 8%.

SUMMARY AND/OR RECOMMENDATION

We recommend approval of the Preliminary Plat subject to the comments herein.

WARNING:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITY AREA: 651-454-0002
TOLL FREE 1-800-252-1166

RIVERS EDGE 7TH ADDITION

PRELIMINARY DRAWINGS

ST FRANCIS, MN

PROJECT: **Agenda Item # 7B.**

DEVELOPER
ST FRANCIS LAND DEVELOPMENT, LLC.
ATTN: DALE WILLENBRING
712 VISTA BLVD #303
WACONIA, MN 55387
PH: 952.715.2926
EMAIL: DALE@TAMARACKLAND.COM

ENGINEER
CAMPION ENGINEERING SERVICES, INC
ATTN: MARTY CAMPION
PO BOX 41486
PLYMOUTH, MN 55441
763.486.3799
EMAIL: MCAMPION@CAMPIONENG.COM

SURVEYOR
STANTEC
1800 PIONEER CREEK CENTER
MAPLE PLAIN, MN 55359
PH: 763.479.4200

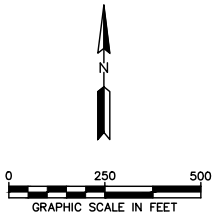
WETLAND CONSULTANT
MIDWEST NATURAL RESOURCES, INC.
EMAIL: KEN ARNDT
1032 WEST SEVENTH STREET
ST. PAUL, MN 55102
PH: 651.788.0641
EMAIL: KEN.ARNDT@MNRINC.US

PROJECT LOCATION



- GOVERNING SPECIFICATIONS:**
1. THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" LATEST EDITION & SUPPLEMENTS.
 2. CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM) STANDARD UTILITIES SPECIFICATIONS. (LATEST EDITION)
 3. ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND ORDINANCE WILL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.
 4. CITY OF ST FRANCIS STANDARD SPECIFICATIONS & DETAILS.

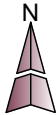
INDEX	
SHEET NO.	DESCRIPTION
1.	COVER SHEET
2.	EXISTING CONDITIONS
3.	PRELIMINARY PLAT - ALL PHASES
4.	PRELIMINARY PLAT
5.	SANITARY SEWER & WATERMAIN
6.	STREET & STORM SEWER PLAN
7.	PRELIMINARY PROFILES
8.	GRADING PLAN
9.	STORM WATER POLLUTION PREVENTION PLAN
10.	DETAILS
11.	DETAILS
12.	DETAILS
13.	DETAILS



BENCHMARK
SE CORNER OF THE EAST 1/2
OF THE SW 1/4 OF SECTION 29
(SOUTH 1/4 CORNER OF SECTION 32)
TOWNSHIP 34, RANGE 24
CAST IRON MONUMENT
BENCHMARK: TOP OF MONUMENT
ELEVATION = 921.97 (NGVD 29)

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NO.	DATE	DESCRIPTION
REVISIONS		



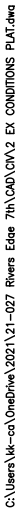
**CAMPION
ENGINEERING
SERVICES, INC.**

• Civil Engineering • Land Planning
PO BOX 41486
PLYMOUTH, MN 55441
PHONE: (763)486.3799
EMAIL: MCAMPION@CAMPIONENG.COM

I hereby certify that this plan, specification or report has been 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.
Martin P. Campion -Lic. # 19901 Date:

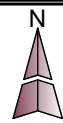
RIVERS EDGE 7TH ADDITION
ST FRANCIS LAND DEVELOPMENT, LLC
ST FRANCIS, MN

COVER SHEET		PROJECT NO: 21-111
SHEET NO. 1 OF 13 SHEETS		DATE: 05/13/2022



BENCHMARK
SE CORNER OF THE EAST 1/2
OF THE SW 1/4 OF SECTION 29
(SOUTH 1/4 CORNER OF SECTION 32)
TOWNSHIP 34, RANGE 24
CAST IRON MONUMENT
BENCHMARK: TOP OF MONUMENT
ELEVATION = 921.97 (NGVD 29)

NO.	DATE	DESCRIPTION
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Martin P. Campion -Lic. # 19901	Date:

RIVERS EDGE 7TH ADDITION
ST FRANCIS LAND DEVELOPMENT, LLC
ST FRANCIS, MN

EXISTING CONDITIONS

SHEET NO. 2 OF 13 SHEETS

PROJECT NO: 21-112
DATE: 05/13/2022

LEGAL DESCRIPTION OF PROPERTY:

THAT PART OF THE EAST HALF OF THE SOUTHWEST QUARTER (E 1/2 OF SW 1/4) OF SECTION 29, TOWNSHIP 34, RANGE 24, ANOKA COUNTY, MINNESOTA DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID EAST HALF OF THE SOUTHWEST QUARTER AND PROCEEDING NORTH ON THE EAST LINE OF SAID EAST HALF OF THE SOUTHWEST QUARTER TO THE CENTERLINE OF THE RUM RIVER A NATURAL WATERWAY, AND THENCE PROCEEDING SOUTHWESTERLY ALONG THE CENTERLINE OF SAID RUM RIVER TO THE WEST LINE OF SAID EAST HALF OF THE SOUTHWEST QUARTER; THENCE PROCEEDING SOUTH ON SAID WEST LINE TO THE SOUTHWEST CORNER OF SAID EAST HALF OF THE SOUTHWEST QUARTER; THENCE PROCEEDING EAST ON THE SOUTH LINE OF SAID EAST HALF OF THE SOUTHWEST QUARTER TO THE POINT OF COMMENCEMENT.

AND

OUTLOT A, RIVERS EDGE 5TH ADDITION, ANOKA COUNTY, MINNESOTA ACCORDING TO THE RECORDED PLAT THEREOF.

TOTAL PROPERTY AREA* 45.5 AC (TO CENTER OF RIVER)
*ALL WITHIN THE RUM RIVER SCENIC OVERLAY DISTRICT
10.2 ACRES WITHIN THE URBAN AREA OF THE RUM RIVER OVERLAY DISTRICT
35.3 ACRES WITHIN THE RURAL AREA OF THE RUM RIVER OVERLAY DISTRICT

ZONING	LOT REQUIREMENTS			
	RUM RIVER OVERLAY DISTRICT		PUD PROPOSAL*	
EXISTING ZONING	URBAN	RURAL	URBAN	RURAL
PUD	12,150 SF	2.5 AC	12,150	12,150
RURAL	90	300	90	90
PROPOSED ZONING				
PUD				
LOT DATA				
AREA	URBAN	RURAL	URBAN	RURAL
WIDTH	12,150 SF	2.5 AC	12,150	12,150
	90	300	90	90
SETBACKS				
FRONT	35		35	35
STREET SIDE	20		20	20
SIDE	7.5		7.5	7.5
REAR	30		30	30
WETLAND	30		30	30

*CLUSTER LOTS LOCATED IN RURAL ZONED PORTION OF PROPERTY - # OF LOTS PROPOSED = 32.8/2.5=13 LOTS

WETLAND BUFFER REQUIREMENTS

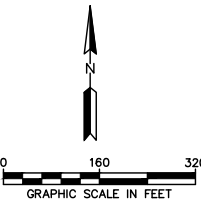
WETLAND CLASSIFICATION	MINIMUM BUFFER WIDTH (FT)	
	HIGH PRIORITY	MODERATE PRIORITY
HIGH PRIORITY	25	20
MODERATE PRIORITY	20	15
LOW PRIORITY	15	15
USE WETLAND	15	15

WETLAND	AREA (SF)	AREA ACRE	MINIMUM BUFFER CLASSIFICATION	CITY MGMT CLASSIFICATION	BUFFER WIDTH (FT)
J	17,417	0.40	PRESERVE	HIGH PRIORITY	25
K	398,253	9.14	MANAGE 2	LOW PRIORITY	15
L	5,370	0.12	MANAGE 2	LOW PRIORITY	15
TOTAL	421,040	9.67			

LOT COUNT

BLOCK	LOTS
1	23
2	6
TOTAL	29

OUTLOT A 32.8 AC



BENCHMARK

SE CORNER OF THE EAST 1/2 OF THE SW 1/4 OF SECTION 29 (SOUTH 1/4 CORNER OF SECTION 32) TOWNSHIP 34, RANGE 24
CAST IRON MONUMENT
BENCHMARK: TOP OF MONUMENT
ELEVATION = 921.97 (NGVD 29)

PRELIMINARY PLAT
ALL PHASES

SHEET NO. 3 OF 13 SHEETS

PROJECT NO:

21

DATE: 05/13/2022

RIVERS EDGE 7TH ADDITION
ST FRANCIS LAND DEVELOPMENT, LLC
ST FRANCIS, MN

I hereby certify that this plan, specification or report has been 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.
Martin P. Campion -Lic. # 19901 Date:

Civil Engineering • Land Planning
PO BOX 41486
PLYMOUTH, MN 55441
PHONE: (763)486.3799
EMAIL: MCAMPION@CAMPIONENG.COM

CAMPION
ENGINEERING
SERVICES, INC.

NO.	DATE	DESCRIPTION
		REVISIONS

	PROPERTY LINE
	EXISTING CONTOURS
	PROPOSED CONTOURS
	EASEMENT LINE
	SETBACKS
	DELINEATED WETLAND EDGE
	STORM SEWER
	SANITARY SEWER
	WATERMAIN
	FENCE
	OVERHEAD POWER LINE
	UNDERGROUND ELECTRIC
	CULVERT

OUTLOT A 32.8 AC

SE CORNER OF THE EAST 1/2
OF THE SW 1/4 OF SECTION 29
(SOUTH 1/4 CORNER OF SECTION 32)
TOWNSHIP 34, RANGE 24
CAST IRON MONUMENT
BENCHMARK: TOP OF MONUMENT
ELEVATION = 921.97 (NGVD 29)

PROJECT NO:

114

DATE: 05/13/2022

SHEET NO. 4 OF 13 SHEETS

● Civil Engineering ● Land Planning

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PLYMOUTH, MN 55441
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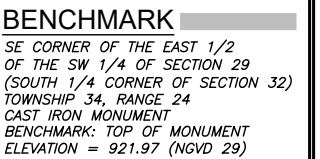
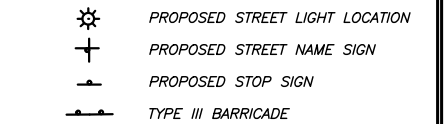
DESCRIPTION
REVISIONS

DATE _____

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Plot Date & Time:

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BENCHMARK
SE CORNER OF THE EAST 1/2
OF THE SW 1/4 OF SECTION 29
(SOUTH 1/4 CORNER OF SECTION 32)
TOWNSHIP 34, RANGE 24
CAST IRON MONUMENT
BENCHMARK: TOP OF MONUMENT
ELEVATION = 921.97 (NGVD 29)

PROJECT NO:
21-115

DATE: 05/13/2022

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ENGINEERING
SERVICES, INC.

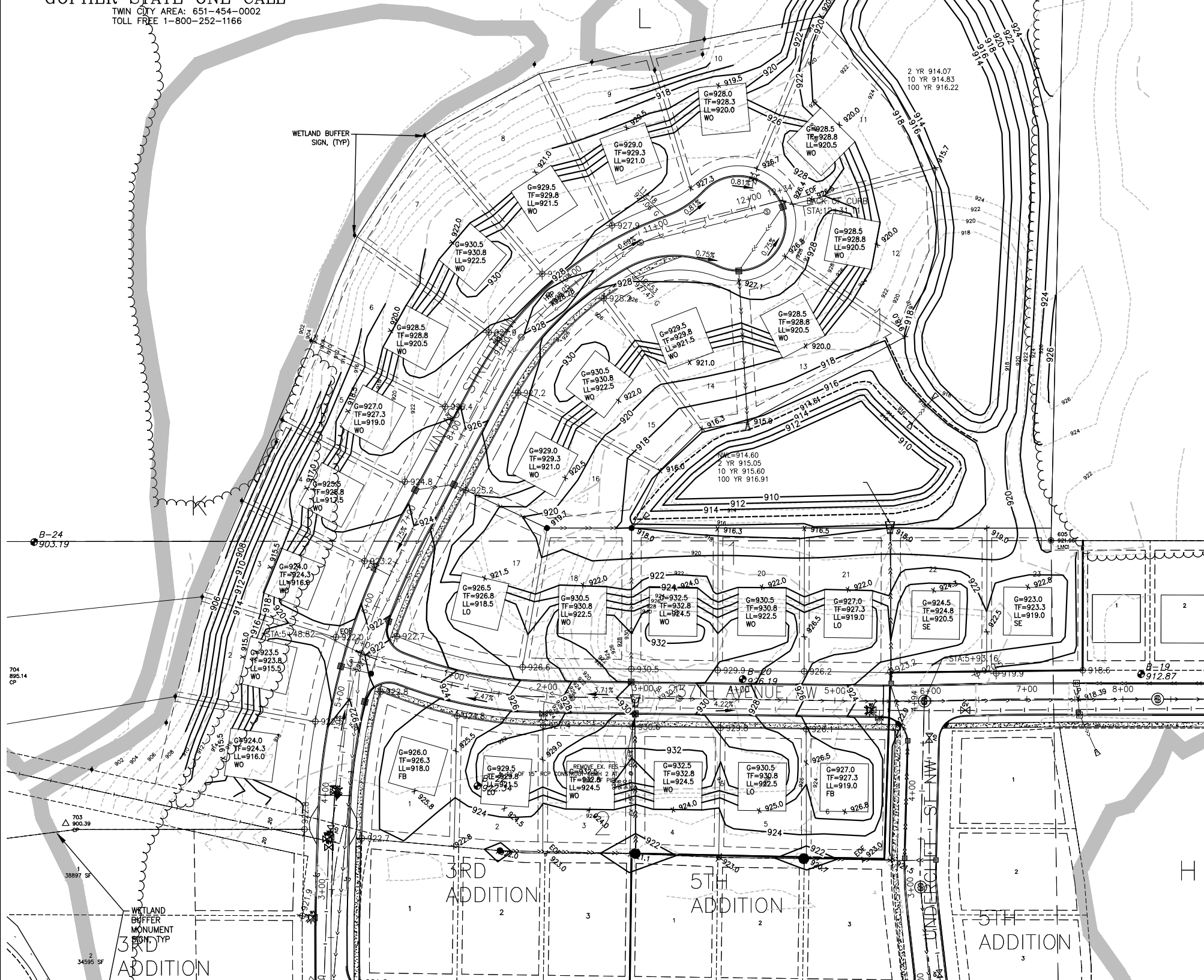
I hereby certify that this plan, specification or report has been prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.	
Martin P. Campion -Lic. # 19901	Date:

NO.	DATE	DESCRIPTION
		REVISIONS

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

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CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITY AREA: 651-454-0002
TOLL FREE 1-800-252-1166

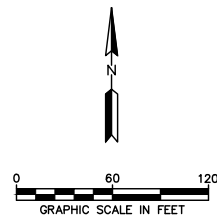


1. ALL EROSION CONTROL AND SILTATION CONTROL WILL COMPLY WITH MINNESOTA'S BEST MANAGEMENT PRACTICES MANUAL AND REGULATIONS OF THE CITY.
2. THE CONTRACTOR SHALL BE FAMILIAR WITH AND FOLLOW ALL REQUIREMENTS OF THE MPCA NPDES PHASE II PERMIT FOR CONSTRUCTION ACTIVITIES INCLUDING BUT NOT LIMITED TO: EROSION CONTROL INSPECTIONS EVERY 7 DAYS, INSPECTION AFTER 0.5" RAINFALL OR MORE AND DOCUMENTATION OF ALL CORRECTIVE MEASURES. INSPECTIONS AFTER RAIN EVENTS SHALL BE CONDUCTED WITHIN 24 HOURS. BY BEGINNING CONSTRUCTION, THE CONTRACTOR ACKNOWLEDGES THE TERMS OF THIS PERMIT AND AGREES TO ABIDE BY THEM.
3. ALL NONFUNCTIONAL BMP'S SHALL BE REPAIRED, REPLACED, OR SUPPLEMENTED WITH FUNCTIONAL BMP'S BY THE END OF THE NEXT BUSINESS DAY OR WHEN FIELD CONDITIONS ALLOW.
4. PERIMETER CONTROL DEVICES SHALL BE REPAIRED, REPLACED, OR SUPPLEMENTED WHEN NONFUNCTIONAL OR SEDIMENT REACHES ONE-HALF THE HEIGHT OF THE DEVICE.
5. ANY DEPOSITING OF SILT OR MUD ON NEW OR EXISTING PAVEMENT SHALL BE REMOVED WITHIN ONE CALENDAR DAY OF DISCOVERY. REMOVAL FROM EXISTING PAVEMENTS SHALL BE ACCOMPLISHED BY SWEEPING.
6. THE CONTRACTOR SHALL ASSUME COMPLETE RESPONSIBILITY FOR CONTROLLING ALL SILTATION INCLUDING BUT NOT LIMITED TO ROCK ENTRANCES AND/OR SILT FENCES. CONTROL SHALL COMMENCE WITH GRADING AND CONTINUE THROUGHOUT THE PROJECT UNTIL ACCEPTANCE OF THE WORK BY THE OWNER. THE CONTRACTOR'S RESPONSIBILITY INCLUDES ALL DESIGN AND IMPLEMENTATION AS REQUIRED TO PREVENT EROSION AND THE DEPOSITING OF SILT. THE OWNER MAY, AT HIS/HER OPTION DIRECT THE CONTRACTOR IN HIS/HER METHODS AS DEEMED FIT TO PROTECT PROPERTY AND IMPROVEMENTS.
7. ALL SEDIMENT DEPOSITS AND DELTAS SHALL BE REMOVED FROM SURFACE WATERS (INCLUDING DRAINAGE WAYS, CATCH BASINS, AND OTHER DRAINAGE SYSTEMS) AND THE REMOVAL AREAS REESTABLISHED WITHIN 7 DAYS. ALL AT THE EXPENSE OF THE CONTRACTOR, THE SILT FENCES SHALL BE REMOVED AND THE SILT REMOVED FROM THE PONDING AREAS BY THE CONTRACTOR AFTER THE TURF IS ESTABLISHED.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE WITH AND THE MONITORING REQUIREMENTS OF THE MPCA PERMIT.
9. ALL DISTURBED AREAS, EXCEPT ROADWAYS, BUILDING AREAS, AND SIDEWALKS, SHALL BE RESTORED WITH A MINIMUM 4 INCHES TOPSOIL, SEEDED AND MULCHED (TYPE I). SEEDING SHALL BE IN ACCORDANCE WITH MNDOT SPECIFICATION 2575, SEED MIX 22-111 @ 31 LBS/ACRE (OR APPROVED EQUAL). DORMANT SEEDING AREAS SHALL BE SEEDED AND MULCHED IN ACCORDANCE WITH MNDOT SPECIFICATIONS, STRAW MULCHING QUANTITY SHALL BE TWO TONS PER ACRE, FERTILIZER (10-10-20) SHALL BE APPLIED AT A RATE OF 200 POUNDS PER ACRE (CAN BE OMITTED IN LANDSCAPED AREAS IF LANDSCAPED SEEDING IS DONE CONCURRENTLY). MNDOT SEED MIX 21-113 APPLIED AT A RATE OF 110 LBS/ACRE SHALL BE USED FOR TEMPORARY SEEDING IF NEEDED.
10. WETLAND BUFFER AREAS THAT ARE DISTURBED BY GRADING SHALL BE RESTORED AS FOLLOWS:
 - a. SOILS MUST BE DECOMPACTED TO A DEPTH OF 18" PRIOR TO SEEDING OR PLANTING.
 - b. ALL DISTURBED BUFFERS SHALL BE RESTORED WITH MNDOT SEED MIX 35-241.
11. PONDS SHALL BE SEEDED WITH MNDOT SEED MIX 33-261 WITH HYDRAULIC MATRIX.
12. CONSTRUCTION SHALL PROCEED IN THE FOLLOWING SEQUENCE:
 - a. CONTRACTOR SHALL SCHEDULE A PRE-CONSTRUCTION MEETING WITH THE CITY.
 - b. INSTALL EROSION CONTROL MEASURES AND ROCK CONSTRUCTION ENTRANCE.
 - c. CONTACT CITY FOR APPROVAL OF EROSION CONTROL INSTALLATION.
 - d. MAINTAIN EROSION MEASURE, I.E. SILT FENCE, ROCK CONSTRUCTION ENTRANCE.
 - e. COMPLETE SITE GRADING TOLERANCING.
 - f. INSTALL SEED AND MULCH ON AREAS THAT ARE NOT TO BE HARD SURFACES.
13. ALL STORM SEWER INLETS AND FLARED END SECTIONS SHALL BE ADEQUATELY PROTECTED BEFORE AND AFTER PAVEMENT CONSTRUCTION UNTIL ALL DISTURBED AREAS ARE STABILIZED. CONTRACTOR SHALL PLACE MIRAFI FABRIC AND GRAVEL OVER ALL CATCH BASIN GRATE INLETS UNTIL PAVING SURFACES ARE PAVED AND THE LANDSCAPING IS COMPLETED.
14. STOCKPILE AREAS WHICH REMAIN ON THE SITE FOR MORE THAN SEVEN DAYS SHALL BE SEEDED, MULCHED, AND SURROUNDED BY SILT FENCE.
15. TEMPORARY AND PERMANENT SEDIMENTATION PONDS, IN THE LOCATIONS SHOWN ON THE PLANS, SHALL BE CONSTRUCTED WITH THE INITIAL GRADING. THE SEDIMENT MUST BE REMOVED FROM THE PONDS, AS NECESSARY, PRIOR TO COMPLETION OF THE PROJECT.
16. BIO LOGS SHALL BE INSTALLED AT PIPE INLETS AND OUTLETS UNTIL RIPRAP IS INSTALLED. PERMANENT ENERGY DISSIPATORS SHALL BE INSTALLED WITHIN 24 HOURS OF CONNECTION TO A SURFACE WATER.
17. INSTALL SILT FENCE AROUND POND UPON COMPLETION OF GRADING.
18. EROSION AND SEDIMENT CONTROL PRACTICES MUST REMAIN IN PLACE UNTIL THE SITE SOILS HAVE BEEN PERMANENTLY STABILIZED AND SHALL BE REMOVED WITHIN 30 DAYS THEREAFTER.
19. ALL STOCKPILES OF SOIL OR OTHER MATERIALS SUBJECT TO EROSION BY WIND OR WATER SHALL BE COVERED, VEGETATED, ENCLOSED, FENCED ON THE DOWN GRADIENT SIDE OR OTHERWISE EFFECTIVELY PROTECTED FROM EROSION IN ACCORDANCE WITH THE AMOUNT OF TIME THE MATERIAL WILL BE ON SITE AND THE MANNER OF ITS PROPOSED USE.
20. LOCATION OF CONCRETE WASHOUT AND HAZARDOUS MATERIALS STORAGE SHALL BE DETERMINED PRIOR TO START OF CONSTRUCTION. THE SWPPP WILL BE UPDATED AND LOCATIONS ADDED AT THAT TIME.
21. TEMPORARY OR PERMANENT STABILIZATION SHALL BE INITIATED IMMEDIATELY TO LIMIT SOIL EROSION AND SHALL BE COMPLETED NOT LATER THAN SEVEN DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED. INITIATED IMMEDIATELY MEANS TAKING AN ACTION TO COMMENCE STABILIZATION AS SOON AS PRACTICABLE, BUT NO LATER THAN THE END OF THE WORK DAY, FOLLOWING THE DAY WHEN THE EARTH-DISTURBING ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED. INITIATED STABILIZATION IS DEFINED AS COMPLETING ONE (OR MORE) OF THE FOLLOWING: SOIL PREPARATION FOR VEGETATION, MULCHING (OR OTHER NON-VEGETATIVE BMP), SEEDING/PLANTING, OR SCHEDULING STABILIZATION MEASURES TO BE FULLY INSTALLED AND COMPLETED WITHIN THE 7 DAY TIME FRAME.
22. THE CONTRACTOR SHALL PROVIDE AND INSTALL A SWPPP MAILBOX (INCIDENTAL).
23. ALL SWALES MUST BE STABILIZED WITHIN 24 HOURS OF CONNECTING TO A PROPERTY LINE.
24. TEMPORARY OR PERMANENT DITCHES OR SWALES THAT ARE BEING USED AS A SEDIMENT CONTAINMENT SYSTEM DURING CONSTRUCTION MUST BE STABILIZED WITHIN 24 HOURS AFTER NO LONGER BEING USED AS A SEDIMENT CONTAINMENT SYSTEM.
25. MULCH, HYDROMULCH, TACKIFIER, POLYACRYLAMIDE, OR SIMILAR EROSION PREVENTION PRACTICES CANNOT BE USED WITHIN THE NORMAL WETTED PERIMETER OF DRAINAGE DITCHES OR SWALE SECTION WITH A CONTINUOUS SLOPE OF GREATER THAN 2%.
26. CONTRACTOR SHALL PRESERVE TOPSOIL IN SUFFICIENT QUANTITY TO RESPREAD A MINIMUM OF 4" OVER LAWN AND LANDSCAPE AREAS.
27. CONTRACTOR SHALL TAKE CARE TO MINIMIZE COMPACTION IN LAWN AND LANDSCAPE AREAS.
28. DISCHARGES FROM BMP'S SHALL BE DIRECTED TO VEGETATED AREAS.

1. TEMPORARY EROSION BLANKET SHALL BE BIODEGRADABLE DOULBE-NET STRAW (NORTH AMERICAN GREEN S150 OR APPROVED EQUAL) AND EROSION MATS SHALL HAVE A MINIMUM FUNCTIONAL LONGEVITY OF 10 MONTHS.
2. EROSION BLANKET PLACED ON SLOPES 3:1 OR GREATER SHALL BE ROLLED DOWN SLOPE AND WITH 4" MINIMUM LAP AND STAPLED AT 1' O.C.
3. CONSTRUCT A 6"x12" ANCHOR TRENCH 3' BEYOND CREST AND TOE OF SLOPE. STAPLE EROSION BLANKET IN TRENCH AT 1' O.C.
4. EOF'S SHALL BE STABILIZED WITH MNDOT TRM CATEGORY 1 TURF REINFORCEMENT MAT.

A vertical list of 20 common road signs from various countries, including speed limits, directional signs, and hazard warnings.

PROPERTY LINE
EXISTING CONTOURS
PROPOSED CONTOURS
EASEMENT LINE
SETBACKS
DELINEATED WETLAND EDGE
STORM SEWER
SANITARY SEWER
WATERMAIN
FENCE
OVERHEAD POWER LINE
UNDERGROUND ELECTRIC
CULVERT
SOIL BORING
SANITARY SEWER MANHOLE
SANITARY CLEANOUT
STORM SEWER MANHOLE
STORM SEWER CATCH BASIN
WATER GATE VALVE
HYDRANT
EXISTING TREE LINE
INLET PROTECTION
ROCK CONSTRUCTION ENTRANCE
SILT FENCE
WETLAND BUFFER AREA
WETLAND BUFFER MONUMENT SIGN



SE CORNER OF THE EAST 1/2
OF THE SW 1/4 OF SECTION 29
(SOUTH 1/4 CORNER OF SECTION 32)
TOWNSHIP 34, RANGE 24
CAST IRON MONUMENT
BENCHMARK: TOP OF MONUMENT
ELEVATION = 921.97 (NGVD 29)

 CAMPION ENGINEERING SERVICES, INC.			• Civil Engineering • Land Planning PO BOX 41486 PLYMOUTH, MN 55441 PHONE: (763)486.3799 EMAIL: MCAMPION@CAMPIONENG.COM		I hereby certify that this plan, specification or report has been 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.		RIVERS EDGE 7TH ADDITION ST FRANCIS LAND DEVELOPMENT, LLC ST FRANCIS, MN		PRELIMINARY GRADING PLAN		PROJECT NO: 21-116	
NO. DATE DESCRIPTION REVISIONS					Martin P. Campion -Lic. # 19901 Date:				SHEET NO. 8 OF 13 SHEETS		DATE: 05/13/2022	

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITY AREA: 651-454-0002
TOLL FREE 1-800-252-1166

Legend

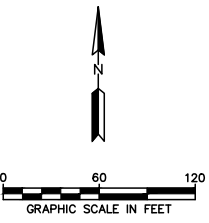
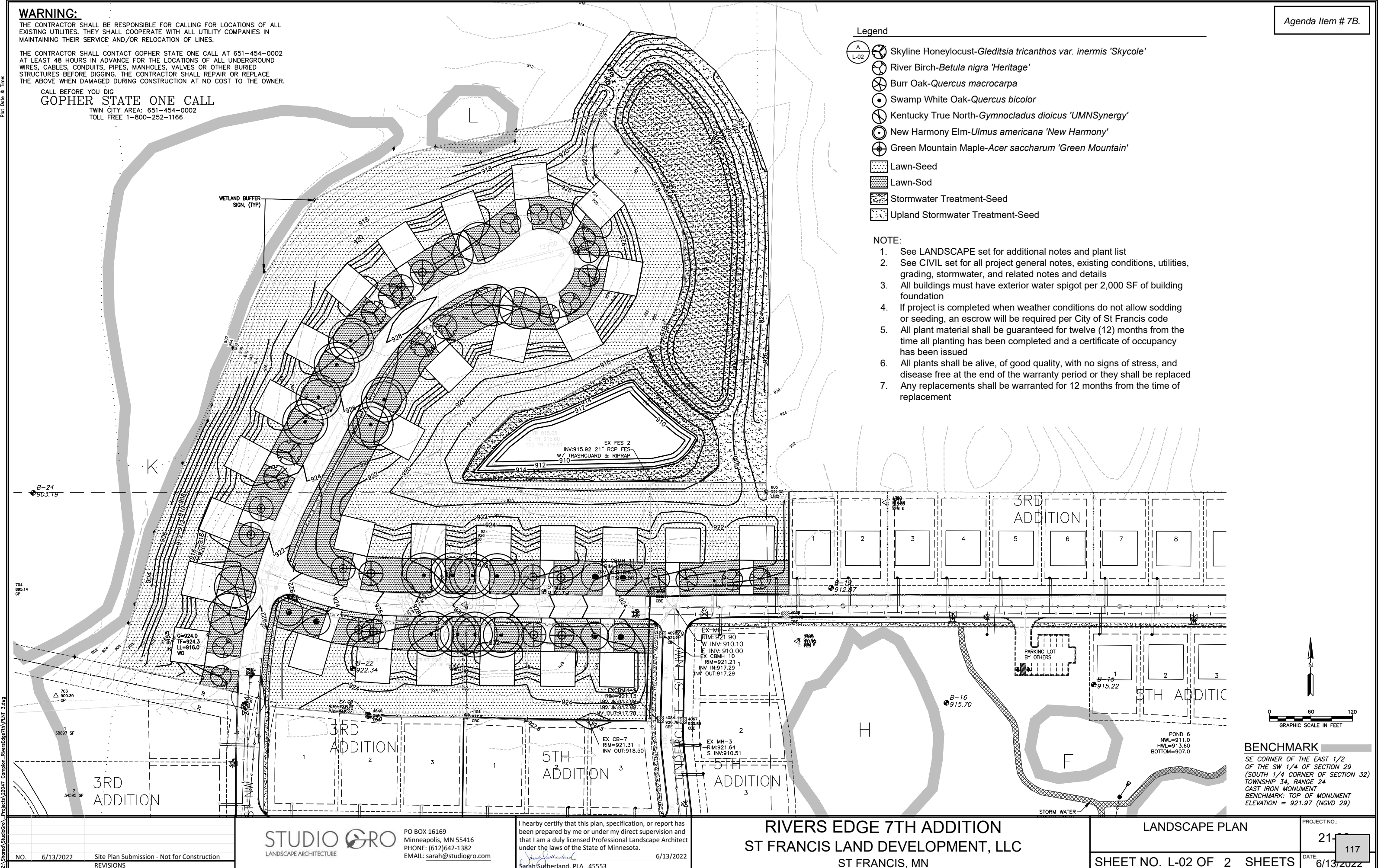
- Skyline Honeylocust-*Gleditsia tricanthos* var. *inermis* 'Skycole'
- River Birch-*Betula nigra* 'Heritage'
- Burr Oak-*Quercus macrocarpa*
- Swamp White Oak-*Quercus bicolor*
- Kentucky True North-*Gymnocladus dioica* 'UMNSynergy'
- New Harmony Elm-*Ulmus americana* 'New Harmony'
- Green Mountain Maple-*Acer saccharum* 'Green Mountain'
- Lawn-Seed
- Lawn-Sod
- Stormwater Treatment-Seed
- Upland Stormwater Treatment-Seed

NOTE:

- See LANDSCAPE set for additional notes and plant list
- See CIVIL set for all project general notes, existing conditions, utilities, grading, stormwater, and related notes and details
- All buildings must have exterior water spigot per 2,000 SF of building foundation
- If project is completed when weather conditions do not allow sodding or seeding, an escrow will be required per City of St Francis code
- All plant material shall be guaranteed for twelve (12) months from the time all planting has been completed and a certificate of occupancy has been issued
- All plants shall be alive, of good quality, with no signs of stress, and disease free at the end of the warranty period or they shall be replaced
- Any replacements shall be warranted for 12 months from the time of replacement

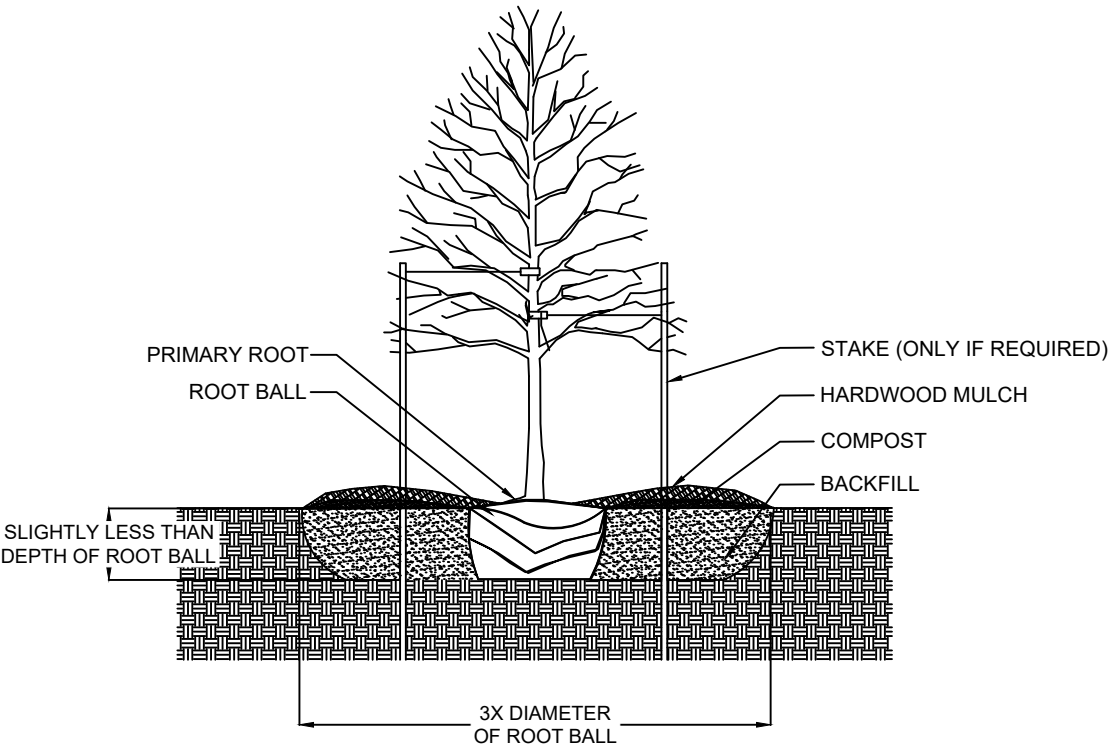
Plot Date & Time:

Z:\Shared\StudioGro\Projects\22047_Combior_RiversEdge7th PLNT 3.dwg



BENCHMARK
SE CORNER OF THE EAST 1/2
OF THE SW 1/4 OF SECTION 29
(SOUTH 1/4 CORNER OF SECTION 32)
TOWNSHIP 34, RANGE 24
CAST IRON MONUMENT
BENCHMARK: TOP OF MONUMENT
ELEVATION = 921.97 (NGVD 29)

Landscape Details



A TREE PLANTING - SECTION (TYP.)

Not to Scale

Planting Notes

TREE AND SHRUB PLANTING

- 1. Tree and shrub stock shall conform to all state requirements for nursery stock.
- 2. If the tree or shrub is container grown, score or prune the outside of the root ball to redirect circling fibrous roots. Carefully remove soil from the top of the root ball until the primary root is located.
- 3. If the tree or shrub is balled and burlapped, carefully remove soil from the top of the root ball until the primary root is located. Prune or remove any winding or girdling roots.
- 4. Cut any wires, wire baskets, and/or containers and carefully remove from the tree root ball before placing in the planting hole. Dispose of properly.
- 5. Carefully remove all twine, cords, and/or wraps and remove from the root ball before placing in the hole. Dispose of properly.
- 6. Scarify the sides and bottom of the planting hole.
- 7. Make certain the planting depth is correct by locating the primary root. This is the top of the root ball. The top of the root ball shall be elevated above the finished grade at the time of planting. The elevated distance shall be equivalent to the caliper size. For example, the top of a tree root ball for a 2" caliper tree shall be 2" above the finished grade.
- 8. Carefully place the tree in the hole.
- 9. Loosen backfill before filling planting hole. Fill planting hole half way with excavated planting soil. Water to eliminate air pockets. Do not tamp.
- 10. Finish filling planting hole, tamp soil gently, and water immediately. Do not place backfill on top of the root ball, as determined by the primary root.
- 11. Apply a 2" layer of double shredded, non-dyed, hardwood mulch above the compost. Maintain a 4" distance from the trunk flare.
- 12. Do not fertilize.
- 13. Stake trees, only if necessary, to stay in plumb position.
- 14. Prune tree to remove structural defects or to improve tree structure at the time of planting.

Landscape Requirements

LANDSCAPE REQUIREMENTS

Required	Provided
2 Deciduous trees per dwelling unit, one (min.) in the front yard	2 Deciduous trees per dwelling unit, two in the front yard
58 Deciduous Trees	58 Deciduous Trees
Sod in all front yards	Sod in all front yards
Lawn seed in all side and rear yards	Lawn seed in all side and rear yards

PLANT SCHEDULE

CANOPY TREES						
QTY		Common Name	Scientific Name	Mature Height	Mature Width	Planting Size
12	EA	Green Mountain Maple	<i>Acer saccharum 'Green Mountain'</i>	50-75'	35-50'	2" Cal. B&B
8	EA	Heritage River Birch	<i>Betula nigra 'Heritage'</i>	40-60'	30-40'	2" Cal. B&B
6	EA	Skyline Honeylocust	<i>Gleditsia tricanthos var. inermis 'Skycole'</i>	50-75'	35-50'	2" Cal. B&B
6	EA	Kentucky True North	<i>Gymnocladus dioicus 'UMNSynergy'</i>	50-70'	25-35'	2" Cal. B&B
14	EA	New Harmony Elm	<i>Ulmus americana 'New Harmony'</i>	70'	65'	2" Cal. B&B
6	EA	Swamp White Oak	<i>Quercus bicolor</i>	50-60'	40-50'	2" Cal. B&B
6	EA	Burr Oak	<i>Quercus macrocarpa</i>	60-80'	60'-80'	2" Cal. B&B

Lawn-Sod

All front yards:
MNST-12 Sod or Approved Equal (Salt and Drought Tolerant Sod), laid between May and November, provided with adequate irrigation.
~2.53 Acres On-Site

Lawn-Seed

All open site areas outside of the front yard and the stormwater seed areas:	Rate:
MnDOT 25-131 Low Maintenance Turf Grass	220 LBS per Acre
~5.08 Acres On-Site	
Note: Seeding must either be protected with a hydro-mulch binder or biodegradable restoration blanketing	

Stormwater Treatment-Seed

Stormwater	Rate:
MnDOT 33-261 Stormwater South and West	35 LBS per Acre
~1.60 Acres On-Site	

Upland

MnDOT 35-621 Dry Prairie Southeast	Rate:
~0.88 Acres On-Site	11 LBS per Acre

Cover Crop Spring and Summer Plantings

MnDot 21-111 Oats Cover Crop	Rate:
	100 LBS per Acre

Cover Crop Fall Plantings

MnDOT 21-112 Winter Wheat Cover Crop	Rate:
	100 LBS per Acre

Temporary Erosion Control Notes-Native Seeding

Temporary Erosion Control - It is recommended to protect a new seeding by covering it with mulch or an erosion control blanket. In general, slopes that are 1:3 (vertical : horizontal) and flatter should be mulched with a clean grain straw or native grass mulch and disc anchored following seeding. Mulching should attempt to achieve 90% coverage of the exposed soil surface. This generally requires about 2 tons per acre of straw mulch. It is also recommended to use a high quality weed free mulch such as MCIA Certified Weed Free mulch (see below for specification) or a native grass (prairie) mulch. On slopes that are steeper than 1:3 it is recommended that the seeding be covered with an erosion control blanket. Generally, straw blankets containing double netting (Straw 2S) perform best with native plantings. If seeding is being done in a ditch or swale that will receive moderate water flows for periods of time, it is recommended that a straw/coconut blanket be used to cover it. Other more severe situations such as very steep slopes and/or channels exposed to high water velocities will require more specialized treatments that are not covered in this manual. NOTE: Mulches derived from pasture hay containing reed canary grass, smooth brome and other introduced forage species may contain enough seed of those species to ruin your native grass and forb planting. They are not recommended for use with native plantings.



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: Patriot Parkway Concept Review
DATE: October 3rd, 2022

OVERVIEW:

The City owns two parcels along Highway 47 that are guided for commercial development. In 2021, the City was approached by a prospective retail business interested in purchasing the 0.26-acre City-owned lot just south of Mansetti's. The lot currently does not have access to a public street and therefore is not considered developable.

In response to this interest, City Staff created the attached concept plan which includes improvements such as a public street and regional stormwater meant to enhance the viability of the entire area between Hwy 47 and Pederson Drive for future development. Staff worked with the First Baptist Church, the property owner of a majority of the land in this area, to develop this concept.

Anticipated land use actions for this project include a Comprehensive Plan amendment, rezoning, and preliminary and final plats. Site plan reviews will be required for any future development in the subject area.

PLANNING COMMISSION:

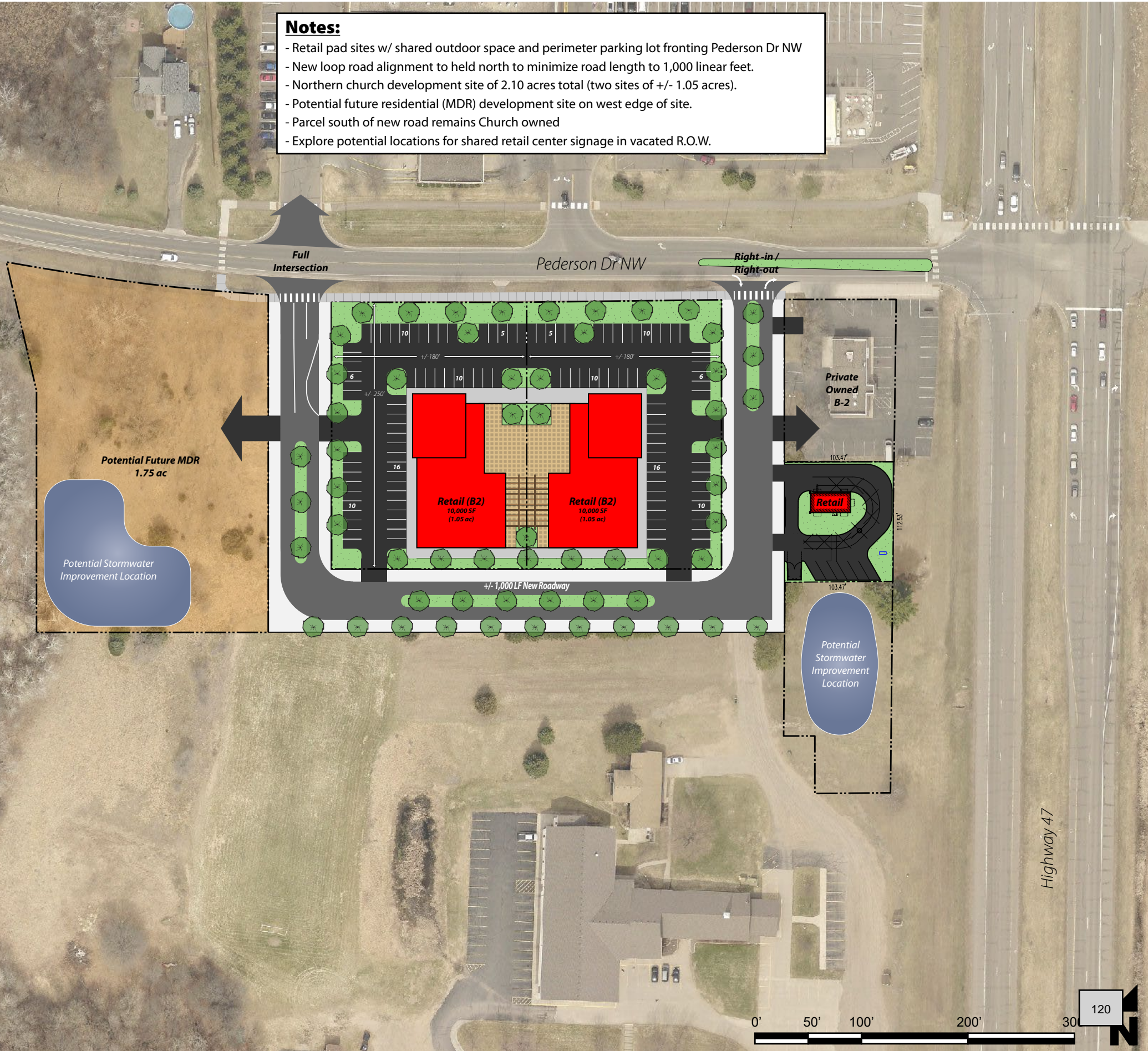
The Planning Commission reviewed the concept plan at their September 21, 2022 meeting. Following the presentation by Staff, the Planning Commission discussed the layout of the site, including identifying which parcels would have access from the new public street. The public street would provide access to the existing properties to the east and south, as well as providing the opportunity for future access to the west. Commissioners also inquired how this improvement would be funded. Overall, Commissioners were supportive of the concept.

ACTION TO BE CONSIDERED:

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

ATTACHMENTS:

- Concept Plan
- September 21, 2022 Planning Commission Memo



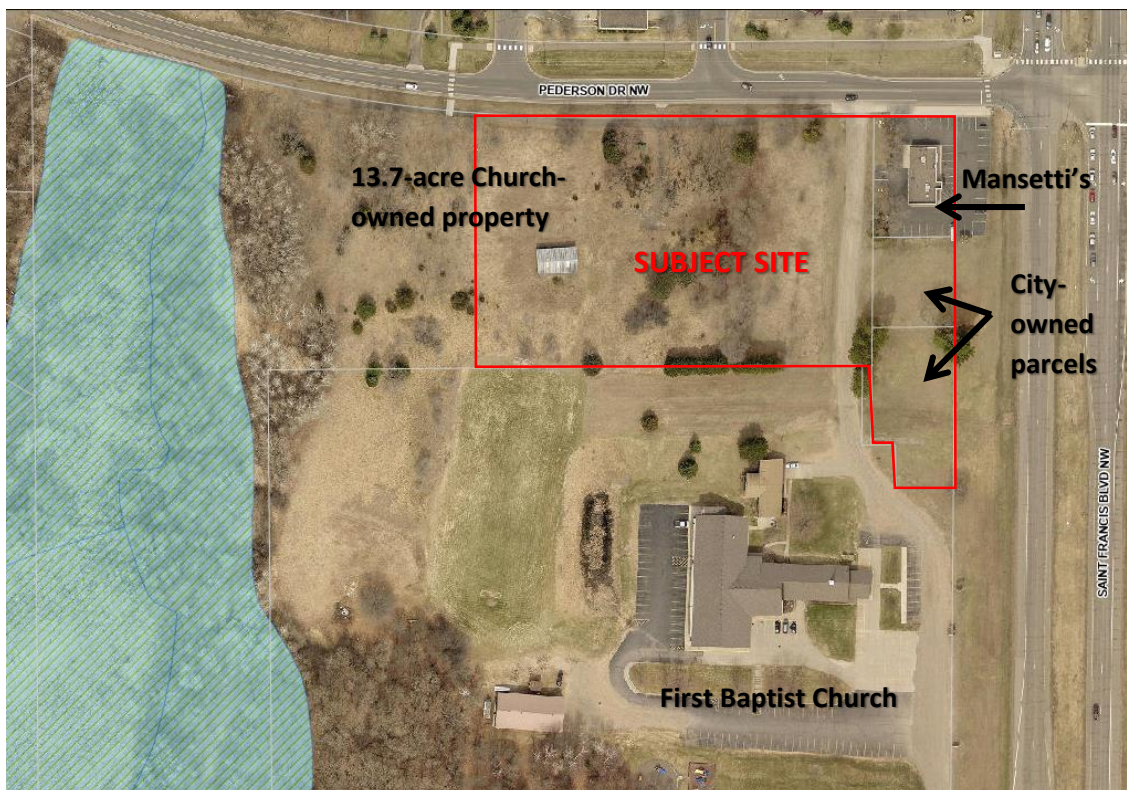


PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: Patriot Parkway Concept Review
DATE: 9-14-2022 for 9-21-2022 meeting
LOCATION: 23040 Pederson Drive NW
COMP PLAN: Commercial, Medium/High Density Residential
ZONING: B-2; R-3

OVERVIEW

The City owns two parcels along Highway 47 that are guided for commercial development. In 2021, the City was approached by a prospective retail business hoping to purchase the 0.26-acre City-owned lot just south of Mansetti's. Currently, this lot is accessed by a gravel drive from Pederson Drive NW (CR 81). In order to sell this lot and allow development to occur, a paved, public road is required.



Because the road would need to be constructed on land that the City does not currently own, Staff has discussed the potential construction of a public road in this area with the landowner to the west and south of the City-owned properties, First Baptist Church. The Church is supportive of a loop road in this location. The Church is interested in the opportunity that a loop road would provide for future development on the Church-owned vacant parcel north of the existing Church complex. This parcel has direct access and frontage on Pederson Drive NW.

As the project moves forward, City Staff will continue to communicate with the various stakeholders in the area including First Baptist Church, Mansetti's, the prospective commercial buyer, Anoka County, and MnDOT.

ANALYSIS

Existing Site Characteristics

The project site includes 4 different parcels bounded by Pederson Drive on the north and Highway 47 on the east. Along Highway 47, Mansetti's is located on the northernmost lot while the two lots to the south are City-owned. The First Baptist Church owns the large 13.8-acre parcel along Pederson Drive NW.

Currently, a gravel driveway extends south from Pederson Drive, providing access to Mansetti's, the City's parcels, and the church complex. Pederson Drive is a County Road, and therefore Anoka County has jurisdiction over any access points onto Pederson. Because the site abuts Hwy 47, MnDOT will also be reviewing this project.

A majority of the site is vacant today. An existing pole shed is located in the center of the Church's vacant parcel. A large wetland complex is located to the west of the site.

Proposed Improvements

The concept plan includes the creation of a loop street with two access points onto Pederson, two new commercial lots, the development of one of the City-owned parcels, and the creation of regional stormwater facilities for the area.

The proposed public road is roughly 1,000 feet long and accesses Pederson Drive at two points. These access points are separated by about 400'. The west access is proposed to be a full intersection aligned with the western County Market access. The east access point is proposed as a limited, right-in/right-out access. The eastern portion of the road is located to serve the Church property to the south and the existing parcels along Hwy 47 including Mansetti's and the two City-owned parcels. The loop road would be constructed using the [state process](#) specified in MN Statute Chapter 429.

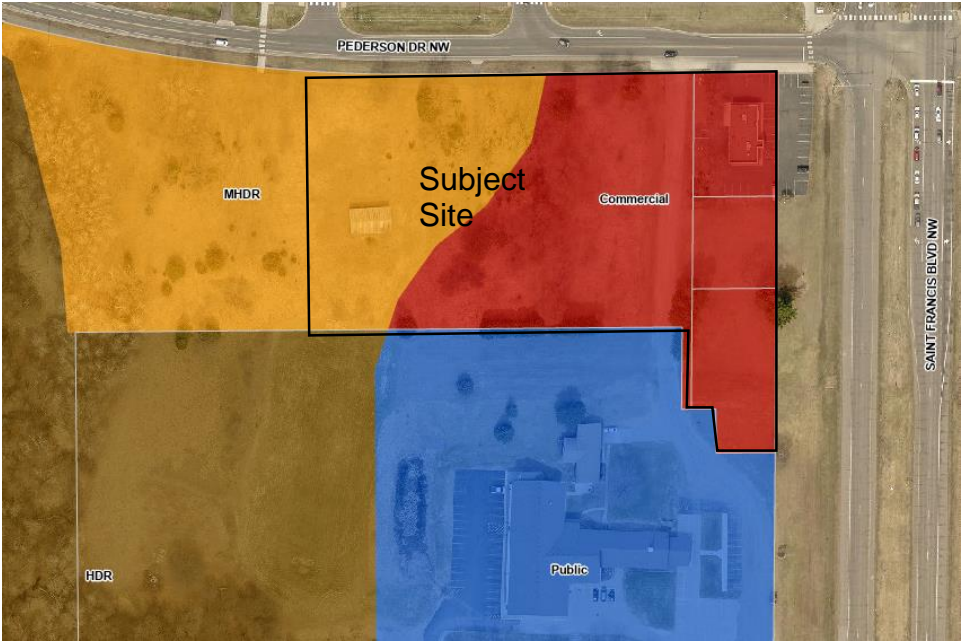
The public road creates additional opportunities for development in this area. With public access, the two City-owned sites become viable for development. A retail business is interested in developing the lot south of Mansetti's. In addition, two commercial lots along Pederson Drive, each roughly 1 acre in size, would be created as a result of this project.

Because the entire site is being considered for development as a part of a single project, Staff has suggested that regional stormwater improvements be included in the project. These improvements would be able to accommodate runoff from development in the area, including the new commercial lots, small existing lots along Highway 47, and the Church's vacant property. Regional stormwater facilities are helpful to make the best use of space on a site and

enhance the development viability of the existing smaller commercial lots. The City Engineer has identified two locations on the concept plan that could be used for regional stormwater improvements. These locations include the southernmost City-owned parcel and an area on the vacant Church property west of the proposed new road. The Engineer will complete a more detailed analysis in the future which will identify the exact size and location of those facilities.

Land Use

As shown in the image below, the 2040 Comprehensive Plan currently guides the subject site for commercial use on the east end and medium/high density residential use on the west. The proposed concept plan would require a Comprehensive Plan amendment to reguide the area of the site used for residential to the Commercial land use category. This category allows uses such as retail, office, and entertainment.



The City’s adopted zoning map follows the Comprehensive Plan guidance and zones this site as B-2 General Business on the east side and R-3 High Density Residential on the west. A rezoning process would be needed to rezone the residential portion of the site from R-3 to B-2.

ACTION TO BE CONSIDERED

The Planning Commission is requested to provide feedback to the applicant on the proposed concept. No motion is required. Comments shared are not binding to the City nor do they constitute official assurances or representations of the City on future recommendations or approvals. The City Council will also review the concept and provide feedback.

Following concept plan review, the likely entitlements for this project would include a Comprehensive Plan amendment, rezoning, and preliminary and final plat.

ATTACHMENT

- Concept Plan



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: The Bluffs of Rum River
DATE: October 3, 2022
APPLICANT: Alliant Ventures IX, LLC on behalf of SBD Properties, LLP
LOCATION: 23925 St Francis Blvd NW
COMP PLAN: Commercial, MDR, Open Space
ZONING: B-3 General Business, R-3 High Density Residential

OVERVIEW:

The City has received an application for “The Bluffs of Rum River” development, which is the next step in the Platinum Land project. The City Council approved a Comprehensive Plan amendment for this project in July 2022.

“The Bluffs” is proposed to be a phased residential and commercial development which will eventually include 302 housing units and a 3-acre commercial lot. The applicant is proposing a mix of residential uses, including 40 single-unit lots, 40 detached townhome units, 102 attached rowhouse units, and a 120-unit apartment building.

The land use and subdivision requests to be considered include a rezoning to Planned Unit Development (PUD), preliminary plat, and a Conditional Use Permit (CUP) for a public road within the Rum River Management Overlay District. Initial reviews by MnDOT, MnDNR, and Anoka County were completed and incorporated into Staff’s analysis of the project. MnDOT and MnDNR requested additional materials are part of their initial reviews. Additional materials were requested as part of the initial reviews for MnDOT and MnDNR. These materials have been completed and submitted to each agency. Updated comments from MnDOT and MnDNR are forthcoming.

PLANNING COMMISSION REVIEW

The Planning Commission reviewed these requests and held a public hearing at the August 17, 2022 Planning Commission meeting. A small number of residents were in attendance at the meeting. Questions were raised and discussed by the Planning Commission regarding traffic, impact on surrounding property values, and pedestrian connectivity. Staff discussed questions with the Planning Commission and referred to a number of conditions in the staff report that were in response to the discussion topics.

After discussion, the Planning Commission recommended approval of the project and all associated land use and subdivision requests along with adding the request to include a pedestrian circulation and wayfinding plan with the submittal.

PLAN UPDATES

The Planning Commission recommended conditional approval of the project in August. One of these conditions was that a traffic impact study be completed for the project prior to City Council review. The applicant has been working to complete the traffic study and address other comments that resulted from the initial round of review comments by Staff, MnDOT, MnDNR, and Anoka County. The traffic study was deemed complete on September 16, 2022. Therefore, the application is ready for review by the City Council.

The traffic study showed that the proposed intersection will be able to accommodate traffic to and from the site and the phasing plan is appropriate. It also highlighted the viability of the commercial site is reduced if the access onto Ambassador is a right in/right out intersection. Staff had originally requested a trail connecting to the existing HW-47 trail be complete with the commercial site, but staff has updated this condition for the trail to be on the current set of plans.

In addition to the traffic study, the applicant also updated several plans in response to comments from the initial round of review completed by Staff, MnDOT, MnDNR, and Anoka County. These plan updates include:

- Updated preliminary plat showing setbacks from OHW and bluffs
- Bluff exhibits showing the location of bluffs throughout the site
- Creation of a pedestrian circulation plan
- Intersection exhibits for 241st and Ambassador
- Phasing plan reflecting the proposed timing of the construction of the public road through the site
- Density tiering map and calculations requested by MnDNR
- Wetland delineation

ACTION TO BE CONSIDERED:

Given Planning Commission and Staff recommendation of approval for the land use and subdivision requests related to The Bluffs of Rum River development, draft approval documents have been prepared and are attached for your consideration. Council action is requested on these applications.

Suggested Motions

1. Move to approve the 1st Reading of Ordinance 301 approving a rezoning request for 23925 St Francis Blvd NW from R-3 and B-2 to The Bluffs PUD with findings as presented by Staff.
2. Move to approve Resolution 2022-51 approving the preliminary plat and PUD plans for The Bluffs of Rum River development with conditions and findings as presented by Staff.
3. Move to approve Resolution 2022-52 approving a Conditional Use Permit for the construction of public roads associated with The Bluffs of Rum River development with conditions and findings as presented by Staff.

ATTACHMENTS:

- Draft Approval Documents
 - Ordinance 302 – 1st Reading
 - Resolution 2022-51 – Preliminary Plat and PUD Plans
 - Resolution 2022-52 – CUP for public roads
- Revised Plans
 - Preliminary plat
 - Phasing plan
 - Traffic study & intersection diagrams
 - DNR tiering exhibits
 - Bluff exhibit
 - Pedestrian circulation plan
- City Engineering Memo dated August 10, 2022
- August 17, 2022 Planning Commission Memo

ORDINANCE NO. 301 SECOND SERIES

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE APPROVING REZONING 23925 ST FRANCIS BLVD NW FROM
R-3 AND B-2 TO THE BLUFFS OF RUM RIVER PUD – 1ST READING**

WHEREAS, the applicant, Alliant Ventures IX, LLC, applied for preliminary plat and preliminary PUD plan approval on July 21, 2022 on behalf of SBD Properties, LLP for the property legally described in Exhibit A; and

WHEREAS, on August 17, 2022, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on August 17, 2022, at an official public hearing, the Planning Commission considered the applicant’s submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, on October 3, 2022, the City Council has considered the proposed project and found that the project will not negatively impact the public health, safety, or welfare; and

WHEREAS, the rezoning to PUD R-3 is consistent with the Comprehensive Plan designation for the site; and

WHEREAS, the applicant is proposing a mix of uses on the site, including single-unit residential, attached townhomes, apartment, and commercial; and

WHEREAS, the proposed development provides a clear and identified public benefit to the City in the form of the preservation of natural features and open space along the Rum River and the creation of housing types that have been identified as a need in the community by the 2040 Comprehensive Plan.

**THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY,
MINNESOTA, ORDAINS:**

Section 1. The property legally described in Exhibit A is hereby rezoned from the R-3 High Density Residential District and the B-2 General Business District to The Bluffs of Rum River Planned Unit Development dated September 13, 2022 and included in Exhibit B.

Section 2. The following conditions shall apply to property rezoned to The Bluffs of Rum River PUD by this Ordinance:

1. The following uses are permitted within The Bluffs of Rum River PUD:

- a. Single-unit residential in Blocks 1 and 2
 - b. Detached townhomes in Block 3
 - c. Attached rowhomes in Blocks 4-6
 - d. Apartment building in Block 7
 - e. Commercial uses as permitted in the B-2 zoning district in Block 8
 - f. Accessory uses
 - i. For Blocks 1-3, accessory uses as listed in the R-2 district are permitted.
 - ii. For Blocks 4-7, accessory uses as listed in the R-3 district are permitted.
2. The outlots within The Bluffs of Rum River shall be used as follows:
 - a. Outlot A shall be used for City utilities
 - b. Outlots B and C are considered undevelopable. All development is restricted and must comply with the provisions of the Rum River Management district
 - c. Outlot D shall be used for private open space.
3. Minimum dimensional requirements for single-unit residential lots shall be as follows:
 - a. Average minimum lot size for all single-unit lots in Blocks 1 and 2 shall exceed 20,000 square feet. Minimum lot size for a single-unit lot shall be 14,864 square feet.
 - b. A minimum lot width of 90 feet as measured at the building setback line.
 - c. A minimum building setback from the public street of 30 feet. Lots 7-9 Block 1 shall have a minimum building setback from the public street of 25 feet.
 - d. A minimum side yard setback of 5 feet for the garage side and 10 feet for the living side.
 - e. A minimum rear yard setback of 75 feet from the Ordinary High Water Level (OHW).
 - f. A maximum building height of 35 feet.
 - g. A maximum impervious surface per lot of 30%.
4. Minimum dimensional requirements for detached townhome units shall be as follows:
 - a. Average minimum area shall be 9,628 square feet per unit.
 - b. A minimum building separation of 15 feet between living quarters and 10 feet between garages.
 - c. A minimum building setback from the curb of the public and private streets of 25 feet.
 - d. A maximum building height of 35 feet.
 - e. Shared driveways shall not exceed 24 feet in width at the street and shall be maintained by an HOA.
5. Minimum dimensional requirements for attached rowhome units shall be as follows:
 - a. Average minimum area shall be 9,119 square feet per unit.
 - b. A minimum unit width of 24 feet.
 - c. A minimum building separation of 12 feet.
 - d. A minimum setback from the curb of the private street of 25 feet.
 - e. A minimum setback from Hwy 47 of 50 feet.
 - f. A maximum of 6 units per building.

- g. One building in Block 6 is allowed to have two units per building (Lots 13 and 14).
 - h. No garage shall extend the full width of any individual unit.
 - i. A maximum building height of 35 feet.
- 6. Minimum dimensional requirements for the apartment use shall be as follows:
 - a. Requirements for the apartment use shall follow the lot and site requirements listed for the R-3 and uRRM districts.
- 7. Minimum dimensional requirements for the commercial lot shall be as follows:
 - a. Requirements for the commercial site shall follow the lot and site requirements for the B-2 and uRRM districts.
- 8. Blocks 3-6 shall each be limited to a maximum aggregate coverage of 30% impervious surface.
- 9. 28-foot wide private streets shall be established to serve the attached townhome units in Block 4 and shall be privately maintained by an HOA.
- 10. Multiple principal structures shall be permitted on one lot in accordance with the site plan.
- 11. All general zoning standards in the St. Francis City Code, to the extent not inconsistent with the terms of this ordinance, shall apply.

Section 3. The Zoning Map of the City of St. Francis referred to and described in Section 10-14-03 of the St. Francis City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section 4. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council this 3rd day of October, 2022.

SEAL

BY: _____
Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

Published in the Anoka County Union Herald _____ 2022.

EXHIBIT A

Legal Descriptions

Parcel A:

The West half of the Southwest Quarter (W 1/2 of SW 1/4), Section 29, Township 34, Range 24; the East half of the Southwest Quarter (E 1/2 of the SW 1/4) of Section 29, Township 34, Range 24, except that part described as follows:

That part of the E 1/2 of the SW 1/4 described as follows:

Commencing at the Southeast corner of the East half of the Southwest Quarter (E 1/2 of SW 1/4) and proceeding thence North on the East line of the East half of the Southwest Quarter (E 1/2 of SW 1/4); to the center line of the Rum River, a natural waterway; and proceeding thence Southwesterly along the center line of the Rum River to the West line of the East half of the Southwest Quarter E 1/2 of SW 1/4) and proceeding thence South on the West line to the Southwest corner of the East half of the Southwest (E 1/2 of SW 1/4); thence East on the South line of the East half of the Southwest Quarter (E 1/2 of SW 1/4) to the point of commencement.

EXCEPT Parcel 30 of Minnesota Department of Transportation Right-of-Way Plat No. 02-27.

Parcel B:

The North 4 acres of that part of the Northwest Quarter of the Southeast Quarter (NW 1/4 of SE 1/4), Section 29, Township 34, Range 24, Anoka County, Minnesota, that lies West of the Rum River.

Parcel C:

That part of the Southeast Quarter of Section 29, Township 34, Range 24, lying West of the Rum River, except the North 4 acres, Anoka County, Minnesota.

Exhibit B. The Bluffs of Rum River PUD

Agenda Item # 9B.

DEVELOPER
SBD PROPERTIES, LLP
8985 ROSEWOOD LANE
MAPLE GROVE, MN 55369

MUNICIPALITY



PROJECT
THE BLUFFS OF RUM RIVER
ST. FRANCIS, MN

ISSUE / REVISION HISTORY

DATE	ISSUE / REVISION	BY
10/15/2021	CITY SUBMITTAL	CNC
10/15/2021	CITY SUBMITTAL	CNC
10/15/2021	CITY COMMENTS	CNC

LEGAL DESCRIPTION

Parcel A:
The West half of the Southwest Quarter (SW 1/4) of Section 26, Township 24, Range 24, the East half of the Southwest Quarter (E 1/2) of the SW 1/4 of Section 26, Township 24, Range 24, except the part described as follows:
That part of the E 1/2 of the SW 1/4 described as follows:
Commencing at the Southeast corner of the East half of the Southwest Quarter (E 1/2 of SW 1/4) and proceeding thence North on the East line of the East half of the Southwest Quarter (E 1/2 of SW 1/4) to the center line of the Rum River, a natural stream, and proceeding thence Southwesterly along the center line of the Rum River to the West line of the East half of the Southwest Quarter (E 1/2 of SW 1/4) and proceeding thence South on the West line to the Southwest corner of the East half of the Southwest Quarter (E 1/2 of SW 1/4) thence East on the South line of the East half of the Southwest Quarter (E 1/2 of SW 1/4) to the point of commencement.

EXCEPT Parcel 30 of Minnesota Department of Transportation Right-of-Way Plat No. 02-27.

Parcel B:
The North 4 acres of that part of the Northwest Quarter of the Southwest Quarter (NW 1/4 of SE 1/4), Section 26, Township 24, Range 24, Anoka County, Minnesota, that lies West of the Rum River.

Parcel C:
That part of the Southwest Quarter of Section 26, Township 24, Range 24, lying West of the Rum River, except the North 4 acres, Anoka County, Minnesota.

LOT AREA TABLE

Area Table			Area Table			Area Table			Area Table			Area Table			Area Table			Area Table			Area Table		
Parcel #	Lot Area	Area	Parcel #	Lot Area	Area	Parcel #	Lot Area	Area	Parcel #	Lot Area	Area	Parcel #	Lot Area	Area	Parcel #	Lot Area	Area	Parcel #	Lot Area	Area	Parcel #	Lot Area	Area
1	1.1	34824	10	10.1	10346	19	9.2	16114	28	12.3	3343	37	29.3	330	46	17.234	6190	55	12.8	17280	64	14.5	17280
2	2.2	29400	11	10.1	10956	20	9.2	16114	29	13.3	3343	38	29.3	330	47	21.234	6190	56	14.5	17280	65	14.5	17280
3	3.3	24000	12	11.1	11512	21	10.2	17172	30	14.3	3343	39	29.3	330	48	22.234	6190	57	14.5	17280	66	14.5	17280
4	4.4	20028	13	12.1	11776	22	11.2	17172	31	15.3	3343	40	29.3	330	49	23.234	6190	58	14.5	17280	67	14.5	17280
5	5.5	20117	14	13.1	11616	23	12.2	20087	32	16.3	3343	41	29.3	330	50	24.234	6190	59	14.5	17280	68	14.5	17280
6	6.6	21727	15	14.1	23384	24	13.2	20088	33	17.3	3343	42	29.3	330	51	27.474	6190	60	14.5	17280	69	14.5	17280
7	7.7	20117	16	14.1	23384	25	13.3	20088	34	18.3	3343	43	29.3	330	52	41.474	6190	61	17.1	60598	70	17.1	60598
8	8.8	17760	17	15.1	20084	26	14.3	20088	35	19.3	3343	44	29.3	330	53	47.474	6190	62	17.1	60598	71	17.1	60598
9	9.9	18811	18	16.1	21616	27	15.3	21616	36	20.3	3343	45	29.3	330	54	51.474	6190	63	17.1	60598	72	17.1	60598
10	10.0	17716	19	17.1	22796	28	16.3	20088	37	21.3	3343	46	29.3	330	55	55.474	6190	64	17.1	60598	73	17.1	60598
11	11.1	18693	20	18.1	23876	29	17.3	20088	38	22.3	3343	47	29.3	330	56	59.474	6190	65	17.1	60598	74	17.1	60598
12	12.1	17344	21	19.1	24897	30	18.3	20088	39	23.3	3343	48	29.3	330	57	63.474	6190	66	17.1	60598	75	17.1	60598
13	13.1	17680	22	20.1	25888	31	19.3	20088	40	24.3	3343	49	29.3	330	58	71.714	6190	67	17.1	60598	76	17.1	60598
14	14.1	17448	23	21.1	26812	32	20.3	20088	41	25.3	3343	50	29.3	330	59	75.714	6190	68	17.1	60598	77	17.1	60598
15	15.1	17448	24	22.1	27736	33	21.3	20088	42	26.3	3343	51	29.3	330	60	79.714	6190	69	17.1	60598	78	17.1	60598
16	16.1	17616	25	23.1	28660	34	22.3	20088	43	27.3	3343	52	29.3	330	61	83.714	6190	70	17.1	60598	79	17.1	60598
17	17.1	17967	26	24.1	29622	35	23.3	20088	44	28.3	3343	53	29.3	330	62	87.714	6190	71	17.1	60598	80	17.1	60598

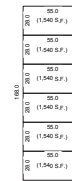
Net Developable area = 2,921,369 S.F. - 67.07 Ac.

RIVERS EDGE 2ND ADDITION
OUTLET A

ZONING AND SETBACK SUMMARY

The Property is Zoned B-2 (General Business District) and R-3 (Single Family Residential District)

Building Setback Information is as follows:
Front Yard - 30 ft.
Rear - 10 ft. from Centerline of the Rum River
Side - 10 ft. for living side
5 ft. for garage side



TYPICAL 3 UNIT ROW HOME

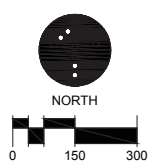


TYPICAL 4 UNIT ROW HOME

BENCHMARK

1561 Northeast quadrant of the intersection of St. Francis Boulevard NW and Ambassador Boulevard NW.
Elevation = 921.803

1561 Southwest quadrant of the intersection of St. Francis Boulevard NW and Ambassador Boulevard NW, 150 feet east of centerline.
Elevation = 919.222



PRELIMINARY
NOT FOR
CONSTRUCTION

PRELIMINARY PLAT
SEPTEMBER 13, 2022



105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401
Tel: 612-252-8070
Fax: 612-252-8077
Web: landform.net

FILE NAME: C:\PROJECTS\2022\PLM21003.DWG
PROJECT NO.: PLM21003

PRELIMINARY PLAT
OVERALL
C2.0

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

RESOLUTION 2022-51

**A RESOLUTION APPROVING THE PRELIMINARY PLAT AND PRELIMINARY
PUD PLANS FOR THE BLUFFS OF RUM RIVER DEVELOPMENT**

WHEREAS, the applicant, Landform Professional Services, LLC, on behalf of Alliant Ventures IX, LLC, applied for preliminary plat and preliminary PUD plan approval on July 21, 2022 on behalf of SBD Properties, LLP for the property legally described in Exhibit A; and

WHEREAS, the Planning Commission on August 17, 2022, opened and closed a duly noticed public hearing and considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, on August 17, 2022, the Planning Commission recommended approval of the requested preliminary plat and preliminary PUD plans; and

WHEREAS, the City Council on October 3, 2022, has considered the recommendations of Staff and the Planning Commission, the Applicant's submissions, the contents of the staff report dated September 28, 2022, public testimony, and other evidence available to the Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the preliminary plat, preliminary PUD plans, and associated documents for The Bluffs of Rum River development based on the following findings of fact:

1. The proposed rezoning is consistent with the City's 2040 Comprehensive Plan as amended and is compatible with present and future land uses of the area.
2. The development is consistent with the City's Zoning Ordinance with noted conditions.
3. The development is designed to preserve existing natural features on the site and provides additional opportunities for the creation of multiple different types of housing in the City.
4. City services have adequate capacity to serve the proposed development.

BE IT FURTHER RESOLVED that approval of the preliminary PUD plan and preliminary plat for The Bluffs of Rum River development shall be subject to the following conditions:

1. Any approvals granted by the City Council for this project are conditioned upon the Metropolitan Council's approval of the associated Comprehensive Plan amendment.
2. Any approvals granted by the City Council for this project are conditioned upon the MnDNR's approval of the project.

3. Approval of this request is subject to the concurrent approval of the related rezoning and Conditional Use Permit requests pertaining to The Bluffs of Rum River project.
4. If the commercial lot is developed within 3 years of approval of the PUD, it will be necessary for Staff to review the total project thresholds to determine the need for a retroactive EAW for the entire development at the time of final plat and site plan review.
5. The project shall be completed as a phased development as shown in the provided Phasing Plan.
6. Applicant shall dedicate land below the OHW of the Rum River as public.
7. Applicant shall work with MnDOT to finalize the northern access point and intersection that incorporates phasing and the traffic study. Applicant shall address all comments relating to the project provided by MnDOT.
8. Applicant shall work with Anoka County to finalize an intersection layout for the public street/Ambassador Blvd intersection that incorporates phasing and the traffic study. Applicant shall address all comments relating to the project provided by Anoka County in their July 29, 2022 memo.
9. Applicant shall address the comments included in the Engineering Review Memo dated August 10, 2022 to the City Engineer's satisfaction.
10. Applicant shall revise the plans to show a pedestrian connection from the proposed public street to the existing trail along Ambassador Blvd and Hwy 47.
11. Applicant shall provide guest parking meeting City Code standards for the attached rowhouses. If possible, guest parking should be located near Blocks 5 and 6.
12. Landscaping
 - a. Applicant should identify the size and type of existing trees which are planned to be removed or preserved. Additional revisions to the landscaping plan may be required depending on the size and type of trees removed.
 - b. Future landscaping plans for the apartment and commercial lots shall provide landscaping and vegetation which complements the landscaping established for the residential units in this plat.
 - c. Trees to be planted must be a mix of no less than 25% deciduous, 25% evergreen, and 10% ornamental. Applicant shall revise the proposed tree mix to meet this requirement.
13. All fees and financial obligations shall be received by the City prior to the releasing of the approval documents related to this project for recording.

Approved and adopted by the City Council of the City of St. Francis on the 3rd day of October, 2022.

Steven D. Feldman, Mayor

Attest: Jenni Wida, City Clerk

Dated

DRAFTED BY:
Hoisington Koegler Group, Inc.
800 Washington Ave N, Suite 103
Minneapolis, MN 55401

EXHIBIT A

Legal Descriptions

Parcel A:

The West half of the Southwest Quarter (W 1/2 of SW 1/4), Section 29, Township 34, Range 24; the East half of the Southwest Quarter (E 1/2 of the SW 1/4) of Section 29, Township 34, Range 24, except that part described as follows:

That part of the E 1/2 of the SW 1/4 described as follows:

Commencing at the Southeast corner of the East half of the Southwest Quarter (E 1/2 of SW 1/4) and proceeding thence North on the East line of the East half of the Southwest Quarter (E 1/2 of SW 1/4); to the center line of the Rum River, a natural waterway; and proceeding thence Southwesterly along the center line of the Rum River to the West line of the East half of the Southwest Quarter E 1/2 of SW 1/4) and proceeding thence South on the West line to the Southwest corner of the East half of the Southwest (E 1/2 of SW 1/4); thence East on the South line of the East half of the Southwest Quarter (E 1/2 of SW 1/4) to the point of commencement.

EXCEPT Parcel 30 of Minnesota Department of Transportation Right-of-Way Plat No. 02-27.

Parcel B:

The North 4 acres of that part of the Northwest Quarter of the Southeast Quarter (NW 1/4 of SE 1/4), Section 29, Township 34, Range 24, Anoka County, Minnesota, that lies West of the Rum River.

Parcel C:

That part of the Southeast Quarter of Section 29, Township 34, Range 24, lying West of the Rum River, except the North 4 acres, Anoka County, Minnesota.

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

RESOLUTION 2022-52

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE BLUFFS
OF RUM RIVER DEVELOPMENT FOR THE CONSTRUCTION OF PUBLIC ROADS
WITHIN THE RUM RIVER MANAGEMENT DISTRICT**

WHEREAS, the applicant, Landform Professional Services, LLC on behalf of Alliant Ventures IX, LLC, applied for preliminary plat and preliminary PUD plan approval on July 21, 2022 on behalf of SBD Properties, LLP for the property legally described in Exhibit A; and

WHEREAS, the site is located in the Urban Rum River Management district; and

WHEREAS, City Code 10-82-5B and MN Statute consider public roads to be special uses and require a CUP for their construction; and

WHEREAS, on August 17, 2022, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on August 17, 2022, the Planning Commission unanimously recommended approval of the requested Conditional Use Permit; and

WHEREAS, the City Council of the City of St. Francis on October 3, 2022, considered the requested Conditional Use Permit and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the requested Conditional Use Permit for the construction of public roads within the Rum River Management District based on the following findings of fact:

1. The proposed development is consistent with the City's Comprehensive Plan. The applicant is proposing to use this land primarily for residential development. The proposed public roads provide access to the proposed lots.
2. The proposed public roads meet the environmental criteria for a CUP as established in Minnesota Rules 6105.0200.
3. The proposed public road has been designed to minimize the streets' impact on the surrounding area, including avoiding steep slopes, existing vegetation, and soils with high erosion potential to the maximum extent possible.
4. The proposed streets have been designed to meet City standards.
5. The proposed streets will meet the needs of the traffic generated by The Bluffs of Rum River development.

BE IT FURTHER RESOLVED that approval of the Conditional Use Permit for the construction of public roads in the Rum River Management District shall be subject to the following conditions:

1. The granting of this approval is conditioned upon the Metropolitan Council’s approval of the associated Comprehensive Plan amendment.
2. Approval of this request is subject to the concurrent approval of the related land use and subdivision requests pertaining to The Bluffs of Rum River project.
3. The granting of this approval is conditioned upon the MnDNR’s approval of the project.
4. All items pertaining to public roads listed in the City Engineer’s The Bluffs of Rum River Preliminary Plat memo dated August 10, 2022 shall be addressed to the satisfaction of the City Engineer prior to recording of the CUP.
5. Applicant shall adhere to all vegetative requirements listed in the City’s Rum River Management District and MN State Rules Chapter 6105.
6. Applicant shall adhere to the road construction methods listed in MN State Rules 6105.0200 subp. 4.
7. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued for individual lots.
8. The applicant shall be responsible for all costs associated with the Conditional Use Permit application.
9. All fees and financial obligations shall be received by the City prior to the releasing of the Conditional Use Permit for recording.
10. The applicant shall record the Conditional Use Permit with the County Recorder in accordance with Section 10-31-03 of the City Code.

Approved and adopted by the City Council of the City of St. Francis on the 3rd day of October, 2022.

Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

Dated

DRAFTED BY:
Hoisington Koegler Group, Inc.
800 Washington Ave N, Suite 103
Minneapolis, MN 55401

EXHIBIT A

Legal Descriptions

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EXCEPT Parcel 30 of Minnesota Department of Transportation Right-of-Way Plat No. 02-27.

Parcel B:

The North 4 acres of that part of the Northwest Quarter of the Southeast Quarter (NW 1/4 of SE 1/4), Section 29, Township 34, Range 24, Anoka County, Minnesota, that lies West of the Rum River.

Parcel C:

That part of the Southeast Quarter of Section 29, Township 34, Range 24, lying West of the Rum River, except the North 4 acres, Anoka County, Minnesota.

(Reserved for Recording Data)

CONDITIONAL USE PERMIT FOR THE BLUFFS OF RUM RIVER

- 1. **PERMIT.** Subject to the terms and conditions set forth herein, the CITY OF ST. FRANCIS hereby grants a Conditional Use Permit to allow the construction of public roads within the Rum River Management District.
- 2. **PROPERTY.** This Conditional Use Permit is for the following property legally described in Exhibit A.
- 3. **CONDITIONS.** This Conditional Use Permit is issued subject to construction in accordance with the approved plans submitted with the application and the following conditions:
 - A. Applicant shall adhere to all vegetative requirements listed in the City’s Rum River Management District and MN State Rules Chapter 6105.
 - B. Applicant shall adhere to the road construction methods listed in MN State Rules 6105.0200 subp. 4.
- 4. **TERMINATION OF PERMIT.** The City may revoke the permit following a public hearing for violation for the terms of this permit.
- 5. **LAPSE.** If within one (1) year of the issuance of this Conditional Use Permit the applicant fails to implement such approvals and fulfill each and every condition attached thereto, this permit shall be null and void.
- 6. **CRIMINAL PENALTY.** Both the owner and any occupant of the subject property are responsible for compliance with this Conditional Use Permit. Violation of the terms of this Conditional Use Permit is a criminal misdemeanor.
- 7. **RECORDING.** This Conditional Use Permit shall be recorded by the City against the title to the Property.

Dated: _____

CITY OF ST. FRANCIS

BY: _____
Steven D. Feldman, Mayor

(SEAL)

AND _____
Jennifer Wida, City Clerk

STATE OF MINNESOTA)
 : ss
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this 3rd day of October, 2022, by **Steven D. Feldman**, Mayor, and by **Jenni Wida**, City Clerk, of the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by the City Council.

Notary Public

[Notary Seal]

EXHIBIT A

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EXCEPT Parcel 30 of Minnesota Department of Transportation Right-of-Way Plat No. 02-27.

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That part of the Southeast Quarter of Section 29, Township 34, Range 24, lying West of the Rum River, except the North 4 acres, Anoka County, Minnesota.



THE BLUFFS OF
RUM RIVER
ST. FRANCIS, MN

DATE	ISSUE / REVISION	REVIEW
21 JULY 2022	CITY SUBMITTAL	CNC
10 AUG 2022	CITY SUBMITTAL	CNC
13 SEPT 2022	CITY COMMENTS	CTL

LEGAL DESCRIPTION

Parcel A:
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EXCEPT Parcel 30 of Minnesota Department of Transportation Right-of-Way Plat No. 02-27.

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That part of the Southeast Quarter of Section 29, Township 34, Range 24, lying West of the Rum River, except the North 4 acres, Anoka County, Minnesota.

LOT AREA TABLE

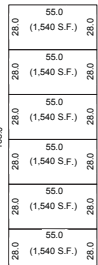
Area Table			Area Table			Area Table			Area Table			Area Table			Area Table			Area Table		
Parcel #	Lot/Block	Area	Parcel #	Lot/Block	Area	Parcel #	Lot/Block	Area	Parcel #	Lot/Block	Area	Parcel #	Lot/Block	Area	Parcel #	Lot/Block	Area	Parcel #	Lot/Block	Area
1	1,1	34634	18	18,1	17008	35	8,2	16110	52	12,3	3040	69	29,3	3040	86	17-20,4	6160	103	13,5	57395
2	2,1	24400	19	19,1	16956	36	9,2	16248	53	13,3	3040	70	30,3	3040	87	21-24,4	6160	106	1-4,6	6160
3	3,1	26105	20	20,1	17094	37	10,2	16778	54	14,3	3040	71	31,3	3040	88	25-28,4	6160	107	5-8,6	6160
4	4,1	20025	21	21,1	17770	38	11,2	17506	55	15,3	3040	72	32,3	3040	89	29-32,4	6160	108	9-12,6	6160
5	5,1	22177	22	22,1	18439	39	12,2	20927	56	16,3	3040	73	33,3	3040	90	33-36,4	6160	109	13-14,6	3080
6	6,1	21727	23	23,1	23684	40	13,2	38190	57	17,3	3040	74	34,3	3040	91	37-40,4	6160	110	15,6	101686
7	7,1	20317	24	24,1	30018	41	1,3	3040	58	18,3	3040	75	35,3	3040	92	41-48,4	6240	111	1-7	605658
8	8,1	17761	25	25,1	29854	42	2,3	3040	59	19,3	3040	76	36,3	3040	93	47-50,4	6160	112	1-8	128611
9	9,1	16911	26	26,1	26988	43	3,3	3040	60	20,3	3040	77	37,3	3040	94	51-54,4	6160	113	OL A	28339
10	10,1	17119	27	27,1	25766	44	4,3	3040	61	21,3	3040	78	38,3	3040	95	55-58,4	6160	114	OL B	149326
11	11,1	16621	28	1,2	23579	45	5,3	3040	62	22,3	3040	79	39,3	3040	96	59-64,4	6240	115	OL C	477004
12	12,1	17244	29	2,2	14957	46	6,3	3040	63	23,3	3040	80	40,3	3040	97	65-70,4	6240	116	OL D	1157098
13	13,1	17649	30	3,2	14866	47	7,3	3040	64	24,3	3040	81	41,3	263523	98	71-76,4	6240	117	ROW	93251
14	14,1	17488	31	4,2	14872	48	8,3	3040	65	25,3	3040	82	14,4	6160	99	77,4	614070			
15	15,1	16686	32	5,2	14864	49	9,3	3040	66	26,3	3040	83	5-4,4	6160	100	14-5	6160			
16	16,1	17153	33	6,2	15125	50	10,3	3040	67	27,3	3040	84	9-12,4	6160	101	5-8,5	6160			
17	17,1	17007	34	7,2	16225	51	11,3	3040	68	28,3	3040	85	13-16,4	6160	102	9-12,5	6160			

Net Developable area = 2,921,369 Sf. - 67.07 Ac.

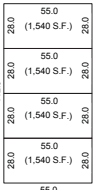
ZONING AND SETBACK SUMMARY

The Property is Zoned B-2 (General Business District) and R-3 (High Density Residential District)

Building Setback Information is as follows:
Front Yard = 30 ft.
Rear = 75 ft. from OHWL of the Rum River
Side = 10 ft. for living side
5 ft. for garage side



TYPICAL 6 UNIT
ROW HOME



TYPICAL 4 UNIT
ROW HOME

BENCHMARK

TNH Northeast quadrant of the intersection of St. Francis Boulevard NW and Ambassador Boulevard NW.
Elevation = 921.803

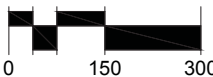
TNH Southeast quadrant of the intersection of St. Francis Boulevard NW and Ambassador Boulevard NW, 150 feet east of centerline, centerline.
Elevation = 919.222



Know what's Below.
Call before you dig.



NORTH



CERTIFICATION

PRELIMINARY
NOT FOR
CONSTRUCTION

IF THE SIGNATURE, SEAL OR FOUR LINES DIRECTLY ABOVE ARE NOT
VISIBLE, THIS SHEET HAS BEEN REPRODUCED BEYOND INTENDED
READABILITY AND IS NO LONGER A VALID DOCUMENT. PLEASE CONTACT
THE ENGINEER TO REQUEST ADDITIONAL DOCUMENTS.

PRELIMINARY PLAT

SEPTEMBER 13, 2022



105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

Tel: 612-252-9070
Fax: 612-252-9077
Web: landform.net

FILE NAME C200PLM003.DWG

PROJECT NO. PLM21003

PRELIMINARY PLAT

OVERALL

C2.0 142



THE BLUFFS OF
RUM RIVER
ST. FRANCIS, MN

CONTACT ENGINEER FOR ANY PRIOR HISTORY		
DATE	ISSUE / REVISION	REVIEW
21 JULY 2022	CITY SUBMITTAL	CNC
10 AUG 2022	CITY SUBMITTAL	CNC

IF THE SIGNATURE, SEAL OR FOUR LINES DIRECTLY ABOVE ARE NOT
VISIBLE, THIS SHEET HAS BEEN REPRODUCED BEYOND INTENDED
READABILITY AND IS NO LONGER A VALID DOCUMENT. PLEASE CONTACT
THE ENGINEER TO REQUEST ADDITIONAL DOCUMENTS.



105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

Tel: 612-252-9070
Fax: 612-252-9077
Web: landform.net

FILE NAME C201PLM003.DWG

PROJECT NO. PLM21003

PHASING EXHIBIT

#1

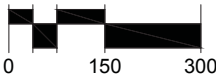
143



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S² TRAFFIC SOLUTIONS

September 16th, 2022

To: Darren B. Lazan; Landform Professional Services, LLC

From: Katie Schmidt, PE

Re: Traffic Analysis – Bluffs on Rum River, St. Francis, MN

Per your request, SSTS LLC has conducted a traffic analysis for the proposed Bluffs on Rum River residential development (referred to as the Proposed Project) in St. Francis, Anoka County, MN. The Proposed Project will develop residential uses in phases as supported by the existing roadway system. The Proposed Project is located on the north side of Ambassador Blvd NW (CSAH 28) and the east site of TH 47. **Figure 1**, Vicinity Map, depicts the location. **Figure 2**, Site Plan, illustrates the site layout, proposed development phases and access locations. Based on feedback from the city the northern access on TH 47 at 241st Ave NW will be built with Phase 2 of the project. Additionally, it is noted that MnDOT has identified the intersection of TH 47/Ambassador Blvd NW as a candidate for a future Roundabout and the timeline is currently unknown. **Table 1** notes the residential land uses planned in each phase of the development.

Table 1. Residential Phases

Residential Use	Phase 1	Phase 2	Phase 3
Single Family Homes	13	27	0
Town Homes	60	82	0
Apartments	0	0	120
Total Units	73	109	120

This traffic analysis will assist with the proposed access configuration as portions of the Proposed Project are developed. The following phasing and access scenarios were analyzed in this report:

- **Scenario 1 – Full Access:** Full build of the site (phases 1-3) with full access on Ambassador NW and full access on TH 47 at 241st Ave NW.
- **Scenario 2 – Right-In/Right-Out Access:** Full build of the site (phases 1-3) and with limited right-in/right-out access on Ambassador NW and full access on TH 47 at 241st Ave NW.

This memorandum documents the existing AM and PM peak hour traffic conditions for the TH 47 intersections with 241st Ave NW and Ambassador Blvd NW, forecasts the 2026 traffic conditions at these intersections without the development, forecasts the trip generation potential for the proposed residential land uses and distributes those trips per access scenario, and reviews traffic operations at the identified intersections with and without the development.

Existing Conditions

The existing conditions of the roadways and intersections providing direct access to the Proposed Project were documented and are noted in **Table 2**. Additionally, **Figure 3** shows the existing lane geometry and traffic control at the study intersections.

Table 2. Study Roadway Characteristics

Roadway	Functional Class	Typical Section	Posted Speed	AADT
TH 47	Minor Arterial	2-Lane Undivided Rural	50 mph	9,960
Ambassador Blvd NW (CSAH 28)	Minor Arterial	2-Lane Undivided Rural	45 mph	3,740

Existing Traffic Volumes

AM and PM peak hour turning movement counts were conducted at the study area intersections of TH 47 with 241st Ave NW and Ambassador Blvd NW on Tuesday August 9th, 2022. The following notes the peak hour timeframes:

- AM: 7:00 AM to 8:00 AM
- PM: 4:15 PM to 5:15 PM

Figure 4 illustrates the existing peak hour traffic volumes.

Future Conditions

To quantify the impacts of a development on the surrounding roadway system, it is necessary to first forecast and analyze traffic conditions that would be present on the roadway system without the inclusion of the proposed project. As mentioned earlier the Proposed Project will be completed in phases, however, for the purposes of this analysis an aggressive anticipated construction completion date for the entire Proposed Project is 2025, thus year 2026 was selected for analysis to compare traffic conditions after initial traffic patterns to and from the Proposed Project have become established. To determine the future traffic conditions a review of historical traffic counts based on MnDOT data indicates that Ambassador Blvd NW has experienced annual traffic growth at 2 percent per year, while TH 47 traffic has grown at approximately 1 percent per year. To provide a conservative analysis this study assumes traffic will grow at 2 percent per year through the 2026 analysis year. Figure 5 illustrates the No-Build traffic volumes with the growth applied to existing traffic volumes for year 2026. It is noted that the TH 47/Ambassador Blvd NW intersection is planned for a future roundabout, but the subsequent analysis considers the existing side-street stop-control.

Trip Generation and Distribution

The volume of vehicle trips generated by the full Proposed Project has been estimated for the weekday AM and PM peak hours and on a daily basis using the data methodology described in the Institute of Transportation Engineers’ *Trip Generation Manual*¹, 11th Edition. Table 3 summarizes the trip generation estimate for the Proposed Project for each development phase and on a total basis.

¹ Trip Generation Manual, Institute of Transportation Engineers (ITE), 11th Edition

Table 3. Trip Generation

Phase	Land Use	Land Use Code	Size	Trips Generated:				
				AM peak		PM Peak		Weekday ADT
				Enter	Exit	Enter	Exit	
1	Single Family Housing	210	13 units	2	7	8	5	123
	Townhome	215	60 units	9	20	19	15	432
Phase 1 Total			73 units	11	27	27	19	555
				38		46		
2	Single Family Housing	210	27 units	5	14	16	9	255
	Townhome	215	82 units	12	27	27	20	590
Phase 2 Total			109 units	17	41	43	29	845
				58		72		
3	Multifamily Housing (Low-Rise)	220	120 units	12	36	39	23	809
Phase 3 Total			120 units	12	36	39	23	809
				48		61		
Project Total			302 units	40	104	108	71	2,208
				144		180		

As shown in **Table 3**, the full development of the Proposed Project will generate 144 trips (40 entering and 104 exiting) during the morning traffic peak hour, 180 trips (108 entering and 71 exiting) during the evening traffic peak hour and 2,208 daily trips.



















The new trips have been assigned to the surrounding roadways according to the existing traffic patterns and according to travel time forecasts from Google Maps and Apple Maps for residents of the Proposed Project. (It is noted, travel time forecasts suggest trips destined to Minneapolis/St Paul will favor Ambassador Blvd NW versus TH 47 however, to be conservative this traffic is divided 50-50 creating longer queues at the TH 47 and Ambassador intersection.) The trip assignment is different for Scenario 1 (full access on Ambassador Blvd NW) and Scenario 2 (limited right-in/right-out access on Ambassador Blvd NW). **Figure 6** illustrates the trip distribution percentages and trip assignment for Scenario 1. **Figure 7** illustrates the trip assignment for Scenario 2. With the limited right-in/right-out access on Ambassador Blvd NW more trips will use the northern access at 241st Ave NW to access the site. Additionally, more trips will use TH 47 to travel south to connector roads rather than using Ambassador Blvd NW due to limited access. This adds more trips to the TH 47 and Ambassador Blvd NW intersection.

Figure 8 illustrates the Scenario 1 2026 Build conditions by combining No-Build traffic with the Scenario 1 trip assignment volumes. **Figure 9** illustrates the Scenario 2 2026 Build conditions by combining No-Build traffic with the Scenario 2 trip assignment volumes.

Traffic Operations

The operating conditions of transportation facilities, such as roadways, traffic signals, roundabouts and stop-controlled intersections, are evaluated based on the relationship of the theoretical capacity of a facility to the actual traffic volume on that facility. Various factors affect capacity including travel speed, roadway geometry, grade, number of travel lanes, and intersection control. The current standards for evaluating capacity and operating conditions are contained in *Highway Capacity Manual*². The procedures describe operating conditions in terms of driver delay represented as a Level of Service (LOS). Operations are given letter designations with "A" representing the best operating conditions and "F" representing the worst. Generally, level of service "D" represents the threshold for acceptable overall intersection operating conditions during a peak hour. The Chart on the following page summarizes the level of service and delay criteria for signalized and unsignalized intersections.

² **Highway Capacity Manual (HCM)**, Transportation Research Board, 6th Edition

Level of Service		Description	Delay (sec)	
			Signalized	Unsignalized/ Roundabout
A		Primarily free-flow operation.	0-10	0-10
				
				
B		Reasonably unimpeded operation.	>10-20	>10-15
				
				
C		Stable operation. The ability to maneuver is more restricted than LOS B.	>20-35	>15-25
				
				
D		Less stable operation. Small increases in flow may cause large increases in delay and reduced speeds.	>35-55	>25-35
				
				
E		Unstable operation. Low speeds and considerable delay.	>55-80	>35-50
				
				
F		Congested operation. High delay and extensive queuing.	>80	>50
				
				

For side street stop-controlled intersections special emphasis is given to providing an estimate for the level of service of the minor approaches. Traffic operations at an unsignalized intersection with side street stop-control can be described two ways. First, consideration is given to the overall intersection level of service. This takes into account the total number of vehicles entering the intersection and the capability of the intersection to support these volumes. Second, it is important to consider the delay on the minor approaches, since the mainline does not have to stop. It is common for intersections with higher mainline traffic volumes to experience increased levels of delay and poor level of service on the side streets.

A final fundamental component of operational analyses is a study of vehicular queuing, or the line of vehicles waiting to pass through an intersection. An intersection can operate with an acceptable Level of Service, but if queues from the intersection extend back to block entrances to turn lanes or accesses to adjacent land uses, unsafe operating conditions could result. In this report, the Industry Design Standard 95th percentile queue length is used. The 95th Percentile Queue Length refers to that length of vehicle queue that has only a five-percent probability of occurring during an analysis hour.

This study has utilized the industry current Synchro/SimTraffic software package (11th Edition) to analyze the 2026 No-Build and Build conditions for the AM and PM peak hours. It is noted, the reported results are from the aggregate of 10 SimTraffic simulations which use a random number generator to seed the network with vehicles. These results reflect dynamic conditions and are more accurate than the results of the static analysis reported by Synchro. Due to the random number generator results can sometimes show slightly better operations on minor movements under higher traffic conditions when the intersections are operating well. This can be seen when delays and queues noted in the Build Scenario are slightly less than the No-Build or Existing Scenarios.

Analysis Results

As mentioned in the introduction, full residential development of phases 1-3 is considered in the analysis with full access at Ambassador Blvd NW and limited right-in/right-out access at Ambassador. **Table 4** summarizes the results of the 2026 No-Build and Build (Scenario 1 and 2) conditions operations.

Table 4. 2026 No-Build and Build Traffic Operations

Intersection	Measure of Effectiveness (Delay in Sec and Queue in Ft)						
	Criteria	2026 No-Build		2026 Build - Scenario 1 (Full Access on Ambassador)		2026 Build - Scenario 2 (RI-RO on Ambassador)	
		AM Pk Hr	PM Pk Hr	AM Pk Hr	PM Pk Hr	AM Pk Hr	PM Pk Hr
TH 47 & 241st Av NE (SSSC)	Overall LOS & Delay	A 0.9	A 2.4	A 1.2	A 2.6	A 1.5	A 2.9
	Worst Mvmt. LOS & Delay	A 6.0 (EBL)	A 7.9 (EBL)	B 12.1 (EBL)	B 11.3 (WBL)	A 8.4 (WBL)	B 13.2 (WBL)
	95th Percentile Queue	EBLTR - 18'	EBLTR - 22'	WBLTR - 28'	WBLTR - 26'	WBLTR - 42'	WBLTR - 37'
TH 47 & Ambassador Blvd (SSSC)	Overall LOS & Delay	A 3.4	A 6.0	A 4.0	A 7.1	A 4.5	A 9.2
	Worst Mvmt. LOS & Delay	B 12.7 (EBT)	D 27.6 (EBL)	B 13.1 (EBT)	D 30.1 (EBL)	B 14.3 (EBT)	E 45.8 (WBL)
	95th Percentile Queue	EBLT - 58'	WBR - 101'	EBLT - 58'	WBLT - 95'	WBLT - 63'	WBLT - 154'
Ambassador Blvd & South Access (SSSC)	Overall LOS & Delay	NA	NA	A 2.1	A 2.2	A 1.4	A 1.7
	Worst Mvmt. LOS & Delay			A 5.8 SBL	A 8.0 (SBL)	A 2.9 (SBR)	A 3.7 (SBR)
	95th Percentile Queue			SBLR - 55'	SBLR - 52'	SBR - 48'	SBR - 47'

- Level of Service reported from an average delay from 10 SimTraffic simulations for overall intersection and worst movement.
- 95th percentile queues are a result from an average of 10 SimTraffic simulations and the longest queue per intersection is reported.

The following bullets note results and conclusions from the operational analysis:

- 2026 No-Build** operations (with the proposed site) are acceptable in terms of vehicle delay and queue at the study area intersections.
- Scenario 1 2026 Build** operations (with full site development) with full access on 241st Ave NW and full access on Ambassador Blvd are acceptable. Anticipated westbound queuing at the TH 47/Ambassador Blvd NW is accommodated with existing geometry and no adverse impacts are expected with full site access on Ambassador Blvd NW.
- Scenario 2 2026 Build** operations (with full site development) with full access on 241st Ave NW and limited right-in/right-out access on Ambassador Blvd NW are acceptable. It is noted that the westbound left turn movement at the TH 47/Ambassador Blvd NW intersection has a higher delay of 45.8 seconds (LOS E) in the PM peak hour, but associated queues are accommodated by existing geometry. These operations are common for side-street stop movements on higher volume free-flowing mainlines such at TH 47. Investigation of Scenario 2 2026 Build operations with a roundabout show acceptable conditions.
- In summary, traffic operations with full site development are acceptable with full access and limited right-in/right-out access configurations for the Ambassador Blvd NW access intersection. The right-in/right-out scenario degrades operations at the TH 47/Ambassador Blvd NW intersection but not to unacceptable levels in year 2026.
- Investigation of Phase 1 only development (73 units) with one access on Ambassador Blvd NW shows acceptable operations with the full access scenario and limited right-in/right out access. The anticipated site-generated traffic for Phase 1 traffic at the Ambassador Access and the TH 47/Ambassador Blvd NW intersection is less then then volumes analyzed in the full build scenarios at the Ambassador access.

Summary and Conclusions

The following provides a summary of the study, traffic operations and recommendations:

- AM and PM peak hour traffic operations were analyzed for year 2026 conditions without and with full residential development of the Proposed Project. Two access scenarios for the southern access on Ambassador Blvd NW were considered; a full access (Scenario 1) and a limited right-in/right-out access (Scenario 2).
- Full residential development of the Proposed Project will generate 144 trips (40 entering and 104 exiting) during the morning traffic peak hour, 180 trips (108 entering and 71 exiting) during the evening traffic peak hour and 2,208 daily trips. Results of the traffic analysis for year 2026 without the Proposed Project indicate acceptable operations with minimal vehicle delay and back-ups at adjacent intersections.
- For Scenario 1, results of the traffic analysis for year 2026 with the Proposed Project indicate acceptable operations with minimal vehicle delay and back-ups. The full access intersection Ambassador Blvd NW operates acceptable and no adverse impacts with the close spacing to the TH 47 intersection are expected.
- For Scenario 2, results of the traffic analysis for year 2026 with the Proposed Project indicate acceptable operations. With different travel patterns due to the right-in/right-out access on Ambassador Blvd NW more traffic is anticipated to travel through the TH 47/Ambassador Blvd NW intersection and delay for the westbound left turn movement increases but queuing remains acceptable.
- Investigation of Phase 1 only development (73 units) with one access on Ambassador Blvd NW shows acceptable operations with the full access scenario and limited right-in/right out access. The anticipated site-generated traffic for Phase 1 traffic at the Ambassador Access and the TH 47/Ambassador Blvd NW intersection is less than volumes analyzed in the full build scenarios.
- Analysis of the potential future retail lot in the southwest corner of the Proposed Site was not included in the traffic study due to access viability. If the Ambassador Blvd NW Access intersection were limited to right-in/right-out, retail would not be viable on this lot. MnDOT indicated the potential for including a right-in only access on TH 47 for the retail lot. This would still limit the viability and create additional nonresidential traffic through the site for exiting movements.

Attachments: Figures 1-9

(Appendices with Traffic Counts and Synchro/Simtraffic Worksheets are available upon request.)

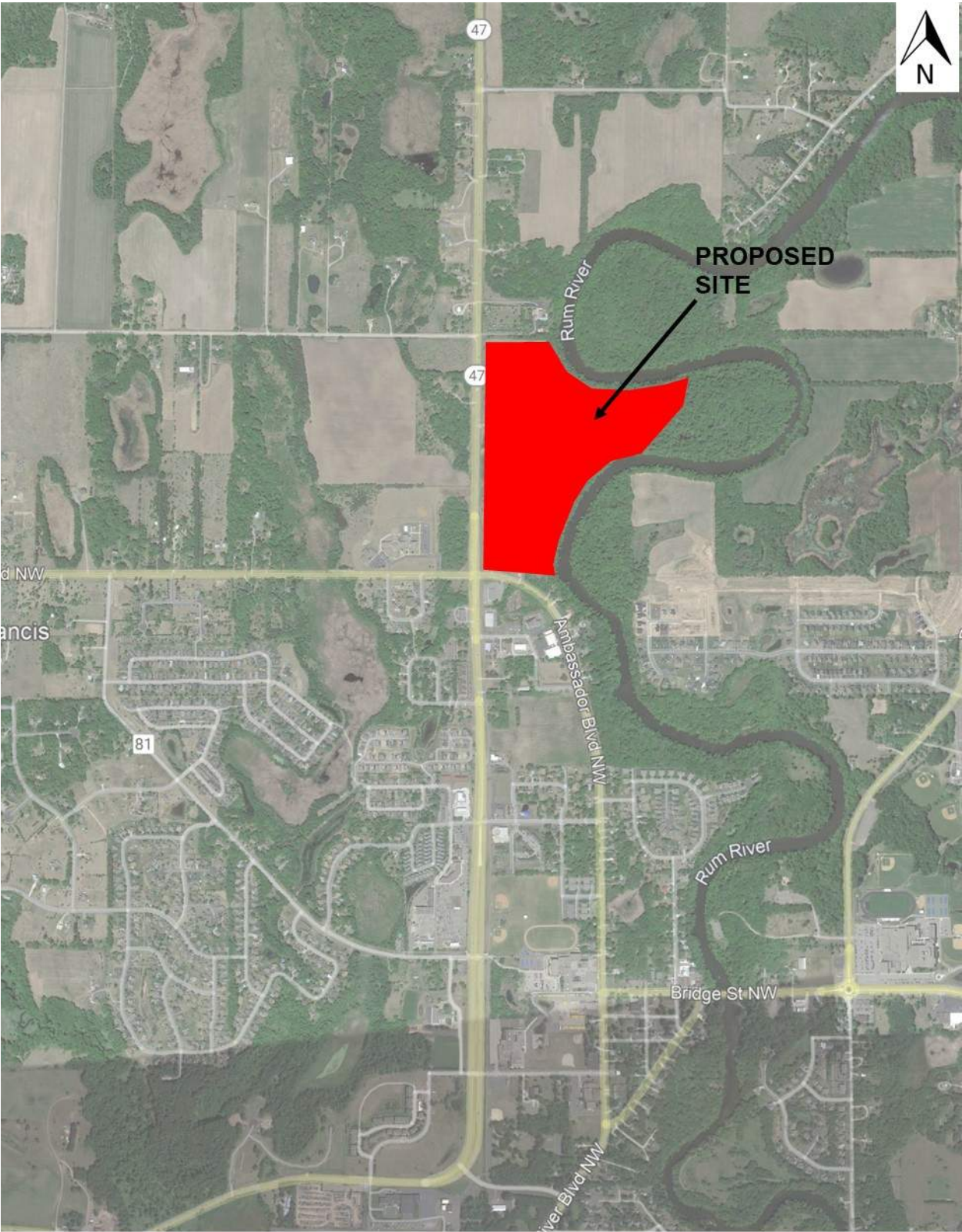


Figure 1 - Vicinity Map

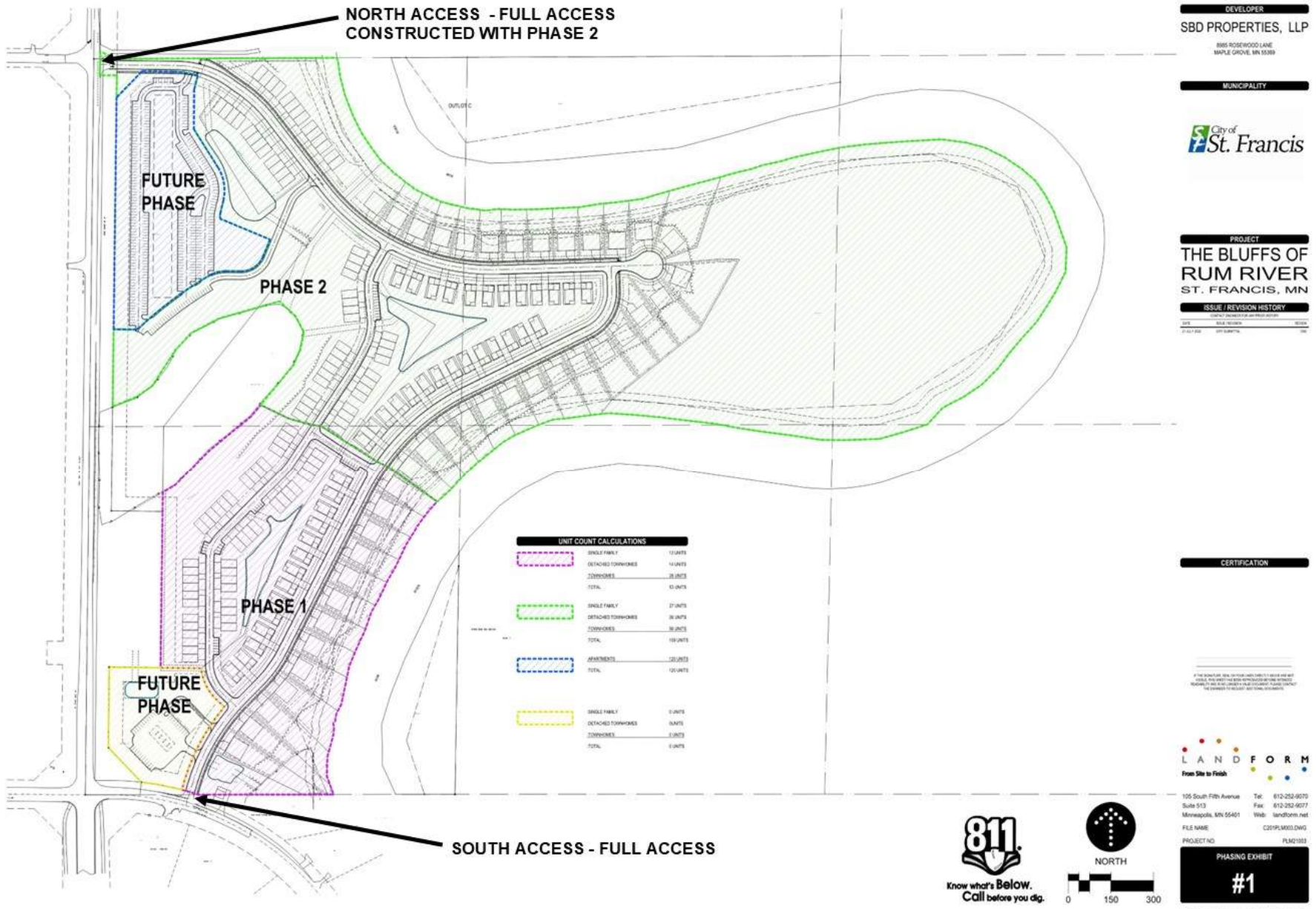
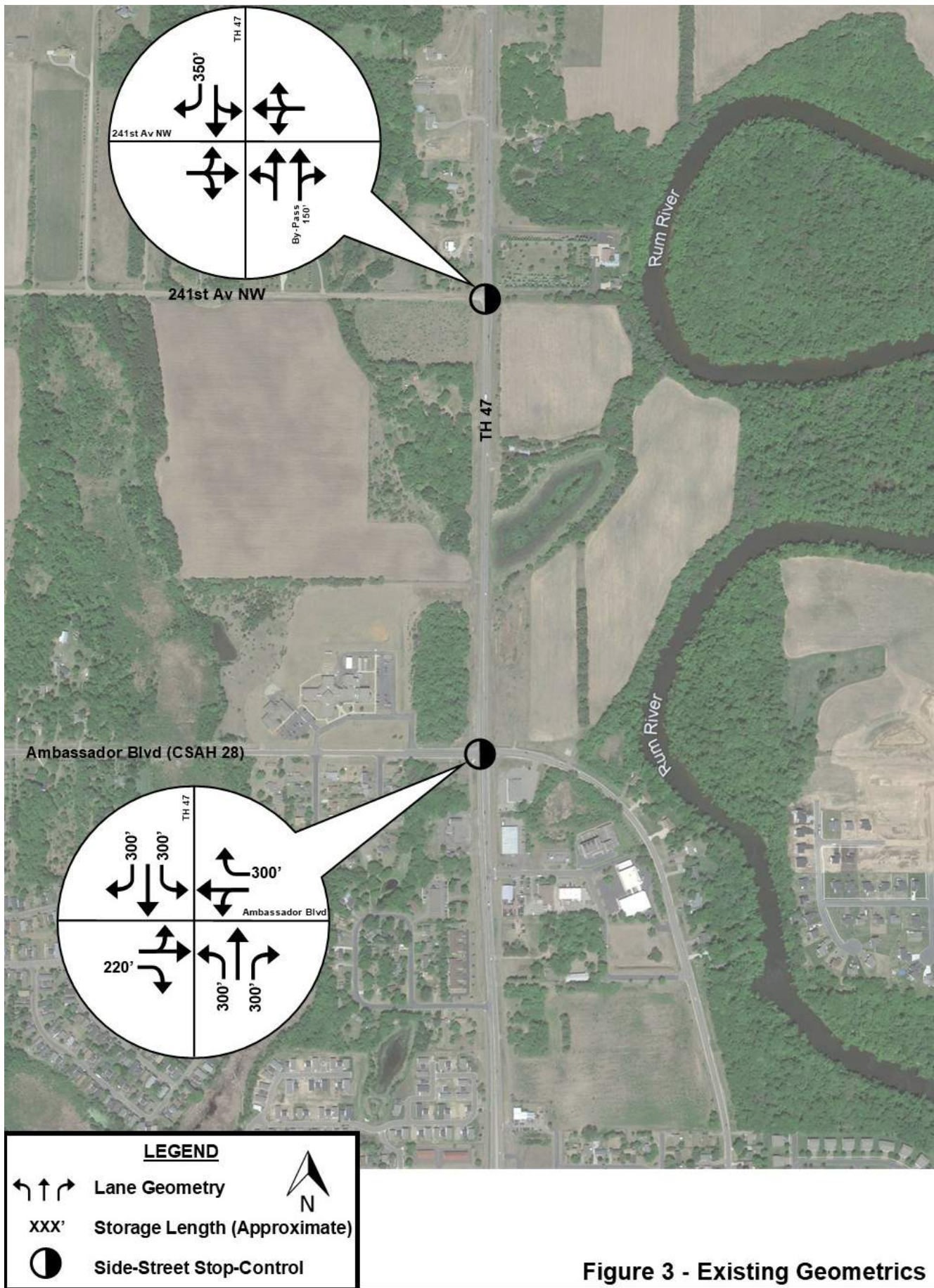
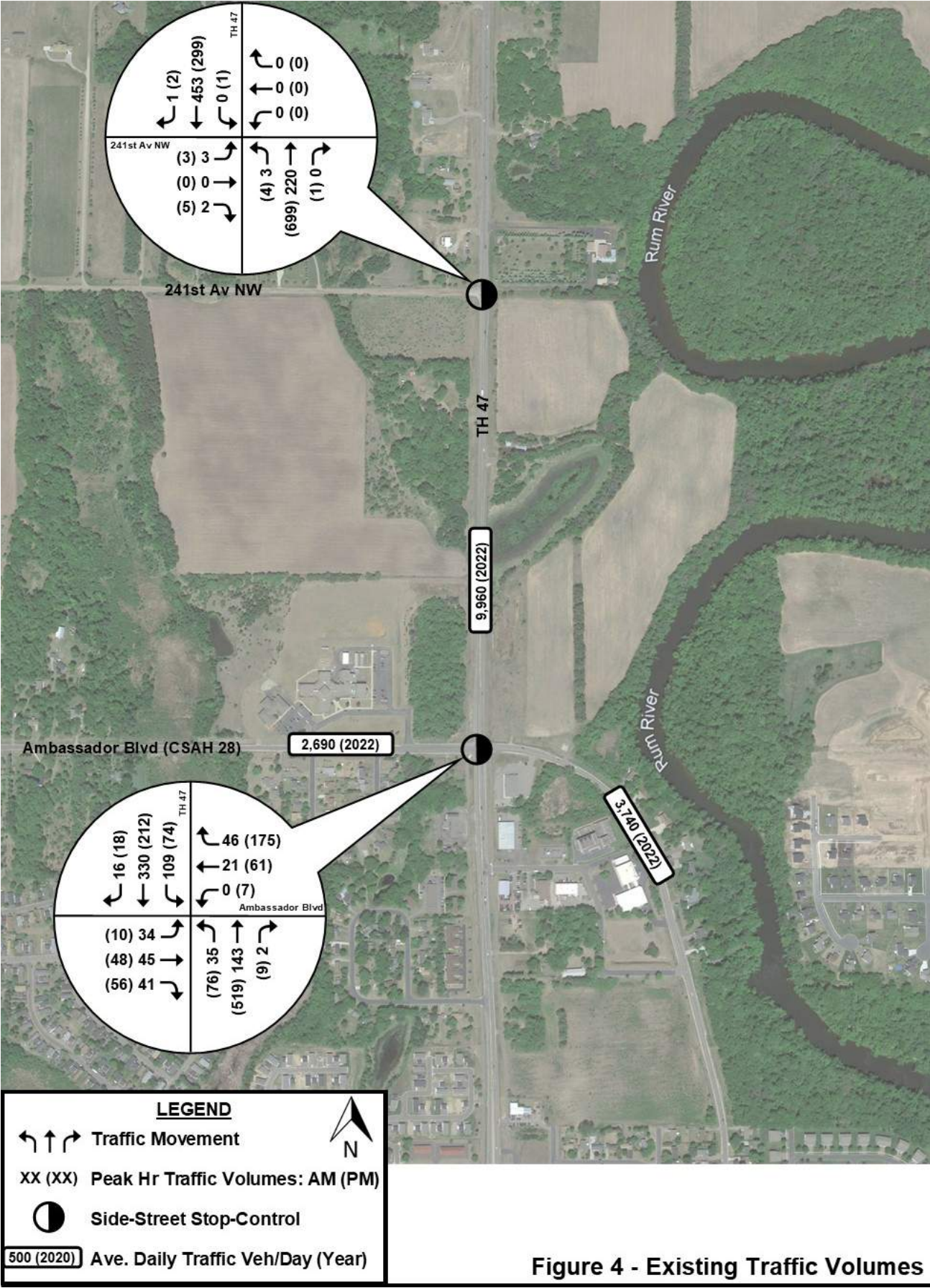
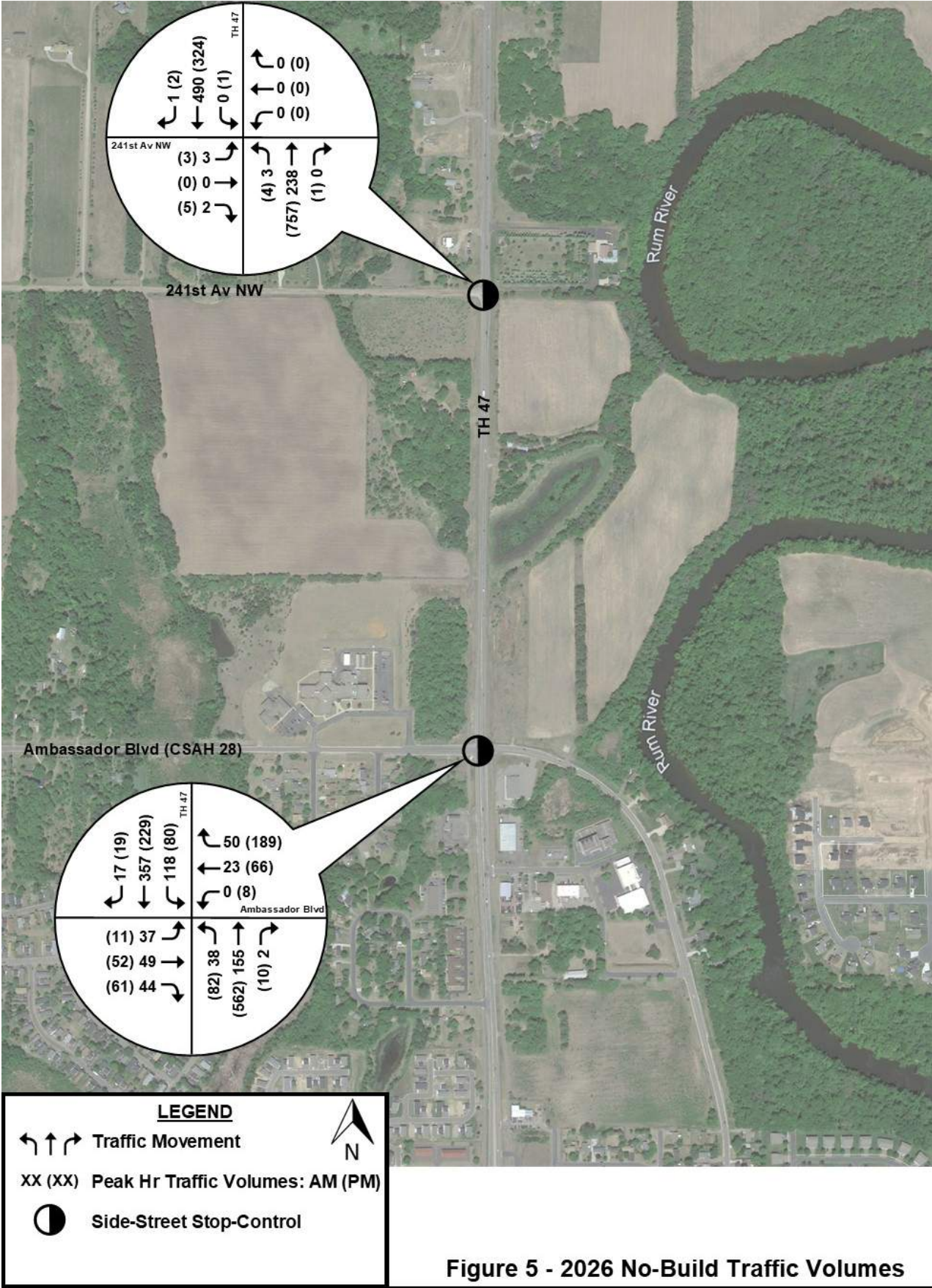
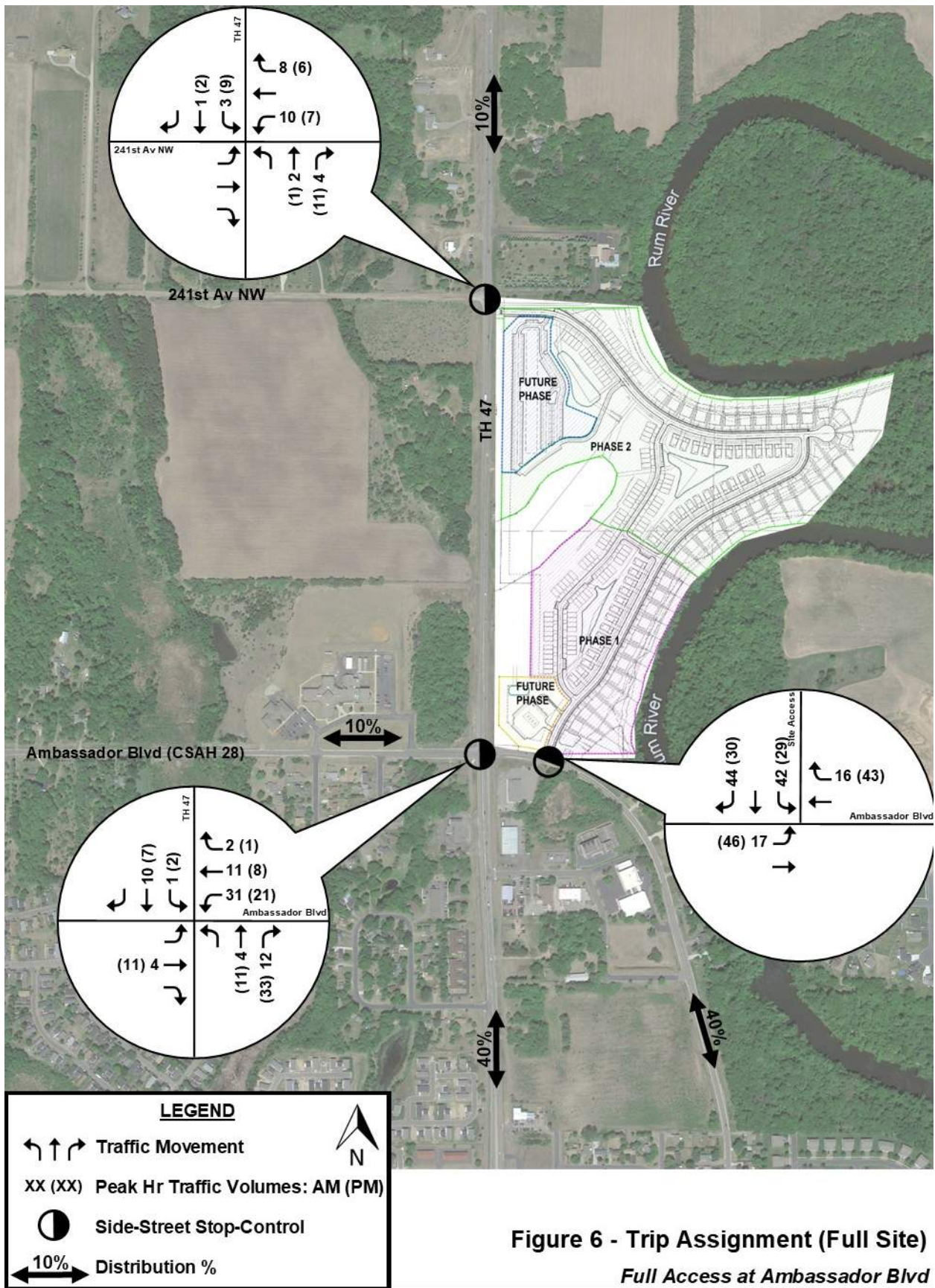


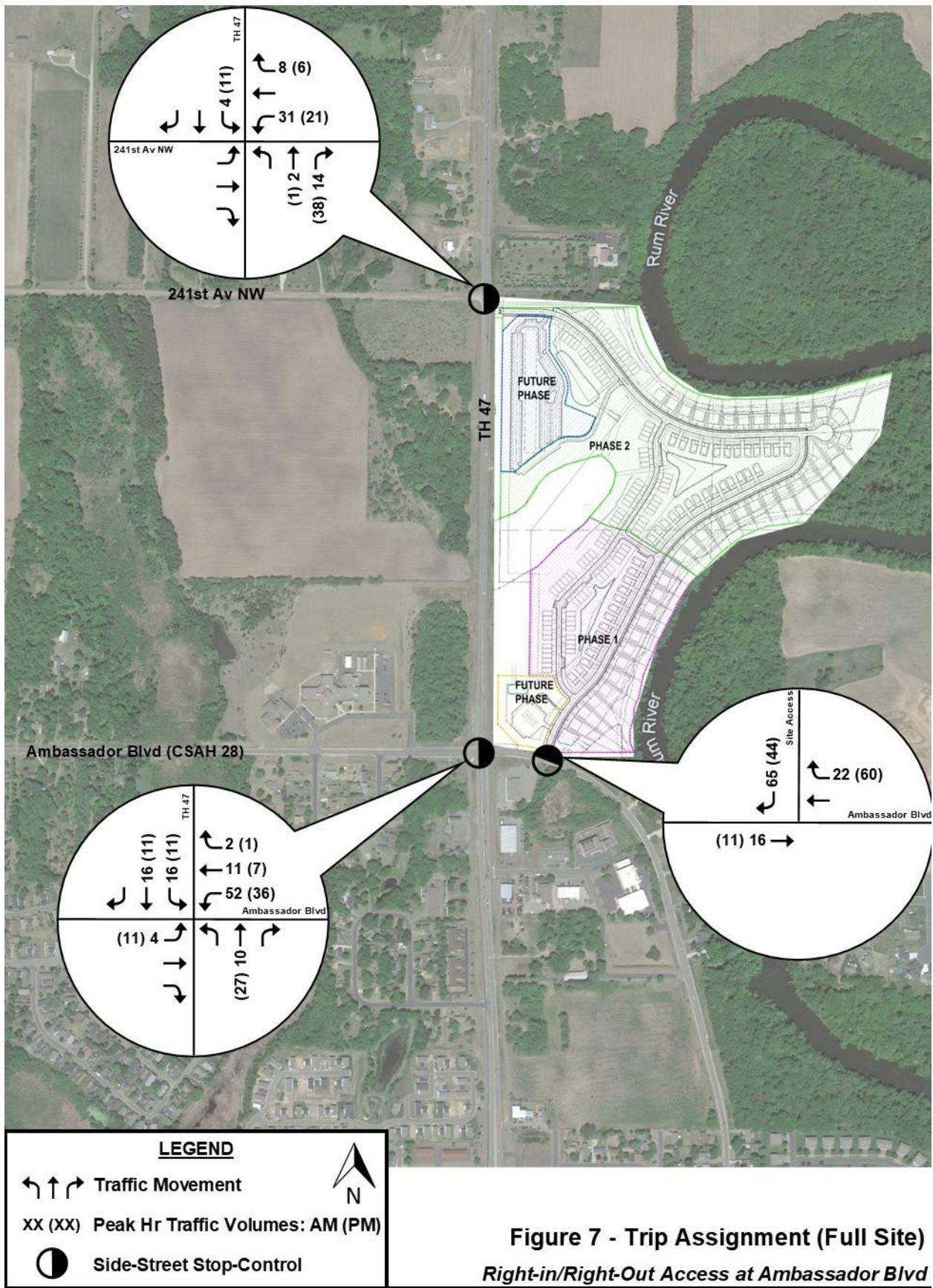
Figure 2 - Site Plan (By Others)

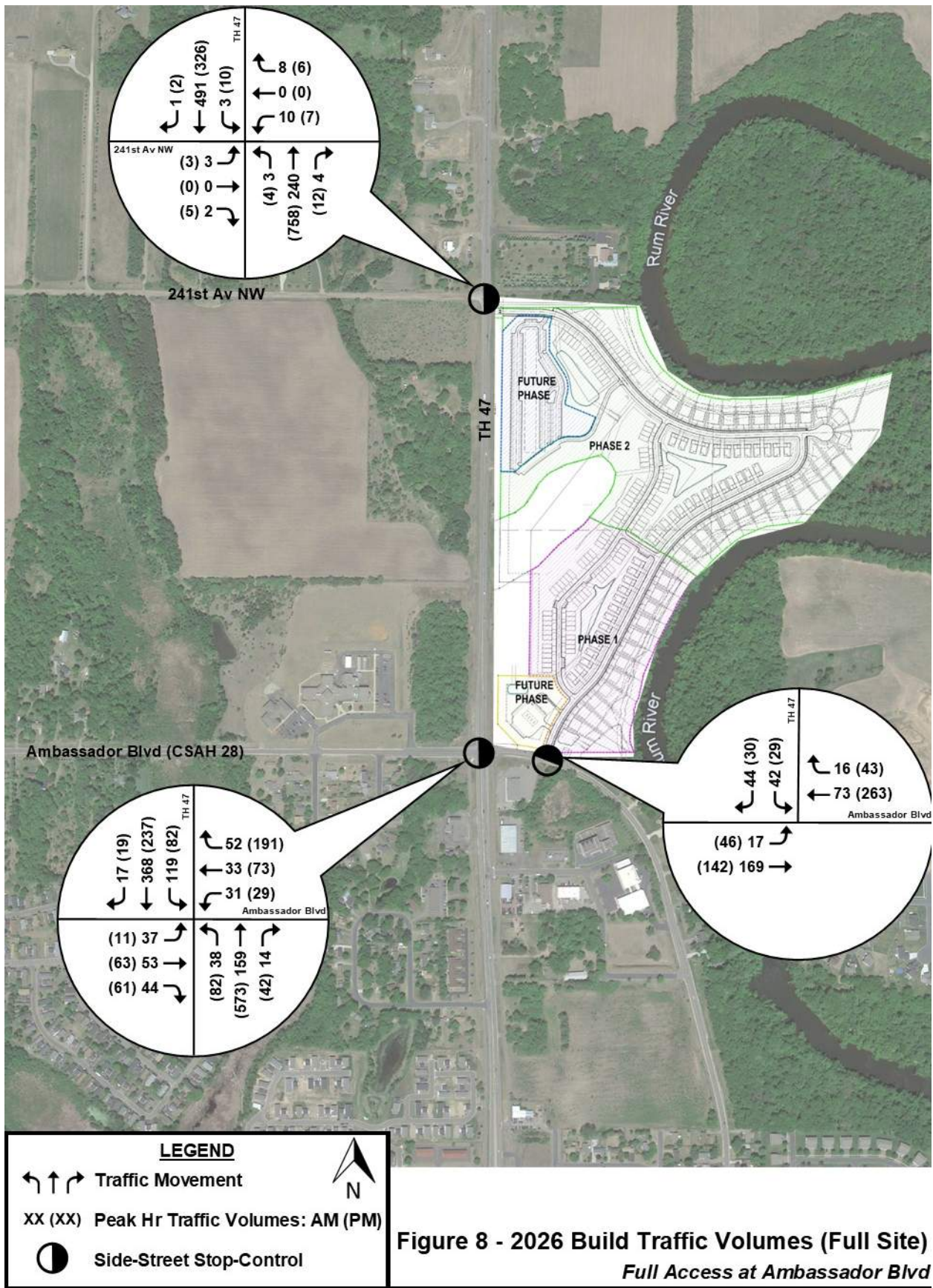


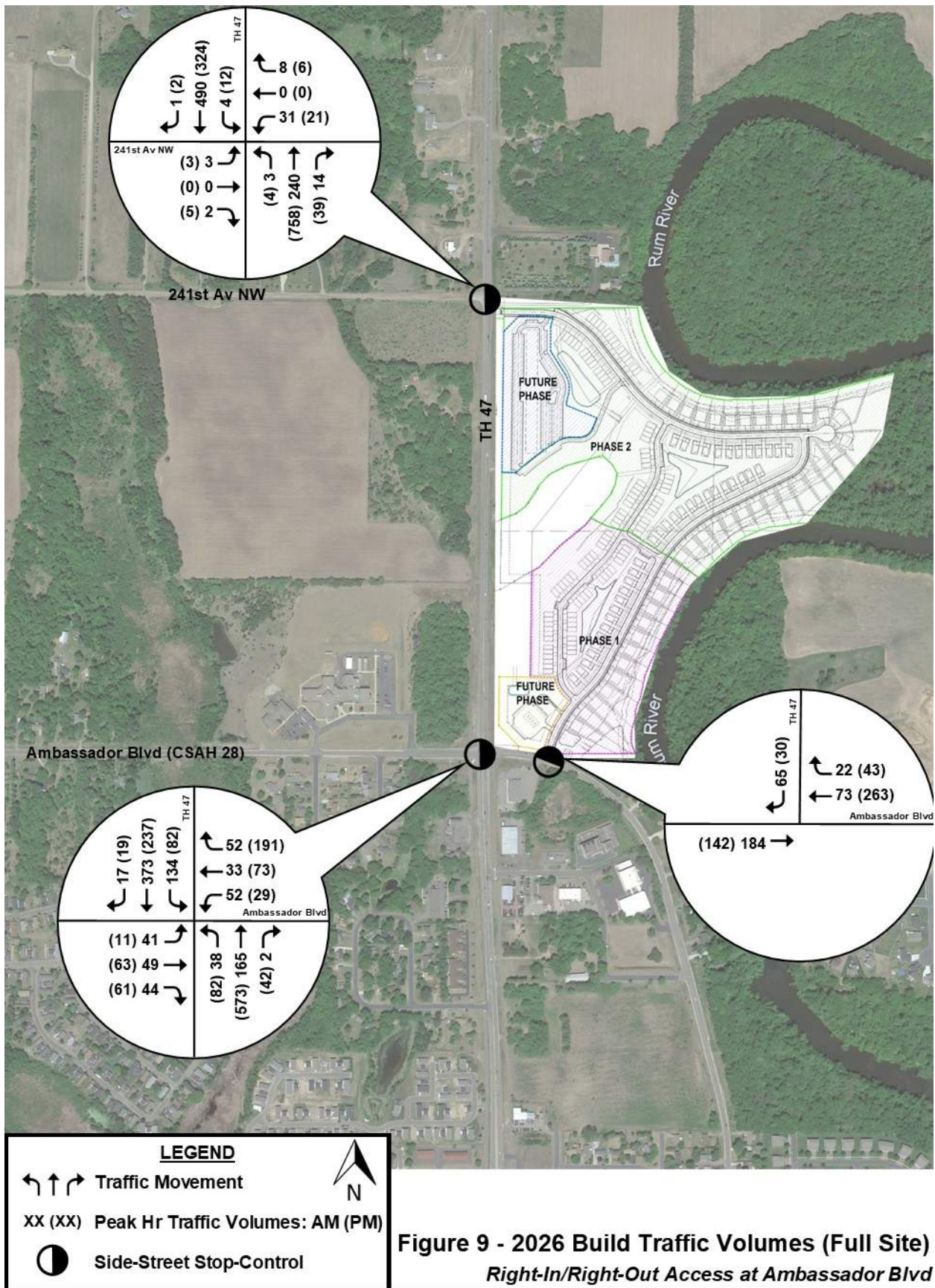


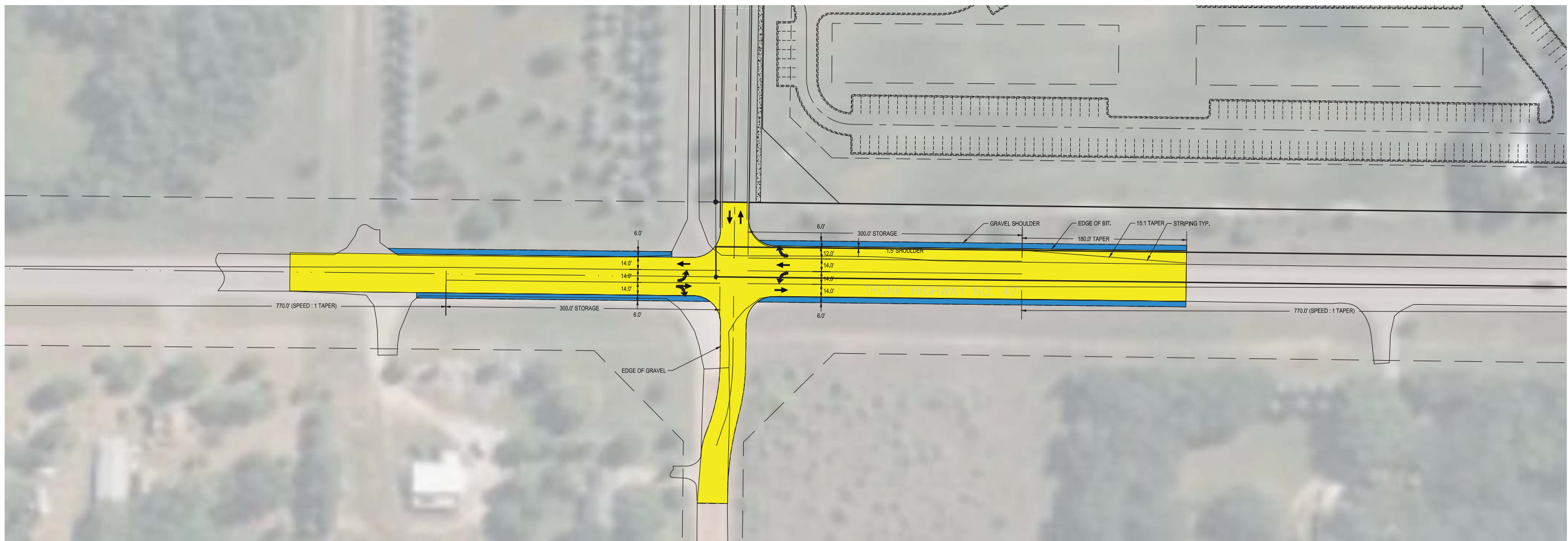






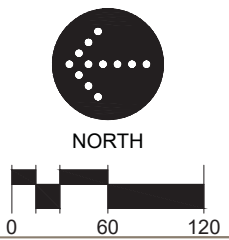






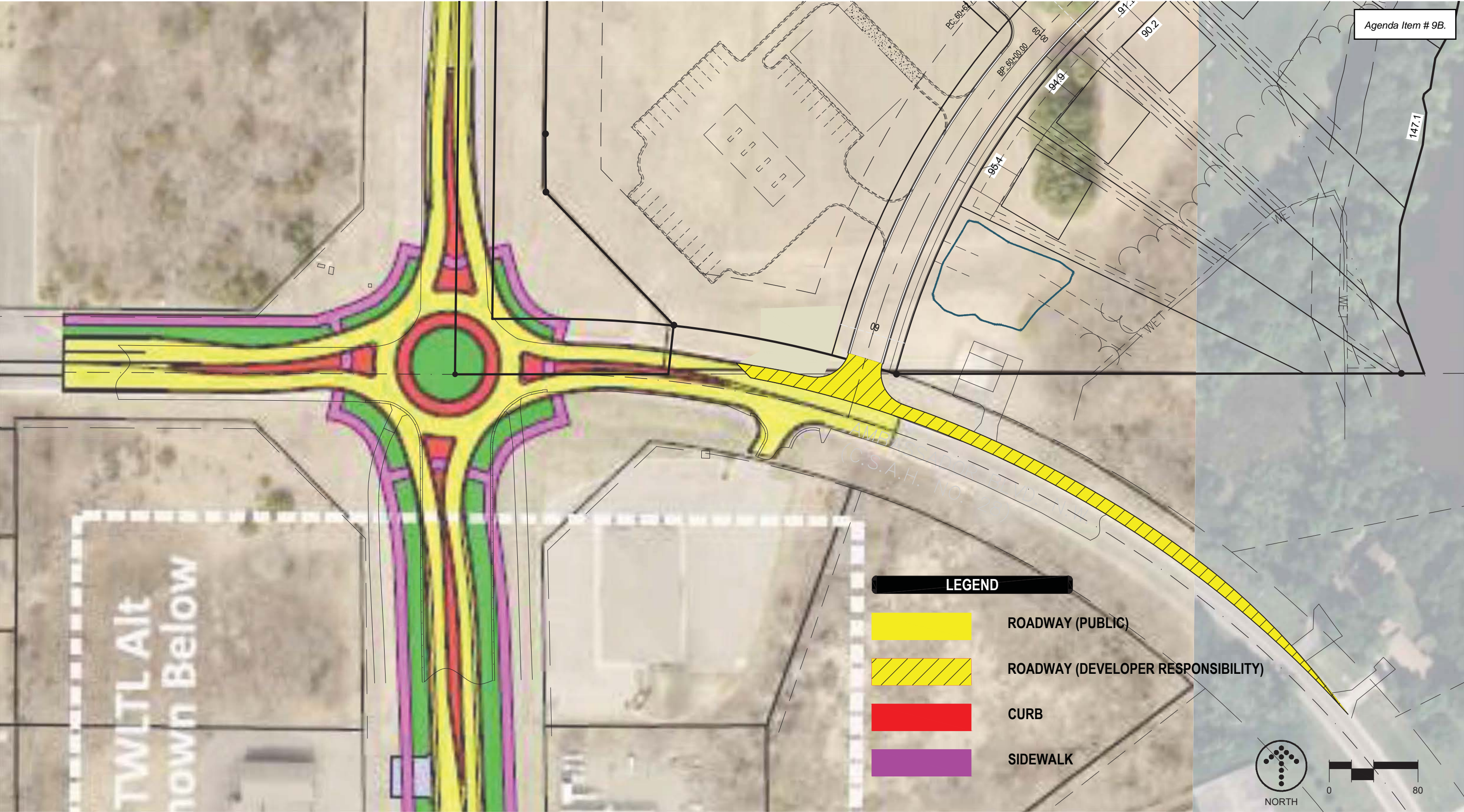
LEGEND

- ROADWAY
- CURB
- SIDEWALK
- SHOULDERS



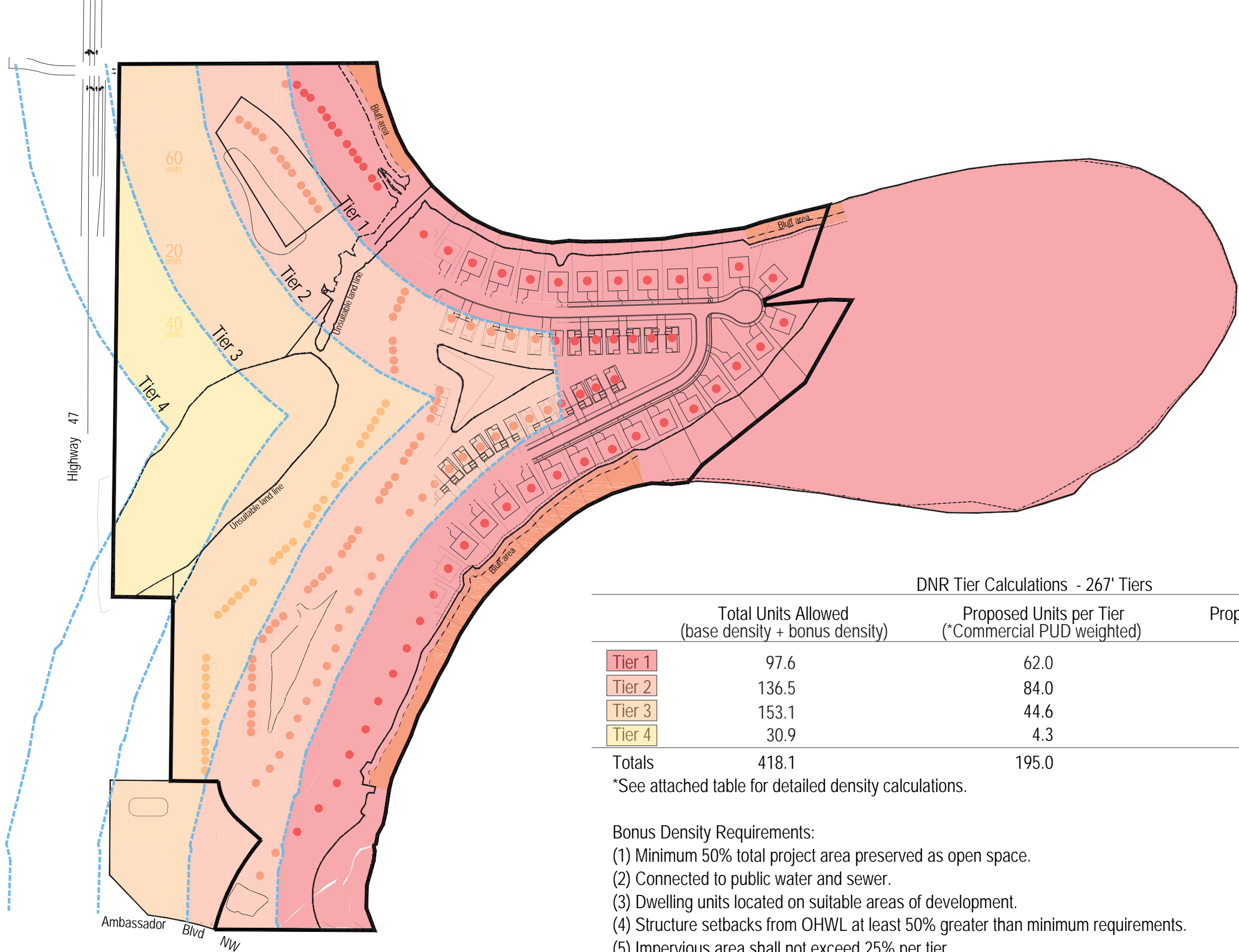
HIGHWAY 47 LEVEL 2 EXHIBIT

BLUFFS OF RUM RIVER • St. Francis, MN
HIGHWAY 47 LEVEL 2 EXHIBIT • 09.01.20



AMBASSADOR BLVD. N.W. LEVEL 2 EXHIBIT

BLUFFS OF RUM RIVER • St. Francis, MN
AMBASSADOR BLVD. N.W. LEVEL 2 EXHIBIT • 09.01

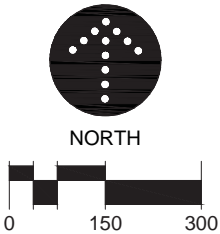


DNR Tier Calculations - 267' Tiers

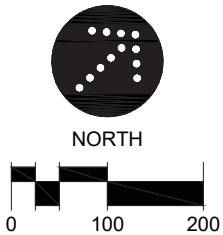
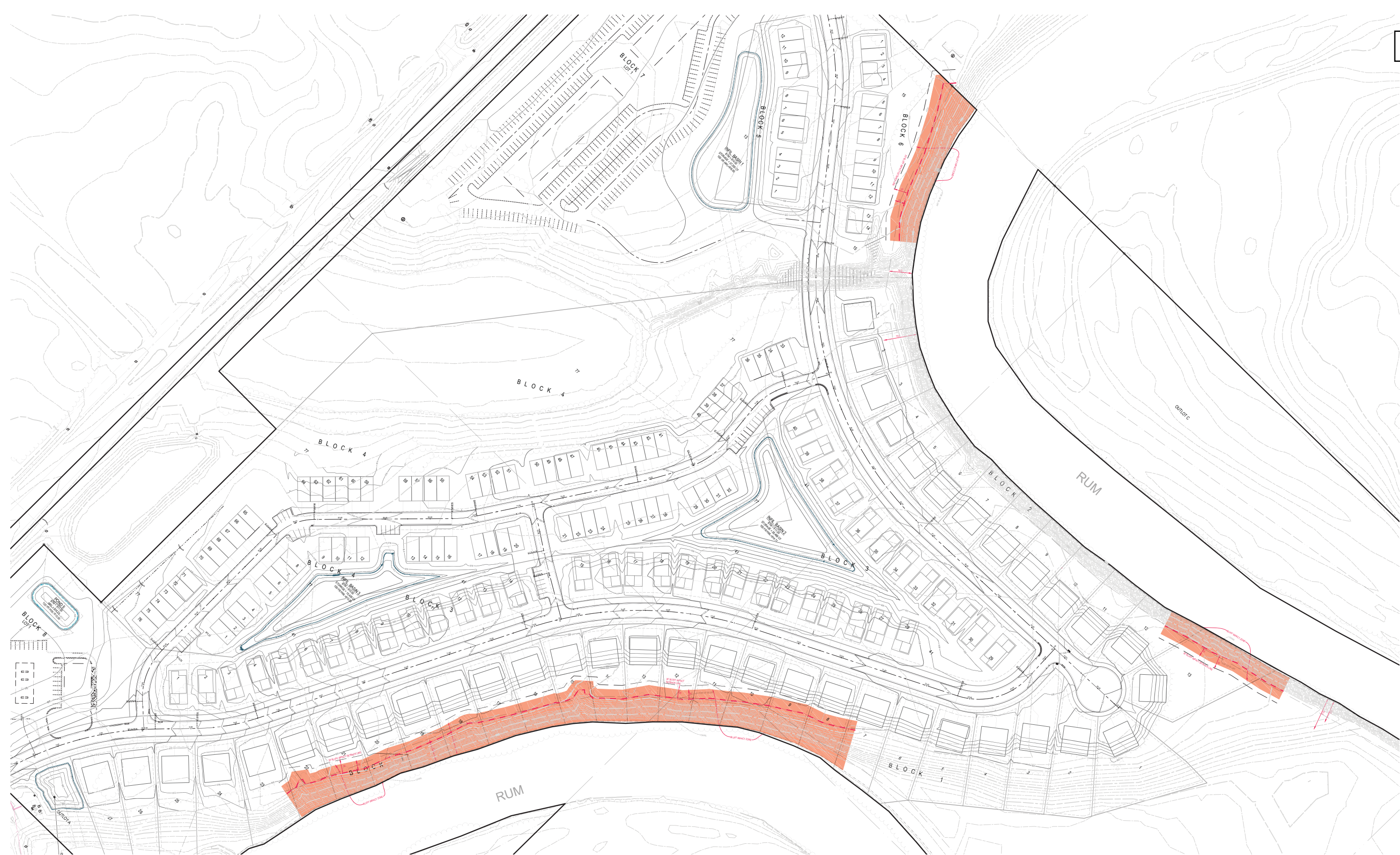
	Total Units Allowed (base density + bonus density)	Proposed Units per Tier (*Commercial PUD weighted)	Proposed Units per Tier (Actual)
Tier 1	97.6	62.0	62.0
Tier 2	136.5	84.0	84.0
Tier 3	153.1	44.6	116.0
Tier 4	30.9	4.3	40.0
Totals	418.1	195.0	302

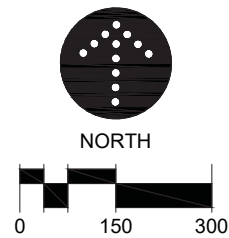
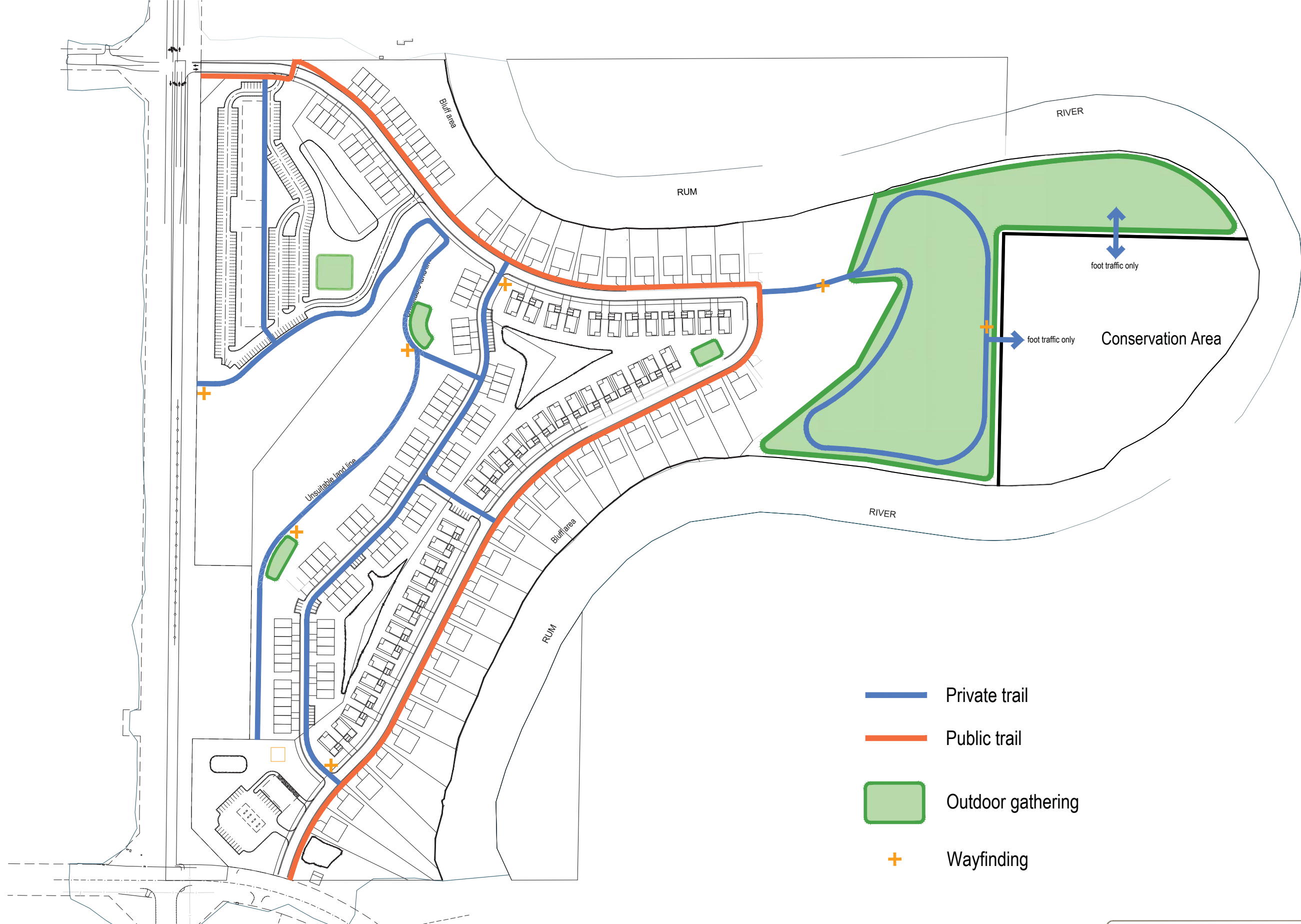
*See attached table for detailed density calculations.

- Bonus Density Requirements:
- (1) Minimum 50% total project area preserved as open space.
 - (2) Connected to public water and sewer.
 - (3) Dwelling units located on suitable areas of development.
 - (4) Structure setbacks from OHWL at least 50% greater than minimum requirements.
 - (5) Impervious area shall not exceed 25% per tier.



Allowed Densities									Proposed Densities				
Base Density Allowed					Bonus Density Allowed			Total units Allowed	Proposed Units	Proposed Unit Qty's per tier			
	Total Acres	Unsuitable Acres	Suitable Acres	Minimum Lot Size (SF)	Allowed Base Density	Bonus multiplier	Bonus units (base density allowed x bonus density multiplier)	(base density allowed + bonus density allowed)	Proposed Units per Tier	Single Family, Townhomes, Rowhomes (combined)	Apartment PUD Units	Floor Area Ratio	Adjusted Unit Quantity
Tier 1	55.0	25.1	29.9	20,000	65.1	1.5	32.5	97.6	62.0	62.0			
Tier 2	19.9	0.3	19.6	12,500	68.3	2.0	68.3	136.5	84.0	84.0			
Tier 3	16.4	1.8	14.6	12,500	51.0	3.0	102.0	153.1	44.6	36.0	80.0	0.108	8.6
Tier 4	7.0	4.0	3.0	12,500	10.3	3.0	20.6	30.9	4.3		40.0	0.108	4.3
Totals	98.23	31.16	67.07		194.7			418.1	195.0				





PEDESTRIAN CIRCULATION



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

Submitted to: City of St. Francis

cc: Kate Thunstrom, City Administrator
Colette Baumgardner, Community Development Director
Paul Carpenter, Public Works Director
Craig Jochum, City Engineer
Beth Richmond, City Planner
David Schaps, City Attorney

Reviewed by: Shane Nelson, Assistant City Engineer

Date: August 10, 2022

**Proposed
Project:** The Bluffs of Rum River

Street Location: 23925 Saint Francis Blvd NW

Applicant: SBD Properties, LLP

Owners of Record: SBD Properties, LLP

Jurisdictional Agencies: City of St. Francis, Anoka County, MnDNR, BWSR,
(but not limited to) Army Corps of Engineers, MPCA, MDH, URRWMO,
MnDOT

Permits Required: City Approval, NPDES Construction Permit,
(but not limited to) Anoka County Access Permit, MnDOT Access Permit,
MPCA Sanitary Sewer Permit, MDH Watermain Permit

INFORMATION AVAILABLE

Preliminary Plat of The Bluffs of Rum River, dated 7/21/2022, prepared by Landform

Preliminary of The Bluffs of Rum River, dated 7/21/2022, prepared by Landform

Stormwater Management Plan, dated 7/21/22, prepared by Landform

Wetland Delineation Report, dated 7/8/22, prepared by Kjolhaug Excavating

Soil Boring Logs, dated 7/18/2022, prepared by Haugo Geotechnical

SITE ACCESS / VEHICULAR TRAFFIC

1. The project is proposed to receive access from Ambassador Blvd (CSAH 28). Ambassador Blvd (CSAH 28) is a County Highway and is under the jurisdiction of the Anoka County Highway Department. The new street access must meet all design and safety criteria as per the Anoka County Highway Department requirements. The Applicant shall be responsible for providing a design that meets Anoka County Highway Department standards and shall be solely responsible for all costs associated with the construction of the new access and associated turn lanes, including right-of-way acquisition if necessary.
2. The project is proposed to receive access from Saint Francis Blvd NW (HWY 47). Saint Francis Blvd NW (HWY 47) is a State Highway and is under the jurisdiction of the Minnesota Department of Transportation (MnDOT). The new street access must meet all design and safety criteria as per MnDOT requirements. The Applicant shall be responsible for providing a design that meets MnDOT standards and shall be solely responsible for all costs associated with the construction of the new access and associated turn lanes, including right-of-way acquisition if necessary.
3. The Preliminary Plans depict a cul-de-sac at 241st Avenue. Please revise to show a road connection to Highway 47.
4. The street layout as provided appears to be conducive with the property and provides adequate access to the proposed lots.
5. This project will be a fairly significant contributor of vehicle trips, and a traffic study is being prepared to model the proposed road network and access locations. The Applicant shall be required to make any improvements as identified in the Traffic Study, as approved by the City.

PRELIMINARY PLAT

1. Based on the new traffic generated from this development, a connection to Highway 47 at 241st Avenue will be necessary. Please revise.
2. We recommend that a minimum drainage and utility easement width of 40 feet be provided to allow for the long term operation and maintenance of the public utilities within the private streets.
3. Drainage and utility easements at least 10' wide shall be provided on all lot lines. (11-44-01).
4. Additional easements may be necessary at access paths to stormwater basins. See Grading, Drainage and Erosion Control comment below.

GRADING, DRAINAGE AND EROSION CONTROL

1. Sediment forebays shall be incorporated into the infiltration basins to provide pre-treatment of the stormwater prior to entering the infiltration basin.
2. The wetland buffers shall be depicted in the Grading, Drainage and Erosion Control Plan.
3. Redundant silt fence is required when grading activities are within 50 feet of a wetland or natural water body.
4. Access routes for maintenance purposes to structures outside the right-of-way and inlets/outlets at ponding areas shall be depicted on the plans. All access routes are required to have an 8% maximum grade, 4% maximum cross slope, shall be 10 feet wide and within a 20-foot-wide easement. Please clearly depict the maintenance routes on the plans and revise the Preliminary Plat as necessary to depict the easements.
5. This project will disturb more than 1 acre of land, therefore, an NPDES Construction Permit from the MPCA will be necessary.
6. A more direct route for the storm sewer from the Public Street A catchbasins (between Lots 14 and 15) to Infiltration Basin 3 is desired. In general, storm sewer in private streets will be privately owned and maintained infrastructure. However, drainage from a public roadway must be conveyed within publicly owned infrastructure located within a public drainage and utility easement. Please provide a revised storm sewer design at this location.

STORMWATER MANAGEMENT

1. Stormwater is proposed to be managed with curb and gutter, catch basins and storm sewer. The storm sewer will route rainfall from the proposed roadways and lots and be directed into four infiltration basins located within the plat. All stormwater is ultimately discharged into the Rum River located on the eastern boundary of the proposed plat.
2. Pre-treatment has not been provided for the stormwater conveyed into the infiltration basins. Please provide pre-treatment forebays for the infiltration basins that meet the Minnesota stormwater manual standards.
3. Please verify drawdown calculations to ensure that the infiltration basins will infiltrate to a dry state within 48 hours.
4. The existing stormwater model includes a small portion of HSG B type soils in Subcatchment 3S. These soils do not appear in the NRCS soils map and are also not included in the proposed conditions. Please revise existing Subcatchment 3S to reflect on site conditions.
5. Subcatchment 10S is inconsistently modeled between the existing and proposed conditions. Please update this subcatchment such that the existing and proposed conditions are consistent.
6. Ponding node 1WL is modeled inconsistently between the existing and proposed conditions. A starting elevation is used in the proposed conditions but is not used in the existing conditions. Please ensure that the wetland is modeled consistently between existing and proposed conditions.
7. Please provide additional details for the outlet structures for the infiltration basins. The device routing for infiltration basins 1 & 3 is difficult to understand without more information.
8. Please review the surface area for pond 8P. The elevation 894.00 appears to have a decreased surface area from the previous elevation.

WETLANDS

1. The Wetland Delineation Report has been received and is under review.
2. A wetland management plan is required for this development consistent with Section 10-83-04 of the City Code. Please update the Preliminary Grading Plan to depict the applicable wetland buffers as per table 10-83-04.C.7.c.
3. The buffer establishment plan and signage plan may be provided at a later date (with the Final Plat application).

4. The Wetland Delineation Report indicates that there is a wetland (W3) located on proposed Outlot E. Impacts to this wetland are contingent upon an approved WCA Replacement Plan.

UTILITIES

1. This project proposes to connect to the sanitary sewer at Ambassador Blvd (near the existing City owned lift station) which is acceptable. The size of the existing sanitary sewer stub is 24 inch at the connection point at Ambassador Blvd and the Preliminary Plans indicate reducing to a 8 inch size through the proposed plat.
2. It may be advisable to increase the size and depth of the sanitary sewer through the plat to provide trunk sewer access to adjacent properties. If necessary, the Developer shall be required to install “extra depth” and “over-sized” sanitary sewer with this project. In accordance with City policy, the Developer will receive credit for the additional construction cost of the over-sizing and extra depth.
3. This project proposes to connect to the City Water system at Ambassador Blvd, near Highway 47, to an existing 8 inch watermain. There is another watermain, located approximately 600’ east of the proposed entrance, on the south side of Ambassador Blvd which is 16 inch diameter. We would recommend that the 16 inch watermain be extended to the Highway 47 8 inch watermain to provide a looped connection as a City project. The watermain connection for this project could then be provided via the new 16” watermain.
4. It may be advisable to increase the size of the watermain installed through the plat to provide trunk water access to adjacent properties. If necessary, the Developer shall be required to install “over-sized” water main with this project. In accordance with City policy, the Developer will receive credit for the additional construction cost of the over-sizing.
5. We understand that this will be a phased development, with potentially 302 units which will be served by single watermain connection point. Further, we understand that the proposed apartment building, which is potentially 102 units, will be constructed with a future phase. Prior to preparation of final plans, the Applicant shall analyze the proposed watermain sizing and layout to ensure it will adequately serve the units and/or revise to adequately serve the units.

OTHER

1. Zoning review to be completed by City Planner.
2. The final construction plans must be in accordance with City standards and include all applicable City standard details, which can be found here: <https://www.stfrancismn.org/commdev/page/private-development-standards>.

Please note that the City is in the process of updating its standard plates, which will be provided to the Applicant for inclusion in the final development plans.

3. Please provide a complete Geotechnical Report in accordance with the City's Private Development Standards.

SUMMARY AND/OR RECOMMENDATIONS

We recommend approval of the Preliminary Plat subject to the comments as contained herein.



PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: The Bluffs of Rum River
DATE: 8-10-2022 for 8-17-2022 meeting
APPLICANT: Alliant Ventures IX, LLC on behalf of SBD Properties, LLP
LOCATION: 23925 St Francis Blvd NW
COMP PLAN: Commercial, MDR, Open Space
ZONING: B-2 General Business, R-3 High Density Residential

OVERVIEW:

The City has received an application for “The Bluffs of Rum River” development, which is the next step in the Platinum Land project. The City Council approved a Comprehensive Plan amendment for this project in July 2022.

“The Bluffs” is proposed to be a phased residential and commercial development which will eventually include 302 housing units and a 3-acre commercial lot. The applicant is proposing a mix of residential uses, including 40 single-unit lots, 40 detached townhome units, 102 attached rowhouse units, and a 120-unit apartment building.

The land use and subdivision requests to be considered include a rezoning to Planned Unit Development (PUD), preliminary plat, and a Conditional Use Permit (CUP) for a public road within the Rum River Management Overlay District.

REVIEW PROCEDURE

60-Day Land Use Application Review Process

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for the rezoning to PUD and CUP requests is September 19, 2022.

120-Day Subdivision Review Process

Pursuant to Minnesota State Statutes Section 462.358, local government agencies are required to approve or deny subdivision requests, such as the preliminary plat, within 120 days. Staff deemed the subdivision application incomplete until a full traffic study has been completed; therefore, the 120 day timeline has not officially commenced. The traffic study is being required at the suggestion of MnDOT. Staff has chosen to move the subdivision request forward in conjunction with the land use requests because the subdivision and land use requests are related to one another, the land use requests require action within the statutory timelines noted above, and the subdivision application is substantially complete.

Public Hearing

City Code requires that a public hearing for review of the land use and subdivision requests be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald on August 5, 2022 and posted on the City Hall bulletin board on August 4, 2022. The public hearing notice was mailed to all affected property owners located within 350 feet of the subject property on August 4, 2022.

ANALYSIS

Comprehensive Plan

An amendment to the Comprehensive Plan relating to this project was approved by the City Council in July. This amendment reduced the commercial land area on the site to roughly 3 acres and decreased the residential land use density to Medium Density Residential (3-7 units per net acre). The amendment will be submitted to the Metropolitan Council for final review and approval following the completion of the required 60-day adjacent and affected jurisdiction comment period on August 21. The current application for the rezoning, preliminary plat, and CUP is consistent with the land use categories and densities that were established with the Comprehensive Plan amendment. Any approvals granted by the City Council for this project will be conditioned upon the Metropolitan Council's approval of the Comprehensive Plan amendment.

Planned Unit Development (PUD)

The applicant is requesting to rezone the entire site from B-2 General Business and R-3 High Density Residential to a Planned Unit Development (PUD). PUDs are intended to allow for the mixing of uses and flexibility from the general standards of the Code in order to allow for more innovative and efficient design within neighborhoods or sites. The proposed project requests flexibility from Code in order to provide a development which preserves the natural features on the site, including the wetlands, bluffs, and Rum River, while also providing a variety of housing types to serve the diverse needs of St. Francis residents. The project will also allow for future development to the north and west by extending connection opportunities with city utilities.

The following deviations are requested from the current code regulations as part of the PUD and will be discussed in greater detail below:

- Minimum lot size and lot width for single-unit detached lots
- Lot size and configuration for detached townhome units
- Reduced front yard setbacks for single-unit detached, detached townhome, and attached rowhouse use types

Rum River Management District

The entire site is located within the City's Urban Rum River Management Overlay District (uRRM). This district establishes additional standards which are meant to preserve the scenic quality of the Rum River and surrounding land. These standards include but are not limited to minimum lot size and lot width, setbacks, height limits, and vegetation alteration restrictions. While the applicant is requesting flexibility from a number of requirements established in this district, including lot area and setback from the road, the required 75' setback from the ordinary high water level (OHW) will be maintained. In addition, any public roads created within the Rum River Management District are required to first obtain a Conditional Use Permit. The CUP has been requested as part of this application.

For any PUD established within this overlay district, DNR review and approval of the application is required. The application has been sent to the DNR for review and is awaiting comment.

Project Phasing

The applicant is proposing to construct this development in phases, moving from south to north. The single-unit detached, detached townhomes, and attached rowhomes are the first uses proposed to be developed. The phasing of this portion of the project will be determined by the results of the traffic study and the access points as determined with discussions between the City, developer, Anoka County, and MnDOT. A second access onto Hwy 47 will be required in order to fully build out the project.

The apartment lot and commercial lot are planned for future development to be added as market and regulatory conditions allow. If the commercial lot is developed within 3 years of approval, it will be necessary at the time of site plan review for Staff to review the need for a retroactive EAW for the entire development. The applicant has indicated that they are likely to wait to final plat and market the commercial lot until final access is determined for the Hwy 47/Ambassador intersection, as any roadway changes may impact the site. The Highway 47/Ambassador intersection is currently under review by MnDOT as part of a larger study of the Hwy 47 corridor. Any changes to this intersection would be subject to MnDOT planning, design work, and construction schedule.

Residential Uses

Single-Unit Detached

There are 40 single-unit detached lots which are proposed as part of this development. These are primarily riparian lots which are located along the Rum River on the north and east sides of the plat and which have access onto the development's proposed public street.

The below table shows the required and proposed dimensional standards for this use type:

Requirement	Required (R-1 or uRRM, whichever is stricter)	Proposed (PUD)
Minimum Lot Area		
Riparian	20,000 SF	14,864 SF
Non-Riparian	12,150 SF	20,025 SF
Minimum Lot Width		
At the Front Setback	90'	90'
At the OHW Setback	90'	Varies
Minimum Front Setback	35'	30'
Minimum Side Setback		
Living area	10'	10'
Garage	5'	5'
Corner side	20'	20'
Minimum OHW Setback	75'	75'
Maximum Height	Lesser of 3 stories or 35'	Lesser of 3 stories or 35'
Maximum Impervious Surface	30% per lot	30% per lot

The PUD deviations requested for the Single-Unit Detached lots include riparian lot area, minimum lot width, and minimum front setback.

The existing parcels which make up this site span both sides of the river. Rather than create a plat where each lot line extends to the center of the river, the applicant has chosen to set the rear lot lines at the bank of the Rum River and to dedicate the land under the Rum River as public. Doing this reduces the total lot area for the site, which correlates to the developer's request for smaller minimum lot area requirements for these lots. 9 of the 34 proposed riparian lots meet the current lot area minimum of 20,000 SF. The remaining 25 lots range in area from 14,864 SF to 18,439 SF. These are still larger than the City's lot area requirement for single-unit lots in the R-1 district, which is 10,800 SF.

Each lot is at least 90 feet wide at the front building setback. However, due to the curvature of the site and the proposed street, up to 12 of the proposed lots fall below the required 90' width at the ordinary high water level (OHW) setback. Staff has requested additional information from the applicant to determine exactly which lots may be undersized in width.

The applicant is also requesting to reduce the front yard setback from 35' to 30' in order to locate the homes further away from the existing bluff which lies between the proposed units and the river. For comparison, lots in the R-1 district are allowed a minimum 25' front yard setback. Staff feels that a 30' setback in this area is reasonable.

The City Code includes use-specific standards for single-unit detached lots. These standards include requirements for perimeter foundations, structural dimensional requirements, and roof pitch. The lots as platted have adequate space and dimensions to meet all use-specific standards.

Detached Townhomes

The applicant is proposing to create 40 detached townhome units within Block 3 of the plat which will be designated as a Common Interest Community (CIC). This means that each unit has a designated 3,040 SF "improvement area" where the home, garage, patio, and/or deck may be located. All of the site improvements for a unit must be contained within this "improvement area." A larger, common lot which is maintained by an HOA surrounds these units. This is represented by the boxes on the preliminary plat (see figure below).

This use is more comparable to the City's smaller single-unit lot sizes in the R-2 district of 7,200 SF and 70' width. Taking into account the "improvement areas" and the common lot, there is an average unit size of 9,628 SF for this use type which is smaller than the lot size requirement for the uRRM.

The applicant is also requesting flexibility from the City's building separation standard which requires buildings in a PUD to be separated by at least 12'. With the building configuration that the applicant has proposed, the living quarters of one townhome face the living quarters of the next, while the garage area of one home faces the garage area of the next, as shown in the image below. The applicant is proposing a 15' building separation between the living quarters of the units and a 10' building separation between the garages. All structures will be required to meet applicable building code standards.



There is a maximum impervious surface requirement of 30% within the uRRM. Assuming the entire “improvement area” of each unit was completely covered by impervious surface, which is not anticipated, the entire Block 3 would have an impervious surface coverage of 31.6%. Staff recommends limiting Block 3 to a 30% impervious surface limit, rather than calculating this for each unit individually, and including this limit as a condition of approval.

The applicant is also requesting to reduce the front yard setback from 35’ to 25’. This request matches the City’s current front yard setback requirements for the R-1 and R-2 zoning districts. Staff feels that a 25’ setback in this area is reasonable, as there is still adequate room to park cars off-street without obstructing the right-of-way.

Attached Rowhouses

There are 102 attached rowhouse units proposed as part of this development. These units are located on the north and west portions of the site, in Blocks 4, 5, and 6, and are grouped in buildings of 2-6 units. Similar to the detached townhomes, these units are proposed to be included as part of a CIC.

Block 4, which includes 77 of the 102 attached rowhouse units, will be served by a private street. Blocks 5 and 6 will have access via the public street.

The applicant is requesting to reduce the front yard setback for this use from 35’ to 25’. This request matches the City’s current front yard setback requirements for the R-2 zoning district, where attached rowhouses are permitted. A 25’ setback is adequate, as there is still enough room for cars to park in the driveway without obstructing the right-of-way.

The City Code includes use-specific standards for these types of lots. All attached rowhouse units within the PUD would be required to meet these standards which include:

- A. There shall be no more than six (6) units per structure in a row or eight (8) units per structure if back-to-back.
- B. Individual units shall be at least 24 feet wide.
- C. No garage shall extend the full width of any individual unit. The front façade of a townhouse or rowhouse unit shall include a window and/or door.

As proposed, the attached rowhouse units fulfill Standard A. Standards B and C will be evaluated when building plans are submitted.

Apartment

The applicant is proposing a 120-unit apartment building in the northwest corner of the site. This portion of the project is anticipated to be a future phase of the project, so no specific designs have been provided or reviewed at this time. As it stands today, the apartment building will be limited to the 35’ height maximum as specified in the City’s uRRM district. If additional height is requested for the apartment building, a PUD amendment would be required. The apartment building would undergo a site plan review from the Planning Commission and City Council, and it will be required to obtain site plan approval from the City Council at the time of development. All apartment details, including architectural design, parking, and landscaping, will be reviewed with the site plan.

Commercial

A 3-acre commercial lot is proposed in the southwest corner of the site. This site will be developed as part of a future phase of the project. A site plan review from Planning Commission and City Council will be required at the time of development to ensure all standards are met.

Preliminary Plat

Streets & Access

This development includes a public street extending south to north which has access to Ambassador Blvd in the south and Hwy 47 at 241st Avenue in the north. A private street is proposed to run parallel to the public street which provides looping for public safety vehicles and utilities via a public drainage and utility easement and access to the attached rowhouses. Since the public street is located in the uRRM, a CUP is required for its construction. A traffic study has been requested at the suggestion of MnDOT for this area to clarify access points, intersection types, and ultimate phasing of the project. This study is currently in progress.

Access

The applicant is proposing to access the City's greater street network at two points.

First, the public street is proposed to intersect Ambassador Blvd on the south end of this site. This access point is proposed to be located roughly 350 feet' from the Ambassador Blvd/Hwy 47 intersection. While this location is closer to the Hwy 47/Ambassador Blvd intersection than would be ideal, the access point cannot be moved further to the east due to the layout of the site's existing parcels, the natural topography in the area, and the location of the City's lift station.

Anoka County has reviewed this request and has provided direction that this access point should be a right-in/right-out only access. Staff and the applicant do not support the County's direction for this intersection. A right-in/right-out intersection at this location is detrimental for the commercial development that is planned for the southwest corner of the site. It also would severely limit the project's ability to provide adequate access to the residential portion of the development and would force local trips to access Highway 47 to the north. Because this project would be developed from south to north, this intersection will bear the immediate brunt of traffic increases in the area until the northern access point to Hwy 47 can be established. The number of housing units that can be established on the single Ambassador Blvd access will be informed by the traffic study and will affect the ultimate phasing of the project. The applicant is currently working to address the concern about the limited intersection with Anoka County. In addition, this area will likely be directly impacted by the forthcoming plans for Hwy 47 by MnDOT. The applicant requests that a full intersection be allowed for now, until such changes occur where this may need to change based on MnDOT's reconfiguration of Hwy 47.

Second, the applicant is proposing a northerly development access point aligned closely with where the existing 241st Ave NW exists on the west side of Hwy 47 today. This second access is necessary in order to balance out the traffic effects created by the addition of 300 housing units in this area. The applicant is proposing an access which is offset by roughly 22 feet from the existing 241st Ave NW today, which is supported by Staff. This offset is necessary in order to keep the right-of-way area completely encompassed within the project site. The initial project plans have been submitted for MnDOT review and are awaiting comments.

Private Street

Within the City, private streets may only be created as part of an approved PUD. The applicant is requesting the ability to create a 28' wide private street which loops internally within the development and which would provide access for the attached rowhouse units. The private streets would be required to be privately maintained by the site's HOA, and on-street parking will be prohibited. Guest parking is included to serve these homes.

Public Street

A public street meeting City standards is proposed to extend from Ambassador to Hwy 47 at the existing 241st Ave NW intersection. This street will provide access to the single-unit detached lots as well as the detached townhome lots. It will also serve the future apartment and commercial lots. The

street will have a sidewalk on the east/north side of the street. Public streets in the Rum River districts require a conditional use permit meeting the environmental criteria in Minnesota Rules 6105.0200. Staff find that the proposed project meet these conditions, and the road is designed to minimize impact to the surrounding area.

Parking

The amount of parking required within the City varies by use of the property. The applicant is not requesting flexibility from the City’s parking standards. Therefore, the following parking requirements apply to this development:

Use	Parking Requirement
Single-unit detached	2 spaces per unit
Detached townhome	2 spaces per unit
Attached rowhouse	2 spaces per unit, plus 0.5 space/unit for guest parking

The detached townhome units are each proposed to include a 2-car garage with space for two vehicles to park directly in front of each garage. The applicant is proposing to utilize shared driveways for the detached townhome units. Staff supports this because shared driveways decrease the number of access points onto the public street by half, allowing smoother and safer traffic movement through the site, as well as increasing space for on-street parking. The shared driveways must be no wider than 24’ at the street and shall be maintained by the HOA.

Guest parking is required for the attached rowhouse units, as shown in the table. With 102 units proposed, 51 guest parking spaces are required. The applicant is currently proposing 39 guest parking spaces, which does not meet this requirement. Staff recommends increasing the number of guest parking spaces provided to meet the City’s requirement. If possible, guest parking should be located near Blocks 5 and 6 where no guest spaces are proposed today.

Landscaping

The applicant has provided a landscaping plan for the site. Existing trees which are planned to be removed or preserved should be shown on the plan.

For typical residential developments, the vegetation requirement is 2 deciduous trees per unit, with at least one of those trees being located in the front yard. The applicant has adhered to this requirement for the residential portions of the site. The apartment and commercial lots will be required to provide a landscaping plan at the time of development as part of the site plan review. It is expected that the landscaping for those lots will complement the landscaping established with the residential units.

Trees to be planted must be a mix of no less than 25% deciduous, 25% evergreen, and 10% ornamental. In addition, no genus may make up more than 25% of the full complement of trees. The applicant has met the genus requirement, but is only proposing deciduous trees. The applicant should revise the landscaping plan to meet the tree mix requirement. In addition, two of the tree types proposed, American Hophornbeam and Northern Catalpa, are not currently on the City’s list of acceptable trees. Based on Staff’s discussion with a landscape architect, these species are appropriate to be used as yard trees in the City.

Open Space

The applicant is proposing a 26.5-acre area along the Rum River on the east side of the site as private open space. This area is intended to serve the residents of this development and will be owned and maintained by the HOA.

The developer has indicated a willingness to provide this area as open space in whatever way the City determines to be most appropriate. Staff discussed the open space and whether it was more

appropriate as public or private open space. Ultimately, Staff recommends this area as private open space for a number of reasons:

1. Roughly half the site (11 acres) is restricted from development by a conservation easement
2. The site has limited potential for park development as it is heavily forested and lies within the uRRM district, which restricts vegetation alteration.
3. The open space land is primarily located within the floodplain. It is not typical City practice to accept land for park that is not developable.
4. This area is not specifically identified as a park within the City's park plan.
5. Access is limited to a small entry point off of the public street's cul-de-sac. If this area were to be public park, a wider access point would be required.

As private open space, there will be no credit toward the applicant's park dedication requirements. The applicant may choose to add amenities to the open space area as they see fit, so long as they are following the standards set out in the uRRM district.

Staff has suggested that the applicant provide some additional, usable open space for the residents likely located closer to the apartment lot and the attached rowhouses. The applicant was receptive to this suggestion and is reviewing the site to determine where this could be located and the amenities that may be included.

Outlots B and C which are located across the river will also be maintained as open space. The applicant has indicated that it is likely that these outlots will ultimately be entered into a conservation easement due to their proximity to the Rum River and location within the floodplain.

Trails/Sidewalks

Sidewalks are required along one side of all public streets within the City. The applicant is proposing a sidewalk extended along the east and north sides of the public street. The City's park plan shows a future trail running along the north side of Ambassador Blvd before ultimately connecting into the future Sugar Hills Regional Trail. This trail would be located across the commercial lot. As a condition of approval, Staff recommends that adequate provisions for an off-street trail in this area should be made at the time that the commercial lot is final platted.

Utilities/Stormwater

Multiple stormwater facilities are proposed to be created throughout the site, in addition to those already existing. A City lift station is currently located on Outlot A, near Ambassador Blvd. Applicant will be responsible for bringing utilities from Ambassador up to 241st within the development.

Because of this development's proximity to the lift station, oversizing of the pipes will be required in order to provide future connections to the City's infrastructure further to the north and west. The City Engineer is reviewing the grading, utility, and stormwater plans and has provided a comment memo which is attached to this packet.

Recommendations

Action to be Considered:

The Planning Commission is requested to hold the public hearing for the rezoning, preliminary plat, and CUP. Following the public hearing, if Planning Commission feels comfortable moving the project forward, Commissioners are requested to take action on the requests and provide a recommendation to Council.

Suggested Motions:

1. Move to recommend approval of the rezoning to The Bluffs of Rum River PUD with conditions and findings of fact as presented by Staff.

2. Move to recommend approval of preliminary plat for The Bluffs of Rum River project with conditions and findings of fact as presented by Staff.
3. Move to recommend approval of the public road CUP for The Bluffs of Rum River project with conditions and findings as presented by Staff.

Findings – PUD

1. The proposed rezoning is consistent with the City's 2040 Comprehensive Plan as amended and is compatible with present and future land uses of the area.
2. The PUD provides a public benefit by adding a variety of housing to meet the diverse needs in St. Francis and expanding access to utilities to make way for future development. The project achieves these goals through a design that preserves natural features.

Conditions – PUD

1. Any expansion of this PUD shall require a PUD amendment as specified by Code Section 10-37-05 Amendment of a PUD.
2. Approval of this request is conditioned upon review and approval by the MnDNR.
3. Single-unit detached lots shall be allowed on site. The minimum lot size and lot width requirements shall be decreased in size as shown on the preliminary plat, pending review of the OHW setback.
4. Detached townhome units shall be allowed on the site and configured as shown on the preliminary plat.
5. Attached rowhouse units shall be allowed on the site and configured as shown on the preliminary plat.
6. The required front yard setback for single-unit detached lots shall be 30'. The required front yard setback for detached townhome and attached rowhouse use types shall be 25'.
7. All residential units shall adhere to the applicable use-specific standards established in the Code.
8. A minimum of 15' building separation between the living quarters of the units and a minimum of 10' building separation between the garages shall be permitted for the detached townhome units.
9. Blocks 3-6 shall each be limited to a maximum aggregate coverage of 30% impervious surface.
10. A 2-unit attached rowhouse building is permitted in Block 6.
11. 28-foot private streets are allowed within the PUD and shall be privately maintained by the site's HOA.
12. On-street parking on the private streets shall be prohibited.
13. Shared driveways serving the detached townhomes shall not exceed 24 feet in width at the street and shall be maintained by an HOA.

Findings of Fact – Preliminary Plat

1. The proposed rezoning is consistent with the City's 2040 Comprehensive Plan as amended and is compatible with present and future land uses of the area.
2. Excluding the exceptions granted by the PUD, the development is consistent with the City's Zoning Ordinance with noted conditions.
3. City services have adequate capacity to serve the proposed development.

Conditions – Preliminary Plat

1. Any approvals granted by the City Council for this project will be conditioned upon the Metropolitan Council's approval of the associated Comprehensive Plan amendment.
2. Approval of this request is subject to the concurrent approval of the related land use requests pertaining to The Bluffs project.

3. If the commercial lot is developed within 3 years of approval of the PUD, it will be necessary for Staff to review the need for a retroactive EAW for the entire development at the time of final plat and site plan review.
4. Applicant shall dedicate land below the OHW of the Rum River as public.
5. Applicant shall provide guest parking meeting City Code standards for the attached rowhouses. If possible, guest parking should be located near Blocks 5 and 6.
6. A traffic study for the site shall be completed and reviewed by Staff prior to City Council consideration of the preliminary plat and PUD plans.
7. The project shall be completed as a phased development pending the results of the traffic study and adequate access to the site.
8. Applicant shall work with Anoka County to address the comments listed in their July 29, 2022 memo and to finalize an intersection layout for the public street/Ambassador Blvd intersection that incorporates phasing and the traffic study.
9. Applicant shall work with MnDOT to finalize the northern access point and intersection that incorporates phasing and the traffic study. Applicant shall address any comments relating to the project provided by MnDOT.
10. Adequate provisions for an off-street trail along Ambassador Blvd shall be made at the time that the commercial lot (Block 8 Lot 1) is final platted.
11. Landscaping
 - a. Applicant should identify the size and type of existing trees which are planned to be removed or preserved.
 - b. Future landscaping plans for the apartment and commercial lots shall provide landscaping and vegetation which complements the landscaping established for the residential units in this plat.
 - c. Trees to be planted must be a mix of no less than 25% deciduous, 25% evergreen, and 10% ornamental. Applicant shall revise the proposed tree mix to meet this requirement.
12. Applicant shall revise the preliminary plat to show all setback lines and building pads and to list all requested setbacks for each use type.
13. Applicant shall work with the Engineer to address any Engineering concerns or revisions listed in the Engineering Review Memo dated August 10, 2022.
14. Park dedication shall be satisfied at the time of final plat.
15. Applicant shall be responsible for all fees associated with these land use and subdivision applications.
16. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Findings of Fact – Conditional Use Permit

1. The proposed public road meets the environmental criteria for a CUP as established in Minnesota Rules 6105.0200.
2. The proposed public road has been designed to minimize the street's impact on the surrounding area, including avoiding steep slopes, existing vegetation, and soils with high erosion potential to the maximum extent possible.

Conditions – Conditional Use Permit

1. Approval of this request is subject to the concurrent approval of the related subdivision and land use requests pertaining to The Bluffs project.
2. Applicant shall adhere to all vegetative requirements listed in the City's Urban Rum River Management District and MN State Rules Chapter 6105.
3. Applicant shall adhere to the road construction methods listed in MN State Rules 6105.0200 subp. 4.

4. All fees and financial obligations shall be received by the City prior to the releasing of the approval document for recording.
5. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Attachments:

1. City Engineer's Memo dated August 10, 2022
2. Applicant Submittals
 - Narrative
 - Preliminary Plat
 - Preliminary Phasing Plan
 - Existing Conditions
 - Preliminary Grading Plan
 - Preliminary Landscape Plan