CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
June 18, 2018
ISD #15 CENTRAL SERVICE CENTER
4115 Ambassador Blvd NW
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA - *All matters listed within the Consent Agenda are considered routine items to be enacted upon by one motion by the City Council. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.*
   A. City Council Minutes – June 4, 2018
   B. City Council Work Session Notes – May 22, 2018
   C. Administrative Agreement between Anoka County and St. Francis for the use of Pollbooks.
   D. MN Waterfowl Assoc. Cedar Creek –Lawful Gambling @ SF American Legion 9/13/18
   E. Transient License – Jimmy's Express Concessions (Food Truck) @ St. Francis Bottle Shop
   F. Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS

7. PUBLIC HEARINGS

8. OLD BUSINESS

9. NEW BUSINESS
   A. Assessment Policy
   B. HKGI – 2040 Comp Plan Preliminary Draft Review
   C. Outdoor Warning Sirens
   D. Water/Sewer Utility Rates – Ordinance 241, Second Series Amending the Fee Schedule 1st Rdg.
   E. Schedule a Work Session for Riverbank Lane/Kings Hwy Street Improvement

10. MEETING OPEN TO THE PUBLIC

11. REPORTS
   A. Public Works – Monthly Reports
   B. Councilmember Reports -
   B. Upcoming Events –

June 20	Planning Commission Meeting - CANCELLED
July 2	City Council Meeting @ ISD #15 Central Services Center 6 pm
July 4	City Offices Closed
July 16	City Council Meeting @ ISD #15 Central Services Center 6 pm

12. ADJOURNMENT

TO: Mayor & City Council

MEMO

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – June 18th, 2018 Council Meeting

Agenda Items:

4. **CONSENT AGENDA:**
   a. *City Council Minutes* – June 4th, 2018

   b. *Worksession Notes* - May 22nd, 2018

   c. *Administrative Agreement with Anoka County* – For the use of Pollbooks in the 2018 Election.

   d. *MN Waterfowl Association* – Acknowledge lawful gambling at SF American Legion on 9/13/18.

   e. *Transient License* – Food truck.

   f. Payment of Claims –

6. **Special Business:**
   A. *None*

7. **PUBLIC HEARINGS**
   A. *None* –

8. **OLD BUSINESS**
   A. None

9. **NEW BUSINESS**

   A. *Assessment Policy Revisions* – Amending the Assessment Policy to eliminate assessments for road improvements.

   B. *HKGI Comp Plan* – A review of the Comp Plan (too large of file, find here: https://www.stfrancismn.org/commdev/page/2040-comprehensive-plan)
   Or
   City Home Page > Your Government > Community Development > 2040 Comprehensive Plan > "Supporting Documents" at bottom of page

   Preliminary Review and approval to send out for comments.

   C. *Tornado Warning Sirens* – Staff has conducted research on obtaining a third siren in St. Francis. It may be warranted. It would be placed more on the eastern portion of the City. The approximate cost is $24,000.

D. *Water and Sewer Utility Rates* – **Ordinance 241, Second Series** – Staff is proposing a 20% reduction in FINAL BILLS for utility users.

E. *Schedule a Worksession for Riverbank/Kings* – Potential Dates include July 9th, 23rd, or 30th. August 13th or 27th.

11. **Reports:**

A. Public Works – Quarterly Report
B. Council Member Reports
C. Attorney Report –

12. **Adjournment**

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
June 4, 2018

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman.

2. **ROLL CALL**
Members present: Mayor Steve Feldman, Councilmembers Jerry Tveit, Joe Muehlbauer, Robert Bauer and Rich Skordahl

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

3. **APPROVAL OF AGENDA**
MOTION TO APPROVE TONIGHT'S AGENDA BY MUEHLBAUER, SECONDED BY SKORDAHL; ALL IN FAVOR, MOTION PASSES.

4. **CONSENT AGENDA** - *All matters listed within the Consent Agenda are considered routine items to be enacted upon by one motion by the City Council. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.*
A. City Council Minutes –May 21, 2018
B. SFACOC – Pioneer Days Parade Permit June 9, 2018
C. Payment of Claims

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

5. **MEETING OPEN TO THE PUBLIC**
NOTHING

6. **SPECIAL BUSINESS**
A. Roers Development: Presentation on Assisted Living/Letter of Intent

Paul Keenan from Roers Investments, LLC gave a presentation on the letter of intent regarding City owned property on Bridge Street. Roers Investments, LLC is in a partnership with Walker Methodist, who is a non-profit operator of senior housing. Roers Investments provides the financial engine for Walker Methodist. The site plan is showing a 3-4 story building with 80-90 units, with the longer portion of the building along the Rum River to take advantage of those views, and the parking lot would shelter from the Casey's site. This is first stab at it and he would imagine based on local feedback and work on the site, that this site plan may change as we go forward. Most of these units would start off as independent living mixed with assisted living and 20% or less of memory care.

Mayor Feldman asked Keenan when construction would begin on the assisted living building.

Keenan answered that if they bought the land this fall, it would be the spring of 2019 at the latest.

Tveit said it was discussed in the workshop pretty thoroughly and feels that it's a good solid plan. He likes that idea that any concerns that were raised at the workshop with the layout and traffic will get worked out by our P&Z and the County.

Muehlbauer also didn't have questions and appreciates their interest in the city.

Bauer said welcome to St Francis.

Skordahl said that he thinks they had a very positive workshop and although a lot of things can be done with that piece of property, it looks like a very nice site to get a 3 or 4 story building tucked in there in the trees. It will be a nice addition to the community and he's all for it.

Mayor Feldman said that what impresses him the most is that there are two long term reputable companies, Roers Development and Walker Methodist, and that's the key to success for the city. He looks forward to this project coming to fruition.

MOTION TO APPROVE ASSISTED LIVING/LETTER OF INTENT FROM ROERS DEVELOPMENT BY TVEIT, SECONDED BY BAUER; ALL IN FAVOR, MOTION PASSES.

7. **PUBLIC HEARINGS**
NOTHING

8. **OLD BUSINESS**
NOTHING

9. **NEW BUSINESS**
A. Ordinance 240, Second Series – Rivers Edge Rezoning to Planned Unit Development -2nd Reading

City Planner Gozola explained that the first two business items being presented before them tonight are related to the final approval of the River's Edge Development off of County Road 72. The first one to be looked at is the rezoning of the PUD, and ultimately we are also looking at the approval of the final plat plans here tonight along with two developers agreements. One for the preliminary grading and one for what is essentially the first addition.

No questions from council.

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

B. Rivers Edge – (1) Final Plat Approval – Resolution 2018-20
(2) Pre-Approval Grading Agreement
(3) Development Agreement

Gozola explained the final plat approval, pre-approval grading and development agreement as shown in the agenda packet. He stated that the plans before them are in substantial compliance with the preliminary plan approval and there's nothing outstanding that would make them not recommend approval here tonight.

Mayor Feldman asked City Engineer Craig Jochum about the letter of credit amounts. We are doing 130% for both, and once the grading wears off it goes to full amount for the development, so we are protected on both sides. He wants to make that perfectly clear to council. Basically at 150% once the grading is complete.

Kohlmann said once the grading is complete there will be no reduction in the letter of credit and 150% of the construction cost will be covered per the development agreement.

Feldman stated that this was to get the project up and running in a timeframe that's conducive to spring and summer, and wanted everyone to understand that once the grading is done, the big ticket items like water mains, sewer mains, stormwater and everything else will be at 150% letter of credit.

No questions from any of council.

MOTION TO APPROVE FINAL PLAT APPROVAL – RESOLUTION 2018-20 BY MUEHLBAUER, SECONDED BY TVEIT; ALL IN FAVOR, MOTION PASSES.

Moving on to the pre-approval grading agreement, Kohlmann explained that this is what was talked about with the 130% letter of credit that's going to carry over with no reduction, because the developer wanted to start grading before construction was lined up, that's why there are two different developer's agreements. One is just for grading and one is for actual development.

Feldman said that grading is not as costly as putting in a water main, sewer main, stormwater, etc., This is to get this project up and running.

MOTION TO APPROVE THE PRE-APPROVAL GRADING AGREEMENT BY SKORDAHL, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.

MOTION TO APPROVE THE DEVELOPMENT AGREEMENT BY MUEHLBAUER, SECONDED BY BAUER; ALL IN FAVOR, MOTION PASSES.

C. Meridian – Conditional Use Permit - Resolution 2018-21

Gozola explained that the applicant is seeking re-approval of the Meridian Behavioral Health Facility. The company received approval of this use on this site back in 2013 but economic considerations forced them to not build at that time. Failure to establish the CUP use forced it to go away.

Gozola explained in detail the report as described in the council packet.

Applicant, John Seymore, VP of Meridian was in attendance to answer any questions.

Mayor Feldman mentioned that he was not the acting Mayor in 2013 when this was initially approved, so he had a few questions. How many locations do they currently have running? When was Meridian first established?

Seymore responded that they have thirty programs in five states, and they were established in 1980.

A concern Feldman had was that he can see this building is built for 60, two in a room for 30 and if there was ever a situation where they ever go over what their capabilities are, or are they strict to that number.

Seymore said they have to stay with what they are approved for. They would have to come back and get approval if they want to increase that.

Feldman asked if this was a volunteer center, if the site is monitored, and when they plan to break ground.

Seymore replied that it is a volunteer center, highly structured, state licensed program supervised 24/7, and they would like to break ground in the fall.

Tveit said that one of his questions was when they would be breaking ground since this CUP has had to be renewed a couple times now. His second question is a legal question. Since we have already approved prior CUP's, this is in his mind an extention of prior CUPs. Legally, if nothing has changed, can we turn it down? Unless we have a finding we are forced to approve this.

Gozola said you would look at what has changed since 2013 surrounding the property, maybe a build out has occurred. You would also have to look at your code and if that has changed. You would need to come up with a finding specific to your criteria to say why this doesn't work.

Mayor said he likes the row with the townhomes not being a drivethru. He likes that this is a volunteer facility. He likes the looks of the facility, the monitoring capability, and the police department would probably also like that. What do you estimate completion to be if you start in fall, and how many people would this building employ?

Seymore said 6-9 months build time and will employ approximately 60 people.

Muehlbauer said he was at one of the planning meetings and there were two people that spoke as well as himself. He's looking forward to them changing the stigma about how these places are referred to. One gentleman he spoke to sounded very against it, but after talking about it, he wasn't against it at all.

Bauer commented that with both projects coming, there's a lot of great St Francis residents looking forward to applying and working at either one of these facilities. He appreciates that they picked St. Francis.

Skordahl said he thinks this is a good use of land and serves a need for this part of the world. The only question he has is directed more towards the state in regards to the traffic on 47, but here we are with another project that's going to put more traffic on 47. Woodhaven is coming not too far down the pike. We all know the issues that will be at 233rd, we already have issues by the high school. Are we making any progress on that? It won't change his thoughts on this because this is a good thing and we need to keep moving forward with this, but he's just taking this opportunity to query staff on where we stand with the State of Minnesota & 47.

Kohlmann said staff has met with state officials, and discussions are still moving forward.

Skordahl asked what needs to happen to turn up the heat on this? We are putting a lot of houses on 233rd, employing 60 employees, and the problem is not going to go away.

Feldman said what we should do is let the County and MNDOT know that there are some things in the works that could create some problems and we need some direction on. We need to push them and Skordahl is correct that we should put the heat on them.

Skordahl asked if the state sees this and if they just aren't chiming in.

Gozola said that out of courtesy, he did send this to MNDOT and didn't receive any comments back.

Feldman said that he does like the landscape buffer around the facility.

MOTION TO APPROVE THE MERIDIAN CONDITIONAL USE PERMIT BY BAUER, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.

D. Requesting Funds from Anoka County HRA/EDA – Resolution 2018-22

Thunstrom said that tonight the EDA met to discuss moving forward with the acquisition and demolition of a property on Bridge Street. At this meeting, the EDA determined that it would like to move forward with the overall budget and overall project and fund this project using county EDA and HRA funds. Council is being presented with a Resolution to request those funds from Anoka County.

Feldman asked what the monetary decision from EDA was.

Thunstrom said EDA's decision was to increase the acquisition price in regards to what they had proved before.

Feldman asked how much would come from Anoka and how much from the city.

Thunstrom answered that all of the funds for this project will be through the Anoka County HRA/EDA. There won't be any requests from the city. That will be for the purchase, closing and property costs to acquire the title, any pre-demolition, demolition and site prep costs.

Skordahl thinks it's a good idea and sounds too good to be true. How big is the pot of money if we keep dipping into it with the County? This isn't our first request for their help, correct?

Thunstrom said this will bring us to about our end of our balance for the current year. This revenue source through the County is funded annually with a tax base. This will bring us into some of the 2018 allocation but will not deplete our pot 100%.

Skordahl asked if this was the highest priority property to use that fund for and said that he is all for it.

Bauer has no questions but struggles with the value as probably most of EDA does. He thinks that's going to be a great location and we can hopefully redevelop into commercial and try to get our Bridge Street 2040 plan heading down the right road. He approves of it.

Muehlbauer, seems to be a general concensus that they weren't happy that they were raising the value but given that it's a key property to redevelop our plan on Bridge Street. Given that it met the budget similar to the other properties in the area that it was worth it.

Tveit said the he met with City Administrator Kohlmann this afternoon because he was a little concerned. Although this money from HRA/EDA is money that is taxed from our citizens and held at the county level and then given back to us just for these types of projects. He was a little concerned with the corner lot. There's no issue with the other lot just because it's over market value and what he's seen in the past is if just anybody is interested in it, you can buy it for $150,00, but if the city is interested, they've got deep pockets, so all of a sudden the price is higher. He's not really opposed to it, however he thinks since it doesn't give us a direct access to the other property that's behind it, that the city owns, perhaps maybe we should look at acquiring a different property that gives us better access to that. If that other property becomes available, it would be nice to have the funds to jump on that vs. putting all of our eggs in his basket. He can go either way. He can see the value of owning this property. It is on a corner and if you want to make a good showing for St. Francis forward plan, having a corner lot would steer that to the right business use. He's not really opposed to it, but he's also not all the way for it.

Feldman said that he agrees 100% and asked Thunstrom if any developers have contacted the city.

Thunstrom said that we have not had anyone contact the city. She did have a party interested in this property contact about leasing ours while they purchase or rent that property. But we have not had any developers come forward requesting to develop on our property as it is.

Feldman asked about the other property behind Subway and if it would cause a problem with the HRA funding.

Thunstrom said that the property behind Subway was funded utilizing the liquor store funds last November.

Feldman said that he agrees with Muehlbauer that the dollar amounts are close in proximity but he has to say that he's not a fan of paying for something more than what it's valued at, so he has to agree with Tveit on that one. He's trying to look at the big picture and see what we are trying to do here. First of all, in his opinion, the building is unsightly and having it down would be a good thing. But he can't see paying more for it than it's worth, especially when he sees that there was no realtor involved and it was for sale by owner. He understands that the funds come through the HRA but this is a hard one for him. He knows the bigger picture and the plan they have for St Francis coming forward and he knows what he wants to see. Everything needs to be done on a case to case basis. It can't hurt to have it down. He also does not want to block progress with the city but this is a tough one.

MOTION TO REQUEST FUNDS FROM ANOKA COUNTY HRA/EDA-RESOLUTION 2018-22 BY SKORDAHL, SECONDED BY MUEHLBAUER; MAYOR FELDMAN OBSTAINED, OPPOSED BY TVEIT, MOTION PASSES 3-1.

Mayor Feldman wanted to let the public know that he abstained from this vote because of a conflict of interest. He has known the person selling the property for 23 years and has worked with him in the past. If he were to vote, it would only be for the best of the city, but feels that the right thing to do would be to abstain.

E. Public Works – Streets: (1) Pothole Patching
(2) Dust Control

Teicher explained the information in the packets on some of their more routine street maintenance activities that they do year after year. They've developed a strategic plan to help carry them forward with some of the larger projects for years to come. He thought it might be useful to give council an idea of some of their more routine items that they have to continue to do. We have to continue to repair potholes and replace gravel, dust control, crack filling but they are not identified in the strategic plan. So they put together some information looking for general approval of quotes that they've received. They do go out and ask for quotes on these projects as they come to fruition and they take a look at them year after year. With pothole patching it's definitely a difficult task to go year after year without knowing how many potholes they will have to patch in the spring. It all depends on the winter. It's a tough item to put their thumb on and is always a moving target. The same is true with crack filling. They do look at some additional crack filling that may be on the street that may be newer. They want to make sure they are prolonging that street as long as they can and then they will focus on coming through with their district and strategic plan process.

Muehlbauer said that we joined the consortium and we plan for districts at a time and it says that the contractor didn't want to take on additional work. He asked Teicher if that was beyond what was already planned?

Teicher said that the additional work was identified this spring. Pederson Drive is a newly paved road (in 2016), and once spring came we saw where the cracks were and thought they should include this in our crack filling in that district but the contractor that was awarded the project through the street consortium may have over extended themselves, so he's choosing not to take on any additional work. Teicher said that you will see reflective cracking in newer roads especially in areas where it was a mill and overlay, you will see reflective cracking come through based on cracks that were in the base pavement.

Tveit asked if they contacted another contractor to look at Pederson?

Teicher said they used the quotes received from the street consortium to compare to and they felt that Bargen would be in the area, so they've given us a quote not to exceed $4,940.

No other questions.

MOTION TO ACCEPT POTHOLE PATCHING BY TVEIT, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.

Teicher explained that dust control is similar to the routine asphalt maintenance activity.
In 2010 they identified high traffic, high volume roads that they see less need for routine grading when they apply dust control on some of these higher volume, higher traffic roads. By putting dust control down, it helps keep the road in shape, and they have to go out less to grade the road. This is a routine item looking for an approval of the quotes that they've received. They are about a month behind schedule due to the winter that we've had. This is a budgeted item.

Feldman asked if this will this cut it down by 50%?

Teicher said approximately 50% less by applying dust control.

Feldman stated that we would be spending the money, but saving the money on the other end.

Teicher agreed.

Skordahl asked if high volume, rural roadway encompass all gravel roads.

Teicher said no, there are a lot of dead end segments or roads. The Kings Highway portion of that area and the Riverbank Lane north of Kings Highway is the thru area. They do not do the cul-de-sac portion of that.

Bauer asked why we can't do this ourselves with all of the clean water that we are pumping out from our wastewater treatment facility for $0.00/gallon? Is this water we are using at $.91/gallon coming out of our water tower?

Teicher said if you look at the information, there's a spec that they've identified product that they use. It's either calcium chloride or a magnesium chloride. We do not mix this or prepare this chemical on site. It's brought in on transport trucks. They transfer to delivery or application trucks as they are moving down the street applying.

Feldman said water alone just dries out without some chemical in there to last longer.

Teicher agreed and said that the chemical they use penetrates and holds the binder into the ground.

Muehlbauer asked if they had any history working with the companies that provided the two quotes.

Teicher said that they have history working with both, and the low quote is actually the quote from last year. They are very happy with the work they did last year.

Tveit had no questions and is familiar with how it works.

Skordahl asked if we do this every year, have we ever gone out and asked for a 5 year quote to see if we can get it cheaper?

Teicher said that is something they can explore with the contractors. He has seen fluctuation in prices because of the chemical they use, so they might not want to commit to that.

MOTION TO APPROVE DUST CONTROL BY TVEIT, SECONDED BY MUEHLBAUER; ALL IN FAVOR, MOTION PASSES.

F. Nixle Communications

Kohlmann explained that we acquired Nixle Communications within the last year because a neighboring city had water was not drinkable, and our Emergency Management Director, Chief Schwieger looked at ways and how we would go about notifying the public. Nixle was the one that stood out.

The Nixle renewal is coming up in the next couple weeks. With that, as we've shuffled staff at City Hall, our new website and everything else, we looked at all of the capabilities and what we would use this tool for and wanted to present this renewal to city council and also outline a new implementation plan as this will be a major undertaking if we are going to move forward. It's definitely do-able, if we commit to using this tool to maximize it. One of the major selling features is the alerting and advisory text messaging and you can sign up via text and then you would be on the city's contact list for emergencies. It enhances the communication that we do right now and definitely offers public safety and public works the ability get major public safety alerts out there. He thinks there may have to be a small consulting fee if we are going to push promotional materials out they should be professional in his opinion. That would be a total of about $7200.

Feldman said after reading the information in the packet, it's stating that there are only twenty subscribers, and it's $4300 to renew, and $3,000 to advertise it. He questions how much advertising is going to push any more subscribers. Are we getting a return of $7300?

Kohlmann said the twenty subscribers are the people that have subscribed up to today. Staff agrees if we had text messaging sign up we could expand that to a larger number.

Schwieger said he thinks it can be a great tool, it's how we use it. There's a lot of need for information to get out with the public nowadays, and a lot of people like to get the information instantaneously. This would be allow us to get some of that information out in other ways that we currently via Facebook, website, things like that. This would allow us to get certain messages out to people that opt in and want that information to their cell phones. The nice thing about Nixle is that the people that sign up for it have the option of what kind of information they want to receive. If they don't want to get community notifications on basic things like city events, they have that choice. It could be a great tool in the event of an emergency or major event, road closures, etc.

Feldman agrees it's a great tool, he just doesn't know how to promote it for $3,000. Can we promote within our own city through our websites. Twenty people of a population of 7400-7500 people doesn't make sense to him. In the beginning he was a big advocate for it, and still is in a way, but now he sees this $3000 promotion tied to it and he read some of the things they plan to do to promote it, and it sounds like a ridiculous for that kind of money. His problem is not with Nixle itself, it's the promotion of it to get people to sign on. He thinks we should do more in house awareness to it. The Police Department Facebook page, City Facebook page, the website, letting people know that this is there. If there's a lack of use of it then there's no reason to have it. We are the guardians of the public's money. We need to spend the money but do it wisely.

Bauer opposed this last year with flying colors and was proven right that we've only had twenty subscribers. This program is not for the City of St. Francis. The Chief of Police said it too, you can get a person to subscribe to it and they can whittle it down to where they are getting no responses for it. He did the math and $150 per subscriber for the twenty we paid last year – to spend this kind of money on a program where our website is a beautiful thing now, he just doesn't think this is a ticketed price that he's willing to pay.

Skordahl disagrees. It's not the Nixle system, it's not the subscribers to Nixle, that's simply saying to subscribe via email when you click on the website. It's similar, but it's the step above the process we have now. It's the 21st century, and we need to communicate with our residents in 21st century fashion. They were in their house for a couple years, and their neighbor's house was surrounded by officers and a state patrol helicopter was flying over their house. It would have been nice to know what was going on without having to call a 911 dispatcher and bother them.

A few years later their house was surrounded again and it would have been nice to know that they were looking for an autistic child who was simply going to a friend's house. Something like this is very useful to get timely information out to people, whether it's a car accident that has Bridge Street closed. If you want to cut down on Facebook running amuck, this kind of tool would help. He thinks it's a good idea to renew with the plan and this tool. The plan that was put together looks good, but looks like a lot of work. We struggle to try and get our message out to people for a lot of things. Is the approach that's outlined here with door hangers the right thing to do, he's not sure but is willing to try it. He's fully on board with this communication tool but how to promote it is where he questions. We seem to be able to communicate with who wants to be communicated to but we struggle with trying to communicate with the rest that just seem to be happy if their road gets plowed or the pothole right in front of their driveway gets fixed.

Tveit said he agrees with Skordahl. He thinks that if we use Nixle to it's potential, it could help with other things that we have been spending money on that could whittle our budget down. One thing he has always enjoyed was when the phone rang and there was a recorded message from school letting them know what's going on and not to be alarmed. He likes to know what is going on because Facebook is always running amuck and you hear a lot of crazy stuff. A lot of times it's not true. Sometimes it is, but that's how rumors get started. People that want to be in the know are already subscribing to our web page and already liking the Fire Department page and the Police Department page. Sometimes it's something like this that you need to spoon feed them the information. It would be a good way to get some back and forth from our community and it's something we've been looking for for a long time. He's in favor of it. In the big scheme of things, when we are talking about buying properties for a couple hundred thousand dollars, $3,000 for this, plus $4,300, our general fund is over funded now.

Muehlbauer said this is a year to year subscription from what he understands. He thanked Chief Schwieger for taking the initiative to try to get more community involvement. Last year Muehlbauer said he was against it because the website was just coming out and thought we should take slower steps. He wishes we would have waited until this year and we would have used the same amount of money or less, this way with promoting it. It didn't get a fair shot with promotion to gauge whether or not it's done a great job. He can go either way with it, but doesn't like the $3,000 to promote it. People that gossip on Facebook are going to do it anyways, and people that want to be in the know are in the know already for the most part. To keep it as is without promotion, he doesn't know if we will see any increase in value. He doesn't want to waste the money but doesn't have an issue with giving it a fair shot. He can go either way.

Feldman agrees with Tveit and Skordahl as far as the tool itself. He doesn't agree with the $3,000 to promote it. What can we do in house, between the website and Facebook pages. Are we ever going to let people know about Nixle? Door knockers and postcards end up in the trash.

Tveit said we are getting into election season and there are already enough door knockers and hangers.

Bauer asked how many emergency broadcast posts were put out on Nixle this year.

Kohlmann responded that there weren't any sent out last year.

Bauer said that we put no emergency broadcast posts out and right now we know that if you pushed a list out of something happening in our city, twenty people would get it.

Skordahl answered that this was not true. If something happened today, and Chief Schwieger pushed a button, he would reach every land line in St. Francis, not just the twenty.

Kohlmann said this would bring e-mail, Facebook and text messaging, and tie it all together.

Bauer said the program sounds great, but nobody can prove to him that more than twenty subscribers would receive this. How many land lines are there in St Francis anymore?

Chief Schwieger said there are currently several thousand land lines that they would be able to reach. All those landlines were put into our Nixle last year.

Feldman asked how we could get the idea out there in house?

Kohlmann said that we could do a digital push through Facebook and the website and just keep it all digital. He thinks the $3,000 was to get some design work & printing. If we just did a digital push out, it would only take a couple hours.

Tveit said this could be a good topic for the next newsletter, possibly a letter from the Mayor, explaining how it works. Anything to get that in the hands of the citizens.

Feldman said we need to educate people, and nothing against the tool itself, but he has a problem with the $3,000 to promote it. He thinks that we need to put it out on the website and Facebook and let people know that we want to keep people informed. He doesn't think we've done that right yet.

Bauer asked if the council has signed up for Nixle yet, and none of them have. He doesn't understand why the council wants to charge the residents $7,000 for a system that they don't even use.

Muehlbauer said he's willing to see if this tool is going to be worth our money. He doesn't think the $3,000 is worth it.

Tveit said being on the council is a unique position because we already get the updates. They get an e-mail or a text letting them know. That negates the need to be signed up. Once they are no longer on the council they will want to know what's going on.

Feldman said they didn't do it justice, and now we have to decide what to do. He doesn't have a problem with the tool. If Schwieger and Kohlmann would agree with the idea of Feldman working with staff to help spell it out on the website pages and getting the word out because education is making people know. That's something we need to do but don't need to spend $3,000.

Skordahl said every August the community gets together at Night to Unite but we don't have a city booth. He's not advocating having a city booth, but wonders if it would be worth it to have staff hand out 200 business cards with all the information. That event gets good local traffic. Skordahl said he would like to give it a fair shot.

Tveit said we also have Pioneer Days coming up this weekend.

Bauer said he listened to everyone's comments and understands what the program can do. He opposed it last year whole heartedly because we did have the Facebook page coming out and we were trying to promote that. He doesn't think that this is a program that is worth our taxpayer's money with only twenty subscribers. We will be going through this again next year. You are blowing their money.

Feldman asked the audience members if they would like to comment.

One audience member said if you want to market this you need to have a contest. Get a bicycle, and for everyone that likes or shares Nixle get entered into the drawing. He also asked if the neighborhood watch representatives were in this program. He felt that you would be throwing away the $3,000. We have a website page already. Nobody reads flyers and handouts. Councilmember Tveit stated that he receives emails when something happens in the city. Why isn't that being broadcast on the St. Francis Facebook page? He quoted Steve Jobs where he said "for any business out there that's not using the technology today, you lose". There are five council members and not one person has a table set up at Pioneer Days. You could have had someone there promoting this.

This audience member also mentioned that along Bridge Street it's all weeds along the boulevard and wanted to know who was in charge of taking care of that. He continued by saying that education is there, but it's not in mailings. We have to approach it in a different way, like social media. We should be researching how many views we get on our social media sites. If you look around at any gathering, you will see people looking at their phones.

Feldman said that he did ask staff to put an FYI tab on our website.

Another audience member stepped up and said with everything that goes amuck on Facebook, if it's coming from the Police Department or Fire Department, we will get rid of some of those rumors. Everyone is just speculating until one of them reaches someone on the council or we know someone who is directly connected to actually find out. Let's be ahead of the game. There's a lot of activity on several of the social media sites, but if we have something that's official from the city or the Police Department, that we could put on those Facebook pages, we would have hundreds and thousands of people seeing it. We have to utilize it. She also agreed that a better job needs to be done at Pioneer Days to promote our city. There's no booths or council there so that people can meet you. It wouldn't have to be all day. In Ramsey, Anoka and Nowthen, their city officials are there. People want to connect with people and want to know their elected officials.

Bauer agrees with the residents that we need to communicate better with residents. We had a crime spree a couple weeks ago and that was not put out on Nixle. We did our hydrant flushing, we set all of our signs out, and that was not put out on Nixle. We will be sitting here next year talking about how we can communicate better with residents. There's no clear understanding of who's going to update this. We gave it a fair shot, nobody utilized it and nobody subscribed. Again he asks, is it something we want to spend our taxpayer's money on?

Feldman said that he doesn't think that they gave it a fair shot. He stated that if we get this going, we can utilize it differently whether it be live phone, texting or whatever, his thought would be that people will use it. Then we would have the communication doors open. He asked Chief Schwieger if there is someone designated to keep this updated?

Schwieger said that staff has talked about this and they will have a designated list of personnel that would be responsible for sending different messages out.

MOTION TO APPROVE NIXLE COMMUNICATIONS RENEWAL, BUT NO PROMOTION BY MUEHLBAUER, SECONDED BY SKORDAHL; OPPOSED BY BAUER, MOTION PASSES 4-1.

10. MEETING OPEN TO THE PUBLIC

Mike Rodger, 2770 232nd Lane, stated that there is a grant out there right now that we can apply for through one of the rural community farm development deals, and they will give us money to put up another tornado siren so all of the citizens in this town can hear it. He doesn't have all of the details but will try to get the information and give it to staff.

11. REPORTS
A. Councilmember Reports -

Skordahl said that he doesn't want to beat a dead horse but everyone at city hall has a 40 hour a week job, and it isn't one staff member's job to manage Facebook. That's one thing we struggle with. Facebook is a wonderful tool. It takes work to do it consistently and make sure that the city, police and fire department webpage says the same thing you almost have to come up with a communication strategy and give it to somebody as their job. Nobody has spare time. Its not the easiest thing to do and make sure it's a coordinated effort. Maybe Kohlmann has a better idea on how to use that tool and use it more efficiently.

In regards to Pioneer Days, we get wrapped up in our day to day activities, and all of a sudden an event is just weeks away. If you are going to assign homework assignments and come up with a plan to get in front of the community, we have to make up our mind in January and discuss what we are going to do in that coming year and go off and do it. The wheels of city government just keep going and we get wrapped up in the daily duties that we don't make a point to go out and do it. We need to make a point earlier in the year on what we want to focus on. Maybe we focus on getting people to turn out on Pioneer Days and then we don't focus so much attention on Night to Unite. You only have so much staff and they already have 40 hour a week jobs already. Could we be doing a better job? Probably. Is it worth a Work Session in January to put our heads together and discuss all of the ways we could reach out to the people? Maybe just a thought, but he thinks they do pretty good with the staff that we have and we are getting to the point where we don't have enough bodies for all the "nice to have" stuff that will make the wheels of progress turn faster.

Feldman said that for Council, they have to prioritize what they can do. The main thing was to get these water rates down and that can only be done by expanding our user base and that's through development. Tonight we've approved River's Edge for a PUD, Walker Methodist & Rohr's Investments on a Letter of Intent. We are talking about $18-$20 million dollar projects, 200 homes coming up within 5-8 years, the Woodhaven project, and the Meridian project. There is never enough time in the day, and staff already has a lot too. It will get easier once some of these projects get into the ground, but we are dealing with past councils and problems that shouldn't have become problems. That's one of the things staff faces now is trying to correct some of these past errors. With any mistake, you can learn from it and not repeat it, or you can not learn from it and then repeat it. You have the development side of it with the economy with the way it is today, and nobody knows what tomorrow will bring but we have to get these things in the ground. The Council and staff have done really well in prioritizing. We can't see everything and that's why there's staff behind us, the help from public input and St. Francis forward that's got plans on making decisions on using EDA in a better way to prepare for future development. If you recall, EDA was only used for one purpose in 2011 to pass a Public Works/Police Department bid under a lease bond vs a referendum, so now we will actually use the EDA for what it is actually meant to be designed for.

Bauer said it's been about a year and a half now since he's been elected. He got elected because he wanted to cut water rates and lower taxes. This year is an election year and he wants to let the residents know that you need to elect someone on the City Council who will cut taxes for our residents and work hard to get our water rates down. We've made a great movement toward development to get those water rates down but he has sat here since April when they are going to have a water rate study completed, May, June, and now we are probably going to look at the July meeting before we even hear that our water rates should not go down. We have money within this city that we can move around, lower our water rates, give money back to our taxpayers, and track spending. We have seen it right here today with Nixel. We can put more money in the taxpayers pockets. We need to elect officials that are going to do that. Every city employee is going to get a 9% pay raise. If you are outraged by that, you need to call your city government and tell them. He hasn't seen a 9% pay increase in 15 years. Our residents here in St. Francis are hard workers and I bet they will not see a 9% pay raise over the next three years. He can guarantee that you will see that at the polls this year. He will try his best to get out to Pioneer Days and push for an election that's going to put people on this board that is going to cut your taxes.

Feldman said cutting taxes to save money without any gain solves nothing but a headache down the road. This city has run lean and mean for many years. How do we expect the city to go anywhere without investing in it. He's said all along between keeping the rates the same and using the market forces out there, to gain that money for road improvements so we don't assess is a good thing. Spending the money wisely is the key. One of the things that was done in the past in this city was taking two bulbs out of four bulb light fixtures to save money, which is totally ridiculous. A better way to save money would have been to put a motion sensor switch on the wall. If someone's in the room, the lights go on, when nobody is in the room, lights go off. Saving money just for saving sake, and cutting, cutting, cutting only hurts people in the long run. The city right now is going in the right direction, but we had to spend money because it wasn't being spent in the last years properly. When we sat in the audience, we always heard talks about a community center, remodeling the county library, and a lot of other wasted kinds of spending which we couldn't afford.

Right now we are in the development stages and our user tax base will get larger. Just to sit up here to cut just to cut without a gain in it, to him is totally ridiculous. That is his thought, and he will campaign on that himself. As far as what we are doing here, because this is a long term plan, as he's said before, it's long term reputable development and thinking that will get us out of this hole. Before, all he saw was short sided thinking. For example, when the Florida plow truck was purchased, they thought they saved some money, and ended up getting it stuck, having to plow the roads twice, and spending more money. Now we bought a new plow truck and can plow the roads better and more efficiently. He's actually gotten compliments from city residents that we are plowing our roads better. How you spend the money is the key. But what he's seen here in the past is that it hasn't been spent wisely. We have Plan-it Software in place now, which was a good investment to show us how to prepare for capital equipment expenditures long term so we don't go out of budget. So when you say cutting, show me a cut with a gain down the road that will benefit the city and he's all on board. Show me a cut just to cut, he can't bide by that. That's his opinion.

Tveit had a couple things to bring up. The first was the ordinance that was passed earlier, and it was a second reading, but he didn't see a motion to pass the summary publication and wanted to know if that was something that they would like to pass? They can discuss that after the Council reports.

The second item Tveit brought up was that they had Meridian representatives in here talking about site plans and the trail system. He knows this week there was a posting on Facebook on what's going on in St. Francis, about somebody trying to cross Bridge Street where the trails are and they talked about an access. He was curious if someone from the city could contact the county to see if there's any possibility of maybe getting something to manage pedestrian and automobile traffic. With summer coming, more people are outside, riding bikes, roller blading & walking their dogs, etc. See if they've thought of a plan, and if they have a long term plan about trying to manage that traffic crossing Bridge Street from the trails. If we could have that information come back to Council and share it on our website, that would be great.

The last item he wanted to discuss, and it's just an observation, and it's nothing personal, but sometimes he thinks they get bogged down in the minutia. They spent about 4 minutes talking about spending $225,000 and then they talked for a half hour, maybe even 45 minutes about $3,000. In his mind we could have taken a quick poll on spending the $3,000. To him it doesn't have to be that hard of a discussion. The ideas that came out of the discussion were good. In comparison, we really breezed through the purchasing of the property, spending infinitively more money. To him, we are focusing on the tree and not seeing the whole forest. Nothing personal against any councilmember.

The last thing he mentioned is that we have a big weekend coming up. Rides are getting staged for set up and he would like to invite everyone to come out not just for Pioneer Days but also the local businesses. Lots of them are promoting bands, bingo, dances, etc. When you are out there and seeing the local charities, like the Lions Club, the St. Francis Ambassador's Club, & more. Those are the clubs and the Chambers that are putting this on. Visit them, thank them, have a good time in St Francis, and be safe.

Muehlbauer said that he's been busy at work, working 10-12 hour days. He did attend the EDA meeting. He agrees with Tveit that the bigger purchases were breezed through. But the smaller things can add up. Look at the big picture and seeing whether or not our investments are panning out and giving them proper time to pan out, we will have to see. He encourages everyone to check out Pioneer Days and they are always looking for volunteers. Listed at the St. Francis Area Chamber of Commerce website. He would like to see the community get involved with that.

Mayor said that it has been mentioned to him that they will be doing something with the water rates in June. He's had multiple discussions with our auditors, City Administrator Kohlmann & Finance Director Mulvihill, so something will be coming forth regarding the water rates. They looked at a lot of options and made sure they are doing the right thing so it wasn't fast out of the gate.

In regards to what Councilmember Tveit said, whether you are discussing something small or large, the difference in this concept is the mentality of the staff, along with this council, is that we discuss things. He sat in the audience for two years and saw one gentleman bring things up, and nobody else bringing things up. This council discusses things. We all get involved and have input as our minutes show. We discuss it, we work on it, we have multiple work sessions. We do a lot of things behind the scenes that people don't see, where it may be a fast decision on a piece of property but the EDA had already discussed it before we got to it. He's had multiple discussions with Thunstrom and Kohlmann on it, so whether we are seeing the tree or the whole forest, or a mixture of both, and Nixel may be just a tree, and the development a whole forest. They've always got something they are working on. The main thing is we've got some good development going forward and we are in the right time and the right place and hopefully these things will pan out in full fruition and we will be able to see that. Seeing cranes on Bridge Street building a four story building, and seeing shovels in the ground putting in models in River's Edge along with 55 lots. These are all good things. Small steps become big steps.

There will be a work session at the Community Center on Monday, June 11th at 5:30 pm for Riverbank residents. We have been working on this for quite a long time and now we will finally put it out to the residents. That problem is 30 years in the making. Things had not been looked at in the proper priority and he won't blame anyone from the past because that gets us nowhere.

We can't make everyone happy but we will try to make the majority happy. Discussions like what we do here, whether we agree or agree to disagree, makes this council stronger, it makes the staff stronger, and it makes the city better. There's going to be big and small problems. What we've done here though, with protecting the TIF, by going with a different, reputable company with the assisted living project took time to come into fruition. The council was receptive, did their homework on it, their due diligence, asked the right questions, and we now have something in play here which we didn't have before.

It's easy for residents to come out and critique the council, rather than looking at what they are doing, and he's mentioned this on his own Facebook page, that if you want to know what's going on, go to the city website, click on the Community Development tab and it will tell you what is currently going on in our city. You can also call our Community Development Director and she will give you an update. You can find out the information, but we can't make the call for you. We want you to know what's going on here because these are all good things. But, when we got slapped with a 45/85 hike, that wasn't going to disappear overnight, it takes time. There are other things they are working on too, and as they go through the process and become approved, the public will know about those too.

Feldman reminded everyone about Pioneer Days this weekend. Last year he was directing floats and this year he got bumped up a little bit and will be in the parade.

MOTION TO AUTHORIZE THE SUMMARY OF PUBLICATION OF ORDINANCE 240 BY TVEIT, SECONDED BY BAUER; ALL IN FAVOR, MOTION PASSES.

B. Upcoming Events –

May 22-June 5	Filings for Local Races; Mayor and Two Councilmembers
June 8-10	Pioneer Days Weekend
June 18	City Council Meeting @ ISD #15 Central Services Center 6 pm
June 20	Planning Commission Meeting - CANCELLED

12. ADJOURNMENT
MEETING ADJOURNED AT 8:50 PM BY FELDMAN

Respectfully Submitted by:

____
Lori Streich, Acct Tech / Deputy Clerk

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL WORK SESSION MINUTES
May 22, 2018
5:30 pm

Present: Mayor Feldman, Councilmember Tveit, Councilmember Skordahl, Councilmember Bauer, and Councilmember Muehlbauer

Also present: City Administrator Joe Kohlmann, City Attorney Dave Schaps, Paul Keenan with Roers Development,

Paul Keenan of Roers Development explained that they are the developer/owner, and they have a partnership with Walker Methodist. They have put in an offer to purchase a city owned site right off of Bridge Street by the Rum River for a senior living building. They would like to purchase the property, get through the public approvals this fall, and begin building in the spring of 2019. This will be a 3-4 story building with a pitched roof and will consist of 70 - 85 units. Their parking lot will be used as a buffer between their building and Casey's, which also gives them a nice frontage along Bridge Street. They like this site because of the visibility on Bridge Street and the Rum River gives it a great amenity with the walking trails that they could connect this site to for their residents to be active.

Mayor Feldman asked if the developer could foresee any problems about the shared driveway with Casey's.

Keenan said that it provides a nice buffer between their site and it could get difficult to get a curb cut closer to the bridge. He is still exploring a possible access behind Casey's. Casey's owns quite a bit of land and may be willing to part with some of it. That would be an option to reduce traffic.

Tveit is concerned that this building is going to be 3-4 stories tall and whether we have access as far as fire protection equipment. He wants to make sure that our fire department is equipped to protect this building.

City Administrator Kohlmann explained the terms of the offer from Roers Development for the purchase of the property.

Council agreed that this is a good location for this facility and it would bring a lot of revenue into St. Francis, and that they all give it a green light to move forward.

Kohlmann stated that staff can get working on some language and incorporate it into the offer that Roers Development sent them and bring back a draft by the June 4th Council Meeting.

On a separate topic, Kohlmann informed Council of a lady that came into the office with the draft letter that Community Development Director Thunstrom once proposed as a discussion piece to the City Council about sending it out to septic tank owners telling them to make sure their information is up to date. This letter was never sent out. It was in a packet and someone printed it off the internet, put it in an envelope and stuck it in this ladies mailbox. She came into the city office to try and pay the fee. Kohlmann hopes this is a one time issue but we may have an army of people coming in trying to pay on a letter that we never sent out.

Mayor Feldman suggested using social media such as the city's website and Facebook page and/or the police department's to notify people if they get this document that it was not anything from the city.

The consensus was that they would wait and see if they get any more before publicizing it on social media.

Meeting adjourned at 6:18 pm.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 C

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **Pollbooks**

DATE: June 18, 2018

OVERVIEW:
The City of St. Francis along with all cities in Anoka County will be implementing the use of a secure electronic poll book system starting August 14, 2018. The e-poll books will replace the paper check-in process. An agreement between Anoka County and St. Francis lays out our responsibility for the care and storage of these devices.

Agreement Highlights:

- The county owns the equipment and allows the cities to use it free of charge
- The county makes assignments to the cities and keeps the record of those assignments (we use excel spreadsheets and Modus to track everything)
- Cities must maintain a wi-fi connection in order to use the system (only at city hall – not polling places)
- Cities are responsible for "implementing" the system (preparing them for deployment at each election)
- Cities are responsible for storing equipment assigned to your city
- Cities will allow vendor to perform all maintenance and provide access to the vendor for that purpose
- Cities are responsible for equipment in their possession and must safeguard and insure the equipment (just like the voting equipment)
- If something doesn't work the vendor, not the county, is the responsible party
- Cities transport equipment when necessary – to polls (mainly) and, theoretically, back to the county for needed repairs
- County or City can terminate agreement upon 7 days written notice

ACTION TO BE CONSIDERED:
Enter into an Administrative Agreement with Anoka County that clarifies responsibility regarding the new electronic roster system.

BUDGET IMPLICATION:
There is no cost to unless the equipment is damaged and needs to be replaced. The value of the pollbooks are $900 each and St. Francis will be receiving nine.

Attachments: Anoka County Elections Press Release on the Pollbooks
Administrative Agreement
Picture of the Pollbook

ANOKA COUNTY ELECTIONS PRESS RELEASE:

Beginning with the Primary Election on August 14th, Anoka County voters will check in at their voting precincts using a secure electronic poll book system which offers a more accurate and efficient check-in and registration process on Election Day. Also known as e-poll books, the technology has been in use in several Minnesota counties since 2016 and Anoka County is just one of many more counties moving forward with implementation in 2018.

The e-poll books replace the paper check-in process and instead use iPads with the voter rosters electronically loaded onto them. Minnesota laws and rules that guide the process on Election Day remain the same, but the tools used to perform those tasks will now be automated.

All voters throughout Anoka County will experience the following differences:

- Voters can choose any line to check-in. They no longer need to find a specific line designated by their last name.
- Election judges will check-in registered voters via iPad, rather than paper roster binders.
- Election judges will register new voters via iPad, rather than paper forms.
- Voters will sign their name on a small slip of paper, rather than in the roster binder.

Benefits to the election process include:

- More efficient check-in – no need to flip through pages of voter rosters.
- More accurate check-in – the e-poll book system prevents voters from accidentally signing on the wrong line.
- Election Day registration information is captured electronically and the system is able to scan some information directly from a driver's license.
- The system helps election judges by walking them through each step of the check-in and registration processes, virtually eliminating administrative errors.
- After the election, officials are able to directly upload Election Day vote history and registration data into the state system rather than performing manual data entry off paper forms, which can take months to complete.

The voter registration information in the e-poll books is never connected to the ballot counting machines or results reporting process. The two systems function independently of each other and never share information. On average, each polling place will have four e-poll books, but that will vary dependent on the size of the precinct.

Across the country, jurisdictions in at least 34 states currently use e-poll books. Anoka County's specific e-poll book product, the KNOWiNK Poll Pad, has been used in 23 states and over 8 million voters were processed using the system in 2016.

Agreement No. ________

POLLBOOK AGREEMENT

THIS AGREEMENT, made by and between the COUNTY OF ANOKA, a political subdivision of the State of Minnesota ("County"), and the CITY OF ST. FRANCIS ("Jurisdiction").

1. TERM OF THE AGREEMENT

This Agreement shall commence on June 18, 2018 and continue until cancelled or terminated in accordance with the provisions of this Agreement.

2. EQUIPMENT LICENSE

During the term of this Agreement and subject to the terms herein, County hereby provides to Jurisdiction and grants Jurisdiction a limited, revocable, non-exclusive, royalty-free license to use the electronic pollbook hardware and software ("Election Equipment") assigned by the County to the Jurisdiction for official election use. Unless County otherwise agrees in writing, said license is restricted to access and use of the Election Equipment by Jurisdiction's employees, contracted personnel and duly authorized election officials performing election duties and responsibilities on behalf of Jurisdiction.

The County hereby delegates authority to the Anoka County Elections Manager to modify the quantity or definition of the Election Equipment assigned to each Jurisdiction and to keep a record of such assignments.

Unless the parties otherwise agree, Jurisdiction shall provide and/or maintain, at Jurisdiction's sole cost and expense, secure wireless and other telecommunications necessary for the operation of the Election Equipment. Further and as necessary, Jurisdiction shall acquire or otherwise provide all subscriptions, accounts or other licenses necessary for the operation of the Election Equipment.

Jurisdiction shall be responsible for implementation of the Election Equipment.

Jurisdiction shall be responsible for storage of elections equipment assigned by the county to that Jurisdiction. Jurisdictions shall make all necessary Elections Equipment in its possession available to other entities as directed by the county.

Unless the parties otherwise agree, County or its designated third-party vendor shall perform all maintenance and repair of the Election Equipment. Jurisdiction shall not repair, change, modify or alter the Election Equipment unless expressly authorized by County or its designee. If any Election Equipment needs repair or maintenance, Jurisdiction shall follow the direction and process provided by County. Jurisdiction deliver, at Jurisdiction's sole cost and expense, Election Equipment to County or its designee for maintenance and repair; and (ii) Jurisdiction may be required to provide access to the Election Equipment for inspection, maintenance or repair during Jurisdiction's regular business hours, including but not limited to granting the right to enter into and upon the premises where the Election Equipment is located.

Upon reasonable notice, County shall have the right to enter into and upon the premises where the Election Equipment is located for the purposes of inspecting the Election Equipment or observing its use. On an annual basis, during the term of this Agreement, Jurisdiction shall comply with County's request for verification of Election Equipment inventory.

Jurisdiction shall secure, safeguard and control the Election Equipment, including but not limited to system authentication and passwords, in the same manner that Jurisdiction secures, safeguards and controls its own critical or confidential equipment, systems, software, data, passwords or other information. While the Election Equipment is in Jurisdiction's possession, custody and/or control, Jurisdiction shall exercise best efforts to (i) use and handle the Election Equipment in a manner that avoids damage or harm to the Election Equipment; (ii) use and handle the Election Equipment in accordance with County direction and any third-party specification; and (iii) safeguard and secure the Election Equipment from theft, loss or other damage.

4. OWNERSHIP

County represents and warrants and Jurisdiction acknowledges and agrees that County is duly authorized to grant the license herein exclusively for use by Jurisdiction in its official elections. Pursuant thereto, use of the Election Equipment for any other purpose other than that authorized herein is strictly prohibited absent express written consent of County.

Jurisdiction acknowledges and agrees that the Election Equipment may contain proprietary and trade secret information that is owned by a third party and is protected under state and federal patent, copyright law or other laws, rules, regulations and decisions. Jurisdiction shall protect and maintain the proprietary and trade secret status of the Election Equipment.

4. DISCLAIMER, LIABILITY AND LIMITATION OF LIABILITY

County, by and through its duly authorized vendor, is providing the election equipment on an as-is basis with no support whatsoever. There is no warranty of merchantability, no warranty of fitness for particular use, no warranty of non-infringement, no warranty regarding the use of the information or the results thereof and no other warranty of any kind, express or implied.

Jurisdiction acknowledges and agrees that County does not own or control the data source/system necessary for operation of the election equipment. Without limiting the foregoing, County does not warrant the performance of the election equipment or related communications or connections to any data source/system, that the data source/system will be uninterrupted or error free, that the data is accurate, complete and current or that data defects will be corrected, or that the data source/system is free of harmful code.

In no event shall County be liable for actual, direct, indirect, special, incidental, consequential damages or loss of profit, loss of business or any other financial loss or any other damages even if county has been advised of the possibility of such damage. County's sole liability and Jurisdiction's sole and exclusive remedy for any damages related to this agreement, including but not limited to liability for election equipment nonperformance, errors or omissions, shall be limited to restoring or correcting the election equipment to the extent and degree county is capable of performing the same and as is reasonably possible under the pertinent circumstances.

Subject to the foregoing limitation of liability and to the provisions (below) regarding responsibility for the costs related to lost, stolen, destroyed or damaged Election Equipment, each party shall be responsible for their own acts and omissions and the results thereof to the extent authorized by law. The parties are not agreeing, in any manner whatsoever, to be responsible for the acts or omissions of the other party. As applicable, County's liability is governed by the provisions of Minnesota Statutes. The statutory limits of liability for the parties may not be added together or stacked to increase the maximum amount of liability for either or both parties.

5. ROYALTY FREE LICENSE - OTHER COSTS

Except as expressly set forth below, Jurisdiction shall not pay County any amount for the license granted herein.

Jurisdiction shall be responsible for the cost and expense of Election Equipment delivery from and to a location as directed by County.

Except for routine wear and tear resulting from use in conformance with the terms herein, Jurisdiction shall be responsible for and shall pay all costs, including but not limited to shipping costs, necessary for the repair or replacement of lost, stolen, destroyed or damaged Election Equipment.

Upon expiration or termination of this Agreement for any reason, Jurisdiction shall, at Jurisdiction's sole cost and expense, deliver, or have delivered, the Election Equipment to County or its designee, complete and in good order and working condition, except with respect to Election Equipment with defects attributable to County's vendor or supplier.

6. **HANDLING OF EQUIPMENT AND INSURANCE**

Jurisdiction acknowledges that it shall be responsible for the Elections Equipment while it is in the Jurisdictions' custody. Each Jurisdiction, either through insurance or a self-insurance program, shall be responsible for all costs, fees, damages and expenses including but not limited to personal injury, storage, damage, repair and/or replacement of the Election Equipment while it's in the Jurisdiction's custody and this contract is in effect. The Jurisdiction shall be responsible for, provide coverage for and shall provide proof of general liability and worker's compensating insurance (Hold Harmless Agreement) for all individuals providing services required by this contract. In addition to the foregoing, the Jurisdiction shall, during the term of this contract, maintain, through commercially available insurance or on a self-insured basis, property insurance coverage on all of the Election Equipment used or intended for use in this agreement to cover all repairs or replacement of the Election Equipment if damaged or stolen. The Jurisdiction is responsible for any deductible under their policy.

7. **TERMINATION**

This Agreement may be terminated by either party upon seven (7) day written notice to the other. Termination of this Agreement by either party and for any reason shall not relieve Jurisdiction of any duties or obligations hereunder including but not limited to the obligation to safely and securely return and deliver the Election Equipment as set forth above.

8. **DATA PRACTICES**

The parties, their officers, agents, owners, partners, employees, volunteers and subcontractors shall abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, which may include the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

9. **ADDITIONAL PROVISIONS**

The parties shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances currently in force or later enacted including but not limited to the MGDPA, Minnesota Statutes section 16C.05, subd 5 and Minnesota Statutes section 471.425, subd. 4a and, as applicable, COUNTY's Affirmative Action Policy.

No delay or omission by either party hereto to exercise any right or power occurring upon any noncompliance or default by the other party with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof unless the same is consented to in writing. A waiver by either of the parties hereto of any of the covenants, conditions, or agreements to be observed by the other shall not be construed to be a waiver of any succeeding breach thereof or of any covenant, condition, or agreement herein contained. All remedies provided for in this Agreement shall be cumulative and in addition to, and not in lieu of, any other remedies available to either party at law, in equity, or otherwise.

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. Except as expressly provided herein, any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties hereto.

Jurisdiction shall not assign, sublicense or transfer this Agreement or the rights, duties and obligations herein, either in whole or in part, without the prior written consent of County, and any attempt to do so shall be void and of no force and effect.

It is expressly understood and agreed that the obligations and warranties of Jurisdiction and County hereof shall survive the completion of performance and termination or cancellation of this Agreement.

THE REMAINDER OF THIS PAGE IS BLANK.

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

COUNTY OF ANOKA

By: ______________________________

Its: ______________________________

Dated: ________________________

CITY OF ST. FRANCIS

By: ______________________________

Its: ______________________________

Dated: ________________________

APPROVED AS TO FORM

By: ______________________________
Jason J. Stover
Assistant County Attorney

Dated: ________________________

POLLBOOKS

1. Home button
2. Power button
3. Camera
4. ID holder (ID scanner)
5. Pollbook battery stand
6. Stylus
7. Stand arm
8. Battery base charging cord

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 D

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **Acknowledgement to Conduct a Raffle**

DATE: June 18, 2018

OVERVIEW:

The MN Waterfowl Assoc. Cedar Creek Chapter has applied for an exempt permit with the MN Gambling Control Board. The Cedar Creek Chapter would like to hold a raffle at the St. Francis American Legion, Post 622 on September 13, 2018. In order for the nonprofit to conduct a lawful bingo activity they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge the Application for Exempt Permit from the MN Waterfowl Assoc. Cedar Creek Chapter for a raffle to be held on September 13, 2018 at the St. Francis American Legion with no waiting period.

BUDGET IMPLICATION:

None

Attachments:

- Application from Minnesota Lawful Gambling

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Minnesota Waterfowl Assoc. Cedar Creek Previous Gambling Permit Number: X-36658-16-008

Minnesota Tax ID Number, if any: ______ Federal Employer ID Number (FEIN), if any: 01-0907758

Mailing Address: P.O. Box 164

City: St. Francis State: MN Zip: 55070 County: Anoka

Name of Chief Executive Officer (CEO): William Jansen

CEO Daytime Phone: 320-390-0762 CEO Email: Jansen.rum roost@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): ______

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St. Francis Legion Post #622

Physical Address (do not use P.O. box): 3073 Bridge St

Check one:
☒ City: St. Francis Zip: 55070 County: Anoka
☐ Township: ______ Zip: ______ County: ______

Date(s) of activity (for raffles, indicate the date of the drawing): 9-13-18

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

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

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

LG220 Application for Exempt Permit

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

CITY APPROVAL
for a gambling premises
located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: ______________________

Signature of City Personnel:

____

Title: ______________ Date: __________

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

COUNTY APPROVAL
for a gambling premises
located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: ______________________

Signature of County Personnel:

____

Title: ______________ Date: __________

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

Print Township Name: ______________________

Signature of Township Officer: ______________________

Title: ______________ Date: __________

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: ______________________ Date: __________
(Signature must be CEO's signature; designee may not sign)

Print Name: ______________________

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

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

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

An equal opportunity employer

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 E

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: **Transient License – Food Truck**

DATE: June 18, 2018

OVERVIEW:

City Code requires that transient merchants obtain a license to pursue business in the City of St. Francis. This is to ensure those doing business in the City on a temporary basis are following all applicable city code and state laws based on its business type.

Food Trucks are unique as they are licensed through Anoka County Community Health due to the handling of food. Per State Statute, food trucks are allowed to work 21 days or less within a licensing year. The application to Anoka County is being submitted concurrent with the application to the City.

The business owner reached out to the City for the transient license requirements and through conversation is interested in partnering with the Bottle Shop for a site to complete their sales. This type of partnership is becoming very common with food trucks supporting municipal bottle shops, retail parking lots and high traffic intersections for summer weekend traffic. The partnership with the bottle shop markets a one stop approach to those heading north out of town or a simple convenience to those stopping for one reason or the other.

ACTION TO BE CONSIDERED:

Consider approving the Transient License

BUDGET IMPLICATION:

License Application for sales less than 30 days

Attachments:

- Application for Transient License

City of St. Francis

APPLICATION FOR PEDDLER'S LICENSE

DATE: 6/13/18

APPLICANT'S NAME: James (First) Ryan (Middle) Gordon (Last)

DATE OF BIRTH: 1/23/87

ADDRESS: 1006 6th Ave SW CITY: Isanti PHONE: (763) 587-5633

APPLICANT'S SOCIAL SECURITY NUMBER: 471-25-1729

BUSINESS NAME: Jimmy's Express Concessions Inc. CITY: Isanti

TYPE OF BUSINESS: Food truck

MINNESOTA BUSINESS/TAX ID NUMBER: 5546137

EMAIL ADDRESS: jimmy.gordon20@yahoo.com

LIST BELOW THE NAMES AND ADDRESSES OF ALL PERSONS ASSOCIATED WITH YOUR BUSINESS: (Use additional paper if needed)

James Gordon
Megan Gordon
1006 6th Ave SW Isanti, MN 55040

PLACE WHERE BUSINESS IS TO BE CARRIED ON: St. Francis Bottle Shop 23307 Saint Francis Blvd NW St. Francis, MN 55070

LICENSE PERIOD: From 21 days to ______ (Dates) No. of Days 21
Depending on county approval

HOURS OF SOLICITATION: FROM 11AM to 8PM

DESCRIPTION OF MERCHANDISE TO BE SOLD:

Pizza, Calzones, Wings, Apps + Canned Soda

LIST OF VEHICLES USED, INCLUDING LICENSE NUMBER, MAKE, MODEL, YEAR

Ford F250 2015

Doolittle Cargo Trailer 2003 2954CVT

INDEMNIFICATION AGREEMENT

TO: City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

The following agreement must be signed and notarized by the owner, authorized partner, or authorized officer(s) of the company. If a partner or officer signs, it must be accompanied by the written authorization of the partnership of the corporation, (such as a corporate resolution or written approval of all partners).

In consideration fort he grant of this license by the City of St. Franois, the undersigned licensee agrees as follows:

1. OBSERVANCE OF LICENSE AND ALL LAWS. The undersigned shall faithfully observe, keep and obey all terms and conditions of the license or permit, and all laws, rules and ordinances of the City of St. Francis relating to the license or permit, now in effect, including any amendments thereto. The undersigned shall also faithfully observe, keep and obey all laws, rules and regulations of any other governmental entity including county, state and federal regulations which may apply to the license or permit.

2. VIOLATION. Upon the violation of any of the terms and conditions of the license or permit, or any other law, regulation or ordinance, the undersigned understands that it may be subject to criminal or civil penalties, including, but not limited to, the suspension or revocation of the license or permit.

3. INDEMNIFICATION. The undersigned shall save and protect, hold harmless, indemnify and defend the City, its Council, officers, agents, employees, and volunteer workers against any and all liability, causes of action, claims, loss damage or cost and expense arising from, allegedly arising from, or resulting directly or indirectly from any acts of the licensee or any of its officers, employees, independent contractors or agents done in the performance or operation under this license, or any act done under pretended authority of this license. This agreement to indemnify and hold the City harmless shall include any costs incurred by the City in defending any action involving an act by the licensee or any of its officers, employees, independent contractors or agents, and shall include any attorney's fees incurred by the City.

IN WITNESS WHEREOF, the undersigned has executed this License Agreement as of the 13th day of June, 20 18.

James Gordon (Jimmy's Express Concessions Inc)
Name of Licensee (business)

By [signature]
Officer of Corporation or Partner/Owner

STATE OF MINNESOTA)
COUNTY OF ________) ss.

The foregoing instrument was acknowledged before me this ________ day of ________

20 ____ by ________________ the ________

of ________________ on behalf of said ________

____
Notary Public

Application for Peddler's License

PRIOR RESIDENCES OF APPLICANT FOR PAST FIVE YEARS:

1. 1006 6th Ave SW Isanti, MN 55040
2. 1509 6th Ave NW Watford City, ND 58854

3. 2202 Timber St W, Williston ND 58801

4. 209 7th Ave SW, Stanley ND 58784

5. 1900 Buchanan St. SE, Cambridge, MN 55008

PLEASE NOTE: If the above is left blank, there will be a $1.00 assessment which will be credited toward the license fee if granted.

LICENSE FEE:

__$25__ Application Fee (Initial Investigation)

Plus whichever is applicable:

__$50__ Peddlers, solicitors, transient merchants, PER WEEK

_$100.00_ Peddlers, solicitors, transient merchants, PER MONTH

_$300.00_ Peddlers, solicitors, transient merchants, PER YEAR

$125 **Total Fee**

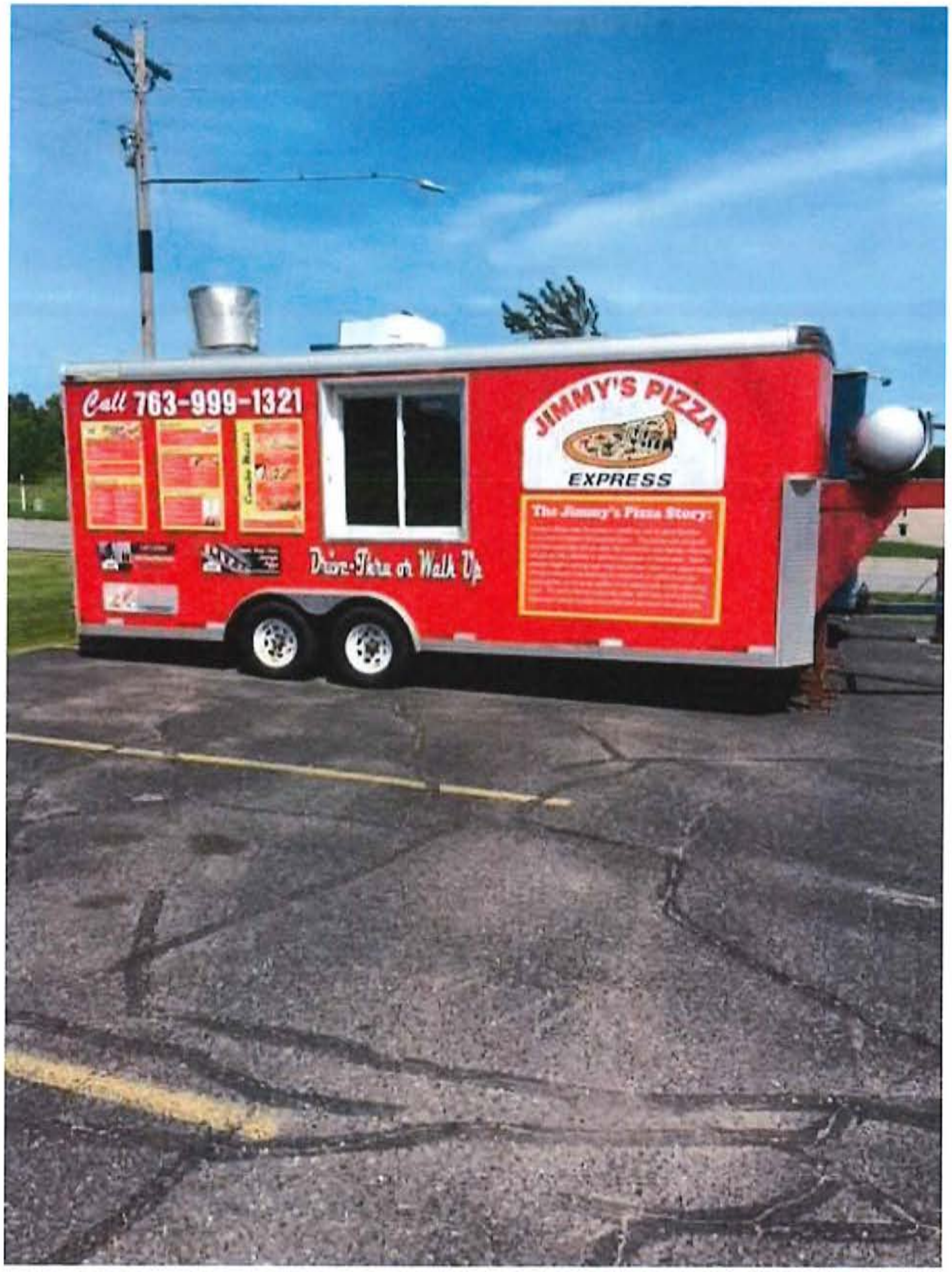
DATA PRACTICES ADVISORY: The data supplied in this application will be used to assess the qualifications for a license. This data is not legally required but the City will not be able to grant the license without it. If a license is granted, the data will constitute a public record. The data is needed to distinguish this application from others, to identify this application in City license files, to verify the identity of the applicant, to contact the applicant if additional information is required and to determine if the applicant meets all ordinance requirements.

FOR OFFICE USE ONLY

DATE APPROVED:______________ APPROVED BY:________________________

LICENSE NO.:__________________________ RECEIPT NO.:______________

SPECIAL CONDITIONS: ____


Call 763-999-1321
JIMMY'S PIZZA
EXPRESS
The Jimmy's Pizza Story:
Drive-Thru or Walk Up

JIMMY'S PIZZA

Combo Meals

COMBO #1 $20.00

Large 1-Topping Pizza,
6 Piece Pizza Fry & 2 Cans of Soda

COMBO #2 $20.00

Two Calzones and
Two Cans of Soda

COMBO #3 $18.00

Two Pasta Dinners
and Two Cans of Soda

*********ECRWSS***************
Local
Postal Customer

PRSRT STD
ECRWSS
U.S. POSTAGE
PAID
EDDM RETAIL

The Jimmy's Pizza Story:

Jimmy's Pizza was founded in 1986 by Jim & Jana Gordon in a small northern Minnesota town. The pizza was so good and the business did so well Jim's mother and father; who left his job at 3M, started a Jimmy's location of their own. Soon people began asking how they could own their own pizza shop. Jimmy's started franchising its locations in 1994 and has since grown to 50 plus outlets in 6 states with more opening soon. It's still a family business after all these years and we hope your family enjoys the pizza just as much as ours has.

FOR FRANCHISE INFORMATION
(763) 587-5633

WE DO FUNDRAISING

CALL US FOR BUSINESS ORDERS

$5 OFF

ANY REGULAR PRICE
ORDER OF $30 OR MORE

JIMMY'S PIZZA
WE DELIVER!

Not valid with any other coupons or offers.
Limited time offer.
Valid only at Jimmy's Pizza, Spooner location.

Produced by Menuetta.com • www.menuetta.com • 5/17 • PM1444

JIMMY'S PIZZA
WE DELIVER!

650 W BEAVERBROOK AVE
SPOONER, WI
(NEXT TO SHOPKO)
(715) 733-0855

291 S. MAIN ST.
CLINTONVILLE, WI
(NEXT TO SHOPKO)
(715) 460-6708

Best Pizza,
Best Price,
Best Service!

HOURS: 11am-10pm 7 Days a Week
Delivery available 4pm-10pm

WE DELIVER
ANY SIZE ORDER!

Our drivers never carry more than $20 in change

www.jimmyspizza.com

City of
St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 F

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Bill List to be considered by Council**

DATE: 06/14/2018

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $190,518.88 plus any additional bills that are handed out on Monday night. Also to be approved are the May Transfers of $180,151.32.

ACTION TO BE CONSIDERED:

Approved under consent agenda to allow Finance Director to draft checks or ACH withdrawals for the attached bill list. Please note additional bills may be handed out at the council meeting.

BUDGET IMPLICATION:

City bills

Attachments:

- 06-18-2018 Packet List
- 06-18-2018 Other Checks

06/14/2018 1:04 pm

City of St. Francis

PAYMENT BATCH AP 06-18-18

3D SPECIALTIES INC.					
05/31/2018	202606	E 101-43100-226	Sign Repair Materials	TELESPAR	807.63
					$807.63
ABDO, EICK & MEYERS, LLP					
06/14/2018	061418	E 101-41540-301	Auditing and Acct g Services	2017 AUDIT SERVICES	9,500.00
					$9,500.00
ACE SOLID WASTE, INC.					
06/01/2018	3880059	E 101-43210-439	Recycling Days	SPRING CLEANUP	4,511.76
06/05/2018	060518	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	83.18
06/05/2018	060518	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	41.65
06/05/2018	060518	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	52.97
06/05/2018	060518	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	20.80
06/05/2018	060518	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	0.00
06/05/2018	060518	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	50.84
06/05/2018	060518	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	52.97
06/05/2018	060518	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	20.79
06/05/2018	060518	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	20.79
06/05/2018	060518	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	64.05
06/05/2018	060518	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	64.04
06/05/2018	060518	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	20.79
06/05/2018	060518	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	164.07
					$5,168.70
AIRGAS NORTH CENTRAL					
06/30/2018	9953574838	E 101-43100-217	Other Operating Supplies	CLYLINDER RENTAL	11.96
06/30/2018	9953574838	E 101-43210-217	Other Operating Supplies	CLYLINDER RENTAL	11.96
06/30/2018	9953574838	E 101-45200-217	Other Operating Supplies	CLYLINDER RENTAL	11.96
06/30/2018	9953574838	E 601-49440-217	Other Operating Supplies	CLYLINDER RENTAL	11.96
06/30/2018	9953574838	E 602-49490-217	Other Operating Supplies	CLYLINDER RENTAL	11.96
					$59.80
ALLINA HEALTH PHARMACY					
05/09/2018	1057158118	E 101-42210-217	Other Operating Supplies	NALOXONE	35.83
					$35.83
ARTISAN BEER COMPANY					
06/06/2018	3267650	E 609-49751-252	Beer For Resale	BEER	105.50
					$105.50
BERNICK COMPANIES, THE					
05/31/2018	16502	E 609-49751-255	N/A Products	NA	25.55
06/01/2018	429815	E 609-49751-254	Miscellaneous Merchandise	MISC	20.00
06/01/2018	429816	E 609-49751-252	Beer For Resale	BEER	301.30
					$346.85
BGS (BARNA GUZY)					
05/31/2018	42004-188	E 101-41600-304	Civil Legal Fees	MISC FORFEITURES	130.00
05/31/2018	42004-294	E 101-41600-304	Civil Legal Fees	FORFEITURE-CONANT, JESSICA	269.00
					$399.00
BREAKTHRU BEVERAGE					
05/31/2018	1080808221	E 609-49751-206	Freight and Fuel Charges	FREIGHT	39.60
05/31/2018	1080808221	E 609-49751-253	Wine For Resale	WINE	1,924.00
06/07/2018	1080811669	E 609-49751-206	Freight and Fuel Charges	FREIGHT	58.17

06/07/2018	1080811669	E 609-49751-251	Liquor For Resale	LIQUOR	2,207.51
06/07/2018	1080811669	E 609-49751-253	Wine For Resale	WINE	698.74
06/07/2018	1080811669	E 609-49751-254	Miscellaneous Merchandise	MISC	166.75
06/07/2018	1080811670	E 609-49751-252	Beer For Resale	BEER	246.00
					$5,340.77
BROCK WHITE CO. LLC					
05/21/2018	12894283-00	E 410-45203-232	Site Prep for Events	SANDBLASTING PAVERS	22.00
05/21/2018	12895192-00	E 410-45203-232	Site Prep for Events	SANDBLASTING	22.00
					$44.00
BROTHERS FIRE PROTECTION CO					
05/31/2018	107515	E 101-43100-217	Other Operating Supplies	FIRE HALL KEY FOBS	27.36
05/31/2018	107515	E 101-43210-217	Other Operating Supplies	FIRE HALL KEY FOBS	27.36
05/31/2018	107515	E 101-45200-217	Other Operating Supplies	FIRE HALL KEY FOBS	27.36
05/31/2018	107515	E 601-49440-217	Other Operating Supplies	FIRE HALL KEY FOBS	27.36
05/31/2018	107515	E 602-49490-217	Other Operating Supplies	FIRE HALL KEY FOBS	27.36
					$136.80
CINTAS					
05/30/2018	4006252014	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	11.26
06/05/2018	4006458340	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
06/05/2018	4006458348	E 101-42110-402	Janitorial Service	JANITORIAL SUPPLIES	48.08
06/12/2018	4006647144	E 101-41940-219	Rug Maintenance	RUGS	16.16
06/12/2018	4006647174	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
					$94.12
CLASSIC CONSTRUCTION					
05/31/2018	20657	E 101-42110-401	Repairs/Maint Buildings	REPAIR DAMAGED BLOCK	614.80
05/31/2018	20657	E 101-43100-401	Repairs/Maint Buildings	REPAIR DAMAGED BLOCK	614.80
05/31/2018	20657	E 101-45200-401	Repairs/Maint Buildings	REPAIR DAMAGED BLOCK	614.80
05/31/2018	20657	E 601-49440-401	Repairs/Maint Buildings	REPAIR DAMAGED BLOCK	614.80
05/31/2018	20657	E 602-49490-401	Repairs/Maint Buildings	REPAIR DAMAGED BLOCK	614.80
					$3,074.00
COUNTY MARKET - CITY ACCOUNT					
04/30/2018	224	E 101-42210-212	Motor Fuels	FUEL	620.01
					$620.01
COURIER, THE					
06/07/2018	103192	E 101-43210-439	Recycling Days	COURIER AD JUNE	118.00
06/07/2018	103240	E 609-49750-340	Advertising	COURIER AD JUNE	349.00
					$467.00
CRYSTAL SPRINGS ICE					
05/29/2018	003.B006679	E 609-49751-254	Miscellaneous Merchandise	MISC	172.22
06/02/2018	003.B006747	E 609-49751-254	Miscellaneous Merchandise	MISC	77.90
06/05/2018	003.B006790	E 609-49751-254	Miscellaneous Merchandise	MISC	62.56
					$312.68
DAHLHEIMER DIST. CO. INC.					
05/31/2018	1347162	E 609-49751-252	Beer For Resale	BEER	18,447.80
05/31/2018	1347162	E 609-49751-254	Miscellaneous Merchandise	MISC	264.00
05/31/2018	1347162	E 609-49751-255	N/A Products	NA	17.60
06/06/2018	178346	E 609-49751-252	Beer For Resale	BEER	9,892.15
06/06/2018	178346	E 609-49751-255	N/A Products	N/A	43.65
					$28,665.20
DEX MEDIA EAST LLC					
06/05/2018	110097517	E 609-49750-340	Advertising	ADVERTISING	78.50
					$78.50
ECM PUBLISHERS, INC.					
06/03/2018	604805	E 609-49750-340	Advertising	PIONEER DAYS/LIQUOR STORE	150.00
06/08/2018	606261	E 101-41400-351	Legal Notices Publishing	ORDINANCE 240	231.13
					$381.13
ELITE SANITATION					

06/01/2018	24837	E 101-42110-308	Community Education	PORTABLE TOILET RENTAL	196.65
					$196.65
EMBEDDED SYSTEMS					
06/01/2018	343710	E 101-42110-311	Contract	SIREN MAINT FEE	553.50
					$553.50
ESS BROTHERS & SONS INC.					
05/22/2018	YY2442	E 602-49490-229	Project Repair & Maintenance	ROPES	206.00
					$206.00
FERRELLGAS					
05/23/2018	RNT7364763	E 101-43100-212	Motor Fuels	CYLINDER RENTAL	12.00
05/23/2018	RNT7364764	E 101-43100-212	Motor Fuels	CYLINDER RENTAL	12.00
05/24/2018	5004351031	E 101-43100-212	Motor Fuels	CYLINDER RENTAL	24.00
					$48.00
FIELD TRAINING SOLUTIONS					
06/04/2018	8603	E 101-42110-208	Training and Instruction	TRAINING-BULERA & HEARN	590.00
					$590.00
FIRE SAFETY USA, INC.					
05/30/2018	110810	E 402-42210-582	Turnout Gear	FOUR LEATHER SHIELD	255.00
					$255.00
GOPHER STATE ONE-CALL					
05/31/2018	8050744	E 601-49440-442	Gopher State	MAY TICKET	83.70
05/31/2018	8050744	E 602-49490-442	Gopher State	MAY TICKET	83.70
					$167.40
GRANITE CITY JOBBING CO.					
05/30/2018	92765	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
05/30/2018	92765	E 609-49751-254	Miscellaneous Merchandise	MISC	11.01
05/30/2018	92765	E 609-49751-256	Tobacco Products For Resale	TOBACCO	2,525.24
					$2,540.50
GRATITUDE FARMS					
05/01/2018	052018	E 101-42700-311	Contract	ANIMAL CONTROL	350.00
					$350.00
GREAT PLAINS FIRE					
05/29/2018	4826	E 402-42210-582	Turnout Gear	FALCON STRUCTURE GLOVE G,	102.00
					$102.00
HAKANSON ANDERSON ASSOC., INC.					
04/30/2018	39873	E 101-42400-303	Engineering Fees	MUNICIPAL REVIEW	77.25
04/30/2018	39874	E 101-41910-307	Comp Plan/Wetland Fees	COMP PLAN SVC & SURFACE W	1,824.00
04/30/2018	39874	E 101-43100-303	Engineering Fees	COMP PLAN SVC & SURFACE W	2,565.01
					$4,466.26
HOISINGTON KOEGLER GROUP, INC					
06/10/2018	017-001-17	E 101-41910-307	Comp Plan/Wetland Fees	COMPREHENSIVE PLAN	2,761.86
					$2,761.86
INNOVATIVE OFFICE SOLUTIONS, L					
05/31/2018	IN2066363	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	8.54
06/05/2018	IN2071560	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	42.95
06/05/2018	IN2071615	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	174.19
					$225.68
ISD #15					
06/06/2018	3814	E 101-42110-221	Vehicle Repair & Maintenance	2017 DODGE CHARGER	20.11
06/06/2018	3815	E 101-42110-221	Vehicle Repair & Maintenance	2016 DODGE CHARGER	43.74
06/07/2018	3817	E 101-42110-221	Vehicle Repair & Maintenance	2017 DODGE CHARGER	43.74
06/07/2018	3818	E 101-42110-221	Vehicle Repair & Maintenance	2014 DODGE CHARGER	43.48
					$151.07

JJ TAYLOR DISTRIBUTING

05/30/2018	2846097	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/30/2018	2846097	E 609-49751-252	Beer For Resale	BEER	1,856.50
06/06/2018	2846150	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
06/06/2018	2846150	E 609-49751-252	Beer For Resale	BEER	2,028.25
06/06/2018	2846150	E 609-49751-255	N/A Products	N/A	27.65
					$3,918.40

JOHNSON BROS WHLSE LIQUOR

03/16/2018	671843	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
03/16/2018	671843	E 609-49751-251	Liquor For Resale	LIQUOR	(133.25)
05/31/2018	1020813	E 609-49751-206	Freight and Fuel Charges	FREIGHT	48.67
05/31/2018	1020813	E 609-49751-253	Wine For Resale	WINE	3,515.00
05/31/2018	1021807	E 609-49751-206	Freight and Fuel Charges	FREIGHT	50.25
05/31/2018	1021807	E 609-49751-251	Liquor For Resale	LIQUOR	3,426.49
05/31/2018	1021808	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.14
05/31/2018	1021808	E 609-49751-253	Wine For Resale	WINE	176.00
06/06/2018	1026234	E 609-49751-206	Freight and Fuel Charges	FREIGHT	114.61
06/06/2018	1026234	E 609-49751-251	Liquor For Resale	LIQUOR	4,865.73
06/06/2018	1026235	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.99
06/06/2018	1026235	E 609-49751-253	Wine For Resale	WINE	365.75
06/06/2018	1026236	E 609-49751-253	Wine For Resale	WINE	91.96
					$12,533.77

KIMS KLEANING

06/06/2018	5171	E 101-42210-402	Janitorial Service	CLEANING-FIRE	1,100.00
					$1,100.00

LMC INSURANCE TRUST

		E 101-41110-360	Insurance	PROPERTY INSURANCE	61.09
		E 101-41120-360	Insurance	PROPERTY INSURANCE	1.15
		E 101-41400-160	Work Comp Insurance	WORKERS COMP INSURANCE	325.50
		E 101-41400-360	Insurance	PROPERTY INSURANCE	732.67
		E 101-41410-160	Work Comp Insurance	WORKERS COMP INSURANCE	4.75
		E 101-41410-360	Insurance	PROPERTY INSURANCE	3.62
		E 101-41500-160	Work Comp Insurance	WORKERS COMP INSURANCE	113.00
		E 101-41500-360	Insurance	PROPERTY INSURANCE	215.79
		E 101-41600-360	Insurance	PROPERTY INSURANCE	210.94
		E 101-41910-160	Work Comp Insurance	WORKERS COMP INSURANCE	81.00
		E 101-41910-360	Insurance	PROPERTY INSURANCE	289.12
		E 101-41940-360	Insurance	PROPERTY INSURANCE	797.27
		E 101-42110-160	Work Comp Insurance	WORKERS COMP INSURANCE	5,852.00
		E 101-42110-360	Insurance	PROPERTY INSURANCE	4,224.19
		E 101-42210-160	Work Comp Insurance	WORKERS COMP INSURANCE	2,417.25
		E 101-42210-360	Insurance	PROPERTY INSURANCE	1,885.69
		E 101-42400-160	Work Comp Insurance	WORKERS COMP INSURANCE	62.50
		E 101-42400-360	Insurance	PROPERTY INSURANCE	367.37
		E 101-43100-160	Work Comp Insurance	WORKERS COMP INSURANCE	2,825.00
		E 101-43100-360	Insurance	PROPERTY INSURANCE	3,626.81
		E 101-43210-160	Work Comp Insurance	WORKERS COMP INSURANCE	195.25
		E 101-43210-360	Insurance	PROPERTY INSURANCE	97.80
		E 101-45000-360	Insurance	PROPERTY INSURANCE	1.49
		E 101-45200-160	Work Comp Insurance	WORKERS COMP INSURANCE	916.25
		E 101-45200-360	Insurance	PROPERTY INSURANCE	3,701.09
		E 101-49200-360	Insurance	PROPERTY INSURANCE	27.13
		E 601-49440-160	Work Comp Insurance	WORKERS COMP INSURANCE	1,132.50
		E 601-49440-360	Insurance	PROPERTY INSURANCE	3,524.35
		E 602-49490-160	Work Comp Insurance	WORKERS COMP INSURANCE	1,252.50
		E 602-49490-360	Insurance	PROPERTY INSURANCE	7,740.28
		E 609-49750-160	Work Comp Insurance	WORKERS COMP INSURANCE	1,407.50
		E 609-49750-360	Insurance	PROPERTY INSURANCE	1,129.15
					$45,222.00

MCDONALD DIST CO.

05/31/2018	112-0324	E 609-49751-252	Beer For Resale	BEER	(25.55)
05/31/2018	448562	E 609-49751-252	Beer For Resale	BEER	9,035.40
05/31/2018	448571	E 609-49751-252	Beer For Resale	BEER	(346.33)
06/01/2018	448787	E 609-49751-252	Beer For Resale	BEER	86.00

06/05/2018	112-0330	E 609-49751-252	Beer For Resale	BEER	(49.50)
06/05/2018	449093	E 609-49751-252	Beer For Resale	BEER	5,605.75
06/05/2018	449093	E 609-49751-255	N/A Products	N/A	169.50
06/05/2018	449134	E 609-49751-252	Beer For Resale	BEER	(207.00)
					$14,268.27
METRO WEST INSPECTIONS SERVICE					
05/31/2018	1547	E 101-42400-311	Contract	FINALED PERMITS APRIL 2018	9,337.46
					$9,337.46
MIDCONTINENT COMMUNICATIONS					
06/02/2018	1333016019465	E 101-41940-321	Telephone	MAY 2018	37.03
06/02/2018	1333016019465	E 101-42110-321	Telephone	MAY 2018	16.87
06/02/2018	1333016019465	E 101-43100-321	Telephone	MAY 2018	16.88
06/02/2018	1333016019465	E 601-49440-321	Telephone	MAY 2018	150.00
06/02/2018	1333016019465	E 601-49440-321	Telephone	MAY 2018	150.00
06/02/2018	1333016019465	E 609-49750-321	Telephone	MAY 2018	150.00
					$520.78
NORTHERN AIR CORPORATION					
06/07/2018	149714	E 609-49750-401	Repairs/Maint Buildings	COOLER REPAIR	197.00
					$197.00
NORTHERN SAFETY CO., INC.					
06/07/2018	902975782	E 601-49440-417	Uniform Clothing & PPE	FULL BRIM POWERSHL	63.98
06/07/2018	902975782	E 602-49490-417	Uniform Clothing & PPE	FULL BRIM POWERSHL	63.98
					$127.96
PACE ANALYTICAL SERVICES					
06/01/2018	181294114	E 602-49490-313	Sample Testing	SAMPLE TESTING	381.50
06/01/2018	181294134	E 602-49490-313	Sample Testing	SAMPLE TESTING	126.50
06/06/2018	181294354	E 602-49490-313	Sample Testing	SAMPLE TESTING	166.00
06/07/2018	181294372	E 602-49490-313	Sample Testing	SAMPLE TESTING	108.00
					$782.00
PHILLIPS WINE & SPIRITS CO.					
03/16/2018	289827	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
03/16/2018	289827	E 609-49751-251	Liquor For Resale	LIQUOR	(221.50)
03/30/2018	290874	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
03/30/2018	290874	E 609-49751-251	Liquor For Resale	LIQUOR	(87.84)
05/31/2018	2365499	E 609-49751-206	Freight and Fuel Charges	FREIGHT	40.82
05/31/2018	2365499	E 609-49751-251	Liquor For Resale	LIQUOR	1,623.75
05/31/2018	2365500	E 609-49751-206	Freight and Fuel Charges	FREIGHT	36.11
05/31/2018	2365500	E 609-49751-253	Wine For Resale	WINE	468.00
05/31/2018	2366143	E 609-49751-206	Freight and Fuel Charges	FREIGHT	57.31
05/31/2018	2366143	E 609-49751-251	Liquor For Resale	LIQUOR	3,177.55
05/31/2018	2366144	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.84
05/31/2018	2366144	E 609-49751-253	Wine For Resale	WINE	825.00
05/31/2018	2366145	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
05/31/2018	2366145	E 609-49751-254	Miscellaneous Merchandise	MISC	204.75
06/05/2018	296304	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(4.71)
06/05/2018	296304	E 609-49751-251	Liquor For Resale	LIQUOR	(206.40)
06/06/2018	2369131	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.98
06/06/2018	2369131	E 609-49751-251	Liquor For Resale	LIQUOR	1,555.35
06/06/2018	2369132	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.28
06/06/2018	2369132	E 609-49751-254	Miscellaneous Merchandise	MISC	85.00
					$7,605.00
REEDER, BRIAN					
06/05/2018	061218	E 601-49440-208	Training and Instruction	EMPLOYEE REIMB	27.50
06/05/2018	061218	E 602-49490-208	Training and Instruction	EMPLOYEE REIMB	27.50
					$55.00
RJM DISTRIBUTING INC.					
06/06/2018	IND016331	E 609-49751-252	Beer For Resale	BEER	329.70
06/06/2018	IND016331	E 609-49751-254	Miscellaneous Merchandise	MISC	37.50
					$367.20

ROSEVILLE, CITY OF					
06/05/2018	0224624	E 101-41110-310	Computer Consulting Fees	IT SERVICES	23.08
06/05/2018	0224624	E 101-41400-310	Computer Consulting Fees	IT SERVICES	75.01
06/05/2018	0224624	E 101-41910-310	Computer Consulting Fees	IT SERVICES	11.56
06/05/2018	0224624	E 101-42110-310	Computer Consulting Fees	IT SERVICES	265.44
06/05/2018	0224624	E 101-42210-310	Computer Consulting Fees	IT SERVICES	42.70
06/05/2018	0224624	E 101-42400-310	Computer Consulting Fees	IT SERVICES	21.35
06/05/2018	0224624	E 101-43100-310	Computer Consulting Fees	IT SERVICES	23.08
06/05/2018	0224624	E 101-45200-310	Computer Consulting Fees	IT SERVICES	23.08
06/05/2018	0224624	E 601-49440-310	Computer Consulting Fees	IT SERVICES	23.08
06/05/2018	0224624	E 602-49490-310	Computer Consulting Fees	IT SERVICES	23.08
06/05/2018	0224624	E 609-49750-310	Computer Consulting Fees	IT SERVICES	11.54
					$543.00
SAMBATEK					
04/03/2018	11768	E 101-41910-311	Contract	GENERAL PLANNING	2,342.51
04/03/2018	11769	G 803-22102	Esc-Meridian Beh Health	MERIDIAN BEHAVIORAL HEALTH	59.50
04/03/2018	11770	G 803-22154	ALS-WOODHAVEN COND USE	WOODHAVEN MFD HOMES 6TH	1,279.25
04/03/2018	11771	G 803-22043	Esc-River s Edge/Siwek	RIVERS EDGE DEVELOPMENT	2,528.75
04/03/2018	11772	E 101-41910-311	Contract	GENERAL PLANNING	446.25
06/04/2018	12157	E 101-41910-311	Contract	GENERAL PLANNING SVC	476.00
06/04/2018	12157	E 101-43100-311	Contract	GENERAL PLANNING SVC	405.00
06/04/2018	12158	G 803-22158	ESC-BROOKSIDE-241ST DRIVEW	BROOKSIDE CONST DRIVEWAY	119.00
06/04/2018	12159	G 803-22102	Esc-Meridian Beh Health	MERIDIAN BEHAVIORAL HEALTH	1,619.50
06/04/2018	12160	G 803-22154	ALS-WOODHAVEN COND USE	WOODHAVEN MFD HOMES 6TH	119.00
06/04/2018	12161	G 803-22043	Esc-River s Edge/Siwek	RIVERS EDGE DEVELOPMENT	595.00
06/04/2018	12162	E 101-41910-311	Contract	GENERAL PLANNING	119.00
					$10,108.76
SKOGQUIST, ERIK					
06/01/2018	060118	E 101-41550-311	Contract	2ND QTR ASSESSING	4,019.31
					$4,019.31
SOUTHERN GLAZERS OF MN					
05/31/2018	1688800	E 609-49751-206	Freight and Fuel Charges	FREIGHT	29.44
05/31/2018	1688800	E 609-49751-251	Liquor For Resale	LIQUOR	2,728.27
05/31/2018	1688801	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.56
05/31/2018	1688801	E 609-49751-253	Wine For Resale	WINE	208.00
06/07/2018	1691691	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.96
06/07/2018	1691692	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.24
06/07/2018	1691692	E 609-49751-251	Liquor For Resale	LIQUOR	1,180.80
06/07/2018	1691693	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.40
06/07/2018	1691693	E 609-49751-253	Wine For Resale	WINE	210.00
					$4,379.67
ST. FRANCIS TRUE VALUE HARDWAR					
04/12/2018	38613	E 602-49490-229	Project Repair & Maintenance	SUPPLIES	32.21
					$32.21
STREICHER S					
06/05/2018	I1317190	E 101-42110-437	Uniform Allowance	POLICE SUPPLIES	1,017.99
					$1,017.99
SYNOVIA SOLUTIONS					
06/30/2018	110938	E 101-43100-311	Contract	LEASE ON GPS	45.79
06/30/2018	110938	E 101-45200-311	Contract	LEASE ON GPS	45.79
06/30/2018	110938	E 601-49440-311	Contract	LEASE ON GPS	45.79
06/30/2018	110938	E 602-49490-311	Contract	LEASE ON GPS	45.82
					$183.19
THE AMERICAN BOTTLING COMPANY					
05/31/2018	3562803409	E 609-49751-254	Miscellaneous Merchandise	MISC	151.76
					$151.76
U S BANK EQUIPMENT FINANCE					
06/04/2018	359126273	E 101-41400-240	Office Equip	COPIER LEASE	5.74
06/04/2018	359126273	E 101-43100-240	Office Equip	COPIER LEASE	5.75
06/04/2018	359126273	E 101-43210-240	Office Equip	COPIER LEASE	5.74

06/04/2018	359126273	E 101-45200-240	Office Equip	COPIER LEASE	5.74
06/04/2018	359126273	E 601-49440-240	Office Equip	COPIER LEASE	5.74
06/04/2018	359126273	E 602-49490-240	Office Equip	COPIER LEASE	5.74
06/07/2018	359497104	E 101-41400-240	Office Equip	COPIER LEASE	49.99
06/07/2018	359497104	E 101-43100-240	Office Equip	COPIER LEASE	49.99
06/07/2018	359497104	E 101-43210-240	Office Equip	COPIER LEASE	49.99
06/07/2018	359497104	E 101-45200-240	Office Equip	COPIER LEASE	49.99
06/07/2018	359497104	E 601-49440-240	Office Equip	COPIER LEASE	49.99
06/07/2018	359497104	E 602-49490-240	Office Equip	COPIER LEASE	50.00
06/08/2018	359560133	E 101-41400-240	Office Equip	COPIER LEASE	39.58
06/08/2018	359560133	E 101-43100-240	Office Equip	COPIER LEASE	39.58
06/08/2018	359560133	E 101-43210-240	Office Equip	COPIER LEASE	39.58
06/08/2018	359560133	E 101-45200-240	Office Equip	COPIER LEASE	39.58
06/08/2018	359560133	E 601-49440-240	Office Equip	COPIER LEASE	39.58
06/08/2018	359560133	E 602-49490-240	Office Equip	COPIER LEASE	39.60
					$571.90
VERIZON WIRELESS					
05/26/2018	9808001843	E 101-42110-321	Telephone	TELEPHONE	315.09
05/26/2018	9808001843	E 601-49440-321	Telephone	TELEPHONE	35.01
05/26/2018	9808001843	E 602-49490-321	Telephone	TELEPHONE	59.55
					$409.65
VINOCOPIA, INC.					
06/01/2018	0208048-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.00
06/01/2018	0208048-IN	E 609-49751-253	Wine For Resale	WINE	416.00
					$428.00
WELLS, MARY					
06/01/2018	060118	E 101-41550-311	Contract	2ND QTR ASSESSING	4,019.31
					$4,019.31
WINE MERCHANTS					
06/06/2018	7186492	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
06/06/2018	7186492	E 609-49751-253	Wine For Resale	WINE	360.00
					$367.85
FUND SUMMARY					$190,518.88

101 GENERAL FUND	$81,578.73
402 CAPITAL EQUIPMENT	$357.00
410 WOODBURY PARK PROJECT	$44.00
601 WATER FUND	$6,070.18
602 SEWER FUND	$11,169.53
609 MUNICIPAL LIQUOR FUND	$84,979.44
803 ESCROW	$6,320.00
Total	190,518.88

CITY OF ST. FRANCIS
6/18/2018

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
		TOTAL		0.00

Disbursements via Debits to 4M Account

Payee	Description	Amount
TOTAL		0.00

Disbursements via Debits to Checking Account

	Payee	Description	Amount
05/01/18	Payment Service Network	CC fee	285.45
05/02/18	Cayan	CC fee	2,603.77
05/03/18	Federal Tax	Payroll	19,552.17
	PERA	Payroll	16,731.43
	VOYA	Payroll	1,565.00
	ICMA	Payroll	475.00
	State Tax	Payroll	4,104.84
	MSRS	Payroll	667.40
	Healthcare Savings	Payroll	669.50
05/11/18	VISA	CC Statement	11,501.29
05/17/18	Federal Tax	Sales Tax	19,356.37
	PERA	Payroll	16,180.59
	VOYA	Payroll	1,565.00
	ICMA	Payroll	475.00
	State Tax	Payroll	4,016.13
	MSRS	Payroll	589.66
	Healthcare Savings	Payroll	669.50
05/18/18	FWT	Payroll	29.00
05/21/18	Cayan	CC fee	39.90
05/22/18	Federal Tax	Payroll	1,393.65
	PERA	Payroll	857.52
	State Tax	Payroll	77.12
	Child support	Payroll	315.38
	MN Dept of Revenue	Sales Tax	16,255.00
05/23/18	Liquor Gift Card	Fee	5.00
05/30/18	Federal Tax	Payroll	19,713.95
	PERA	Payroll	18,078.40
	VOYA	Payroll	1,565.00
	ICMA	Payroll	475.00
	State Tax	Payroll	4,191.08
	MSRS	Payroll	663.23
	Federal Tax	Payroll	7.25
05/31/18	Health Partners		15,379.29
	Village Bank		97.45
	TOTAL		180,151.32

P:\awork\2018\Other\Bill list\ACH Files approved by Council-2018.xlsx

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9A

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Assessment Policy Revisions**

DATE: June 18th, 2018

OVERVIEW:

At a Worksession on April 9th, City Staff proposed several financing options for Road Improvements to the City Council. The options were to continue to bond, dedicating tax levy dollars, and franchise fees.

The overall direction from the City Council was to move toward a cash payment system for road improvements. For the time being, it was determined to dedicate general fund dollars to these improvements. Looking forward, the City will explore and research more in depth a potential franchise fee.

The City has General Maintenance scheduled in 2018 for road improvements. These assessment policy revisions eliminate the assessments for Street Resurfacing (overlays and reconstructions). The major revision can be seen below:

A. Street Resurfacing. Street resurfacing is commonly known and referred to as street overlaying whereby a new bed of road material such as bituminous is installed over an existing paved road to specific thickness or in the case where the bituminous pavement has deteriorated to such a condition that complete reconstruction is necessary. (If street construction is done over a non-bituminous surface, i.e., gravel, sand, etc., then the assessment shall be for one hundred percent (100%) of the total project cost.)

Regardless of the age of the street, street overlay, reconstruction and curb improvements of presently paved streets in the City of St. Francis shall be treated as a general maintenance expense which shall be one hundred percent ~~assessed at forty percent (40%) resident/sixty percent (60%) City of the total project cost. The City portion shall be covered by means of the~~(100%) supported by the general ad valorem property tax paid by the entire community. No assessments will be associated with resurfacing of existing paved streets. ~~Assessments shall be determined by the adjusted front footage method. All assessments shall be on a current basis and shall not be subject to a maximum footage or deferred classification.~~

City of St. Francis

Attachments:

Worksession Staff Reports from April 9th
Assessment Policy with proposed Revisions

ACTION TO BE CONSIDERED:

Approval of the Assessment Policy Revisions.

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
2

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Comprehensive Street Improvement Plan**

DATE: April 9th, 2018

OVERVIEW:

Road life expectancy can be doubled through proper maintenance *(see attachment).*

In 2015/2016, the Public Works Department conducted a comprehensive Street Condition analysis. This process started with identifying every road in the City, conducting an inspection of each road, and then grading the condition of the roads. The results *(attached)* of this condition analysis was then used to provide a street maintenance plan that not only provided for the adequate maintenance of the roads, but did so in conjunction with a financially feasible timeline. This resulted in Streets CIP that was adopted for 2018. In short, five districts are created and each year one district will receive the scheduled improvements. This plan begins with District 2 as identified on the *attached map.*

In order to consistently fund these improvements, there are several options.

1) Allocate an additional 2% of the tax levy annually and pay cash for road improvements and maintenance. 2% was allocated in 2018. An additional 2% will need to be allocated for 2019...etc. *(attached is cash flow)*

2) Initiate a Franchise Fee on gas/electric utilities of around $8 to $10 per month and pay cash for the projects. The process will be lengthy and require a lot of public education on the matter. *(attached is cash flow)*

3) Continue allocating 2% of the tax levy annually while the City works towards implementing a franchise fee in order to stay on top of maintenance.

4) Continue to bundle the projects and bond while utilizing assessments *(see cost estimates and narrative from Nick Anhut at Ehlers).*

2018 – 2021 all have major road projects that would currently be assessed under our Assessment Policy. Guidance for Staff would be desired as soon as possible so that we can prepare for the upcoming projects appropriately.

City of St. Francis

Why is Staff Reviewing this? What is the problem?

1) Paying cash vs. assessments has financial benefits in that there are no financing costs and there are no interest payments.

2) Due to the development patterns in St. Francis, there are homeowners that face large assessments for the improvements to their roads. For example, Staff has attached the proposed assessment roles for 239th Avenue N.W. This project was not moved forward with in both 2013 and 2015. Respectively, the homeowners were facing assessments of \$8,745 - \$17,491 and \$9,387 - \$18,774.

   A project like this will continue to be problematic to move forward due to the large assessments and the assessments will keep increasing over time.

Things to consider: (9 items)

1) The City should determine a path for Staff in order to implement the decision for any projects for 2018. If no action, Staff will continue pursuing the projects and planning assessments for Council's consideration.

2) If cash payments are directed, it **MUST** be committed to. It would be negative if the City pays cash for some road improvements and then reverts back to assessments.

3) A \$1.3 Million dollar transfer from the General Fund reserve would be needed to jumpstart any cash payment program. The General Fund currently has +80% in reserves. This is far above the State Auditor recommendation of 35% - 50%. The \$1.3 million brings the fund balance closer to auditor recommendations.

4) Assessments vs. Cash – the argument for assessments is the property owner for the next 20 years should have to pay for the improvements. Not the property owner from the last 20 years. Both arguments are valid when financing costs and interest are factored in.

5) Franchise Fees would allow for payments from non-property tax paying entities to contribute to road improvements. Whereas the tax levy exempts these properties.

6) Property taxes would apply to vacant lots, whereas franchise fees would not.

7) Current projected maintenance costs (sealcoating, crack filling, etc.) could require a levy increase independent of any assessment changes.

8) Currently the City pays 60% of typical assessed road projects and 40% is assessed.

9) This **would not eliminate** potential assessments for water, sewer and stormwater improvements associated with these projects.

Attachments:

1) Pavement Life Cycle with and without maintenance
2) All Street condition pie chart
3) Costs by District for next five years
4) District program timeline
5) Street maintenance procedure summary
6) Major Street Projects – 5 years out (assessable projects)
7) Financial Comments from Nick Anhut regarding bonds
8) 239th proposed assessments – 2013
9) 239th proposed assessments - 2015

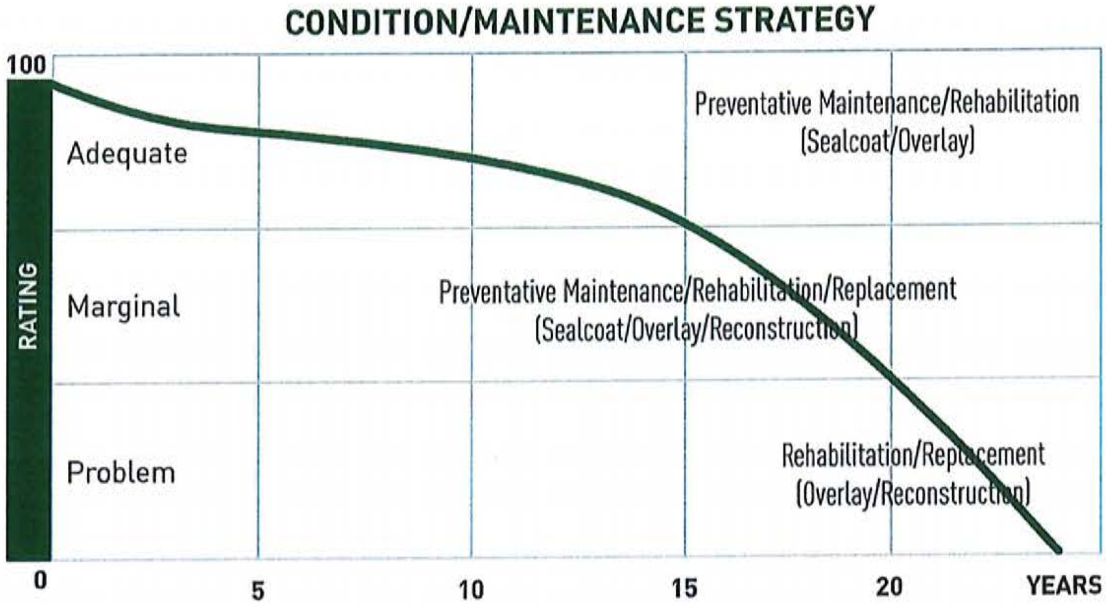
Sent Under Separate Cover(11x17 color)

10) St. Francis Maintenance Districts and planned improvements map (5 years)
11) Tax Levy Streets cash flow
12) Franchise Fee Streets cash flow

Council Action Requested:

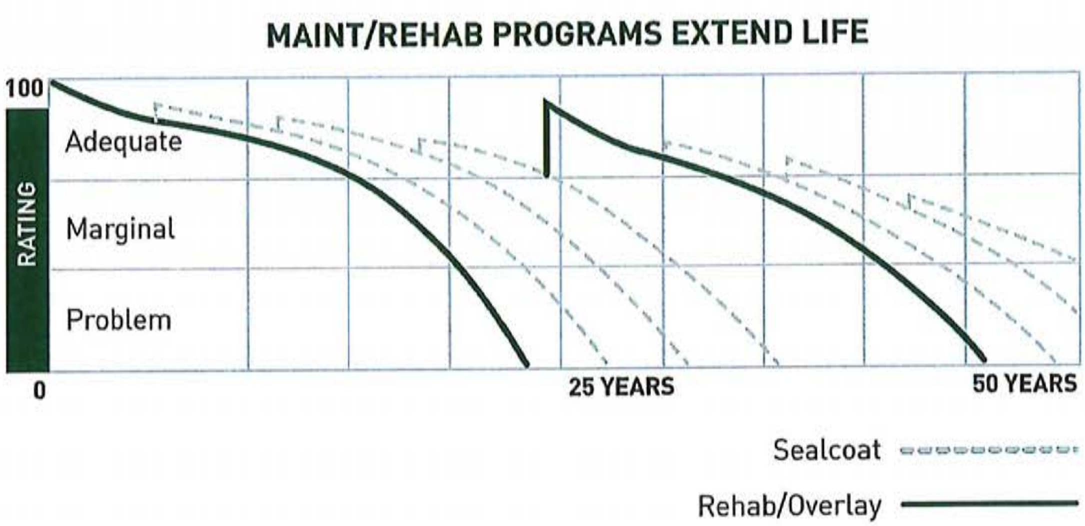
Review and discuss. Provide Staff with direction. Next steps may be amending the City's Assessment policy and/or making a transfer from the General Fund to the Streets Fund.

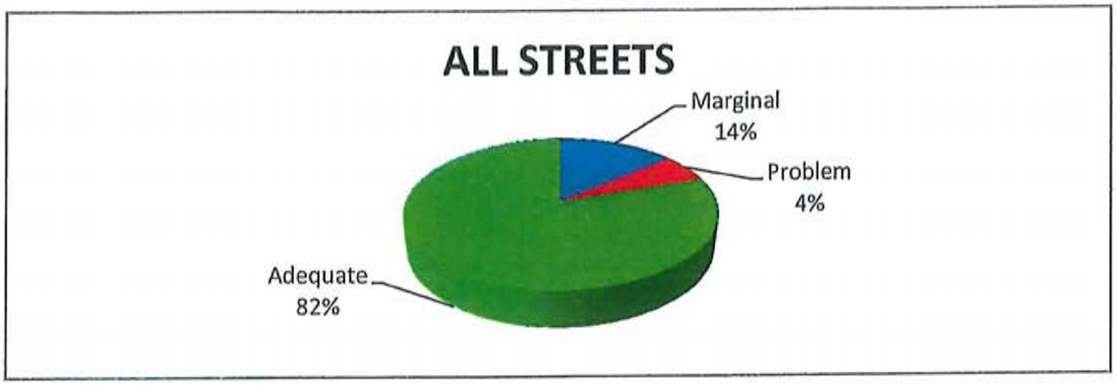
ESTIMATED PAVEMENT LIFE CYCLE

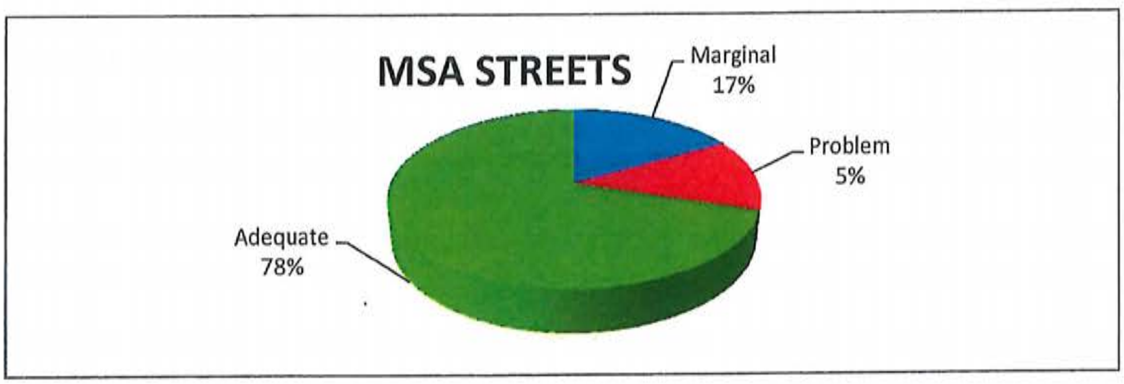


Criteria for selection of sealcoat/overlay/reconstruction is based on the combined evaluation of the following:

- Street surface condition rating
- Existence of concrete curb and gutter
- Existence of storm sewer
- Edge drainage control/grade of street
- Subbase and subsoil condition
- Storm sewer condition
- Sanitary sewer main and services condition
- Water main and services condition
- Private utilities (electric, gas, telephone, cable TV) condition







<u>Achievement Goals</u>

- Adequate 90% (Minimum)
- Marginal 8% (Maximum)
- Problem 2% (Maximum)

City of St. Francis
Public Works Department
Street Maint./Rehabilitation/Reconstruct Cost Estimates by Maintenance District

Aug-16

District	I	II	III	IV	V	Total
Street Miles						
Local (Asphalt)	5.00	2.90	1.95	4.30	8.60	22.75
MSA (Asphalt)	1.95	2.90	3.55	3.15	0.55	12.10
Local (Gravel)	4.85	-	0.10	-	2.55	7.50
MSA (Gravel)	1.00	-	-	-	0.50	1.50
Total	12.80	5.80	5.60	7.45	12.20	43.85
Sealcoating (Asphalt)						
Local						
Miles	5.00	2.50	1.40	3.95	7.90	20.75
Cost (Sealcoat)	125,000.00	62,500.00	35,000.00	98,750.00	191,625.00	512,875.00
Cost (Crackseal)	41,500.00	20,750.00	11,620.00	32,785.00	57,230.00	163,885.00
MSA						
Miles	1.95	1.30	1.70	2.25	0.05	7.25
Cost (Sealcoat)	48,750.00	32,500.00	42,500.00	56,250.00	1,250.00	181,250.00
Cost (Crackseal)	16,185.00	10,790.00	14,110.00	18,675.00	415.00	60,175.00
Total	231,435.00	126,540.00	103,230.00	206,460.00	250,520.00	918,185.00
Rehabilitation Overlay						
Local	-					
Miles	-	0.40	0.55	0.35		1.30
Cost		90,000.00	123,750.00	78,750.00		292,500.00
MSA	-					
Miles	-	0.45	1.30	0.90	0.50	3.15
Cost	-	112,500.00	325,000.00	225,000.00	125,000.00	787,500.00
Total	-	202,500.00	448,750.00	303,750.00	125,000.00	1,080,000.00
Reconstruction						
Local						
Miles	-	-	-	-	0.70	0.70
Cost	-	-	-	-	1,190,000.00	1,190,000.00
MSA						
Miles	-		0.55	-	-	0.55
Cost	-		1,155,000.00	-	-	1,155,000.00
Total	-			-	1,190,000.00	2,345,000.00
Grand Total	**231,435.00**	**329,040.00**	**1,706,980.00**	**510,210.00**	**1,565,520.00**	**4,343,185.00**
					2016 Total	**4,343,185.00**

Notes:

1. All costs are in District II estimated in 2016 dollars. All other cost are +2% per year; Rehab & Reconstruction pricing includes a 10% Engineering cost.

2. Cost estimates basis per mile. (2016)

	Local	MSA
Crack Seal	4,750.00	5,000.00
Sealcoat	22,500.00	25,000.00
Rehab Overlay	170,000.00	200,000.00
Reconstruction	1,700,000.00	2,100,000.00

3. Replay new asphalt within 1 year of install (typical application will be the following year after overlay or reconstruction). 2016 cost is$1.60/yd².

4. Cost in this spreadsheet do not include water, sewer, or storm improvements.

Street Major Project Schedule

5 years out

Year	Road	Project type	Cost
2018	Guarani/230th/Jivaro/Pederson/Makah	Mill/Overlay	$202,500
2019	Stark/Zea/Yucca/233rd/227thct./Vintage/ Woodbine/232nd/227th/226th/Vitage/Zea/ Tulip/225th Lane	Mill/Overaly	$448,750
2019	Butterfield/232/229th/Poppy/ 229th/227th	Reconstruct	$1,155,000
2020	230th ln/Flora/Arrowhead/230th ln/ Arrowhead/229th/235th	Mill/Overlay	$303,750
2021	239th/245th/47 to Kings Highway	Reconstruct	$1,190,000
2021	Tamarack north half	Mill/Overlay	$125,000

City of St. Francis
Public Works Department
Comprehensive Street/Utilities Maintenance District Program

Inspection	Preliminary Maintenance	Primary Maintenance
Pavement	Crack Filling	Preservation Sealcoat
Curb	Section Patches	Rehabilitation Overlays
Sidewalk	Curb	Replay Treatment
Ditches/Culverts	Sidewalk	Storm Sewer Cleaning
Storm Sewer	Ditches/Culverts	Sign Maintenance
Sanitary Sewer	Storm Sewer	Street Lights
Water System	Sanitary Sewer	
Street Lights	Water System	
Signs	Street Lights	
Trees	Tree Trimming	
	Recon Info Mtgs	
	Private Utils Coord	

Program Year	Maint. District	Inspection	Preliminary Maintenance	Primary Maintenance
1	II		2017	2018
2	III	2017	2018	2019
3	IV	2018	2019	2020
4	V	2019	2020	2021
5	I	2020	2021	2022
6	All	2021	2022	2023
7	II	2022	2023	2024
8	III	2023	2024	2025
9	IV	2024	2025	2026
10	V	2025	2026	2027
11	I	2026	2027	2028
12	All	2027	2028	2029

Notes:

- The intent is to initiate the program phase in the year indicated. Program needs/funding may require extending the schedule into subsequent years, particularly for rehabilitation overlays. Reconstructions are scheduled as funding allows in concert with this plan.
- Program years 6 and 12 are intended to be years where major utility repairs, street section patches, etc. are completed.
- Replay treatment new asphalt within 1 year of install (Typical application will be the following year after overlay or reconstruction). 2016 cost is $1.60 per square yard.

Joe Kohlmann

From:	Nick Anhut <NAnhut@ehlers-inc.com>
Sent:	Monday, March 12, 2018 3:45 PM
To:	Joe Kohlmann
Subject:	RE: Street Improvement Costs
Follow Up Flag:	Follow up
Flag Status:	Flagged

Hello Joe,

I've prepared a summary table to address the list of questions you identify below. I have used today's benchmark interest rates and added a quarter point (0.25%) for each bond. Generally, if we are projecting forward more than a year out I would suggest using a higher buffer (0.50% to 1.00%) on rates but for this analysis I think we are fine. The bond size is the total principal which includes funding for the projects you identified and financing costs. The All Inclusive Cost figure is a calculation of the annualized cost of financing (interest plus up front financing costs) in the bonds.

St. Francis - Street Fund Bond projection	2018	2019	2020	2021
Bond Size:	218,000	1,800,000	320,000	1,370,000
Estimated Financing Costs:	15,500	58,600	16,250	54,440
Proceeds for Project A:	202,500	448,750	303,750	125,000
Proceeds for Project B:	-	1,155,000	-	1,190,000
Proceeds for Project C:	-	135,000	-	-
Estimated Interest Rates*:	3.50%	2.05% - 3.50%	3.50%	2.05% - 3.50%
Estimated All Inclusive Cost*:	4.64%	3.48%	4.24%	3.49%
Average Annual P&I*:	20,260	153,662	28,186	116,921
Total Interest Expense*:	55,860	504,936	84,508	383,810

* Due to size, 2018 and 2020 issues assumed direct placement with local bank: 10 year term, 15 year amortization @ 3.50% fixed

Here are a few thoughts as well:

Per the spreadsheet for the fund you attached to your email, it appears that there are Municipal State Aid dollars available for the 2019 Butterfield Reconstruction project. If so and it qualifies, would you need to bond for that project? If the full amount is not programmed or you wanted to jumpstart the project a bit earlier than anticipated, you could ask for an advance as MNDOT has been pretty receptive to that recently in my experience.

Assessments - they will impact the bond costs depending on how they are going to offset the repayment and how the city would want to structure its levy toward the repayment. For this exercise, we are not structuring the repayment any different from level annual payments so there really is little impact. It would impact cost if you wanted to phase in or shorten the levy impact.

For the smaller projects, there are economies of scale in bonding and I suggest looking elsewhere if the bonding about is less than $500,000. Not to say that you couldn't finance them, but it would be more efficient regarding financing costs to cashflow those projects and save bonding for a larger one. Due to their size, I assumed the 2018 and 2020 projects would be placed with a local bank instead of a public offering of bonds due to their small size and to save on financing costs. Banks typically charge a higher interest rate than you would expect to see on a publicly offered bond, but this expense is generally offset by the lower financing costs. Banks do not typically go longer than 10 years on a term, but you could balloon the 10th year payment intending to refinance in the future or pay off the balance.

As an alternative, the City could pay for the smaller projects out of funds available but declare that it intends to reimburse itself from a future bond issue (usually done through a council resolution, or the council can issue a resolution delegating the responsibility for filing the declaration to staff). Then, the city waits for the timing of the larger project and issue bonds in an amount to finance the larger project plus the amount to reimburse the smaller one. You have to float the cash for a year or so, but you can bundle financing costs together and avoid some interest accrual. If the city were eyeing financing all of these projects, I recommend only issuing two series of bonds: one in 2019 (bundle the 2018 and 2019 projects) and another in 2021 (do the same for the 2020 and 2021 projects).

Levy buildup – I strongly agree with the practice of gradually building up a levy within the street fund to create working capital to take on smaller projects down the road. Looking at the projects listed, my initial impression is that a bond issue may not prove worthwhile until 2021 if Butterfield qualifies for MSA funding. If rates are still relatively low, it looks like the City could slow down its levy growth by bonding for the 2021 projects which will preserve cash for 2022+ projects.

Let me know what you think.

Nick

Nick Anhut | Senior Municipal Advisor
O: (651) 697-8507 | M: (612) 554-8292 | **ehlers-inc.com**

EHLERS

From: Joe Kohlmann [mailto:JKohlmann@stfrancismn.org]
Sent: Wednesday, February 28, 2018 4:28 PM
To: Nick Anhut <NAnhut@ehlers-inc.com>
Subject: Street Improvement Costs

Nick,

Per our conversation, the City was discussing paying cash for road improvements instead of bonding. Staff has prepared estimates for costs and revenues for cash payments. The outstanding question is how much does this cost if we continue to bond for these projects.

Below are some considerations:

1) Likely a 15 year bond issue
2) Total cost of principle, interest, and issuance costs broken down per issue
3) Approximate yearly payments on each issuance
4) An aside I think is that the City pays 60% and resident 40% (I'm not sure that really impacts the bond costs)
5) Any other information you think would be relevant for an analysis comparing bonds vs. cash

Below are the numbers with at total issuance cost for the projects. I've also attached the spreadsheet these came from in case you need it for reference.

2018	2019	2020	2021
$202,500	$448,750 $1,155,000 $135,000	$303,750	$125,000 $1,190,000
Total: $202,500	**$1,738,750**	**$303,750**	**$1,315,000**

Please call me with any questions or concerns.

Thanks,

Joe Kohlmann

239TH AVENUE N.W. STREET IMPROVEMENTS

Preliminary Assessment Roll

Bolton & Menk Project # R18.106739

06/26/13

NUMBER	PID	Property Owner	Site Address	Corner Lot	Assessable Short Side Frontage (LF)	150' CAP ASSESSIBLE FRONTAGE (LF)	Long Side Frontage (LF)	Assessable Side Frontage (-150 ft.) (LF)	150' CAP ASSESSIBLE FRONTAGE (LF)	Total Assessable Frontage (LF)	40% Total Cost/ Total Frontage $ 58.30	Total Assessment
1	283424340002	LARSON LEONARD G & PATRICIA	23865 RUM RIVER BLVD NW		103	103				103	$6,005.31	$6,005.31
2	283424340003	LARSON LEONARD G & PATRICIA	23865 RUM RIVER BLVD NW		71	71				71	$4,139.58	$4,139.58
3	283424340004	JOHNSON ALTON R & GEORGENE	2930 239TH AVE NW		830	150				150	$8,745.60	$8,745.60
4	283424340006	DEGONDA DARYL A & CHRISTINE N	2850 239TH AVE NW		472	150				150	$8,745.60	$8,745.60
5	283424340007	MELEK STEVEN T	2768 239TH AVE NW		401	150				150	$8,745.60	$8,745.60
6	283424430004	LANE JOHN LEROY & DEBORAH A	2720 239TH AVE NW		322	150				150	$8,745.60	$8,745.60
7	283424430005	HENSLER E L & WELLS M A	2660 239TH AVE NW		300	150				150	$8,745.60	$8,745.60
8	283424430006	WICKS SHAWN L & RACHEL D	2614 239TH AVE NW		300	150				150	$8,745.60	$8,745.60
9	283424440005	RYCHMAN DAVID J & TAMARA J	2566 239TH AVE NW		308	150				150	$8,745.60	$8,745.60
10	283424440006	MCALISTER JAN	2546 239TH AVE NW		820	150				150	$8,745.60	$8,745.60
11	283424440007	EGAN PATRICK A & KELLI M	23901 XAVIS ST NW		365	150				150	$8,745.60	$8,745.60
12	283424440004	NATHE MARSHALL & VICKI	2543 239TH AVE NW		345	150				150	$8,745.60	$8,745.60
13	283424440003	NYE JAMES D & CAROL M	2595 239TH AVE NW		300	150				150	$8,745.60	$8,745.60
14	283424430003	MEYER THOMAS R	2633 239TH AVE NW		300	150				150	$8,745.60	$8,745.60
15	283424430002	HANE JOHN F & TURNER SHANNAH J	2665 239TH AVE NW	YES	300	150	363	213	150	300	$17,491.20	$17,491.20
16	283424430008	GRIFFITH GARY M & NANETTE	2709 239TH AVE NW	YES	300	150	363	213	150	300	$17,491.20	$17,491.20
17	283424430007	DOTSETH LONNIE L	2781 239TH AVE NW		310	150				150	$8,745.60	$8,745.60
18	283424340008	PETERSON PAUL W & PHYLLIS L	2853 239TH AVE NW		554	150				150	$8,745.60	$8,745.60
19	283424310012	LADELY BETSY			519	150				150	$8,745.60	$8,745.60
				Totals	7,220	2,724	726	426.0	300	3,024.0	$176,311.29	$176,311.29

Estimated Annual Cost Per $1,000 Assessment =	$133
Period =	10 Years
Interest Rate =	5.75%

AVERAGE	$9,279.54
HIGH	$17,491.20
LOW	$4,139.58

239TH AVENUE N.W. STREET IMPROVEMENTS

Preliminary Assessment Roll

Bolton & Menk Project # R18.106739

04/16/15

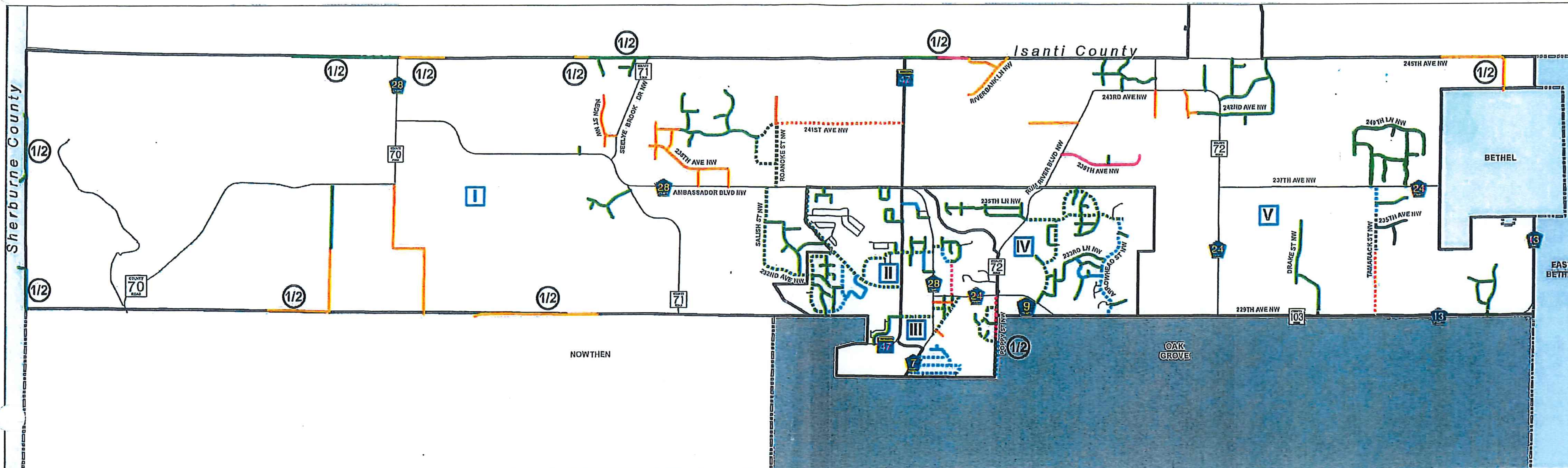
NUMBER	PID	Property Owner	Site Address	Corner Lot	Assessable Short Side Frontage (LF)	150' CAP ASSESSIBLE FRONTAGE (LF)	Long Side Frontage (LF)	Assessable Side Frontage (-150 ft.) (LF)	150' CAP ASSESSIBLE FRONTAGE (LF)	Total Assessable Frontage (LF)	40% Total Cost/ Total Frontage $ 62.58	Total Assessment
1	283424340002	LARSON LEONARD G & PATRICIA	23865 RUM RIVER BLVD NW		103	103				103	$6,445.95	$6,445.95
2	283424340003	LARSON LEONARD G & PATRICIA	23865 RUM RIVER BLVD NW		71	71				71	$4,443.32	$4,443.32
3	283424340004	EITTREIM, JOANNE & EITTREIM, KENT	2930 239TH AVE NW		830	150				150	$9,387.30	$9,387.30
4	283424340006	DEGONDA DARYL A & CHRISTINE N	2850 239TH AVE NW		472	150				150	$9,387.30	$9,387.30
5	283424340007	LIGHTFOOT, TIMOTHY	2768 239TH AVE NW		401	150				150	$9,387.30	$9,387.30
6	283424430004	ESNOUGH, WILLIAM	2720 239TH AVE NW		322	150				150	$9,387.30	$9,387.30
7	283424430005	HENSLER ERIC L	2660 239TH AVE NW		300	150				150	$9,387.30	$9,387.30
8	283424430006	WICKS SHAWN L & RACHEL D	2614 239TH AVE NW		300	150				150	$9,387.30	$9,387.30
9	283424440005	RYCHMAN DAVID J & TAMARA J	2566 239TH AVE NW		308	150				150	$9,387.30	$9,387.30
10	283424440006	MCALISTER JAN	2546 239TH AVE NW		820	150				150	$9,387.30	$9,387.30
11	283424440007	EGAN PATRICK A & KELLI M	23901 XAVIS ST NW		365	150				150	$9,387.30	$9,387.30
12	283424440004	NATHE MARSHALL & VICKI	2543 239TH AVE NW		345	150				150	$9,387.30	$9,387.30
13	283424440003	NYE JAMES D & CAROL M	2595 239TH AVE NW		300	150				150	$9,387.30	$9,387.30
14	283424430003	MEYER THOMAS R	2633 239TH AVE NW		300	150				150	$9,387.30	$9,387.30
15	283424430002	HANE JOHN F & TURNER SHANNAH J	2665 239TH AVE NW	YES	300	150	363	213	150	300	$18,774.60	$18,774.60
16	283424430008	GRIFFITH GARY M & NANETTE	2709 239TH AVE NW	YES	300	150	363	213	150	300	$18,774.60	$18,774.60
17	283424430007	DOTSETH LONNIE L	2781 239TH AVE NW		310	150				150	$9,387.30	$9,387.30
18	283424340008	PETERSON PAUL W & PHYLLIS L	2853 239TH AVE NW		554	150				150	$9,387.30	$9,387.30
19	283424310012	LADELY BETSY			519	150				150	$9,387.30	$9,387.30
				Totals	7,220	2,724	726	426.0	300	3,024.0	$189,247.97	$189,247.97

Estimated Annual Cost Per $1,000 Assessment = $133

Period = 10 Years

Interest Rate = 5.75%

AVERAGE	$9,960.42
HIGH	$18,774.60
LOW	$4,443.32



Legend

Pavement Management

- Sealcoat Local
- Sealcoat MSA
- Overlay Local
- Overlay MSA
- Reconstruct Local
- Reconstruct MSA
- Gravel Local
- Gravel MSA
- Private, County or State
- Maintenance District
- Surrounding Communities

0 — 4,000 Feet

Source: City of St. Francis, Anoka County, MnDNR, MnDOT

City of St. Francis
Public Works Department
Comprehensive Street/Utilities Maintenance District Program

Inspection	Preliminary Maintenance	Primary Maintenance
Pavement	Crack Filling	Replay Treatment
Curb	Section Patches	Preservation Sealcoat
Sidewalk	Curb	Rehabilitation Overlays
Ditches/Culverts	Sidewalk	Storm Sewer Cleaning
Storm Sewer	Ditches/Culverts	Sign Maintenance
Sanitary Sewer	Storm Sewer	Street Lights
Water System	Sanitary Sewer	
Street Lights	Water System	
Signs	Street Lights	
Trees	Tree Trimming	
	Recon Info Mtgs	
	Private Utils Coord	

Program Year	Maint. District	Inspection	Preliminary Maintenance	Primary Maintenance
1	II		2017	2018
2	III	2017	2018	2019
3	IV	2018	2019	2020
4	V	2019	2020	2021
5	I	2020	2021	2022
6	All	2021	2022	2023
7	II	2022	2023	2024
8	III	2023	2024	2025
9	IV	2024	2025	2026
10	V	2025	2026	2027
11	I	2026	2027	2028
12	All	2027	2028	2029

Notes:

- The intent is to initiate the program phase in the year indicated. Program needs/funding may require extending the schedule into subsequent years, particularly for rehabilitation overlays. Reconstructions are scheduled as funding allows in concert with this plan.
- Program years 6 and 12 are intended to be years where major utility repairs, street section patches, etc. are completed.
- Replay treatment new asphalt within 1 year of install (typical application will be the following year after overlay or reconstruction). 2016 cost is $1.60 per square yard.

City of St. Francis
Street Fund-Tax Levy

		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
General Fund Transfer		$ 1,300,000.00											
Rum River Bluffs Fund		$ 127,737.00											
Tax			$ 60,000.00	$ 120,000.00	$ 180,000.00	$ 240,000.00	$ 300,000.00	$ 360,000.00	$ 420,000.00	$ 480,000.00	$ 540,000.00	$ 600,000.00	$ 660,000.00
Right of Way Permits		$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00
Franchise Fees		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Special Assessments		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Municipal Maintenance		$ -	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00
Municipal Construction		$ -	$ 112,500.00	$ 1,480,000.00	$ 225,000.00	$ 125,000.00							
Total		$ 1,429,237.00	$ 289,000.00	$ 1,716,500.00	$ 521,500.00	$ 481,500.00	$ 416,500.00	$ 476,500.00	$ 536,500.00	$ 596,500.00	$ 656,500.00	$ 716,500.00	$ 776,500.00
Expenditures:													
Sealcoating/crack filling													
District 1	CIP-PW-001						$ 231,435.00		$ 175,000.00				
District 2	CIP-PW-001		$ 126,540.00							$ 175,000.00			
District 3	CIP-PW-001			$ 103,230.00							$ 175,000.00		
District 4	CIP-PW-001				$ 206,460.00							$ 175,000.00	
District 5	CIP-PW-001					$ 250,520.00							$ 175,000.00
Off Year	CIP-PW-001							$ 100,000.00					
Rehab/Overlay													
Guarani/230th/Jivaro/Pederson/Makah	CIP-PW-002		$ 202,500.00										
Stark/Zea/Yucca/233rd/227th Ct/Vintage/Woodbine/232nd/227th/226th/Tulip /225th Lane	CIP-PW-002			$ 448,750.00									
230th Lane/Flora/Arrowhead/230th Lane/229th/235th	CIP-PW-002				$ 303,750.00								
Tamarack-North Half	CIP-PW-002					$ 125,000.00							
Street Reconstruction													
Butterfield/232/229th/Poppy/229th/227th	CIP-PW-003			$ 1,155,000.00									
239th/245th/47 to Kings Highway	CIP-PW-003					$ 1,190,000.00							
Downtown Parking Lot Paving Gravel	CIP-PW-004			$ 135,000.00									
Total Expenditures		$ -	$ 329,040.00	$ 1,841,980.00	$ 510,210.00	$ 1,565,520.00	$ 231,435.00	$ 100,000.00	$ 175,000.00	$ 175,000.00	$ 175,000.00	$ 175,000.00	$ 175,000.00
Difference		$ 1,429,237.00	$ (40,040.00)	$ (125,480.00)	$ 11,290.00	$ (1,084,020.00)	$ 185,065.00	$ 376,500.00	$ 361,500.00	$ 421,500.00	$ 481,500.00	$ 541,500.00	$ 601,500.00
Beginning Cash Balance		$ -	$ 1,429,237.00	$ 1,389,197.00	$ 1,263,717.00	$ 1,275,007.00	$ 190,987.00	$ 376,052.00	$ 752,552.00	$ 1,114,052.00	$ 1,535,552.00	$ 2,017,052.00	$ 2,558,552.00
Ending Cash Balance		$ 1,429,237.00	$ 1,389,197.00	$ 1,263,717.00	$ 1,275,007.00	$ 190,987.00	$ 376,052.00	$ 752,552.00	$ 1,114,052.00	$ 1,535,552.00	$ 2,017,052.00	$ 2,558,552.00	$ 3,160,052.00

Paving Gravel is unfunded at this time.

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
MSA Funds												
Allocation		$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00
Amounts Used	$ -	$ (112,500.00)	$ (1,480,000.00)	$ (225,000.00)	$ (125,000.00)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Encumbered		$ (20,349.49)										
Overpayment		$ (12,198.36)										
Ending Balance	$ 1,207,128.91	$ 1,434,934.06	$ 327,787.06	$ 475,640.06	$ 723,493.06	$ 1,096,346.06	$ 1,469,199.06	$ 1,842,052.06	$ 2,214,905.06	$ 2,587,758.06	$ 2,960,611.06	$ 3,333,464.06

City of St. Francis
Street Fund-Franchise Fees

		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
General Fund Transfer		$ 1,300,000.00											
Rum River Bluffs Fund		$ 127,737.00											
Tax		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Right of Way Permits		$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00
Franchise Fees		$ -	$ 309,000.00	$ 309,000.00	$ 309,000.00	$ 309,000.00	$ 309,000.00	$ 309,000.00	$ 309,000.00	$ 309,000.00	$ 309,000.00	$ 309,000.00	$ 309,000.00
Special Assessments		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Municipal Maintenance		$ -	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00	$ 115,000.00
Municipal Construction		$ -	$ 112,500.00	$ 1,480,000.00	$ 225,000.00	$ 125,000.00							
Bond Savings													
Total		$ 1,429,237.00	$ 538,000.00	$ 1,905,500.00	$ 650,500.00	$ 550,500.00	$ 425,500.00	$ 425,500.00	$ 425,500.00	$ 425,500.00	$ 425,500.00	$ 425,500.00	$ 425,500.00
Expenditures:													
Sealcoating/crack filling													
District 1	CIP-PW-001						$ 231,435.00		$ 175,000.00				
District 2	CIP-PW-001		$ 126,540.00							$ 175,000.00			
District 3	CIP-PW-001			$ 103,230.00							$ 175,000.00		
District 4	CIP-PW-001				$ 206,460.00							$ 175,000.00	
District 5	CIP-PW-001					$ 250,520.00							$ 175,000.00
Off Year	CIP-PW-001							$ 100,000.00					
Rehab/Overlay													
Guarani/230th/Jivaro/Pederson/Makah	CIP-PW-002		$ 202,500.00										
Stark/Zea/Yucca/233rd/227th Ct/Vintage/Woodbine/232nd/227th/226th/Tulip/ 225th Lane	CIP-PW-002			$ 448,750.00									
230th Lane/Flora/Arrowhead/230th Lane/229th/235th	CIP-PW-002				$ 303,750.00								
Tamarack-North Half	CIP-PW-002					$ 125,000.00							
Street Reconstruction													
Butterfield/232/229th/Poppy/229th/227th	CIP-PW-003			$ 1,155,000.00									
239th/245th/47 to Kings Highway	CIP-PW-003					$ 1,190,000.00							
Downtown Parking Lot	CIP-PW-004			$ 135,000.00									
Paving Gravel													
Total Expenditures		$ -	$ 329,040.00	$ 1,841,980.00	$ 510,210.00	$ 1,565,520.00	$ 231,435.00	$ 100,000.00	$ 175,000.00	$ 175,000.00	$ 175,000.00	$ 175,000.00	$ 175,000.00
Difference		$ 1,429,237.00	$ 208,960.00	$ 63,520.00	$ 140,290.00	$ (1,015,020.00)	$ 194,065.00	$ 325,500.00	$ 250,500.00	$ 250,500.00	$ 250,500.00	$ 250,500.00	$ 250,500.00
Beginning Cash Balance		$ -	$ 1,429,237.00	$ 1,638,197.00	$ 1,701,717.00	$ 1,842,007.00	$ 826,987.00	$ 1,021,052.00	$ 1,346,552.00	$ 1,597,052.00	$ 1,847,552.00	$ 2,098,052.00	$ 2,348,552.00
Ending Cash Balance		$ 1,429,237.00	$ 1,638,197.00	$ 1,701,717.00	$ 1,842,007.00	$ 826,987.00	$ 1,021,052.00	$ 1,346,552.00	$ 1,597,052.00	$ 1,847,552.00	$ 2,098,052.00	$ 2,348,552.00	$ 2,599,052.00

Paving Gravel is unfunded at this time.

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
MSA Funds												
Allocation		$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00	$ 372,853.00
Amounts Used	$ -	$ (112,500.00)	$ (1,480,000.00)	$ (225,000.00)	$ (125,000.00)	$ -	$ -	$ -	$ -	$ -	$ -	-
Encumbered		$ (20,349.49)										
Overpayment		$ (12,198.36)										
Ending Balance	$ 1,207,128.91	$ 1,434,934.06	$ 327,787.06	$ 475,640.06	$ 723,493.06	$ 1,096,346.06	$ 1,469,199.06	$ 1,842,052.06	$ 2,214,905.06	$ 2,587,758.06	$ 2,960,611.06	$ 3,333,464.06

CITY OF ST.FRANCIS

ASSESSMENT POLICY
FOR PUBLIC INITIATED IMPROVEMENTS

City of
St. Francis

~~Adopted: March 5, 2007~~
Revised May 10, 2018

ASSESSMENT POLICY

Table of Contents

City of St. Francis

ASSESSMENT POLICY STATEMENT FOR PUBLIC INITIATED IMPROVEMENTS

SECTION I- General Policy Statement

The purpose of this assessment policy is to establish guidelines to assist the City in determining a fair and equitable manner of recovering and distributing the cost of public improvements. The procedures used by the City of St. Francis for levying special assessments are those specified by Minnesota Statutes, Chapter 429, which provide that all or a part of the cost of improvements may be assessed against benefiting properties.

While establishing the authority by which communities may proceed to construct public facility projects, the statutes provide no guide as to how costs are to be apportioned. Therefore, it is the responsibility of the local legislative body to establish a reasonable method by which properties will be assessed.

Three (3) basic criteria must be satisfied before a particular parcel can be validly assessed. They are:

A. The land must have received special benefit from the improvement.

B. The amount of the assessment must not exceed the special benefit.

C. The assessment must be uniform in relation to the same class of property within the assessment area.

The test for determining the validity of a special assessment is whether the improvement for which the assessment was levied has increased the market value of the property against which the assessment operates in at least the amount of the assessment. It is important to recognize that the actual cost of extending an improvement past a particular parcel is not the determining factor in determining the amount to be assessed. However, in most cases the method for determining the value of the benefit received by the improvement, and therefore the amount to be assessed, shall be the cost of providing the improvement, as long as the cost does not exceed the increase in market value of the property being assessed. The entire project shall be considered as a whole for the purpose of calculating and computing an assessment rate.

Special assessments are billed to the property owner along with real estate taxes. There is, however, a distinct difference between taxes and- special assessments. Real- estate taxes are a function of the real estate as determined by the municipal assessor, while special assessments are a direct function of the enhancement of value or the benefits, which a specific improvement gives to the property.

The purpose of this assessment manual is to set forth the general assessment methods and policies to be utilized by the City Staff when preparing assessment rolls for approval by the St. Francis City Council so as to assure uniform and consistent treatment to -the various properties from year to year. It is emphasized that the following summarization is general in nature, and that certain circumstances may justify deviations from stated policy as determined by the City Council.

In addition, to the extent that this policy conflicts with applicable law, the applicable law will control. Nothing in this policy should be interpreted to limit the City of St. Francis from assessing to the full extent of its authority or to utilize other procedures permitted by law for assessing.

The project cost shall include, but not be limited to the following:

A. Construction cost
B. Engineering Fees
C. Administrative Fees
D. Right-of-Way Acquisition/Eminent Domain
E. Legal Fees
F. Capitalized Interest
G. Signage
H. Lighting

Initiation of public improvement projects can be undertaken by any of the three (3) following ways:

A. ***Direct Action of ~~tlte~~ the City Council*** - The City Council may decide an improvement is necessary or desirable for the community.

B. ***Property Owner Petition*** - The City Council may decide on an improvement after receiving a petition for said improvement by the owners of not less than thirty-five percent (35%) in frontage of the real property abutting on the streets named in the petition as the location of the improvement. In addition, all owners of real property abutting upon any street named as the location of any improvement may petition the City Council to construct the improvement and to assess the entire cost against their property. In the latter case, the City Council may, without a public hearing, adopt a resolution determining such fact and ordering the improvement.

C. ***Developer Request*** - A developer who is the owner of all the property within the proposed subdivision may petition the City Council to construct the improvement and to assess the entire cost against the developer's property pursuant to- Minnesota Statutes Chapter 429. In such event, the City may, without a public hearing, adopt a resolution determining such fact and ordering the improvement. However, —a developer's agreement shall be negotiated and executed prior to said authorization.

The City must recover the expense of installing public improvements, if undertaken, while ensuring that each parcel pays its fair share of a project cost in accordance with these assessment guidelines. While there is no perfect assessment policy, it is important that assessments be implemented in a reasonable, consistent and fair manner. There may be exceptions to the Assessment Policy or unique situations or circumstances which may require special consideration and discretion by City staff and the City Council.

The Assessment Policy statement, in brief summary, consists of four (4) main sections addressing purpose, method of assessment, improvement type and correlating application, and assessment conditions. A glossary section, devoted to specialized terms and definitions, is included as an index. The Assessment Policy is intended to serve as a guide to a systematic assessment process for the City of St. Francis.

SECTION II- Methods of Assessment

The nature of an improvement determines the method of assessment. The objective is to choose the assessment method which will arrive at a reasonable, fair and equitable assessment which will be uniform upon the same class of property within the assessed area. The most frequently recognized assessment methods are: the unit assessment, the front footage assessment and the area assessment. Depending upon the individual project, any one or a combination of these methods may be utilized to arrive at an appropriate cost distribution. City staff will consider all methods and weigh their applicability to the project. A description of each assessment and its corresponding policy application is presented. Separate sections will identify the appropriate matchup of method with a specific type of project and analyze why each is generally used.

A. Unit Assessment. A unit assessment shall be derived by dividing the total project cost by the number of Residential Equivalent Density (RED) units in the project area. A RED unit is defined as a single-family residential unit. All platted and unplatted property will be assigned RED unit values equivalent to the underlying zoning. When the existing land use is less than the highest and best permitted use, the Council may consider the current use as well as the full potential of land use in determining the appropriate number of RED units. Otherwise, the following RED chart will apply on a per unit basis, subject to adjustment by the Council for any inequities:

Single Family 1.00 RED
Duplex 1.00 RED per unit
Condominium 0.80 RED per unit
Multifamily 0.80 RED per unit
Townhouse 1.00 RED per unit
Commercial RED units= SAC units as defined by the City of St. Francis Policy
Industrial RED units= SAC units as defined by the City of St. Francis Policy

The unit approach has proven to be the best method in those instances whereby the improvement largely benefits everybody to the same degree and the cost of the improvement is not generally affected by parcel size.

B. Area Assessment. The assessable area shall be expressed in terms of the number of acres or the number of square feet subject to assessment. When determining the assessable area, the following considerations will be given:

1-. **Ponding Assessment Consideration** - Lakes, ponds and wetlands may be considered part of the assessable area of a parcel. However, the property owner has the option of providing a storm water ponding easement to the City for the land under the lake, pond, or wetland if integrated into the storm water management system. If such ponding easement is accepted based upon its functional integration into the storm water management system, a reduction in area equal to the area of the easement for the lake, pond or wetland will be subtracted from the gross acreage assessment of the parcel. Lots utilizing a ponding area for the purpose of density credit shall be charged for that area within the portion of the easement necessary to meet minimum lot standards.

2. **Road Right-of-Way Assessment Consideration** - Up to twenty percent (20%) of the gross acreage may be deducted for street right-of-way purpose within unplatted parcels of five (5) acres or more depending upon the parcel configuration. Parcels less than five (5) acres may not qualify and may be assessed full acreage. The reason for this size restriction is that, in most instances, parcels of less than five (5) acres cannot support an internal road system.

3. **Park Dedication Assessment Consideration** - When park land is dedicated as part of a residential development, as required by the Park Comprehensive Plan, the developer shall not be assessed an acreage charge on the portion of land dedicated.

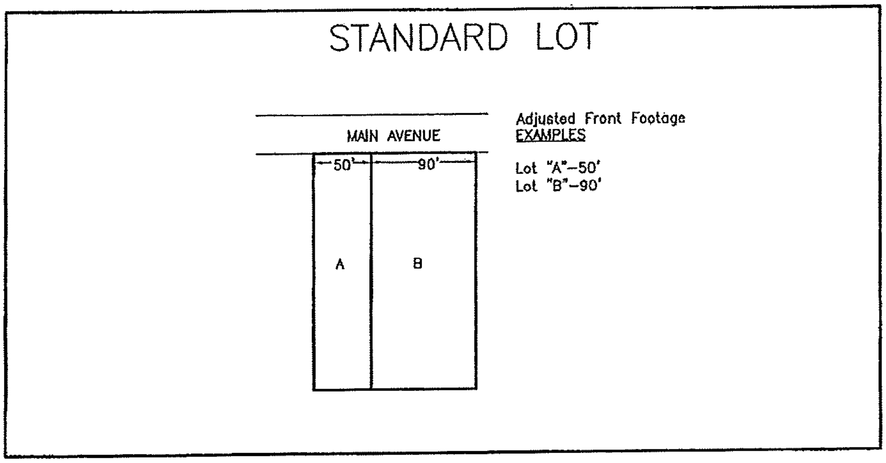
C. Front Footage Assessment - Residential. The actual physical dimension of a residential parcel abutting an improvement (i.e., street, sewer, water, etc.) shall NOT be construed as the frontage utilized to calculate the assessment. An adjusted front footage will be determined. The purpose of this method is to equalize assessment calculations for lots of similar size. Individual parcels by their very nature, differ considerably in shape and area. The following procedures will apply when calculating adjusted front footages. The selection of the appropriate procedure will be determined by the specific configuration of the parcel. All measurements will be scaled from available plat and section maps and will be rounded down to the nearest foot dimension with any excess fraction deleted. Categorical type descriptions are as follows:

Formatted: Underline

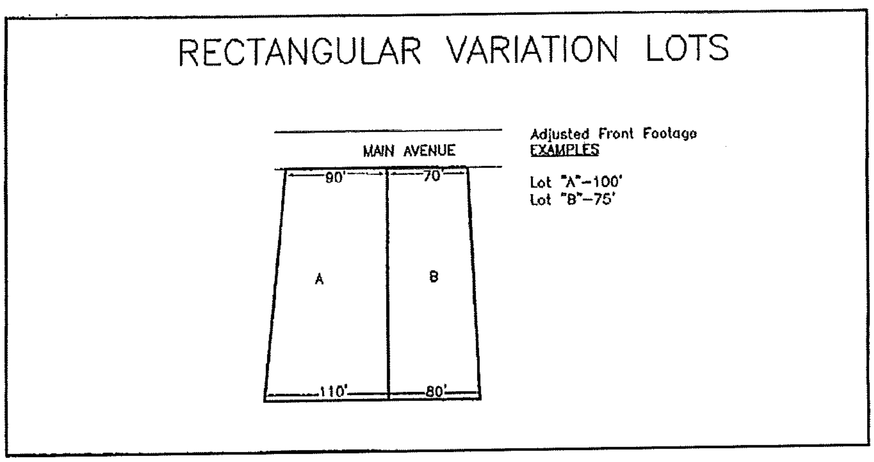
1. Standard Lots
2. Rectangular Variation Lots
3. Triangular Lots
4. Cul-de-sac Lots
5. Curved Lots
6. Irregularly Shaped Lots
7. Corner Lots
8. Flag Lots
9. Double Frontage Lots
10. Large Tracts
11. Front Footage Assessment

The ultimate objective of these procedures is to arrive at a fair and equitable distribution of cost whereby consideration is given to lot size and all parcels are comparably assessed.

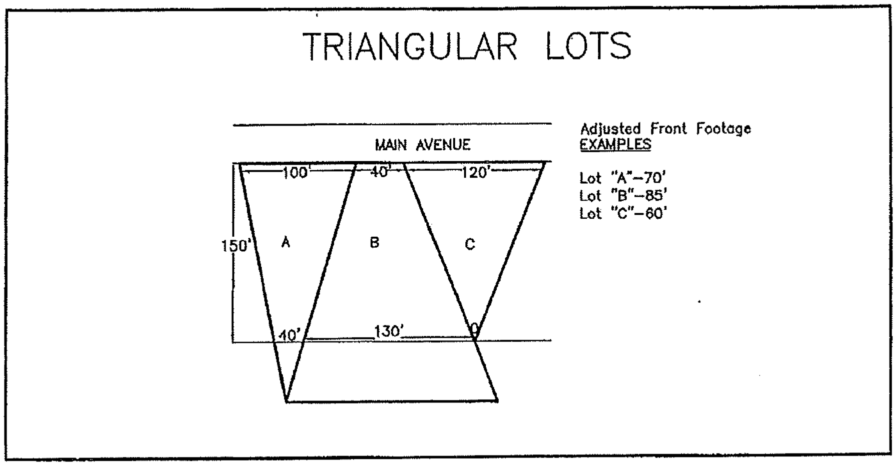
1. Standard Lots. In this instance, the adjusted front footage for rectangular lots will be the actual frontage of the lot. The frontage measured shall be the lot width at the front lot line.



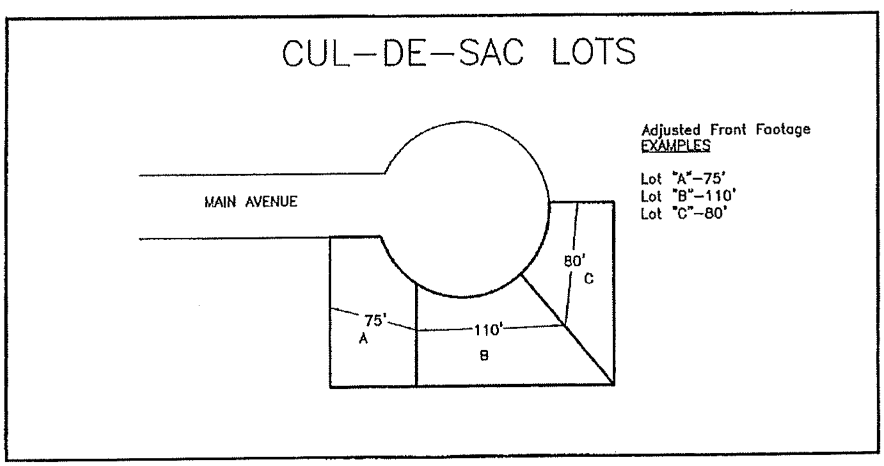
2. Rectangular Variation Lots. For- a- lot- which- is- approximately rectangular and uniform in shape, the adjusted front footage is computed by averaging the front and back sides of the lot. This method is used only where the divergence between front and rear lot lines is twenty feet (20') or less.



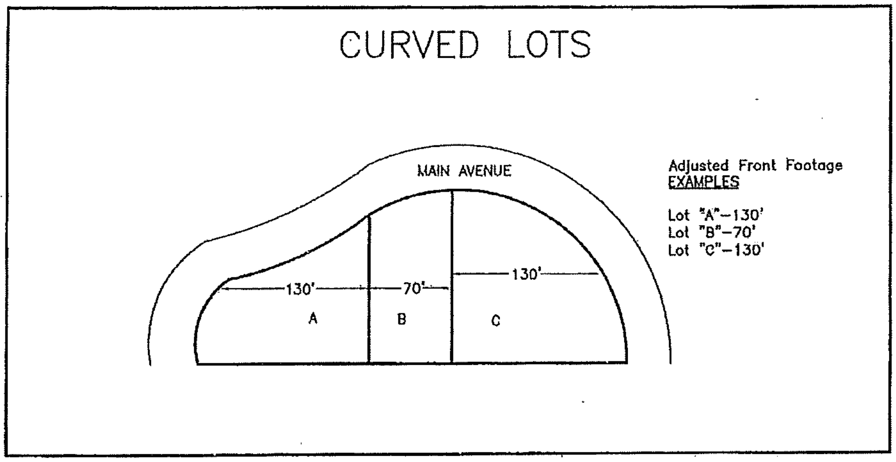
3. Triangular Lots. For a triangular shaped lot, the adjusted front footage is computed by averaging the front and back lot lines. The measurement at the back lot width shall not exceed a maximum distance in depth of one hundred fifty feet (150'). Another method may be deemed appropriate based upon the individual parcel or general project area.



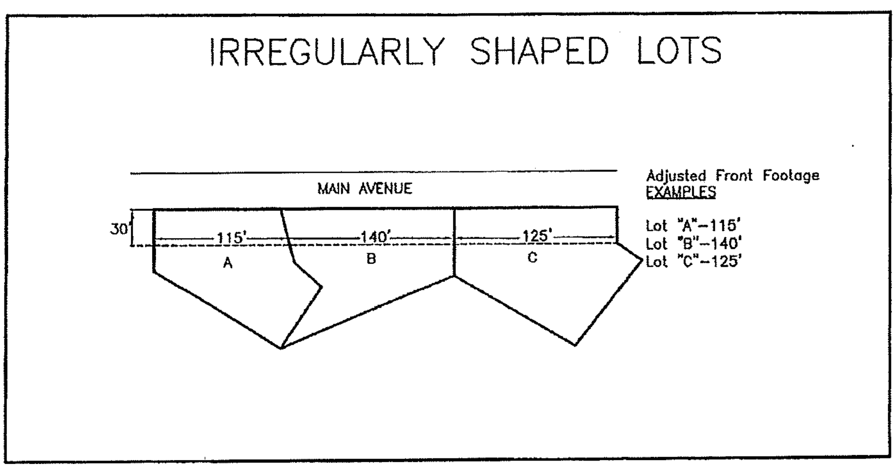
4. Cul-de-sac Lots. The adjusted front footage for those lots that exist on cul-de-sacs will be calculated at the midsection of the lot at the most reasonably defined and determinable position. This line will be computed by connecting the midpoints of the two side lot lines. Or, if the lots are similar in nature and configuration, a common lot width may be assigned based upon an evaluation of typical lots within the subdivision.



5. Curved Lots. In certain situations such as those where lots are located along meandering trail system streets, road patterns create curvilinear frontages. In such instances, the adjusted front footage will be the width of the lot measured at the midpoint of the shortest side lot line or such other method deemed appropriate based upon the individual parcel or general project area.

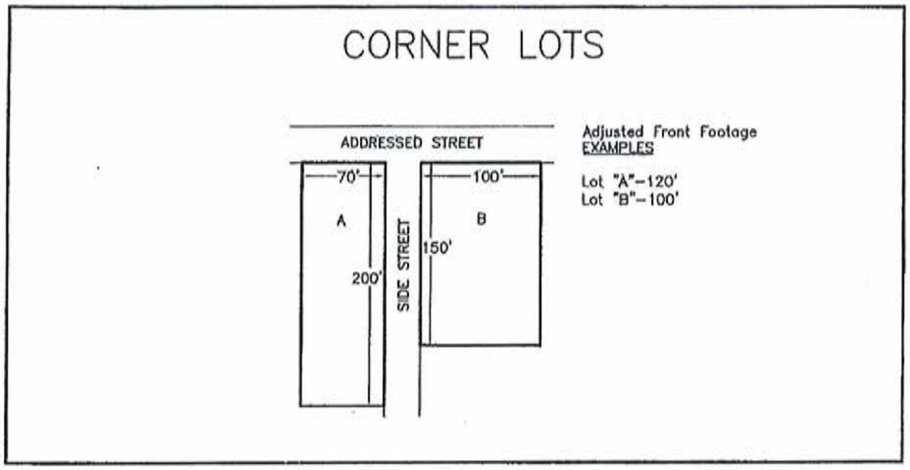


6. Irregularly Shaped Lots. In many cases, unplatted parcels that are legally described by a metes and bounds description, are irregular and odd shaped. The adjusted front footage will be calculated by measuring the lot width at the thirty (30) foot building setback line or such other method deemed appropriate based upon the individual parcel or general project area.

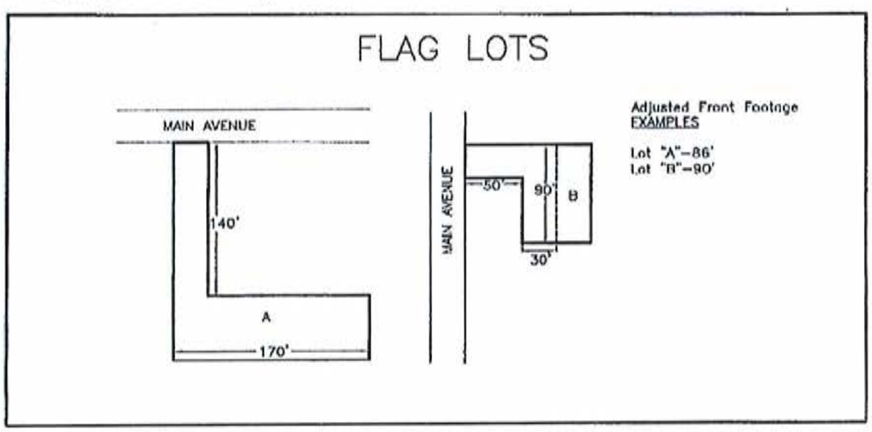


7. Corner Lots. The adjusted front footage will be assessed on the short side. A one hundred fifty (150) foot side lot allowance credit will apply along the adjacent side street. Any remaining frontage will constitute an additional assessment. Comer lots shall only be assessed when improvements are completed on the addressed side of the lot. In no event will a comer lot be assessed less than a total of 80 feet when the improvements are on both sides of the lot.

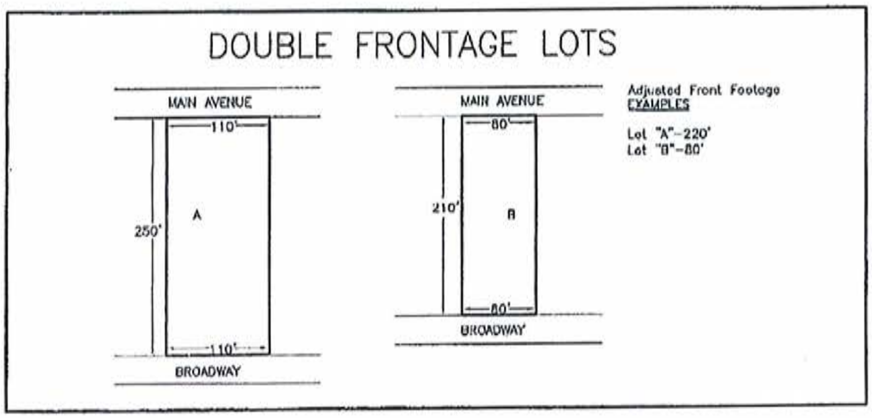
Formatted: Font: (Default) Times New Roman



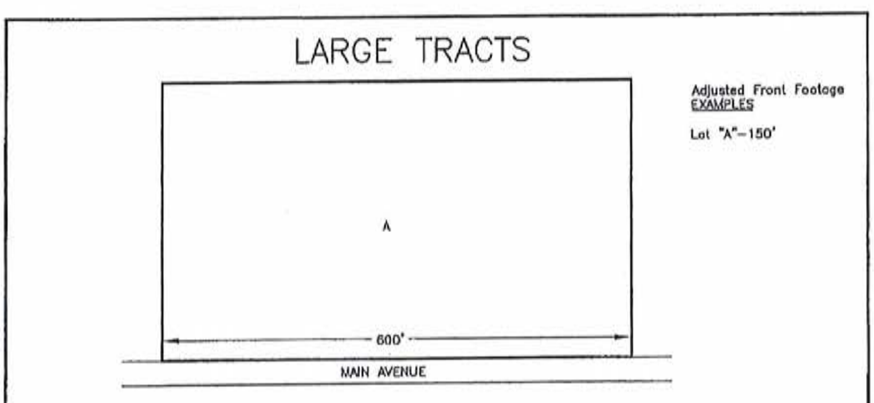
8. Flag Lots. Properties which utilize a narrow private easement or maintain ownership of such access to their property exceeding a minimum length of one hundred twenty-five (125) feet, thereby having a small frontage on a street, will be assigned an adjusted front footage of eighty (80) feet. This dimension is consistent with the subdivision ordinance which prescribes such length as a minimum lot frontage along a public roadway. The adjusted front footage for flag lots whose driveway access is under one hundred twenty-five (125) feet will be measured at the building setback line from the access terminus.



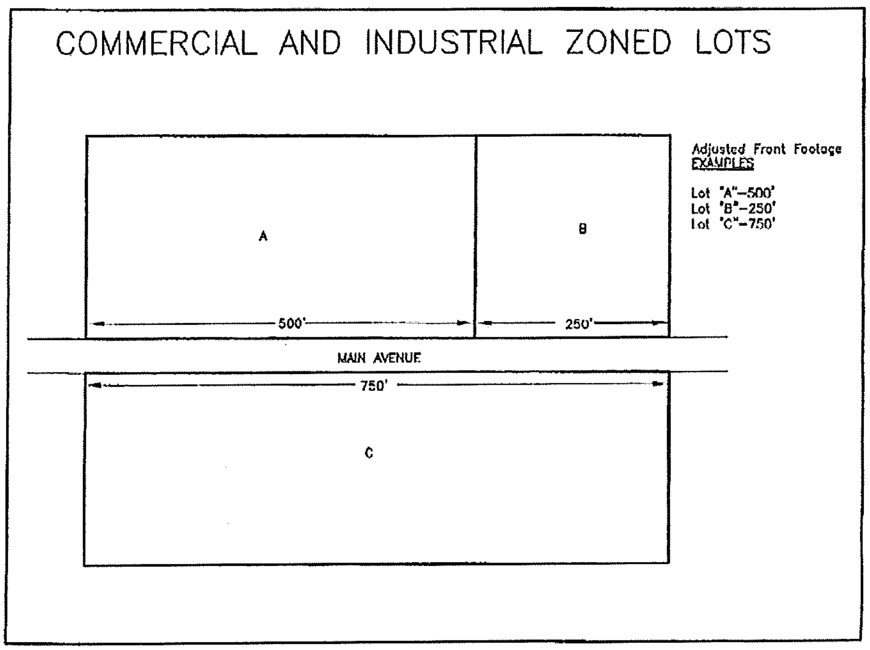
9. Double Frontage Lots. If a parcel, other than a ~~comer~~ corner lot, comprises frontage on two (2) streets and is eligible for subdivision, then an adjusted front footage assessment will be charged along each street. For double frontage lots lacking the necessary depth for subdivision, a single adjusted front footage only will be computed. For lots in which the adjusted front footage is calculated on only one side it shall be calculated on the addressed side of the lot.



10. Large Tracts. Oversized residential parcels will not be assessed for more than a total frontage of one hundred (150) feet. If the parcel is large enough to be subdivided, the remaining assessment will be deferred until the property develops, at which time the entire deferred assessment and accumulated interest shall be paid in full. Interest will accrue at the rate established at the project assessment hearing.



11. Front Footage Assessment – Commercial and Industrial Zoned Lots. Front footage assessments for lots that are zoned or used for commercial or industrial purposes shall be based upon the actual front footage of the side abutting the improvement.



SECTION III - Improvement Type Application

A. New Sidewalk Installation. Although construction normally occurs only on one (1) side of the street, channelization and safety of pedestrian traffic is regarded as an overall neighborhood benefit. Therefore it shall be the policy of the City to pay for such improvements from the Street Improvement Fund.

B. New Bike- Path Installation. Although construction normally- occurs only on one (1) side of the street, channelization and safety of pedestrian traffic is regarded as an overall neighborhood benefit. Therefore it shall be the policy of the City to pay for such improvements from the Street Improvement Fund or the Park Dedication Fund.

C. New Street, Curb and Gutter. The entire cost of the original installation of street, curb and gutter shall be recovered by the adjusted front footage method or unit assessment method, as determined by the City Council. In general, the adjusted front footage method will be considered adjacent to unplatted properties, or in areas where there is a significant difference in the size of the benefitting properties. In general, the unit method will be considered when all properties are generally equivalent in size and of the same residential use. The front footage rate shall be determined by dividing the total project costs by the total number of adjusted front feet in the project area. Where an urban street section, that is, bituminous pavement and concrete curb and gutter is constructed in place of a street section rural in nature, that is of materials other than those listed for an urban section, the assessment shall be for one hundred percent (100%) of the total project cost or a lesser amount if deemed appropriate by the City Council.

D. Street Resurfacing. Street resurfacing is commonly known and referred to as street overlaying whereby a new bed of road material such as bituminous is installed over an existing paved road to specific thickness or in the case where the bituminous pavement has deteriorated to such a condition that complete reconstruction is necessary. (If street construction is done over a non-bituminous surface, i.e., gravel, sand, etc., then the assessment shall be for one hundred percent (100%) of the total project cost.)

Regardless of the age of the street, street overlay, reconstruction and curb improvements of presently paved streets in the City of St. Francis shall be treated as a general maintenance expense which shall be one hundred percent ~~assessed at forty percent (40%) resident/sixty percent (60%) City of the total project cost. The City portion shall be covered by means of the~~(100%) supported by the general ad valorem property tax paid by the entire community. No assessments will be associated with resurfacing of existing paved streets. ~~Assessments shall be determined by the adjusted front footage method. All assessments shall be on a current basis and shall not be subject to a maximum footage or deferred classification.~~

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

E. Sealcoating and Crack Filling Street Improvements. Sealcoating and crack filling shall be treated as a general maintenance expense which shall be -one hundred percent (100%) supported by general ad valorem property taxes. No assessments will be associated with sealcoating.

F. Sanitary Sewer and Water Lateral Improvements. All water and sewer lines, regardless of size or designation, are considered as laterals to adjacent property. Lateral lines are normally not larger than eight (8) inches in diameter in most residential areas. For purpose of special benefit determination, the lateral cost of sewer and water improvements will be assessed on an adjusted front footage basis and shall be assessed at forty percent (40%) resident/sixty percent (60%) City of the total Sanitary Sewer and Water Lateral Improvements costs. All costs associated with watermain and sanitary sewer service installation shall be assessed 100% to the benefiting property.

G. Sanitary Sewer and Water Trunk Improvements. Trunk sewer and water mains are usually larger than eight (8) inches in diameter and are designed to carry larger volumes of flow than are necessary within an immediate property area in order to serve additional service areas in the City. The difference between- a normal sized lateral and the actual sized trunk represents "trunk oversizing". The cost in extra pipe sizing, not depth, shall be paid from the -City's Enterprise Funds. Based -upon calculations and past experience, a charge shall be set per unit to finance the City's Enterprise Funds. The rate of Trunk System fees shall be adjusted annually by the City Council in connection with the City Fee Schedule.

H. Storm Sewer Improvements. Storm sewer improvements will continue to be a required portion of all new residential, commercial and industrial developments. Storm water associated with road redevelopment projects shall be on a case-by-case basis, based on the appropriate engineering reports. Storm Sewer Improvements completed by the City shall be assessed at forty percent (40%) resident/sixty (60%) City of the total Storm Sewer Improvement cost. The City Council may consider increasing the City contribution by utilizing funds from the Stormwater Utility Fund, subject to City Council discretion and availability of funds.

Ponds are considered an amenity to the development and must conform to the intent of the Storm Water Management Guide Plan. A Storm Water Trunk fee will not be collected for the ponding areas which are dedicated to the City. The City Engineer will determine if the ponding areas meet the intent of the Storm Water Management Plan. The rate for Storm Water Trunk fees shall be adjusted annually by the City Council.

I. Collector Street Improvements. All collector street projects will be negotiated between the City and the developer. The developer shall dedicate up to a maximum of one hundred (100) feet of right-of-way. The developer shall be responsible for the construction of up to a maximum of a forty-four (44) foot road with a ten (10) ton design.

When eligible for MSA funds, the City shall designate MSA routes and expand this policy as necessary.

SECTION IV - Assessment Conditions

A. Terms of Assessment. Special assessments shall be collected in equal annual installments of principal for a period of years as indicated for the following types of improvements:

1. Street, Curb and Gutter - 15 years
~~2. Street Resurfacing - 10 years~~
~~3.~~2. Sanitary Sewer and Water Laterals - 15 years
~~4.~~3. Storm Sewer Improvements- 15years

B. Interest Rate. The interest rate charged on assessments for all projects financed by debt issuance shall be one percent (1.5%) greater than the net interest rate of the bond issue. The interest rate charged on assessments for all projects not financed by debt issuance shall be determined by City Council. This is necessary in order to insure adequate cash flow when the City is unable to reinvest assessment prepayments at an interest rate sufficient to meet the interest cost of debt or when the City experiences problems of payment collection delinquencies. Interest on initial special assessment installments shall begin ~~-~~to accrue from the date of the resolution adopting the assessment. Owners must be notified by mail of any changes adopted by the City Council regarding interest rates or prepayment requirements which differ from those contained in the notice of the proposed assessment.

C. Payment Procedures. The property owner has five (5) available options when considering payment of assessments:

1. **Tax Payment** - If no action is undertaken by the property owner, then special assessment installments will appear annually on the individuals property tax statement for the duration of the assessment ~~tenn~~term.

2. **Full Payment** - No interest will be charged if the entire assessment is paid off within thirty (30) days from the date of adoption of the assessment roll.

3. **Partial Payment** - The property owner has a one-time opportunity to make a partial payment reduction of any amount against his/her assessment. This option may only be exercised within the thirty (30) day period immediately following adoption of the assessment roll.

4. **Prepayment** - The property owner may, at any time prior to December 15 of the initial year, prepay the balance of the assessment with interest accrued to December 31 of that year. The property owner may also choose to pay the remaining assessment balance at any time, with the exception of the current years installment of principal and interest.

D. Deferred Assessments. Assessments on benefited property may be deferred by the Owner via the Green Acres Law (MSA 273.111 Sub. 11). The City Council may permit the deferment of assessments on the basis of income, hardship, senior citizenship, etc.

When the deferment expires, becomes invalid or is terminated by the property owner, it shall be the policy of the City of St. Francis to be reimbursed for the deferred assessment, including deferred equivalent residential units, on the following basis:

1. The actual assessment plus accrued interest through the end of the full year of the assessment, per the adopted assessment roll if done in years one to five of the assessment roll adoption.

2. The actual assessment plus accrued interest through the end of the fifth full year of the assessment, per the adopted assessment roll, if done more than five (5) years after the assessment roll adoption date.

   The collection of deferred assessments shall be in accordance with the terms of the development agreement for the property.

3. Senior Citizen Deferment - Any individual who is sixty-five (65) years of age or older and can satisfy the property ownership classification as specified in the City of St. Francis Ordinance Section 2.51 may have their assessments deferred.

E. Appeal Procedures. No appeal may be taken as to the amount of any assessment adopted unless a written objection signed by the affected property owner is filed with the City Administrators office prior to the assessment hearing or presented to the presiding officer at the hearing. The property owner may appeal the assessment to District Court by filing such notice with the District Court within ten (10) days after service of the appeal upon the Mayor or City Administrator.

Formatted: Font: (Default) Times New Roman

~~F.~~ Reapportionment Upon Land Division. When a tract of land against which a special assessment has been levied is subsequently divided or subdivided by plat or otherwise, the City Council may, on application of the owner of any part of the tract or on its own motion, equitably apportion among the various lots or parcels in the tract all the installments of the assessment against the tract remaining unpaid and not then due if it determines that such apportionment will not materially impair collection of the unpaid balance of the original assessment against the tract. The City Council may require furnishing of a satisfactory surety bond in certain cases as specified in ~~Mimlesota~~ Minnesota Statutes Section 429.071, Subd. 3. Notice of the apportionment and of the right to appeal shall be mailed to or personally served upon all owners of any part of the tract. In most cases, dividing the assessment balance evenly on a unit or lot basis would result in an equitable apportionment. The practice of unit assessment redistribution and recertification to the Anoka County Auditor's Office will be followed when the

Formatted: Indent: Left: -0.24"

~~followed when the~~ amount of the unit assessment exceeds $1,000.00. In those instances when the property subdivision would result in smaller increments, the entire assessment shall be paid at the time the developer's agreement is approved.

Formatted: Indent: Left: 0", First line: 0"

~~G.~~F. Assessment Cost. All such improvements described under Section IV~~-~~ shall be assessed as described in Section IV. In such instances where the replacement of existing utilities i.e. sanitary sewer and water laterals, and storm sewer, is required, the total costs associated with the Improvements shall be assessed at a rate of forty percent (40%) resident/sixty percent (60%) City.

Where sanitary sewer and watermain laterals and storm sewer improvements are constructed in areas without those utilities, the total cost associated with utility improvement shall be assessed at a rate of one-hundred percent (100%) to the benefiting property based on one of the three Methods of Assessment described in Section II.

Formatted: Character scale: 100%

SECTION V - Supplemental Assessment Policy Guidelines

A. Areas Partially Served By Utilities. Any tract of land, lot or parcel whereby a project improvement such as a sewer or water lateral or ending street terminus does not extend fully past or beyond the property shall be considered served, benefited and assessed accordingly. The current special assessment shall be subject to an adjusted front footage not to exceed one hundred fifty feet (150') and a maximum current acreage of two and a half (2.5) acres, provided said assessment does not exceed the special benefit conferred upon the affected property. If an improvement benefits non-abutting properties which may be served by the improvement when later extensions or improvements are made but are not initially assessed, the City may reimburse itself for all or part of the costs incurred by assessing those non-abutting properties at the time of the later extensions or improvements. However, proper notice must be given of the fact at the time of making the extensions or improvements to the previously unassessed non-abutting properties.

Formatted: Font: Times New Roman, Character scale: 100%

Formatted: Character scale: 100%

B. Preliminary Plat Consideration. Land could be considered for assessment based on preliminary plat consideration. This consideration will occur only when the following scenarios exist: (1) the City Council has approved a preliminary plat; and (2) a public hearing ordering the improvement project has not yet occurred. In the event this exists, assessment frontages may be calculated based upon the proposed lot configuration within the preliminary plat. Road right-of-way within the proposed street alignments will not be subject to assessments.

C. Tax Exempt Property. Other than land under City ownership, there are three (3) categories of tax-exempt properties. Said properties shall be assessed as follows:

1. *Church and school property* shall be assessed in the same manner as commercial and industrial zoned property, as long as the assessments do not exceed the special benefits conferred. Acreage assessments shall be based upon the gross acreage of the site.

2. *State land* is normally exempt from assessment unless otherwise negotiated or agreed upon by the affected State agency.

3. *County land* is subject to assessment and shall be assessed in the same manner as commercial and industrial zoned property, as long~~rrg~~ as the assessments do not exceed the special benefits conferred.

D. Municipal Property Assessments. City- owned property is divided into three (3) classifications for the purpose of determining assessment participation. They are:

1. Public Facility Land
2. Public Right-of-Way
3. Park Land

Public Facility property is defined as land utilized for public buildings such as city halls, fire halls, libraries, maintenance garages, municipal parking lots, etc. Public facility property within a project area will participate in the total assessable cost of an improvement and will be treated in the same manner as any other benefited parcel.

Public right-of-way property consisting of all City acquired easements, subject to fee title, for the specific purpose of utility placement or street construction will be exempt from assessment.

Park Land assessment eligibility is further categorized according to the following descriptions:

1. "Community Parks" are characterized by a higher degree of intense public use and are relatively large in area size. They are normally associated with athletic events and sporting activities (i.e., softball, football, baseball, hockey, etc.). Park lands of this nature will be subject to assessments. Because community parks provide citywide benefit, the cost of these assessments shall be recovered by a special levy upon the ad valorem taxes.

2. "Neighborhood Parks" accommodate open space objectives within residential development and are passive in use as indicated by such features as playground structures. Because neighborhood parks are commonly used by the immediate residents of the area, such park land will not be assessed if it comprises less than twenty-five percent (25%) of the aggregate project area. Larger parks representing an area greater than twenty-five percent (25%) of the aggregate project area shall participate in the assessment process in the same manner as community parks.

3. "Parkland Dedication" is required either in the ~~fonn~~ form of cash in lieu of land or a land grant. The developer shall be responsible for the payment of all special assessments existing at the time of dedication. Depending upon the amount of land involved, the development shall not be assessed trunk acreage for that portion exceeding the minimum percentage dedication requirement for park purposes.

E. Tax Forfeiture Assessments. When a parcel of tax forfeited land is returned to private ownership and the parcel is benefited by an improvement for which special assessments were canceled because of the forfeiture, the City may, upon notice and hearing as provided for the original assessment, make a reassessment or a new assessment as to the parcel in an amount equal to the amount remaining unpaid on the original assessment.

F. First Serve Situations. If the plans of the City and a developer coincide in regard to utility installations on certain properties, the plans of the City shall receive first consideration. In that event, the City may, upon notice and hearing, assess all unplatted parcels according to this Policy if the improvements are approved prior to hardshell consent of the unplatted properties.

Formatted: Font: Times New Roman, Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

G. State Aid Participation. Residential lots abutting and having access to collector streets (streets which are designated as part of the City's Municipal State Aid System and qualify for state aid funding) shall be assessed the residential equivalent of a standard City street, normally consisting of a thirty-two foot (32') paved roadway within a sixty-foot (60') right-of-way. This cost shall be determined by the City Engineer during the preparation of the feasibility report. The difference in cost shall be reimbursed by applicable state aid funds or other available city funding sources.

H. Assessment Review Committee. Before any assessment hearing, a review-committee will be established by the City Council to assist staff in its evaluation of all properties in accordance with this Policy and review the staff prepared proposed- assessment rolls. This committee shall consist of the City Administrator, City Engineer, Finance Director and two (2) members of the City Council appointed at the Council's annual January meeting.

I. Residential lots abutting and having access to county roads (that will be assessed by the City based on County's cost participation plan) shall be assessed the residential equivalent of a standard City street, normally consisting of a thirty-two foot (32') paved roadway within a sixty foot (60') right-of-way. The City street equivalent cost is to be determined by the City Engineer during the preparation of a feasibility report. The difference in cost shall be reimbursed by available city funding resources (Street Improvement Fund).

J. Upon tum-back of state and county roads, an engineer's estimate of remaining useful life will be determined for assessment calculation. All funding provided on a ~~tum~~turn-back will be deposited to the Street Improvement Fund for offsetting the city participation for road improvements. If determined by the City Council that it should be used for a particular project, it shall be so.

Formatted: Character scale: 100%

K. Cemeteries within a project area will be exempt from assessment.

SECTION VI - Definitions

ADJUSTED FRONT FOOTAGE	The number of feet actually utilized in calculating an assessment for a particular property. This may differ from the actual front footage of the property.
ASSESSMENT	A dollar amount charged against a property receiving an improvement benefit.
CONDOMINIUM	Individual ownership of a unit in a multi-unit structure (similar to an apartment building). A spatial relationship exists whereby the individual owns the actual air space within the physical confines of the unit but not the barrier walls themselves.
DRAINAGE DISTRICT	An area defined by the City Engineer which shall form the physical boundaries where benefit exists within a district shall be all land serving as a collector basin for storing such water. Natural geographical features normally form these boundaries.
LATERAL	A lateral sewer is designed to collect the sewage from a project area for conveyance to a trunk facility. A water lateral is sized to provide water in sufficient volumes and pressure as required to serve a defined project area.
MULTI-FAMILY	A structure of more than two (2) units, the primary purpose of which is to provide rental or leased living space to the general public. Building characteristics include common hallways for access purposes and a common parking lot.
OVERSIZING	A pipe which is designated and constructed larger than necessary to serve a specific project area.

Formatted: Character scale: 100%

Formatted: Font: (Intl) Times New Roman

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Intl) Times New Roman

Formatted: Font: (Intl) Times New Roman

Formatted: Font: (Intl) Times New Roman, Character scale: 100%

Formatted: Font: (Intl) Times New Roman

Formatted: Font: (Intl) Times New Roman, Character scale: 100%

Formatted: Font: (Intl) Times New Roman

Formatted: Font: (Intl) Times New Roman, Character scale: 100%

Formatted: Font: (Intl) Times New Roman

Formatted: Font: (Intl) Times New Roman

Formatted: Font: (Intl) Times New Roman, Character scale: 100%

Formatted: Font: (Intl) Times New Roman

Formatted: Font: (Intl) Times New Roman, Character scale: 100%

Formatted: Font: (Intl) Times New Roman

Formatted: Font: (Intl) Times New Roman, Character scale: 100%

Formatted: Font: (Intl) Times New Roman

PUBLIC IMPROVEMENT	A project undertaken by the City under the authority granted in M.S.A. 429.021 for the purpose of installation of improvements such as street, curb and gutter, sewer, water, etc. A public hearing shall be conducted to determine the necessity and common good of the project as it affects the community. Upon authorization, the City will proceed with construction and administration of the project.
RESIDENTIAL UNIT	A residential unit is a platted single-family residential lot, which in accordance with the City of St. Francis' zoning and subdivision regulations, cannot be further subdivided and which has only one (1) development right.
TOWNHOUSE	Single family attached units in structures housing three (3) or more contiguous dwelling units, sharing a common wall, individual front and rear entrances; the structure is that of a row-type house as distinguished from multiple-swelling apartment buildings.
TRUNK	Water and sewer lines that are large mains requiring greater size capacity and deeper pipe construction than the immediate surrounding area requires. However, trunk lines may also be used to provide lateral service as well. Trunk sewer and water pipes are determined to be pipes **greater** than eight inches (8") in diameter.
UTILITY IMPROVEMENT AREA	A defined area within which all area properties are deemed to have been served by an improvement project and are considered to receive benefit.

SECTION VII- Appendix

Appendix A

35% PETITION FOR IMPROVEMENTS
CITY OF ST. FRANCIS, MINNESOTA

We, the undersigned, being the owners of not less than 35% of the frontage of the real property abutting upon the following street, alley, or public way between the points indicated:

____

____

____

hereby petition the City Council of St. Francis, Minnesota, to undertake the following improvements along said street, alley or public way pursuant to Minnesota Statutes, Chapter 429:

____

____

____

Signature of Owners*	Address	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		

Signature of Owners*	Address	Date
20. ____________________	____________________	______
21. ____________________	____________________	______
22. ____________________	____________________	______
23. ____________________	____________________	______
24. ____________________	____________________	______
25. ____________________	____________________	______
26. ____________________	____________________	______
27. ____________________	____________________	______
28. ____________________	____________________	______
29. ____________________	____________________	______
30. ____________________	____________________	______

*Property owned in joint tenancy should be signed by each owner.

LEGAL DESCRIPTION OF ALL ABUTTING PROPERTY:

____

____

I hereby certify that I have examined the above petition and appropriate real estate records and find that said petition is in proper form and is signed by the owners of not less than 35% of the frontage of the property abutting said improvements.

WITNESS my hand as such Clerk and the seal of said City this_________day of ____________________, 2018

____
City Clerk
City of St. Francis

(SEAL)

Appendix B

100% PETITION FOR IMPROVEMENTS
CITY OF ST. FRANCIS, MINNESOTA

We, the undersigned, being the owners of all the real property abutting upon the following street, alley, or public way between the points indicated:

____

____

hereby petition the City Council of St. Francis, Minnesota, to undertake without a public hearing under Minnesota Statues, Section 429.031, the following improvements along said street, alley, or public way:

____

____

____

and to assess the entire cost thereof against our property abutting said improvements based on benefits received without regard to cash valuation.

Signature of Owners*	Address	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		

Signature of Owners*	Address	Date
20. ______________________	______________________	____
21. ______________________	______________________	____
22. ______________________	______________________	____
23. ______________________	______________________	____
24. ______________________	______________________	____
25. ______________________	______________________	____
26. ______________________	______________________	____
27. ______________________	______________________	____
28. ______________________	______________________	____
29. ______________________	______________________	____
30. ______________________	______________________	____

*Property owned in joint tenancy should be signed by each owner.

LEGAL DESCRIPTION OF ALL ABUTTING PROPERTY:

____

____

____

I hereby certify that I have examined the above petition and appropriate real estate records and find that said petition is in proper form and is signed by the owners of not less than 35% of the frontage of the property abutting said improvements.

WITNESS my hand as such Clerk and the seal of said City this___________day of ___________________, 2018

____
City Clerk
City of St. Francis

(SEAL)

Appendix C

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY
OF ST. FRANCIS, MINNESOTA

HELD:_______________, 20____

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Anoka County, Minnesota, was duly held in the Council Chambers of St. Francis Independent School District No. 15 District Office in said City on the day of _____, 20__, at 6:00 o'clock p.m.

The following members were present:

And the following were absent:

Member________________________introduce the following resolution and moved its adoption.

RESOLUTION DECLARING ADEQUACY OF PETITION AND ORDERING PERPARATION OF REPORT CITY OF ST. FRANCIS, MINNESOTA RESOLUTION NO. 20 -

BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, MINNESOTA:

1. A certain petition requesting the improvement of _________________Street between the _________________line of ________________________Street and the ____________________line of ____________________Street by ______, filed with the Council on ________________, 20____, is hereby declared to be signed by the required percentage of owners of property affected thereby. This declaration is made in conformity to Minnesota Statues, Section 429.035.

2. The petition is hereby referred to the City Engineer and he is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the Council this_______day of___________________________, 20____.

____
Mayor

____
Clerk

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to declaring the adequacy of a petition and ordering the preparation of a report for an improvement.

WITNESS my hand and the seal of said City this_______day of____________. 20___.

____
City Clerk

(SEAL)

Appendix D

EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA

HELD:______________________, 20________

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Anoka County, Minnesota, was duly held in the Council Chambers of St. Francis Independent School District No. 15 District Office in said City on the ____ day of _________, 20___, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member________________introduced the following resolution and moved its adoption.

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT CITY OF ST. FRANCIS, MINNESOTA RESOLUTION NO. 20__-___

WHEREAS, it is proposed to improve __________Street between the __________line of ____________Street and the ____________________ line of ___________Street by ________________ and to assess the benefited property for all or portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

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

That the proposed improvement be referred to the City Engineer for study and that he is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the council the______________day of___________, 20____.

____
Mayor

____
Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member ______________________________, and upon vote being taken thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes ordering the preparation of a report for an improvement.

WITNESS my hand and the seal of said City this__________day of ___________, 20___.

City Clerk

(SEAL)

Appendix E

EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA

HELD:________________________, 20_________

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Anoka County, Minnesota, was duly held at the St. Francis Independent School District No. 15 District Office in said City on the_____day of ___________, 20 ___, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member________________introduced the following resolution and moved its adoption.

RESOLUTION RECEIVING REPORT AND CALLING HEARING ON IMPROVEMENT CITY OF ST. FRANCIS, MINNESOTA RESOLUTION NO. 20 -

WHEREAS, pursuant to resolution of the council adopted___________, 20___, a report has been prepared by the City Engineer with reference to the improvement of ___________________ __________________Street between the ___________ line of _____________ Street and the _______________line of ____________ Street by ______________, and this report was received by the council on ______________ 20__.

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

1. The council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a parting of the cost of the improvement pursuant to Minnesota Statutes Chapter 429 at an estimated total cost of the improvement of $_______________.
2. A public hearing shall be held on such proposed improvement on the______day of ___________, 20___ in the council chambers of the___________ at _______a.m. (p.m.) and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council the______________day of___________, 20____

____
Mayor

____

Clerk

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

The motion for the adoption of the foregoing resolution was duly seconded by member ________________________, and upon vote being taken thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes related to the receiving of a report and the calling of a public hearing on proposed ______________________ Improvements of said City.

WITNESS my hand and the seal of said City this__________day of _____________ 20___.

____
City Clerk

(SEAL)

Appendix F

NOTICE OF PUBLIC HEARING ON IMPROVEMENT
CITY OF ST. FRANCIS, MINNESOTA

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of St. Francis will meet in the council chambers of the St. Francis Independent School District No. 15 District Office at _a.m. (p.m.) on _____, _______________, 20 ___, to consider making improvements on _________Street between the ___________ line of __________________Street and the ______line of _____Street by ______________, pursuant to Minnesota Statutes, sections 420.011 to 429.111. The area proposed to be assessed for the improvements is the benefiting abutting properties. The estimated cost of the improvements is $. Such persons as desired to be heard with reference to the proposed improvement will be heard at this meeting.

____
City Clerk

Published in ____________________on___________________, and_________________, 20___.

Appendix G

CERTIFICATE OF MAILING OF NOTICE
OF PUBLIC HEARING ON IMPROVEMENT
CITY OF ST. FRANCIS, MINNESOTA

The undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, does hereby certify that on the day of___________, 20____, (being ten days or more before the hearing on said improvement), he/she gave mailed Notice of Hearing (a true and correct copy of which is attached hereto as Exhibit A) of the following described improvement, to-wit:

____

____

____

____ to the owners of each parcel of land within the area proposed to be assessed.

For the purpose of giving such mailed notice the undersigned secured the names of the property owners within the area proposed to be assessed the records of the County (Treasurer) (Auditor). Mailed notice of the hearing on said improvement was also given on the same date to the following property owners within the area proposed to be assessed whose names are not listed on the records of the County (Treasurer) (Auditor):

(Here list the names of any railroad, county, school district, church or other property owner whose name is not on the tax lists of the county)

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

WITNESS my hand and the seal of said City this_______day of___________, 20_.

____
City Clerk

(SEAL)

Appendix H

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA

HELD:______________________, 20___

Pursuant to due call and notice thereof, a regular meeting of the City Council of City St. Francis, Minnesota, was duly called and held in the St. Francis Independent School District No. 15, District Office in said City on the ____________day of_______________, 20___.

The following members were present:

and the following were absent:

The meeting was held pursuant to resolution adopted calling a public hearing on the proposed improvements in said City, as more particularly described in the Notice of a Public Hearing ordered at said _______________meeting, a copy of which is attached hereto. The Clerk presented affidavits showing the due publication and mailing of the Notices of Hearing and the Mayor announced that the Council would hear all persons who cared to be heard for or against the improvements as outlined in the Notice of Hearing. All persons present were afforded an opportunity to present their views and objections to the making of said improvements, and no objections were presented, except as follows:

Name of Objector	Property	Objection

Member______________________ introduced the following resolution and moved its adoption:

RESOLUTION ORDERING IMPROVEMENT AND DIRECTING PREPARATION OF FINAL PLANS AND SPECIFICATIONS CITY OF ST. FRANCIS, MINNESOTA
RESOLUTION NO. 20 -

WHEREAS, a resolution of the city council adopted the_________day of________, 20___, fixed a date for a council hearing on the proposed improvement of _____Street from the_________Street to the________line of___________Street by ____________________.

AND WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the _______ day of _____________, 20___at which all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. Such improvement is hereby ordered as proposed in the council resolution adopted _____________day of ___________, 20___.
2. __________________ is hereby designated as the engineer for this improvement. He shall prepare plans and specifications for the making of such improvement.

Adopted by the council this_______________day of _____________, 20___.

____
Mayor

____
Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member

_________________________, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said the resolution was declared duly passed and adopted.

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to ordering the improvement and directing preparation of the final plans and specifications for ____________________Improvements in said City.

WITNESS my hand and the seal of the said City this______________day of _________________________, 20___.

____
City Clerk

(SEAL)

Appendix I

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA

HELD:______________________, 20___

Pursuant to due call and notice thereof, a regular meeting of the City Council of City St. Francis, Minnesota, was duly called and held in the Council Chambers of the St. Francis Independent School District No. 15 District Office in said City on the_____day of ________________, 20___, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member__________________introduced the following resolution and moved its adoption:

RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS
CITY OF ST. FRANCIS, MINNESOTA
RESOLUTION NO. 20 -

WHEREAS, pursuant to a resolution passed by the council on __________, 20__, the the City Engineer (consulting engineer retained for the purpose) has prepared plans and specifications for _______________Street between the _________________ line of _____________Street and the ___________________ line of _______________Street by _________and has presented such plans and specifications to the councils for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made apart hereof, a hereby approved

2. The city clerk shall prepare the cause to be inserted in the official paper and in the Construction Bulletin an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for _______ days, shall specify the work to be done, shall state that bids will be received by the clerk until _____a.m. (p.m.) on __________________, 20____, which time they will be publicly opened in the council chambers of the city hall by the city clerk and engineer, will then be tabulated, and will be considered by the council at __________ a.m. (p.m.) on ________________, 20_____, in the council chambers. Any bidder whose responsibility is questioned during consideration of the bid will be given the opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit,

cashier's check, bid bond, or certified check payable to the clerk for five (5) percent of the amount of such bid.

____
Mayor

____
Clerk

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relates to a resolution approving plans and specifications and ordering advertisement for bids on _________________________ Improvements for said City.

WITNESS my hand and the seal of the said City this______________day of _______________________, 20___.

____
City Clerk

(SEAL)

Appendix J

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF
ST. FRANCIS, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Minnesota, was duly called and held in the Council Chambers of St. Francis Independent School District No. 15 District Office in said city on the_____day of ________________, 20___, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

The Council received bids on the construction of __________________ Improvement in the City, and after publicly opening, tabulating and analyzing said bids, proceeded to consider said bids. The following bids were received:

	Bidder	Address	Amount of Bid
1.	____________________	________________	______________
2.	____________________	________________	______________
3.	____________________	________________	______________
4.	____________________	________________	______________
5.	____________________	________________	______________
6.	____________________	________________	______________

After discussion,_________________member introduced the following resolution and moved its adoption:

**RESOLUTION ACCEPTING BIDS AND
AWARDING CONTRACT FOR
IMPROVEMENT CITY OF ST. FRANCIS
MINNESOTA
RESOLUTION NO. 20**

WHEREAS, pursuant to an advertisement for bids for the improvement of ______________ Street from the _____________line of __________________ Street to the received, opened and tabulated according to law, and following bids were received complying with the advertisement:

____

____

AND WHEREAS, it appears that ______________ of ________________ is the lowest

responsible bidder,

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

1. The mayor and clerk are hereby authorized and directed to enter into the attached contract with _____________ of ____________________ in the name of the City of St. Francis for the improvements of ____________________ Street from the ___________ line of ___________ Street to the ______________ line of _______________ Street by ____________________ according to the plans and specifications therefore approved by the city council and on file in the office of the city clerk.
2. The city clerk is hereby authorized and directed to return forthwith to all bidders the deposit made with their bids, except that the deposits of the successful bidder and the next two (2) lowest bidders shall be retained until a contract has been signed.

Adopted by the city council this _______________ day of ______________ 20___.

____
Mayor

____
City Clerk

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes of a meeting of the City Council of said City held on the date therein indicated with the original thereof on file in my office, and the same is a full, true and complete transcript therefrom, insofar as the same relates to the resolution awarding contract on _________________________Improvements.

WITNESS my hand the seal of said City this_____________day of___________, 20___.

____
City Clerk

(SEAL)

Appendix K

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF
ST. FRANCIS, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the City Council of the city of St. Francis, Minnesota, was duly called and held in the Council Chambers of St. Francis Independent School District No. 15 District Office in said City on the ___________ day of ____________, 20___, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member__________________introduced the following resolution and moved its adoption:

RESOLUTION DECLARING COSTS TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT FOR IMPROVEMENT
CITY OF ST. FRANCIS, MINNESOTA
RESOLUTION NO 20 -

WHEREAS, a contract has been let (costs have been determined) for the improvement of _____________Street between __________________ line of _____________________ Street and the _________________ line of ____________________ Street by _______________and the contract (bid) price for such improvement is $________________, and the expense incurred or to be incurred in the making of such improvement amount at $_____________ so that the total cost of the improvement will be $________________.

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

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be $__________________.
2. The city clerk, with the assistance of the City Engineer (consulting engineer) shall forthwith calculate the proper amount to be specially assessed for such improvement against ever assessable lot piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he/she shall file a copy of such proposed assessment in his/her office for public inspection.
3. The city clerk shall upon the completion of such proposed assessment, notify the council thereof.

Adopted by the council this_______________________day of_______________, 20___.

____
Mayor

____
Clerk

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes of a meeting of the City Council of said City held on the date therein indicated with the original thereof on file in my office, and the same is a full, true and complete transcript therefrom, insofar as the same related to the resolution declaring cost to be assessed and ordering preparation of proposed assessment in connection with ______________________ Improvements in the City.

WITNESS my hand the seal of said City this____________day of____________, 20___.

____
City Clerk

(SEAL)

Appendix L

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF
ST. FRANCIS, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Minnesota, was duly called and held in the Council Chambers of St. Francis Independent School District No. 15 District Office in said City on the _________ day of
________________, 20___, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member__________________introduced the following resolution and moved its adoption:

RESOLUTION CALLING HEARING ON PROPOSED ASSESSMENT FOR IMPROVEMENT CITY OF ST. FRANCIS, MINNESOTA
RESOLUTION NO. 20___-____

WHEREAS, by a resolution passed by the council on __________20___, the city clerk was directed to prepare a proposed assessment of the cost of improving
_________________Street between __________________ line of
__________________Street and the _____________line of___________Street
by____________________________.

AND WHEREAS, the clerk, has notified the council that such proposed assessment has been completed and filed in her office for public inspection,

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

1. A hearing shall be held on the _____________ day of ____________, at ________ located at _____________ in the city hall at _______________________ a.m. (p.m.) to pass upon such proposed assessment and such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

2. The city clerk is hereby directed to cause a notice of hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he/she shall state in the notice the total cost of the improvement. He/she shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the ______________, except that no interest shall be charged if the entire assessment is paid within ______________ days from the adoption of the assessment. He/she may at any time thereafter, pay to the ____________the entire amount of the assessment remaining unpaid, with interest accrued to December 31, of the year inwhich such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Adopted by the council this__________________day of_________________, 20___.

____
Mayor

____
Clerk

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes of a meeting of the City Council of said City held on the date therein indicated with the original thereof on file in my office, and the same is a full, true and complete transcript therefrom, insofar as the same relates to the resolution calling a hearing on assessments for ______________________ Improvements in the City.

WITNESS my hand the seal of City this__________day of__________________, 20___.

____
City Clerk

(SEAL)

Appendix M

NOTICE OF HEARING ON PROPOSED ASSESSMENT FOR IMPROVEMENT CITY OF ST. FRANCIS, MINNESOTA

TO WHOM IT MAY CONCERN:

Notice is hereby given that the council will meet at ___________a.m.(p.m.) on _______________, 20___, in the Council Chambers of St. Francis Independent School District No. 15, District Office to pass upon the proposed assessment for the improvement of ______________ Street between the line of ____________________ Street and the ________________ line of ____________________ Street by ______________. The following is the area proposed to be assessed.

The amount to be specially assessed against your particular lot, piece, or parcel of land is ___________________. You may at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City of St. Francis, City Clerk. No interest shall be charged if the entire assessment is paid within _____days from the adoption of this assessment. You may at anytime thereafter, pay to the ___________ the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the next succeeding year. Ifyou decide not to prepay the assessment before the date given above, the rate of interest that will apply is _______________ percent per year. The right to partially prepay the assessment according to Ordinance No. ____________is/is not available.

The proposed assessment roll is on file for public inspection at the city clerk's office. The total amount of the proposed assessment is ________. Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless a signed, written objection is filed with the clerk prior to the hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners, as it deems advisable.

Ifan assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The city will present its case first by calling witnesses who may testify by narrative or by examination, and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.
2. After the city has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for questioning of the City's witnesses will be followed with the objector's witnesses.
3. The objector may be represented by counsel.

4. Minnesota rules of evidence will not be strictly applied; however, they may be considered and argued to the council as the weight of items of evidence or testimony presented to the council.
5. The entire proceeding will be tape-recorded.
6. At the close of presentation of evidence, the objector may make a final presentation to the council based on the evidence and the law. No new evidence may be presented at this point.

An owner may appeal an assessment to district court pursuant to Minnesota States Section 429.81 by serving notice of the appeal upon the mayor or clerk of the city within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or clerk.

____
City Clerk

(SEAL)

Appendix N

CERTIFICATE OF MAILING OF NOTICE
OF HEARING ON PROPOSED ASSESSMENT
CITY OF ST. FRANCIS, MINNESOTA

The undersigned, being the duly qualified and acting clerk of the City of St. Francis, Minnesota, does hereby certify that on the ____________day of _____________, 20___, (being not less than two weeks before the hearing on the proposed assessment), he/she gave mailed notice of hearing on the proposed assessment described in the Notice attached hereto as Exhibit A, to the owners of each parcel of land described in the assessment roll.

For the purpose of giving such mailed notice, the undersigned secured from the County (Treasurer) (Auditor) a list of the names of the owners of the property described in the assessment roll as shown by the records of said (Treasurer) (Auditor) 30 days prior to date of adoption of the resolution providing for the hearing on proposed assessment. Mailed notice of the hearing on said proposed assessment was also given to the same date to the following property owners affect by the proposed assessment who had previously requested such mailed notice by written request to the County (Treasurer) (Auditor):

(Here list the names of property owners whose names are not on the tax lists of the county, but who have requested mailed notice.)

1. ____
2. ____
3. ____
4. ____
5. ____
6. ____
7. ____
8. ____
9. ____
10. ____

WITNESS my hand and the seal of the said City this_____________day of

__________________________, 20___.

____
City Clerk

(SEAL)

Appendix 0

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF
ST. FRANCIS, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Minnesota, was duly called and held in the Council Chambers of St. Francis Independent School District No. 15 District Office in said City on the _________ day of ____________________, 20______, at 6:00 o'clock p.m..

The following members were present:

and the following were absent:

Member________________________introduced the following resolution and moved its adoption:

RESOLUTION ADOPTING ASSESSMENT
CITY OF ST. FRANCIS, MINNESOTA
RESOLUTION NO. 20 -

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passes upon all objections to the proposed assessment for the improvement of ____________________Street between the ________________line of _____________Street and the __________________line of Street by_______________________________,

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

1. Such proposed assessment, a copy of which attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvements in the amount of the assessment levied against it.

2. Such assessment shall be payable in equal annual installments extending over a period of ______years, the first of the installments to be payable on or before the first Monday in January, 20 and shall bear interest at the rate of __________ percent annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 20___. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment to such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter pay the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment

must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the proper tax lists of the county, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the city council this________________day of___________20

____
Mayor

____
City Clerk

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes of a meeting of the City Council of said City held on the date therein indicated with the original thereof on file in my office, and the same is a full, true and complete transcript therefrom, insofar as the same related to adopting assessments of ____________________ Improvements and that notice of said meeting was duly given in accordance with law.

WITNESS my hand the seal of said City this___________day of___________, 20

____
City Clerk

(SEAL)

Appendix P

CERTIFICATE TO COUNTY AUDITOR
CITY OF ST. FRANCIS, MINNESOTA

County Auditor
Anoka County
Anoka, Minnesota

THIS IS TO CERTIFY that the attached list embraces all unpaid assessments levied by the City Council of St. Francis, Minnesota, on ___________________ , 20 ___, under Minnesota Statutes Chapter 429, for the improvement of the City of St. Francis, by the construction of ______________________________ improvements. The assessment is payable over a period of ___________ years and one installment with interest as provided in the attached statement is to be extended on the property tax lists of the County each year as required under M.S.A. 429.

WITNESS my hand as such Clerk and the seal of said City this ___ day of _________ 20___.

____
City Clerk

(SEAL)

MEMORANDUM

Hoisington Koegler Group Inc.

To:	The City of St. Francis
From:	Kevin Clarke, and the rest of the Comprehensive Plan Team
Subject:	Preliminary Draft of the Comprehensive Plan – review and next steps
Date:	13 June 2018

Introduction and Schedule Moving Forward

The purpose of our agenda item at the meeting on Monday is for HKGi and Staff to present a high level overview of the comprehensive plan draft, have a discussion on questions and comments from the City Council, and to seek authorization to distribute the draft plan document for adjacent jurisdiction review and affected agency review.

This is not an approval of the plan but rather approval to distribute the draft plan for review as required by state statute.

The following are key next steps in the process:

- ❑ June 18th CC meeting – this meeting will be for the Council to authorize distribution of the plan for affected agencies and jurisdiction review. This is a mandatory six month review period required by the Metropolitan Land Planning Act.
- ❑ Upon Council authorization, we will start the review process for affected agencies and adjacent jurisdictions including a preliminary review by the Metropolitan Council. This process will be used to fine tune coordination between jurisdictions where planning overlaps or abuts and policy needs to be aligned.
- ❑ There are additional opportunities for review, comments, and edits in the preceding months during the review period. During this period we will post the plan online and make it available for review at City Hall – and be available to field questions.
- ❑ August – October begin assembling comments and deciphering what needs changed or addressed.
- ❑ Depending on feedback, we anticipate November of 2018 the Planning and Zoning Commission will hold the official public hearing. The date will depend on the review period, and the complexity and degree of comments received and potential changes needed.
- ❑ November or December will be the City Council meeting to then authorize the official submittal to the Metropolitan Council.
- ❑ First (or second) quarter 2019 will be the final City Council consideration and approval after Metropolitan Council review is completed and any revisions are agreed to.

A link to the draft plan will be provided via separate email.

123 North Third Street, Suite 100, Minneapolis, MN 55401-1659
Ph (612) 338-0800 Fx (612) 338-6838 www.hkgi.com
Direct (612) 252-7122 Email brad@hkgi.com

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9C

TO: Joe Kohlmann, City Administrator

FROM: Todd Schwieger, Police Chief

SUBJECT: **Outdoor Warning Siren**

DATE: June 18th, 2018

OVERVIEW:

There has been some discussion at recent City Council meetings regarding adding an additional outdoor warning siren within the City. St Francis currently has 2 outdoor warning sirens located at the intersection of Roanoke St/Ambassador Blvd and Woodbine St/232 Ave. These sirens are Federal 2001 warning sirens manufactured by Federal Signal Corporation and were installed in 1996.

St Francis has seen substantial residential development since 1996 and an additional warning siren may be warranted. The 2014 Anoka County Multi-Jurisdictional All Hazards Mitigation Plan identified the goal of installing additional outdoor warning sirens under both Anoka County and St Francis mitigation goals.

Due to the dependability of Federal Signal's products, staff initiated communication with Federal Signal and their installer Ready Watt Electric to obtain pricing for an additional warning siren.

Reviewing area development and the range of the Federal Signal sirens, an additional siren is being proposed on 237th Ave just east of Nightingale St. Residents living in this area, outside the range of our current warning sirens, will be able to hear sirens during an event.

The warning sirens in 1996 were purchased through CDBG funding. Staff did contact the community development manager at Anoka County who advised there are currently no CDBG funds available for warning sirens. Staff also reached out to Anoka County Emergency Management and The Minnesota Department of Homeland Security Emergency Management division who both advised they are not aware of grant funding for outdoor warning sirens.

Provided in the power point is pricing for the Federal Signal siren as well as installation costs. One cost that is unaccounted for is running power to the new siren site from an existing Connexus Energy transformer across 237th Ave. Staff is waiting for Connexus Energy to provide this information.

ACTION TO BE CONSIDERED:

Discuss the need for an additional outdoor warning siren in St Francis and how it would be funded.

BUDGET IMPLICATION:

Approximately $24,000 - Unbudgeted

City of St. Francis

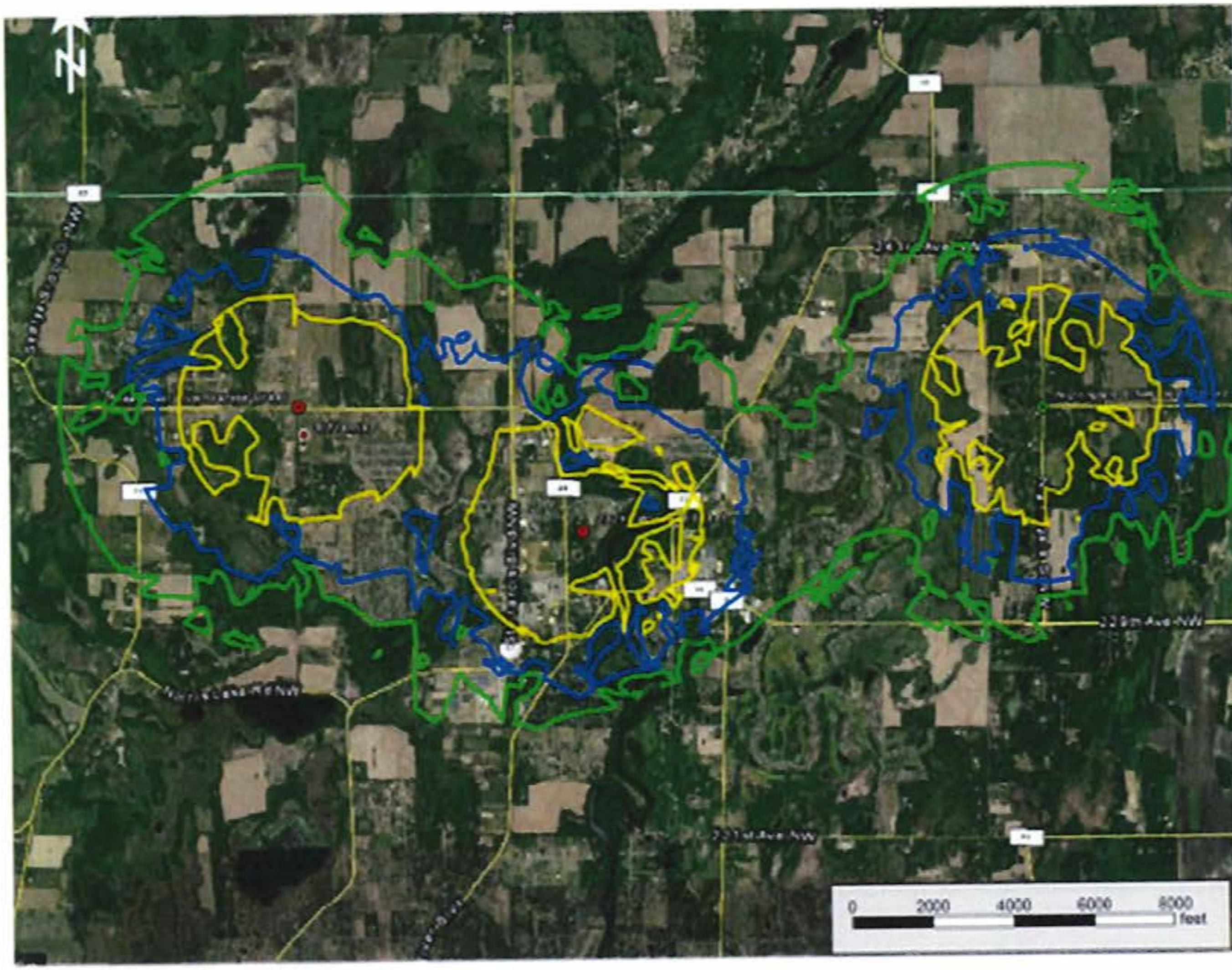
Attachments:

Anoka County Mitigation excerpts
St. Francis Acoustic Analysis
2001-130 Siren Specifications

ANOKA COUNTY MITIGATION GOALS/OBJECTIVES/ACTIONS/STRATEGY

Action	Action/Project Description Hazard Addressed Community Goal	Jurisdiction	Responsibility	Estimated Cost	Estimated Benefit	Funding Sources	Status
Goal 1: To prevent damage to persons and property from tornadoes, windstorms and straight line winds.							
Objective 1.1: Improve the county's warning and information capabilities.							
1.1.1	Encourage expansion of outdoor warning sirens to areas that currently do not have coverage and maintain existing outdoor warning sirens. **All but 1 community now has outdoor warning sirens** Improve Public Alert and Warning Capability in Anoka County	Anoka County	Emergency Management	250000	1000000	PDM Grant Jurisdiction Budgets	Ongoing/ Long Term
1.1.2	Continue to review EAS capabilities and system requirements. Implement IPAWS Warning System Improve Public Alert and Warning Capability in Anoka County	Anoka County	Emergency Management	0	100000	Dept Budget	Ongoing / Long Term
1.1.3	Update NAWAS warning system at Anoka County E-911 Communications Center. Improve Public Alert and Warning Capability in Anoka County	Anoka County	Central Comm.	2000	100000	Dept. Budget	Ongoing / Long Term
1.1.4	Purchase and install an automated wide area rapid notification system.	Anoka County	Emergency Management Metro Emergency Services	200000		Dept. Budget Emergency Services Board	Canceled IPAWS
Objective 1.2: Increase citizen awareness of, and preparedness for, severe weather events.							
1.2.1	Partner with volunteer agencies to distribute severe weather awareness and preparedness literature at community events. Improve Public Alert and Warning Capability in Anoka County	Anoka County	Emergency Management Volunteer Agencies	2500	100000	Dept Budget Volunteer Agencies	Ongoing / Long Term
1.2.2	Partner with NWS to publicize weather spotter and citizen preparedness training.	Anoka County	Emergency Management NWS	1500	100000	Dept Budgets	Completed Ongoing in Goal 12

Action	Action/Project Description	Jurisdiction	Responsibility	Estimated Cost	Estimated Benefit	Funding Sources	Status
2.1.5	Fund training for all firefighters in containing transportation hazardous spills. Continue participation in drills and exercises to improve response capabilities for all hazards events.	St. Francis	Emergency Management, Fire Department	2000	5000	Dept Budgets	Continued
Goal 3: Increase citizen awareness to disasters.							
Objective 3.1: Educate and create public awareness and policies about hazards.							
3.1.1	Partner with volunteer agencies, schools, and churches to provide more shelter facilities in the communities. Continue to improve jurisdictional capabilities to prepare for, respond to, mitigate, and recover from natural and technological disasters.	St. Francis	Emergency Management, Boards of Education	10000	25000	Agency Budgets	Continued
3.1.2	Assist in finding funding sources to equip rural shelter facilities. Continue to improve jurisdictional capabilities to prepare for, respond to, mitigate, and recover from natural and technological disasters.	St. Francis	Emergency Management, Volunteer Agencies	1000	10000	Agency Budgets	Continued
3.1.3	Review annually and after each disaster revise the St. Francis Emergency Operations Plan. Continue to improve jurisdictional capabilities to prepare for, respond to, mitigate, and recover from natural and technological disasters.	St. Francis	Emergency Management	2500	10000	Dept Budget	Continued
3.1.4	Install warning sirens in cities and unincorporated areas of dense population. Continue to improve jurisdictional capabilities to prepare for, respond to, mitigate, and recover from natural and technological disasters.	St. Francis	Emergency Management	100000	200000	Grants/ Dept. Budgets	Continued



Saint Francis MN

Acoustic Analysis

ISO9613-2

MAP 002

Lmax
in dB(C)

= 80
= 75
= 70

FEDERAL SIGNAL
Safety and Security Systems
Protecting people and our planet

2001-130 Siren
Specifications

Power Requirements*		
Siren Motor	48V (DC or full wave rectified AC) 110A (nom.)	
Rotator Motor	48V (DC or full wave rectified AC) 1A (nom.)	
Wiring		
Siren Motor	2 AWG	
Rotator Motor	12 AWG	
Motor Type		
Siren	Series wound DC 6 Hp	
Rotator	Permanent magnet DC 1/8 Hp	
Signal Information		
Signal	Frequency Range	Sweep Rate
Steady	790 Hz	N.A.
Wail	470-790 Hz	10 sec.
Fast Wail	600-790 Hz	3.5 sec.
Signal Duration	3min. std. (programmable)	
Signal Output (SPL)	130 dB(C) +/- 1 dB(C) at 100' (30.5 m) 6400 feet Effective Range at 70dBC	
Rotation	3 RPM	
Dimensions		
Height x Width x Depth	55" x 37" x 41" 140cm x 94cm x 10cm	
Weight		
Shipping Weight	450 lbs. (205 kg)	
Environmental		
Operating Temperature	-30°C to +60°C**	

* Power requirements refer to the power supplied by the batteries or optional AC operation through 2001TRB.

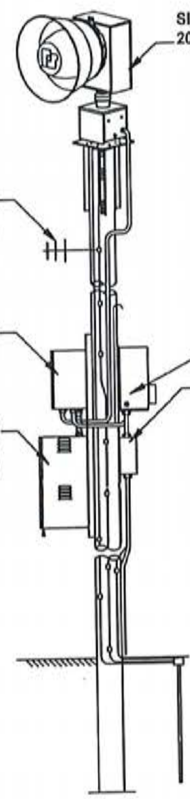
** The siren can operate throughout this temperature range provided that battery temperature is maintained at 18°C or higher.

Ordering Information*	
Siren Motor	Rotating electro-mechanical Siren 130 dB(C) +/- 1dB(C), 48VDC, pole mount included
2001AC[1]	AC operated motor control, 208 or 220/240VAC (specify voltage) NEMA 3R control cabinet, two 48VDC contactors and transformer/rectifier, 182 lbs. 53 kg
2001DC[1,2]	120VAC motor control, NEMA 4 control cabinet, four chargers, two 48VDC contactors and NEMA 3R battery cabinet. 224 lbs. 102 kg
Landline Option	
2001HR	Rotator holding relay for use with external timer

* 2001-130 Siren requires a Federal Controller such as FC or DFCB (See controller product literature)

[1] For use with Electro-mechanical sirens. Antenna and cable are not included with any radio activation control and must be purchased separately. (See your sales representative)

[2] Batteries not included.



FEDERAL SIGNAL
Safety and Security Systems
Advancing security and well being.

2645 Federal Signal Drive, University Park, IL 60484 708.534.4756 Fax: 708.534.4874 www.alertnotification.com

City of St. Francis

Outdoor Warning Siren

City Council Presentation

June 18th, 2018

By

Chief Todd Schwieger

Outdoor Siren – Purpose

1) Alert persons outside of potential danger. Tornados or other situations which require citizens to take shelter.

2) Sirens are designed to be heard outdoors only

3) No nationwide requirement for outdoor warning sirens. Up to local communities for system.

4) Audible footprint of 1-2 miles. Wind and direction affect this range.

Anoka County Mitigation Plan

Strategy: To decrease community's vulnerability to disasters and enhance response to disasters and public threats.

Goal: To prevent damage to persons and property from tornadoes, windstorms and straight line winds.

Objective 1.1

1) Improve County's Warning and Information Capability
   A. Expansion of outdoor warning sirens to underserved areas

City of St. Francis

Anoka County Mitigation Goals (continued)

Objective 1.2

1) Increase citizen awareness of, and preparedness for, severe weather events.
   A. Partner with volunteer agencies to distribute weather awareness and preparedness literature at community events. Improve Public Alert Warning capability.
   B. Partner with NWS to publicize weather spotter and citizen preparedness training.

City of St. Francis

St. Francis Mitigation Plan

Goal: Increase citizen awareness to disasters

1) Partner with local agencies. Continue to improve jurisdictional capabilities to prepare for, respond to, and mitigate natural disasters.
2) Seek funding sources to equip rural shelter facilities.
3) Review annually and after each disaster – Emergency Management Plan
4) Install warning sirens in cities and unincorporated areas of dense population

Warning Siren Locations and Specifications

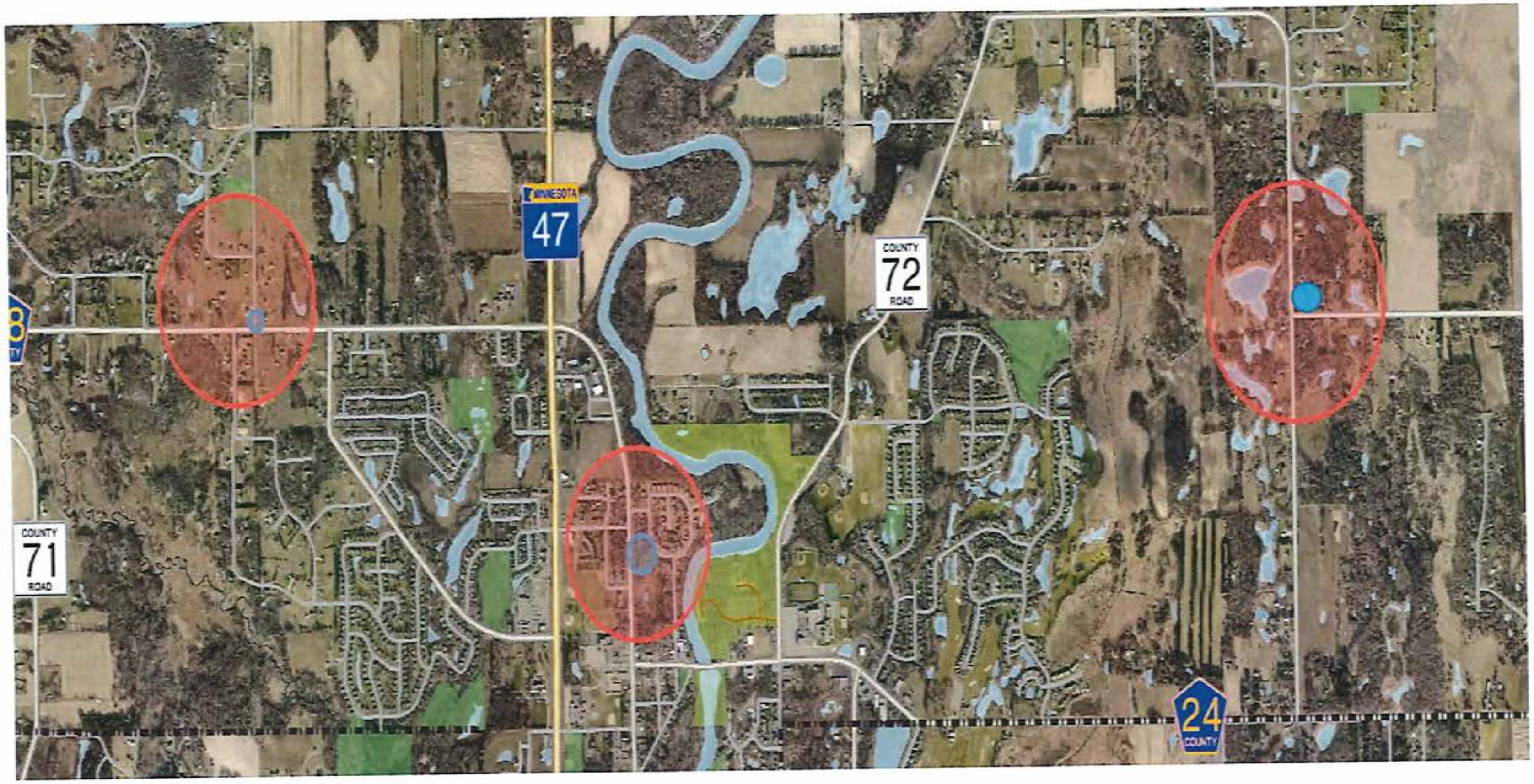
- City of St. Francis is approx. 24 square miles – 12 mi. wide
- City currently has 2 Federal 2001 outdoor warning sirens – installed in 1996
- Located on Roanoke/Ambassador and Woodbine/232 Ave.
- Decibel Rating is 127db
- Today's version of 2001 siren is 130 db rating
  - 130 db within 100 feet of siren
  - 70 db within 6,400 feet or 1.2 miles

City of St. Francis

Location Map of current Sirens

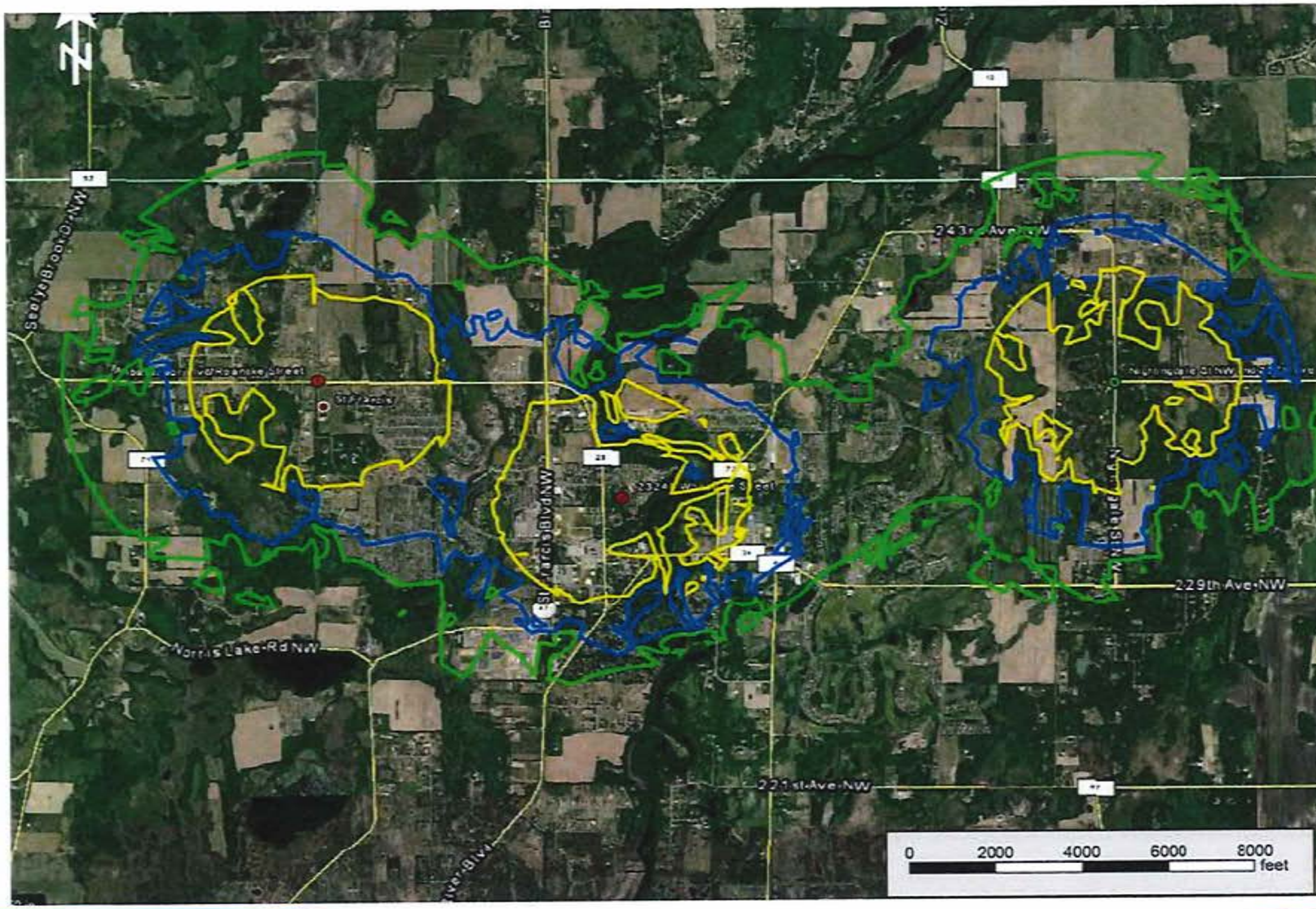
City of St. Francis

Proposed Siren Location (eastern)



City of St. Francis

Coverage of all 3 Sirens



Saint Francis MN

Acoustic Analysis

ISO9613-2

MAP 002

Lmax
in dB(C)

= 80
= 75
= 70

FEDERAL SIGNAL
Safety and Security Systems
Protecting people and our planet

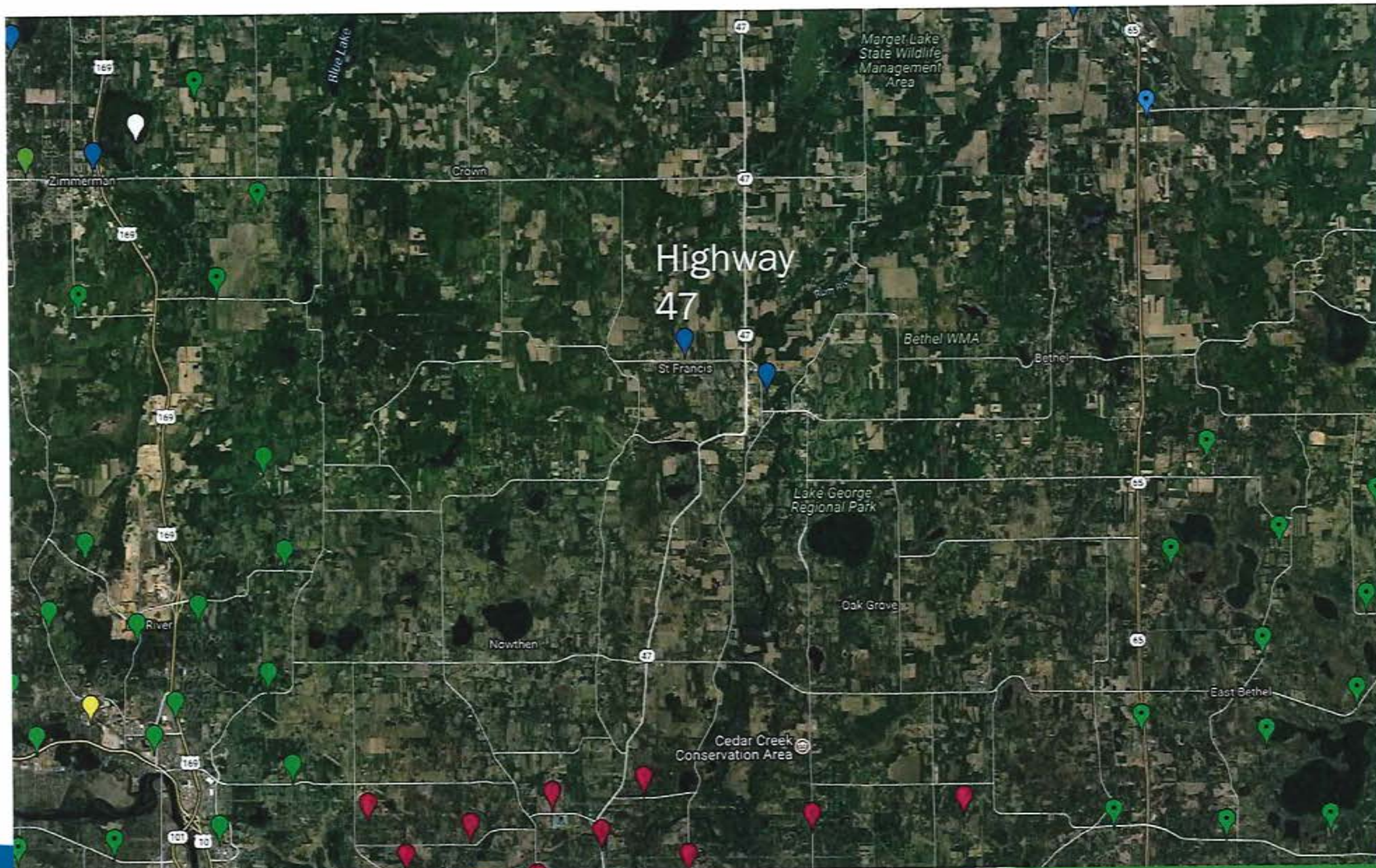
City of St. Francis

Decibel Level Examples

- ***80 DECIBELS***
- Garbage disposal, dishwasher, average factory, freight train (at 15 meters). Car wash at 20 ft (89 dB); propeller plane flyover at 1000 ft (88 dB); diesel truck 40 mph at 50 ft (84 dB); diesel train at 45 mph at 100 ft (83 dB). Food blender (88 dB); milling machine (85 dB); garbage disposal (80 dB).
- 2 times as loud as 70 dB. Possible damage in 8 hour exposure.

- ***70 DECIBELS***
- Passenger car at 65 mph at 25 ft (77 dB); freeway at 50 ft from pavement edge 10 a.m. (76 dB). Living room music (76 dB); radio or TV-audio, vacuum cleaner (70 dB).
- Arbitrary base of comparison. Upper 70s are annoyingly loud to some people

Area Siren Locations



City of St. Francis

Siren Costs (just equipment)

- Federal 2001 - 130 dB Rotating Mechanical Siren
- DC Control/Battery Cabinet/Charger
- NEMA Aluminum Cabinets
- Shipping

Equipment & Shipping

$11,348.00

Total Cost (with installation)

- Installation of Federal Warning Siren 2001-130 on wood pole within 25' of power by Ready Watt Electric.
- Ready Watt Electric will supply and or install 60' wood pole, batteries, labor, electric material, electric permit etc.

• Equipment	$11,348.00
• Installation of siren to pole	$12,018.00
• Total including siren and installation	**$23,366.00**

- Price doesn't include Power Co charges, snow removal, dirt restoration, un-augarable soil conditions if any.

City of St. Francis

Questions and discussion...

City of
St. Francis

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
9D

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Water/Sewer Rates**

DATE: 06/13/2018

OVERVIEW:

Staff has provided a supplemental review to Abdo's rate study. Abdo, provided the City with a rate study that recommended a 3% increase for both utility funds. Since that recommendation, the City has seen a commitment of increased development. Staff has factored in the increased development approved by the City Council in May and June to determine an updated recommendation.

ACTION TO BE CONSIDERED:

Recommendation will draw on cash balances and increased user fees from development.

Water Fund Cash Balance

	Cash Balance	Recommended Cash Balance
2016 Actual	$ 2,608,308.00	$ 1,227,664.03
2017 Actual	$ 3,054,114.00	$ 1,375,116.88
2018 Budget	$ 2,903,817.58	$ 1,808,885.50
2019 Estimate	$ 2,241,730.08	$ 1,329,135.05
2020 Estimate	$ 1,997,353.19	$ 1,301,228.29
2021 Estimate	$ 1,786,056.47	$ 1,307,756.99
2022 Estimate	$ 1,573,293.84	$ 1,317,811.11
2023 Estimate	$ 1,355,425.21	$ 1,324,077.52

Sewer Fund Cash Balance

	Cash Balance	Recommended Cash Balance
2016 Actual	$ 2,401,006.59	$ 1,232,658.01
2017 Actual	$ 2,257,889.00	$ 1,347,738.13
2018 Budget	$ 2,393,025.87	$ 1,600,042.05
2019 Estimate	$ 2,332,500.32	$ 1,666,997.40
2020 Estimate	$ 2,173,609.39	$ 1,735,389.68
2021 Estimate	$ 2,009,034.76	$ 1,814,876.46
2022 Estimate	$ 1,827,548.04	$ 1,890,155.58
2023 Estimate	$ 1,633,218.35	$ 1,961,152.96

City of St. Francis

Rates recommended with a comparison to current rates are as follows:

Current & Proposed Rate Recommendations

	Current Rates	Proposed
Water Base	$ 19.80	$ 14.55
Usage Fee		
0-14,999	$ 6.12	$ 4.50
15,000-29,999	$ 6.42	$ 4.72
30,000-44,999	$ 7.42	$ 5.45
45,000 +	$ 8.86	$ 6.51
Sewer	$ 24.50	$ 20.82
Usage	$ 9.60	$ 8.16

This billing based on consumption would be:

Current and Proposed Bills Based on Consumption

Bill Summary				
Consumption	Current	Proposed	$ Difference	% Difference
1000	$ 60.55	$ 48.56	$ 11.99	20%
2000	$ 76.27	$ 61.22	$ 15.05	20%
3000	$ 91.99	$ 73.88	$ 18.11	20%
4000	$ 107.71	$ 86.54	$ 21.17	20%
5000	$ 123.43	$ 99.20	$ 24.23	20%
6000	$ 139.15	$ 111.86	$ 27.29	20%
7000	$ 154.87	$ 124.52	$ 30.35	20%
8000	$ 170.59	$ 137.18	$ 33.41	20%
9000	$ 186.31	$ 149.84	$ 36.47	20%
10000	$ 202.03	$ 162.50	$ 39.53	20%

City of St. Francis

The timeline for these changes are as follows:

Council can change the rates as proposed by amending the Fee Schedule Ordinance. Timeline would be as follows:

- June 18th, 2018: The council would have the 1st reading.
- July 2nd, 2018: The council would have the 2nd reading
- July 5th, 2018: Publication would be in the paper (needs 30 days).
- August 6th, 2018: Rates would be in effect for the bills due September 10, 2018.

At each meeting, there needs to be at least 4 of the council present as the readings need a 4/5's vote. If there are any delays, the rates would not go into effect until the next billing cycle or later.

BUDGET IMPLICATION:

See cash flow statements for estimates of future years.

With these rate adjustments, Council will need to be prepared to look at the rates each year to see how each fund is performing. If a decrease in the performance of either of the funds is seen, a recommended rate increase will have to be implemented to keep the funds performing at a level to provide for the operating expenses, debt service payments and covenants placed on the city.

Attachments:

Ordinance 241, Second Series – Amending Fee Schedule
Water and Sewer Financial Report – Prepared by Darcy Mulvihill
Powerpoint Presentation

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

ORDINANCE 241, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 2, SECTION 9 (FEE SCHEDULE), PART S AND PART T (WATER AND SEWER RATES)

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Adopted. That Chapter 2, Section 9, Part S entitled "Water Rates" and Part T entitled "Sewer Rates" shall hereby be amended to read as follows:

	Current Rates	**Proposed**
Water Base	$ 19.80	$ 14.55
Usage Fee		
0-14,999	$ 6.12	$ 4.50
15,000-29,999	$ 6.42	$ 4.72
30,000-44,999	$ 7.42	$ 5.45
45,000 +	$ 8.86	$ 6.51
Sewer Base	$ 24.50	$ 20.82
Usage	$ 9.60	$ 8.16

Balance of Chapter 2, unchanged.

Section 2. Effective Date. This Ordinance shall take effect on the later of 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS ___ DAY OF _____________, 2018.

APPROVED:

ATTEST:

____
Steven D. Feldman
Mayor of St. Francis

____
Barbara I. Held
City Clerk

City of St. Francis

WATER/SEWER RATES

June 18, 2018

Darcy Mulvihill, Finance Director

Table of Contents

History

In 2008, the city was required by the DNR to adopt a water rate structure that encouraged conservation. This was implemented in 2009 and took effect at the beginning of 2010. Over the years of 2009 to 2014, minimal rate increases were implemented. This meant the rates did not keep pace with the increasing operating, maintenance and bond payment costs for each fund. A decline in the cash balances had been happening in each fund.

Some projects paid out of water and sewer revenues have been:

- The new Water Treatment Plant funded by a MN PFA Loan in 2007
- Ambassador Boulevard Lift Station and Improvements in 2010 funded by bonds
- The Woodhaven water pit in 2013 paid out of water plant revenues.
- The new Wastewater Treatment Plant funded by a MN PFA Loan along with PSIG and WIF Grants in 2016

During the 2015 budget process, council was considering several capital improvements along with the new wastewater treatment plant construction. Staff recommended contracting with Northland Securities to complete a long range financial plan which was approved at the November 17th, 2015 council meeting. This plan would take into account all capital equipment requests, bond payments (existing and proposed) and current operating budgets. This plan was to include the funding sources for all projects. This included a rate analysis for the water and sewer funds. Northland securities worked with staff, consultants and the City Council to finalize the Financial Management Plan during January and February of 2015. The final plan was brought before council at a work session on March 15, 2015 and discussed at length. It showed justification for increasing the rates for water and sewer. This plan was accepted by council at the April 6, 2015 Council meeting. At that time, staff prepared an ordinance amending the fee schedule to include the recommended increase in the water and sewer rates. The first reading occurred at the April 20th, 2015 meeting, but the second reading was tabled at the May 4th and May 18th meetings due to concerns from some residents.

After the May 18th meeting, the cash flows were reworked on each of these funds, and a new recommendation was proposed. The new recommendation used a stepped increase for the water and sewer. The new rates were implemented for November 1st, 2015 (bills due 12/10/2015) of a 20% increase in the water rates and a 40% increase in the sewer rates. The next year would need the same increase in the rates and going forward rates would be analyzed during the budget cycle and with a recommendation to council on any changes. Without additional connections and/or increased sales, the rates would need to be increased due to the increasing bond payments for the water and sewer plants.

See below for the rate history since 2009 along with the monthly billing based on consumptions.

	2009	2010	2011	2012	2013	2014	2015	11/1/2015	12/1/2016 to current
Water Service Rates									
Increase								*20%*	*20%*
Monthly base fee	$ 11.50	$ 11.50	$ 11.75	$ 11.75	$ 11.75	$ 13.75	$ 13.75	$16.50	$19.80
State test fee	$ 0.53	$ 0.53	$ 0.53	$ 0.53	$ 0.53	$ 0.53	$ 0.53	$ 0.53	$ 0.53
Water usage per 1,000 gallons / equivalent connection:									
Tier 1: 0-14,999 gallons	$ 3.85	$ 3.95	$ 4.25	$ 4.25	$ 4.25	$ 4.25	$ 4.25	$ 5.10	$ 6.12
Tier 2: 15,000-29,9999 gallons	$ 4.00	$ 4.10	$ 4.45	$ 4.45	$ 4.45	$ 4.45	$ 4.45	$ 5.34	$ 6.41
Tier 3: 30,000-44,999 gallons	$ 4.80	$ 4.80	$ 5.15	$ 5.15	$ 5.15	$ 5.15	$ 5.15	$ 6.18	$ 7.42
Tier 4: >45,000 gallons	$ 5.80	$ 5.80	$ 6.15	$ 6.15	$ 6.15	$ 6.15	$ 6.15	$ 7.38	$ 8.86
Sanitary Sewer Service Rates									
Increase								*40%*	*40%*
Monthly base fee	$ 12.00	$ 12.00	$ 12.25	$ 12.25	$ 12.25	$ 12.50	$ 12.50	$17.50	$24.50
Charge per 1,000 gal used/equivalent connection	$ 3.85	$ 4.20	$ 4.55	$ 4.55	$ 4.55	$ 4.90	$ 4.90	$6.86	$9.60

Monthly Billing (Based on Above Assumptions)

Consumption	2009	2010	2011	2012	2013	2014	2015	11/1/2015	12/1/2016
1000	$ 31.73	$ 32.18	$ 33.33	$ 33.33	$ 33.33	$ 35.93	$ 35.93	$ 46.49	$ 60.55
2000	$ 39.43	$ 40.33	$ 42.13	$ 42.13	$ 42.13	$ 45.08	$ 45.08	$ 58.45	$ 76.27
3000	$ 47.13	$ 48.48	$ 50.93	$ 50.93	$ 50.93	$ 54.23	$ 54.23	$ 70.41	$ 91.99
4000	$ 54.83	$ 56.63	$ 59.73	$ 59.73	$ 59.73	$ 63.38	$ 63.38	$ 82.37	$ 107.71
5000	$ 62.53	$ 64.78	$ 68.53	$ 68.53	$ 68.53	$ 72.53	$ 72.53	$ 94.33	$ 123.43
6000	$ 70.23	$ 72.93	$ 77.33	$ 77.33	$ 77.33	$ 81.68	$ 81.68	$ 106.29	$ 139.15
7000	$ 77.93	$ 81.08	$ 86.13	$ 86.13	$ 86.13	$ 90.83	$ 90.83	$ 118.25	$ 154.87
8000	$ 85.63	$ 89.23	$ 94.93	$ 94.93	$ 94.93	$ 99.98	$ 99.98	$ 130.21	$ 170.59
9000	$ 93.33	$ 97.38	$ 103.73	$ 103.73	$ 103.73	$ 109.13	$ 109.13	$ 142.17	$ 186.31
10000	$ 101.03	$ 105.53	$ 112.53	$ 112.53	$ 112.53	$ 118.28	$ 118.28	$ 154.13	$ 202.03

Audit History

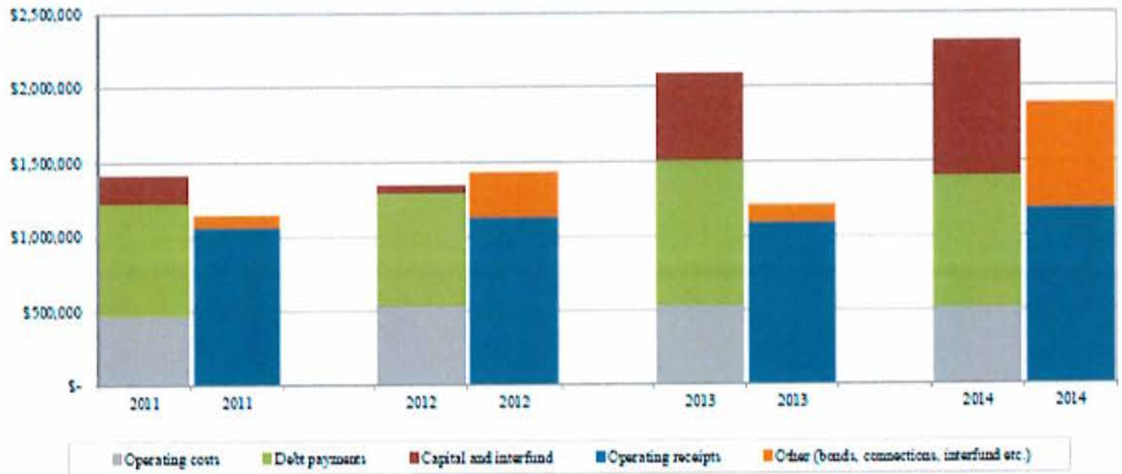
The following pages are taken from the 2014 Year End Management Letter and the 2017 Year End Management Letter prepared by Abdo, Eick and Meyers. This shows the history of the performance of the two funds. Water fund starts out with a cash balance in 2011 of $3,982,808 and drops to a low in 2015 of $2,129,397. This is when the first rate increase was implemented. The next year, the fund showed an increase in cash. It also shows the Water Fund cash balance increasing in 2017. The history of the income versus expenses is also shown. The graph shows that the first time since 2012, revenues were higher than expenses for the fund in 2017. Looking at the Sewer Fund, the cash balance varied greatly as the city was paying upfront costs on the new Wastewater Treatment Plant and then sold bonds for part of the project waiting for reimbursement from MN PFA . The 2017 cash balance has stabilized and does not have any unspent funds or unreimbursed costs in the balance. Looking at the revenues versus the expenses, 2016 was the first year that the Sewer Fund's receipts exceeded its expenses since 2012.

Enterprise Funds

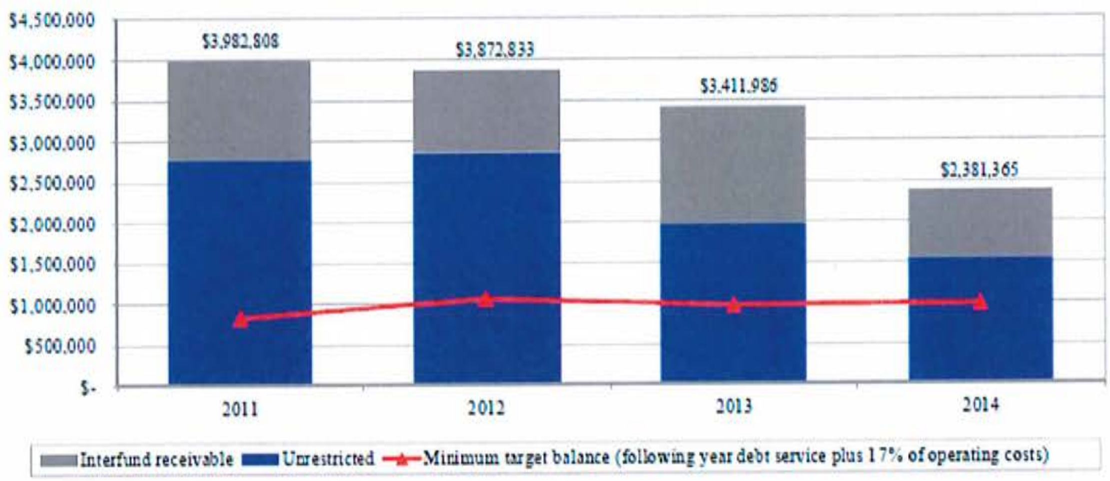
Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises-where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

The results of the operations in terms of cash flow and the breakdown of the cash balances for the past four years are as follows:

Water Fund Cash Flow



Water Fund Cash Balance - Excluding 2013 Bond Refunding

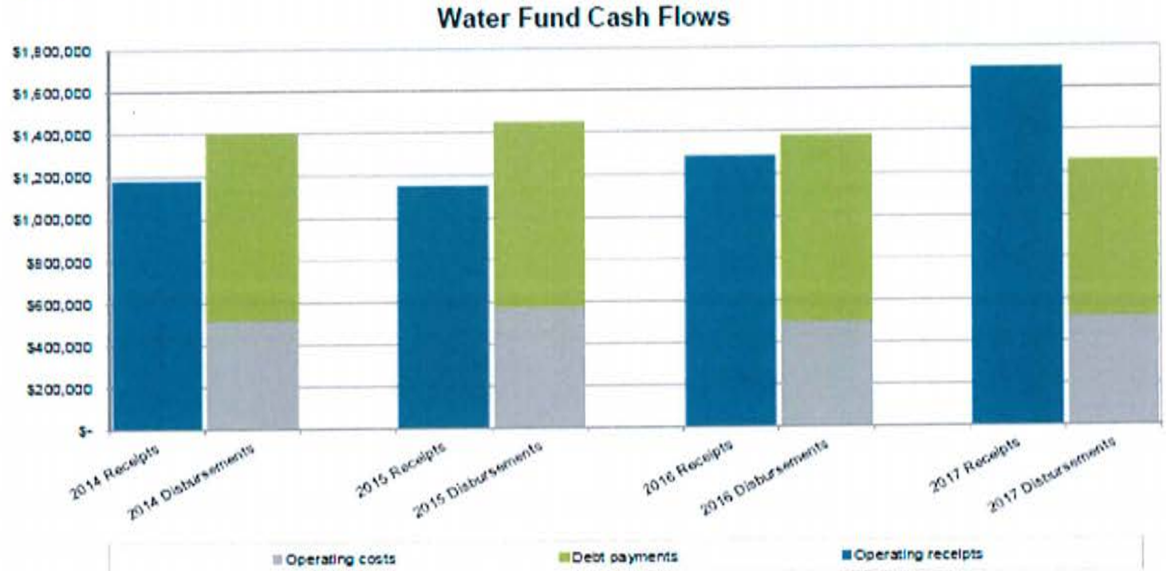


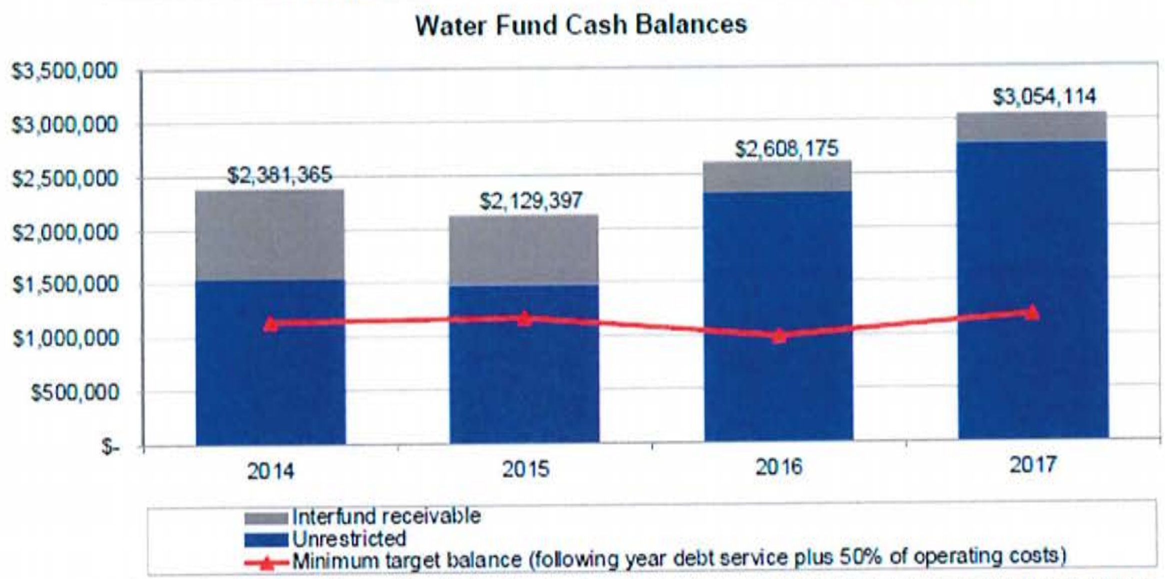
In addition to the cash balance, there is an interfund loan receivable of $839,821 at the end of the year. The City should monitor the operations of the Water fund and analyze rates annually to ensure revenues will cover future operating expenses, repair and maintenance, new infrastructure and debt service. Total cash and interfund balance has decreased each of the four years presented.

Enterprise Funds

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises-where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

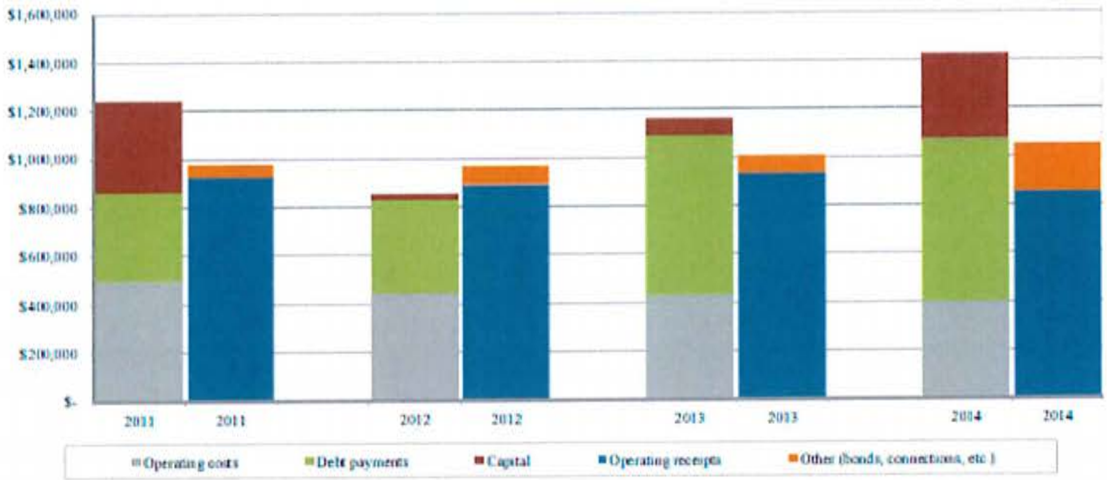
The results of the operations in terms of cash flow and the breakdown of the cash balances for the past four years are as follows:



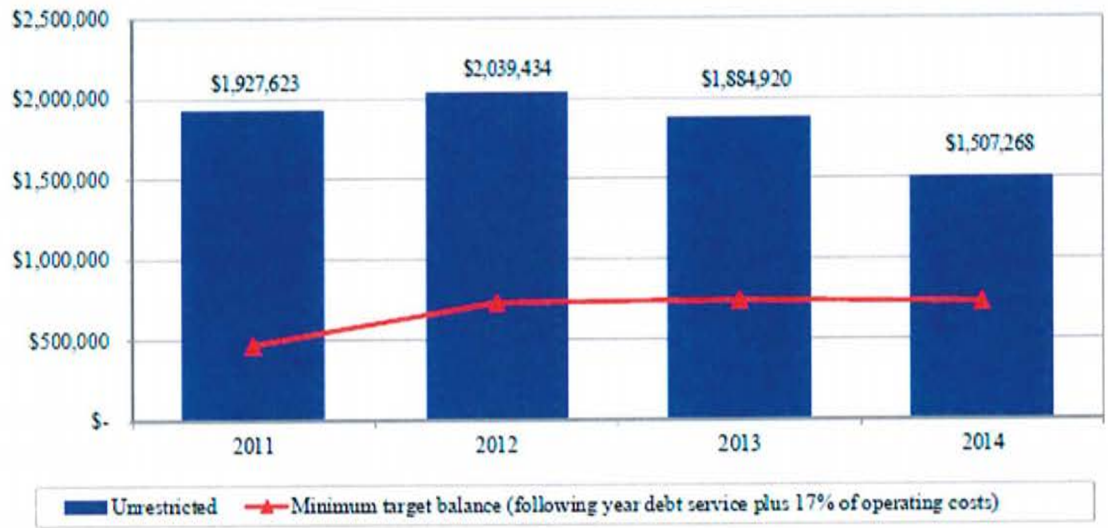


The City should monitor the operations of the Water fund and analyze rates annually to ensure revenues will cover future operating expenses, repair and maintenance, new infrastructure and debt service.

Sewer Fund Cash Flow

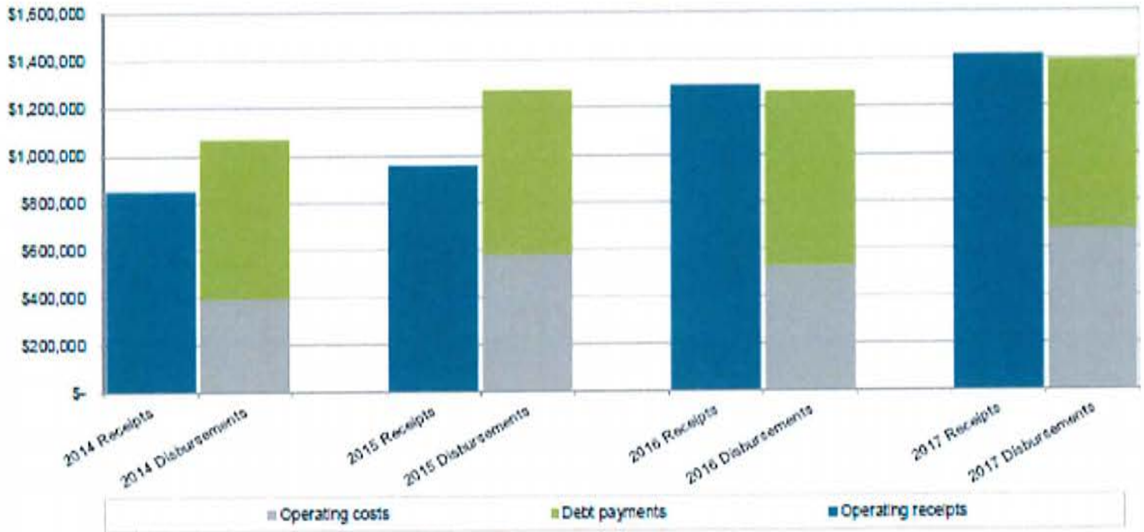


Sewer Fund Cash Balance - Excluding 2013 Bond Refunding

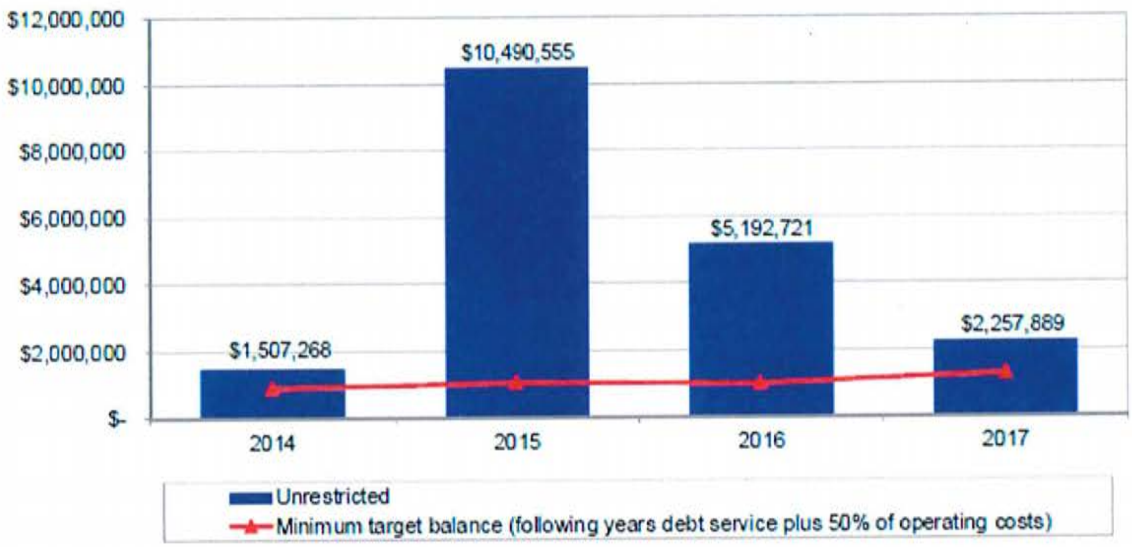


The City should continue to monitor the operations of the Sewer fund and analyze rates annually to ensure revenues will cover future operating expenses, repair and maintenance, new infrastructure and debt service. Cash has decrease the last two years.

Sewer Fund Cash Flows



Sewer Fund Cash Balances



Rate Study and Development

At the October 16, 2017 meeting, Council approved a rate study to be completed by Abdo, Eick and Meyers. This study has been worked on over the last several months. It was delivered to the City recently. It recommends a slight increase in the rates based on historical data. The city is now looking at several developments and building permits that could increase revenues including WAC, SAC, monthly access charges and sales. This information on the new connections was not available Abdo since the developments were approved at the May 21st and June 4th City Council meetings.

Woodhaven Mobile Home Park is adding units. Meridian Behavioral Health is working through the process of its development. River's Edge is starting its new development area. Plans for a Senior Living facility are been worked on. Building permit activity on the Water/Sewer system have increased (see below for history).

New Homes permits on Utility Billing

Year	#	WAC $	SAC $
2011	3	$ 8,600	$ 12,200
2012	8	$ 24,000	$ 33,600
2013	10	$ 36,000	$ 50,400
2014	12	$ 36,000	$ 50,400
2015	17	$ 51,360	$ 71,904
2016	30	$ 91,800	$ 128,520
2017	49	$ 149,940	$ 209,916
2018 to date*	18	$ 55,080	$ 77,112

**Decrease in 2018 due to low lot inventory prior to council approvals in May/June.*

Approved Additional WAC & SAC Connections & Area Charges

Development	*Number*
River's Edge	23
Woodhaven	55
Meridian	60
Meadows	40
Anticipated Future Connections	
River's Edge	*200*
Assisted Living	*80-90*
Area Connection Charges to be received	Water/Sewer
River's Edge	*$ 390,000*
Woodhaven	*$ 96,215*

Rate Recommendations

Based on this data, cash flows have been updated for both funds and their rates. The recommendation is to lower the final bill overall by 20%. The water rates are proposed to drop by 26.5% while the sewer rates would drop by 15% generating the overall decrease of 20%. The current rates and the proposed rates are as follows:

Current & Proposed Rate Recommendations

	Current Rates	Proposed
Water Base	$ 19.80	$ 14.55
Usage Fee		
0-14,999	$ 6.12	$ 4.50
15,000-29,999	$ 6.42	$ 4.72
30,000-44,999	$ 7.42	$ 5.45
45,000 +	$ 8.86	$ 6.51
Sewer	$ 24.50	$ 20.82
Usage	$ 9.60	$ 8.16

The tier structure is not changing.

These rates would affect the overall bills based on usage as displayed in the following table:

Current and Proposed Bills Based on Consumption

Bill Summary				
Consumption	Current	Proposed	$ Difference	% Difference
1000	$ 60.55	$ 48.56	$ 11.99	20%
2000	$ 76.27	$ 61.22	$ 15.05	20%
3000	$ 91.99	$ 73.88	$ 18.11	20%
4000	$ 107.71	$ 86.54	$ 21.17	20%
5000	$ 123.43	$ 99.20	$ 24.23	20%
6000	$ 139.15	$ 111.86	$ 27.29	20%
7000	$ 154.87	$ 124.52	$ 30.35	20%
8000	$ 170.59	$ 137.18	$ 33.41	20%
9000	$ 186.31	$ 149.84	$ 36.47	20%
10000	$ 202.03	$ 162.50	$ 39.53	20%

Assumptions

Revenues generated from these decreased rates along with an assumption of 50 new utility billing customers added in 2019 and then 30 new utility billing customers in the following years are shown in the table below. This also shows the expenses for each fund along with the net income for each fund.

Water Fund Summarized Cash Flow

	2016	2017	2018	2019	2020	2021
	Actual	Actual	Budget	Estimated	Estimated	Estimated
Revenues	$ 1,385,958.00	$ 1,671,817.00	$ 1,400,000.00	$ 1,230,000.00	$ 1,242,598.00	$ 1,255,269.60
Expense	$ (818,761.00)	$ (872,485.00)	$ (934,200.00)	$ (948,484.00)	$ (963,119.68)	$ (978,116.05)
Other Income/Expenses	$ 96,185.00	$ (110,821.48)	$ (217,520.00)	$ (103,405.31)	$ (155,157.02)	$ (139,002.08)
Net Income	$ 663,382.00	$ 688,510.52	$ 248,280.00	$ 178,110.69	$ 124,321.31	$ 138,151.47

Sewer Fund Summarized Cash Flow

	2016	2017	2018	2019	2020	2021
	Actual	Actual	Budget	Estimated	Estimated	Estimated
Revenues	$ 1,335,914.00	$ 1,810,376.00	$ 1,728,000.00	$ 1,585,000.00	$ 1,599,178.00	$ 1,613,445.40
Expense	$ (823,192.00)	$ (984,376.00)	$ (1,132,650.00)	$ (1,150,703.00)	$ (1,169,183.06)	$ (1,188,100.70)
Other Income/Expenses	$ 3,028,120.00	$ 4,442,707.00	$ (294,789.55)	$ (137,020.74)	$ (222,084.06)	$ (212,367.52)
Net Income	$ 3,540,842.00	$ 5,268,707.00	$ 300,560.45	$ 297,276.26	$ 207,910.88	$ 212,977.18

PFA Requirements

In setting the rates, the council has to be aware of some constraints that the MN PFA places on the city.

Per Becky Sabie's email dated 4/30/2018:

1. The City has a Bond Purchase and Project Loan Agreement with the City for both of the above referenced loans. The City issued a General Obligation Revenue Note as security for each of the loans. The Clean Water Loan Agreement includes a Revenue Sufficiency Covenant (Section 2.3) states *"The Borrower shall impose and collect rates and charges in compliance with Minnesota Statutes and in accordance with the Borrower's approved service charge system, so that sufficient gross revenues are available for the payment of system costs, including operation and maintenance and, together with other sources as may be applicable, debt service. The Borrower shall annually review and assure the revenue stream is sufficient for the payment of system costs including debt service."* (Note: Though this specific language is not in the Drinking Water Agreement, the requirement to produce revenues sufficient "at times in amounts required to produce net revenues adequate to pay all principal and interest when due on the note" is detailed in the authorizing resolution (refer to the transcript)).
2. Amendment #1 to the Clean Water Loan Agreement added Water Infrastructure Funds which requires the City to establish and set aside a replacement fund. Per Section 8.1 of the Amendment, *"The Borrower must establish a wastewater system replacement fund in its official books and records for the major rehabilitation, expansion, or replacement of the wastewater treatment system of the Borrower. During the term of this Agreement, the Borrower shall deposit in the replacement fund each calendar year a minimum of $0.50 per 1,000 gallons of flow of the wastewater system. Money must remain in the fund for the term of the Loan, unless use of all or a portion of the fund is approved by the Authority for the major rehabilitation, expansion, or replacement of the wastewater treatment system. By March 1 of each year, the Borrower must submit a report to the Authority identifying the amount deposited into the fund during the prior calendar year and the fund balance of the fund as of the end of the prior calendar year. The Authority will assess a penalty fee to the Borrower equal to one percent of the WIF Grant for each year of noncompliance."* Reporting on the Replacement Fund will start for calendar year 2018.
3. The PFA Loan Agreements require the City to have annual independent audits conducted and submit them to PFA. PFA reviews the audits for compliance with the terms of the Agreements and the covenants of the General Obligation Notes issued to the PFA as security for the Loans. The City covenanted and pledged net revenues of the water system to pay for debt service on the PFA drinking water Loan and pledged net revenues of the sewer systems to pay for debt service on the PFA sewer Loan. The net revenues are what fund are available after paying operation and maintenance costs.

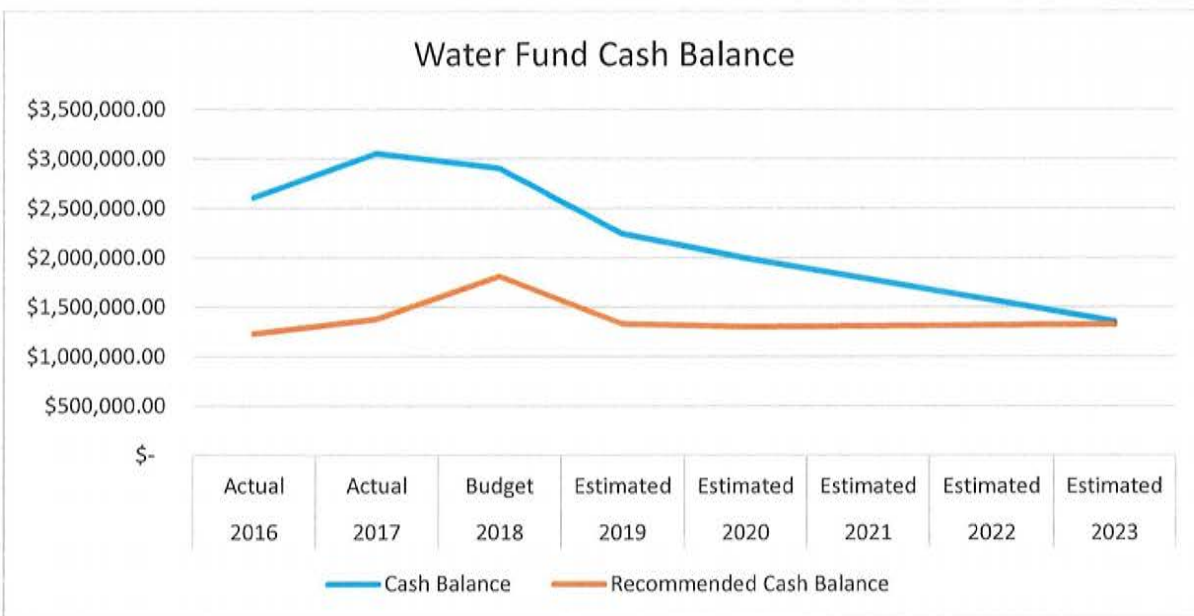
4. Annual review of the water and sewer system expenses and revenues by the City is necessary to make the determination that sufficient funds are available for system costs (see bullet #1). Adjustments to rates and charges need to be implemented in order to keep system expenses and revenues aligned.
5. The PFA strongly encourages the City to maintain one-years' debt service and at least 3 months operating expenses.

Recommended Cash Balances and Cash Flows

The following tables shows the recommended amounts for the cash balances for each fund. It shows a balance of the next year's debt service payment, a 50% balance of next year's operating expense and the next year's planned capital expense. The sewer fund also shows the replacement fund required by the Sewer Fund Loan agreement. I have included a graph showing the cash balance that has been generated from the cash flows on each fund along with the recommended balance. As you can see each fund's cash balance is dropping to the recommended level by 2023. The sewer fund is looking like it would drop below this level. The cash flow for each fund is also provided.

Water Fund Recommended Cash Balances

Water Fund Cash	2016 Actual	2017Actual	2018 Budget	2019 Estimate	2020 Estimate	2021 Estimate
Next Year Debt	$ 791,421.53	$ 813,016.88	$ 812,643.50	$ 811,075.21	$ 812,170.27	$ 811,015.80
Next Year Expense	$ 436,242.50	$ 467,100.00	$ 474,242.00	$ 481,559.84	$ 489,058.03	$ 496,741.19
Next Year Capital	$ -	$ 95,000.00	$ 522,000.00	$ 36,500.00	$ -	$ -
Total	$ 1,227,664.03	$ 1,375,116.88	$1,808,885.50	$ 1,329,135.05	$ 1,301,228.29	$ 1,307,756.99



**Incremental increases will be required in 2023.*

City of St. Francis
Water Fund Cash Flow Analysis

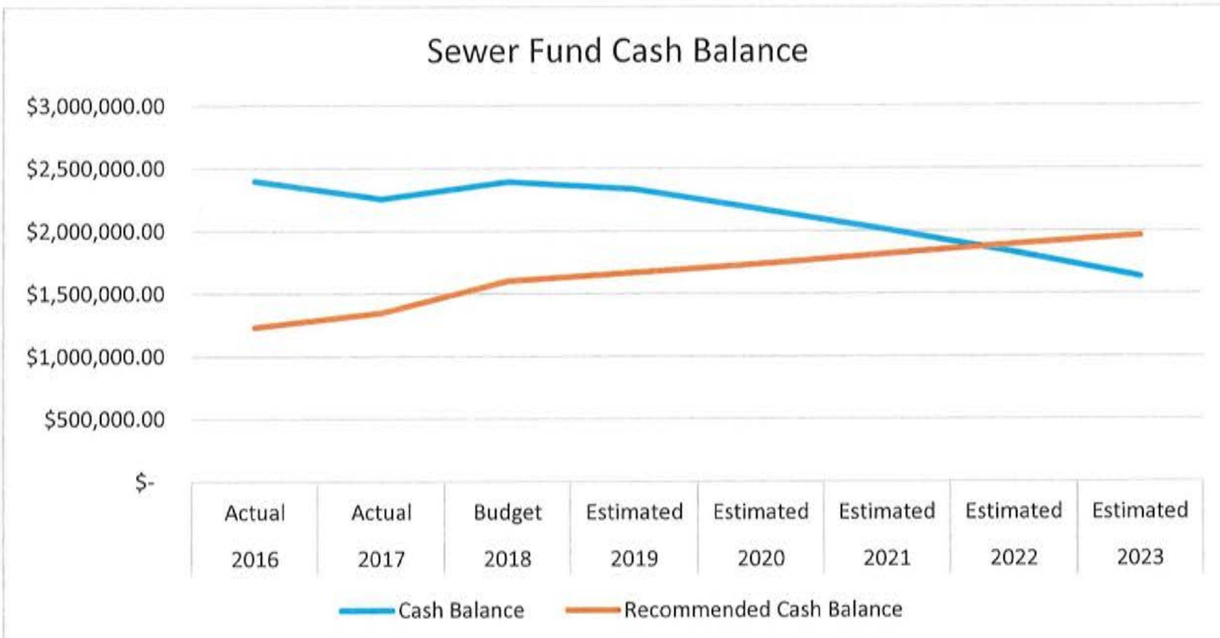
	Actual 2017	Budget 2018	Estimated 2019	Estimated 2020	Estimated 2021	Estimated 2022	Estimated 2023
Operating Revenues							
Base			$ 458,000	$ 463,238	$ 468,476	$ 473,714	$ 478,952
Penalty			$ 36,000	$ 36,000	$ 36,000	$ 36,000	$ 36,000
Usage	$ 1,671,817	$ 1,400,000	$ 736,000	$ 743,360	$ 750,794	$ 758,302	$ 765,885
Total Operating Revenues	**$ 1,671,817**	**$ 1,400,000**	**$ 1,230,000**	**$ 1,242,598**	**$ 1,255,270**	**$ 1,268,016**	**$ 1,280,837**
Operating Expenses							
Personal Services	$ 207,718	$ 220,000	$ 226,600	$ 233,398	$ 240,400	$ 247,612	$ 255,040
Supplies	$ 72,383	$ 89,000	$ 90,780	$ 92,596	$ 94,448	$ 96,336	$ 98,263
Professional Services	$ 103,667	$ 110,850	$ 113,067	$ 115,328	$ 117,635	$ 119,988	$ 122,387
Communications	$ 7,802	$ 7,000	$ 7,140	$ 7,283	$ 7,428	$ 7,577	$ 7,729
Insurance	$ 18,880	$ 18,200	$ 18,564	$ 18,935	$ 19,314	$ 19,700	$ 20,094
Utilities	$ 81,488	$ 93,500	$ 95,370	$ 97,277	$ 99,223	$ 101,207	$ 103,232
Repairs and maintenance	$ 40,614	$ 52,500	$ 53,550	$ 54,621	$ 55,713	$ 56,828	$ 57,964
Depreciation	$ 325,126	$ 330,000	$ 330,000	$ 330,000	$ 330,000	$ 330,000	$ 330,000
Other	$ 14,807	$ 13,150	$ 13,413	$ 13,681	$ 13,955	$ 14,234	$ 14,519
Total Operating Expenses	**$ 872,485**	**$ 934,200**	**$ 948,484**	**$ 963,120**	**$ 978,116**	**$ 993,482**	**$ 1,009,228**
Operating Income	**$ 799,332**	**$ 465,800**	**$ 281,516**	**$ 279,478**	**$ 277,154**	**$ 274,533**	**$ 271,608**
NonOperating Revenues (Expenses)							
Miscellaneous Grants	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Special Assessments	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interest Income	$ 27,728	$ 20,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
Miscellaneous	$ 10,646	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
Gain on sale of capital assets	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Bond issuance costs	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interest Expense	$ (191,958)	$ (179,440)	$ (164,445)	$ (148,877)	$ (132,722)	$ (115,946)	$ (98,627)
Total NonOperating Revenues (Expenses)	**$ (153,584)**	**$ (156,440)**	**$ (151,445)**	**$ (135,877)**	**$ (119,722)**	**$ (102,946)**	**$ (85,627)**
Income Before Transfers and Contributions	**$ 645,748**	**$ 309,360**	**$ 130,071**	**$ 143,601**	**$ 157,431**	**$ 171,587**	**$ 185,981**
Transfers and Contributions							
Transfers in	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Connection Fees	$ 153,843	$ 50,000	$ 159,120	$ 91,800	$ 91,800	$ 91,800	$ 91,800
Capital Contributions from other funds	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Transfers Out	$ (111,080)	$ (111,080)	$ (111,080)	$ (111,080)	$ (111,080)	$ (111,080)	$ (111,080)
Total Transfers and Contributions	**$ 42,763**	**$ (61,080)**	**$ 48,040**	**$ (19,280)**	**$ (19,280)**	**$ (19,280)**	**$ (19,280)**

		2017		2018		2019		2020		2021		2022		2023
Net Income	**$**	**688,511**	**$**	**248,280**	**$**	**178,111**	**$**	**124,321**	**$**	**138,151**	**$**	**152,307**	**$**	**166,701**

		Actual 2017		Budget 2018		Estimated 2019		Estimated 2020		Estimated 2021		Estimated 2022		Estimated 2023
Net Income			$	248,280	$	178,111	$	124,321	$	138,151	$	152,307	$	166,701
Add Depreciation			$	330,000	$	330,000	$	330,000	$	330,000	$	330,000	$	330,000
Capital Outlay Less Bonds			$	95,000	$	522,000	$	36,500	$	-	$	-	$	-
Principal Payments			$	633,576	$	648,198	$	662,198	$	679,448	$	695,070	$	714,570
Change to Cash	$	-	$	(150,296)	$	(662,088)	$	(244,377)	$	(211,297)	$	(212,763)	$	(217,869)
Cash Balance	$	3,054,114	$	2,903,818	$	2,241,730	$	1,997,353	$	1,786,056	$	1,573,294	$	1,355,425
Capital Outlay														
				95,000		522,000		36,500						
Total		-		95,000		522,000		36,500		-		-		-
Source of Funds:														
GO Revenue Bonds														
Total		-		-		-		-		-		-		-
Debt Service (Principal)														
2006A Refunding Bonds														
2007 MPFA (Water Plant)	$	527,000	$	541,000	$	555,000	$	569,000	$	584,000	$	599,000	$	614,000
2007A Revenue Bonds	$	65,250												
2013A Refunding (Refunded 2007A)			$	83,250	$	83,250	$	83,250	$	85,500	$	85,500	$	90,000
2016 Bonds			$	9,326.42	$	9,948.19	$	9,948.19	$	9,948.19	$	10,569.95	$	10,569.95
Total Principal		592,250		633,576		648,198		662,198		679,448		695,070		714,570
Debt Service (Interest)														
2006A Refunding Bonds														
2007 MPFA (Water Plant)	$	169,312	$	155,805	$	141,939	$	127,714	$	113,131	$	98,163	$	82,811
2007A Revenue Bonds	$	20,852												
2013A Refunding (Refunded 2007A)	$	9,007	$	17,598	$	16,662	$	15,517	$	14,145	$	12,542	$	10,787
2016 Bonds			$	6,037	$	5,845	$	5,646	$	5,447	$	5,241	$	5,030
Total Interest		199,172		179,440		164,445		148,877		132,722		115,946		98,627
Total Principal & Interest		791,422		813,017		812,644		811,075		812,170		811,016		813,197

Sewer Fund Recommended Cash Balances

Sewer Fund Cash	2016 Actual	2017Actual	2018 Budget	2019 Estimate	2020 Estimate	2021 Estimate
Next Year Debt	$ 740,470.01	$ 766,413.13	$ 951,790.55	$ 951,605.87	$ 967,639.33	$ 979,543.10
Next Year Expense	$ 492,188.00	$ 566,325.00	$ 575,351.50	$ 584,591.53	$ 594,050.35	$ 603,733.36
Replacement Fund	$ -	$ -	$ 57,900.00	$ 115,800.00	$ 173,700.00	$ 231,600.00
Next Year Capital	$ -	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ -	$ -
Total	$ 1,232,658.01	$ 1,347,738.13	$1,600,042.05	$ 1,666,997.40	$ 1,735,389.68	$ 1,814,876.46



**Incremental increases will be required in 2022.*

City of St. Francis

Sewer Fund Cash Flow Analysis

	Actual 2017	Budget 2018	Estimated 2019	Estimated 2020	Estimated 2021	Estimated 2022	Estimated 2023
Operating Revenues							
Base			$ 655,000	$ 660,238	$ 665,476	$ 670,714	$ 675,952
Penalty			$ 36,000	$ 36,000	$ 36,000	$ 36,000	$ 36,000
Usage	$ 1,810,376	$ 1,728,000	$ 894,000	$ 902,940	$ 911,969	$ 921,089	$ 930,300
Total Operating Revenues	**$ 1,810,376**	**$ 1,728,000**	**$ 1,585,000**	**$ 1,599,178**	**$ 1,613,445**	**$ 1,627,803**	**$ 1,642,252**
Operating Expenses							
Personal Services	$ 222,731	$ 220,000	$ 226,600	$ 233,398	$ 240,400	$ 247,612	$ 255,040
Supplies	$ 61,018	$ 50,300	$ 51,306	$ 52,332	$ 53,379	$ 54,446	$ 55,535
Professional Services	$ 108,824	$ 162,550	$ 165,801	$ 169,117	$ 172,499	$ 175,949	$ 179,468
Communications	$ 3,559	$ 3,500	$ 3,570	$ 3,641	$ 3,714	$ 3,789	$ 3,864
Insurance	$ 26,323	$ 16,400	$ 16,728	$ 17,063	$ 17,404	$ 17,752	$ 18,107
Utilities	$ 113,004	$ 146,600	$ 149,532	$ 152,523	$ 155,573	$ 158,685	$ 161,858
Repairs and maintenance	$ 111,466	$ 169,250	$ 172,635	$ 176,088	$ 179,609	$ 183,202	$ 186,866
Depreciation	$ 322,111	$ 340,000	$ 340,000	$ 340,000	$ 340,000	$ 340,000	$ 340,000
Other	$ 15,340	$ 24,050	$ 24,531	$ 25,022	$ 25,522	$ 26,032	$ 26,553
Total Operating Expenses	**$ 984,376**	**$ 1,132,650**	**$ 1,150,703**	**$ 1,169,183**	**$ 1,188,101**	**$ 1,207,467**	**$ 1,227,292**
Operating Income	**$ 826,000**	**$ 595,350**	**$ 434,297**	**$ 429,995**	**$ 425,345**	**$ 420,336**	**$ 414,960**
NonOperating Revenues (Expenses)							
Miscellaneous Grants	$ 4,606,071	$ -	$ -	$ -	$ -	$ -	$ -
Special Assessments	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interest Income	$ 44,596	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000
Miscellaneous	$ 56,746	$ 25,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
Gain on sale of capital assets	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Bond issuance costs	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interest Expense	$ (360,822)	$ (275,990)	$ (268,989)	$ (259,804)	$ (250,088)	$ (239,613)	$ (228,579)
Total NonOperating Revenues (Expenses)	**$ 4,346,591**	**$ (230,990)**	**$ (245,989)**	**$ (236,804)**	**$ (227,088)**	**$ (216,613)**	**$ (205,579)**
Income Before Transfers and Contributions	**$ 5,172,591**	**$ 364,360**	**$ 188,308**	**$ 193,191**	**$ 198,257**	**$ 203,723**	**$ 209,380**
Transfers and Contributions							
Transfers in	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Connection Fees	$ 209,916	$ 50,000	$ 222,768	$ 128,520	$ 128,520	$ 128,520	$ 128,520

Capital Contributions from other funds		$ -	$ -	$ -	$ -	$ -	$ -
Transfers Out	$ (113,800)	$ (113,800)	$ (113,800)	$ (113,800)	$ (113,800)	$ (113,800)	$ (113,800)
Total Transfers and Contributions	**$ 96,116**	**$ (63,800)**	**$ 108,968**	**$ 14,720**	**$ 14,720**	**$ 14,720**	**$ 14,720**
Net Income	**$ 5,268,707**	**$ 300,560**	**$ 297,276**	**$ 207,911**	**$ 212,977**	**$ 218,443**	**$ 224,100**

	Actual 2017	Budget 2018	Estimated 2019	Estimated 2020	Estimated 2021	Estimated 2022	Estimated 2023
Net Income		$ 300,560	$ 297,276	$ 207,911	$ 212,977	$ 218,443	$ 224,100
Add Depreciation		$ 340,000	$ 340,000	$ 340,000	$ 340,000	$ 340,000	$ 340,000
Capital Outlay Less Bonds		$ 15,000	$ 15,000	$ 15,000	$ -	$ -	$ -
Principal Payments		$ 490,424	$ 682,802	$ 691,802	$ 717,552	$ 739,930	$ 758,430
Change to Cash		$ 135,137	$ (60,526)	$ (158,891)	$ (164,575)	$ (181,487)	$ (194,330)
Cash Balance	$ 2,257,889	$ 2,393,026	$ 2,332,500	$ 2,173,609	$ 2,009,035	$ 1,827,548	$ 1,633,218
Capital Outlay							
		$ 15,000	$ 15,000	$ 15,000			
Total	$ -	$ 15,000	$ 15,000	$ 15,000	$ -	$ -	$ -
Source of Funds:							
GO Revenue Bonds							
Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -

	Budget 2017	2018	2019	2020	2021	2022	2023
Debt Service (Principal)							
2007A Revenue Bonds	79,750.00						
2010A Revenue Bonds	65,000.00	65,000.00	70,000.00	70,000.00	75,000.00	80,000.00	80,000.00
2013A Refunding (Refunded 2007A)		101,750.00	101,750.00	101,750.00	104,500.00	104,500.00	110,000.00
2015 Bonds	35,000.00	40,000.00	40,000.00	40,000.00	45,000.00	45,000.00	45,000.00
2016 MPFA (Treatment Plant)	218,544.00	218,000.00	401,000.00	410,000.00	423,000.00	436,000.00	449,000.00
2016 Bonds		65,673.58	70,051.81	70,051.81	70,051.81	74,430.05	74,430.05
Total All	398,294.00	490,423.58	682,801.81	691,801.81	717,551.81	739,930.05	758,430.05
Debt Service (Interest)							
2007A Revenue Bonds	25,486.00						
2010A Revenue Bonds	38,650.00	37,188.00	35,669.00	34,094.00	32,406.00	30,466.00	28,326.00
2013A Refunding (Refunded 2007A)	11,008.80	21,508.85	20,364.30	18,965.65	17,288.15	15,328.50	13,183.50
2015 Bonds	17,610.00	16,860.00	16,060.00	15,260.00	14,410.00	13,510.00	12,610.00
2016 MPFA (Treatment Plant)	133,421.21	157,920.00	155,740.00	151,730.00	147,630.00	143,400.00	139,040.00
2016 Bonds		42,512.70	41,155.44	39,754.41	38,353.37	36,908.55	35,419.95
2016C Bonds	116,000.00						
Total All	342,176.01	275,989.55	268,988.74	259,804.06	250,087.52	239,613.05	228,579.45
Total Principal & Interest	740,470.01	766,413.13	951,790.55	951,605.87	967,639.33	979,543.10	987,009.50

Rate Change Timeline

Council can change the rates as proposed by amending the Fee Schedule Ordinance. Timeline would be as follows:

- June 18th, 2018: The council would have the 1st reading.
- July 2nd, 2018: The council would have the 2nd reading
- July 5th, 2018: Publication would be in the paper (needs 30 days).
- August 6th, 2018: Rates would be in effect for the bills due September 10, 2018.

At each meeting, there needs to be at least 4 of the council present as the readings need a 4/5's vote. If there are any delays, the rates would not go into effect until the next billing cycle or later.

With these rate adjustments, Council will need to be prepared to look at the rates each year to see how each fund is performing. If a decrease in the performance of either of the funds is seen, a recommended rate increase will have to be implemented to keep the funds performing at a level to provide for the operating expenses, debt service payments and covenants placed on the city.

Recommended versus Actual/Estimated Cash Balances

Water Fund Cash Balance

	Cash Balance	Recommended Cash Balance
2016 Actual	$ 2,608,308.00	$ 1,227,664.03
2017 Actual	$ 3,054,114.00	$ 1,375,116.88
2018 Budget	$ 2,903,817.58	$ 1,808,885.50
2019 Estimate	$ 2,241,730.08	$ 1,329,135.05
2020 Estimate	$ 1,997,353.19	$ 1,301,228.29
2021 Estimate	$ 1,786,056.47	$ 1,307,756.99
2022 Estimate	$ 1,573,293.84	$ 1,317,811.11
2023 Estimate	$ 1,355,425.21	$ 1,324,077.52

Sewer Fund Cash Balance

	Cash Balance	Recommended Cash Balance
2016 Actual	$ 2,401,006.59	$ 1,232,658.01
2017 Actual	$ 2,257,889.00	$ 1,347,738.13
2018 Budget	$ 2,393,025.87	$ 1,600,042.05
2019 Estimate	$ 2,332,500.32	$ 1,666,997.40
2020 Estimate	$ 2,173,609.39	$ 1,735,389.68
2021 Estimate	$ 2,009,034.76	$ 1,814,876.46
2022 Estimate	$ 1,827,548.04	$ 1,890,155.58
2023 Estimate	$ 1,633,218.35	$ 1,961,152.96

City of St. Francis

City of St. Francis Water and Sewer Rates

Presentation to City Council on 6/18/18

Presented by

Joe Kohlmann

Brief Rate History

- 2009 – DNR mandated water conservation rates
- 2015 – Long Range Financial Plan – Northland Securities
- 2015/2016 – 20% increase in water/ 40% increase Sewer – 20% increase in water/ 40% increase Sewer
- 2018 – Abdo hired for a rate study analysis
    - Staff also conducted internal rate analysis

City of St. Francis

Rate Analysis Results

- Two approaches working with each other
- Abdo began rate study in February
- They increased development projections from 15 – 20 new units annually
- Provided recommended fund balances of 50% operating costs and 100% of next year bond payments
- 5 year average of Capital Improvement costs
- Resulted in a recommendation of 3% increase in both rates

City of St. Francis

Rate Analysis Results

- City Staff used same bench marks for cash balance
- Staff increased Development Activity based on more real time and City approvals
  - 50 Connections in 2018
  - 30 Connections annually thereafter
- Staff also factored in Fund Balance reduction
- Staff Proposal is for a 20% reduction in FINAL BILL
  - 26.5% reduction in water rates
  - 15% reduction in sewer rates

Final Rate Considerations

Bill Summary				
Consumption	Current	Proposed	$ Difference	% Difference
1000	$60.55	$48.56	$11.99	20%
2000	$76.27	$61.22	$15.05	20%
3000	$91.99	$73.88	$18.11	20%
4000	$107.71	$86.54	$21.17	20%
5000	$123.43	$99.20	$24.23	20%
6000	$139.15	$111.86	$27.29	20%
7000	$154.87	$124.52	$30.35	20%
8000	$170.59	$137.18	$33.41	20%
9000	$186.31	$149.84	$36.47	20%
10000	$202.03	$162.50	$39.53	20%

St. Francis

Factors in Reduction – Development

New Homes permits on Utility Billing

Year	#	WAC $	SAC $
2011	3	$ 8,600	$ 12,200
2012	8	$ 24,000	$ 33,600
2013	10	$ 36,000	$ 50,400
2014	12	$ 36,000	$ 50,400
2015	17	$ 51,360	$ 71,904
2016	30	$ 91,800	$ 128,520
2017	49	$ 149,940	$ 209,916
2018 to date*	18	$ 55,080	$ 77,112

* 2018 units due to low lot inventory prior to May/June

City of St. Francis

Factors in Reduction – Development

Approved Additional WAC & SAC Connections and Area Charges

Development	Number
River's Edge	23
Woodhaven	55
Meridian	60
Meadows	40
Anticipated Future Connections	
River's Edge	200
Assisted Living	80-90
Area Connection Charges to be received	Water/Sewer
River's Edge	$ 390,000
Woodhaven	$ 96,215

City of St. Francis

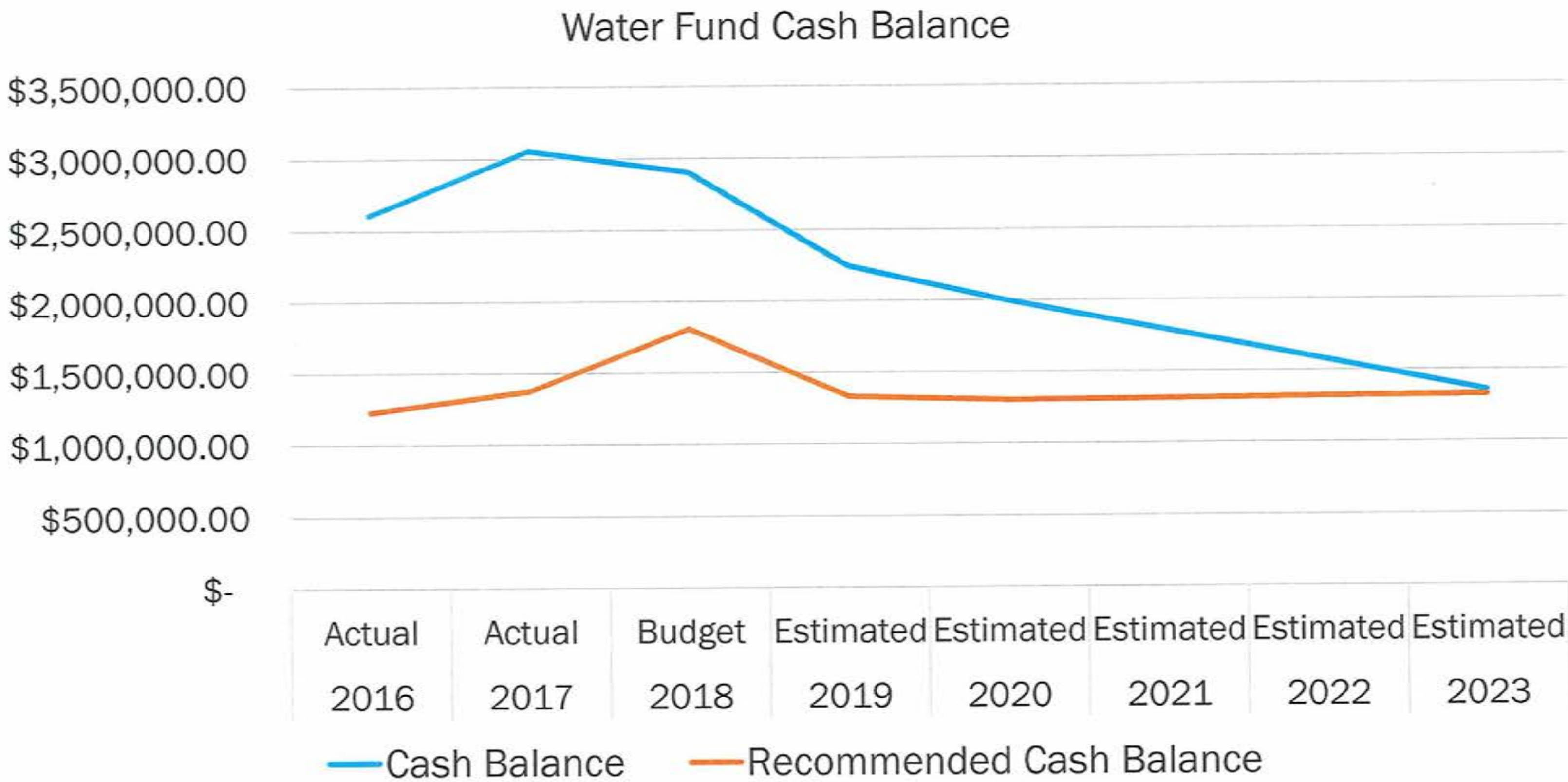
Factors in Reduction- Fund Balance (Water Chart)

Recommended versus Actual/Estimated Cash Balances

	Cash Balance	Recommended Cash Balance
2016 Actual	$ 2,608,308.00	$ 1,227,664.03
2017 Actual	$ 3,054,114.00	$ 1,375,116.88
2018 Budget	$ 2,903,817.58	$ 1,808,885.50
2019 Estimate	$ 2,241,730.08	$ 1,329,135.05
2020 Estimate	$ 1,997,353.19	$ 1,301,228.29
2021 Estimate	$ 1,786,056.47	$ 1,307,756.99
2022 Estimate	$ 1,573,293.84	$ 1,317,811.11
2023 Estimate	$ 1,355,425.21	$ 1,324,077.52

City of St. Francis

Factors in Reduction – Fund Balance (Water Graph)



*Incremental increases will likely be required in 2023

City of St. Francis

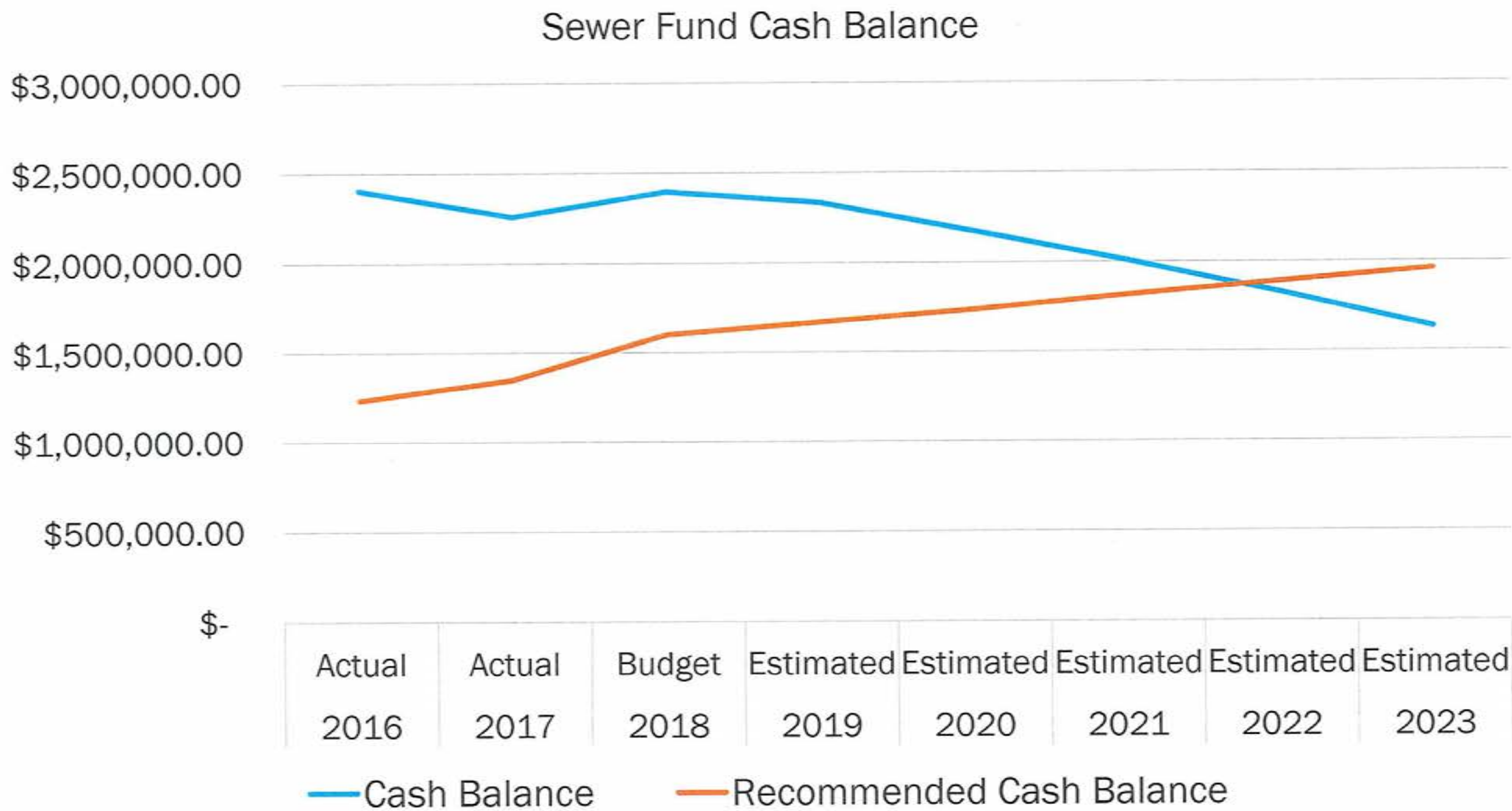
Factors in Reduction – Fund Balance (Sewer Chart)

Sewer Fund Cash Balance

	Cash Balance	Recommended Cash Balance
2016 Actual	$ 2,401,006.59	$ 1,232,658.01
2017 Actual	$ 2,257,889.00	$ 1,347,738.13
2018 Budget	$ 2,393,025.87	$ 1,600,042.05
2019 Estimate	$ 2,332,500.32	$ 1,666,997.40
2020 Estimate	$ 2,173,609.39	$ 1,735,389.68
2021 Estimate	$ 2,009,034.76	$ 1,814,876.46
2022 Estimate	$ 1,827,548.04	$ 1,890,155.58
2023 Estimate	$ 1,633,218.35	$ 1,961,152.96

City of St. Francis

Factors in Reduction – Fund Balance (Sewer Chart)



* Incremental increase will likely be required in 2022

City of St. Francis

Factors in Reduction – Other Miscellaneous

- City's monthly billing requires less of a cash balance than quarterly billing
- City Received $8,972,000 in Grant Funds from State of MN
  - Previous Estimates ranged from $3,000,000 - $7,000,000

City of St. Francis

Implementation Timeline if Council Approves Tonight

- Council can change the rates as proposed by amending the Fee Schedule Ordinance. Timeline would be as follows:

- June 18th, 2018: The council would have the 1st reading.
- July 2nd, 2018: The council would have the 2nd reading
- July 5th, 2018: Publication would be in the paper (needs 30 days).
- August 6th, 2018: **Rates would be in effect for the bills due September 10, 2018**.

- NOTE: 4/5 vote required on Ordinance Amendments

City of St. Francis

Questions?

City of St. Francis

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9E

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Schedule a Worksession for Kings/Riverbank**

DATE: June 18th, 2018

Staff is looking to schedule a Worksession for discussion on Kings Highway and Riverbank Lane. Staff will have updated information and options for the City Council to consider.

The Worksession should be scheduled out far enough in advance to send notices to all of the property owners located in the impacted area.

ACTION TO BE CONSIDERED:

Schedule a Worksession. Potential Dates include:

July 9th
July 23rd
July 30th
August 13th
August 27th

City of St. Francis

Streets and Parks Monthly Report – May 2018

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	19	Hours
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	0	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	0	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	44.25	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	103	Inspections
Parks	Events	Preparation and Inspection	26	7 Warming House 19 Baseball
Parks	Fertilizing		33.8	Acres
Parks	Mowing	City Parks and Property	115.2	Acres
Streets	Signs	Signs Installed or Repaired	6	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	2	2 Parks
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	15	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	30	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	23	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	148	Tons
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	38	Times
Parks	Trail Mowing	Mowing Along Walking Trails	29.2	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	3	Times
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water on Rinks	0	Gallons
Recycling	Activities	Recycle Day	468	Tires
Recycling	Fall LePage Events	Summer City Newsletter	3300	Residents

City of St. Francis

Water and Sewer Monthly Report – May 2018

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	18	Inspections
Water	Operational Hours	Hours spent at the facility.	54	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	18	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	18	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	**Water Treatment Report**			
		Total Raw Water	22.3	Million Gallons
		Total Finished Water	21.8	Million Gallons
		Oak Grove Water Use	4.07	Million Gallons
		Average Daily Flow	.706	Million Gallons
		Average Chlorine	.35	Mg/l
		Average Raw Iron	1.12	Mg/l
		Average Raw Manganese	.098	Mg/l
		Average Fluoride	.66	Mg/l
		Iron Removal	99	%
		Manganese Removal	72	%
Wastewater	**Wastewater Treatment Report**			

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent (21 Constituents); 8 Effluent (36 Constituents	57	Constituents
Wastewater	Operational Hours	Hours spent at facility.	144	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	18	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	18	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	18	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	18	pH Readings
Wastewater	Inspections	Inspect 10 lift stations daily and calculate pump runtimes.	162	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	9.7	Million Gallons
		Total Effluent	9.4	Million Gallons
		Reuse Effluent	.260	Million Gallons
		Influent TSS	247	Mg/l
	Limit: (30 mg/l)	Effluent TSS	1.8	Mg/l
	Limit: (85 %)	**TSS % Removal**	**99**	**% Removal**
		Influent CBOD	304	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	.35	Mg/l
	Limit: (85 %)	**CBOD % Removal**	**99**	**% Removal**
		Influent Phosphorus	6.3	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	.02	Mg/l
		Phosphorus % Removal	**99**	**% Removal**
		Influent Ammonia Nitrogen	36.2	Mg/l
	Limit: (Seasonal) 1.4 mg/l	Effluent Ammonia Nitrogen	.02	Mg/l
		Ammonia Nitrogen % Removal	**99**	**% Removal**
Water/ Sewer	**Monthly Tasks**			
Water/Sewer	Locates	Process Locate Requests	125	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	4	Inspections

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water/Sewer	Water Miscellaneous	Work orders: Move in/Out, Re-reads, High Readings	40	Work Orders
Water/Sewer	**Monthly Projects**			
WWTP	Additional Paving and Sidewalks	Work was completed on additional items.	2	Additional Projects
WWTP	UV Tour	Osceola IA, Toured UV System	4	Hours
WWTP	Exhaust Vent repair	Punch list item: Vent was removed that is not in use.	1	Vent
WWTP	RPZ and PVB Testing	Annual inspection of all RPZ & PVB's – All Passed	17	Units
WWTP	Flow Meter Calibration	1st of 2 flow test required by Minnesota Pollution Control agency.	4	Meters
WTP/Well House	Change Oil/Inspection	Yearly Change Oil, Check Packing.	6	Motors
Lift Stations	Pulled Pumps	Pumps Plugged Due to Rags	8	Pumps
Lift Stations	Vacuum-Out Debris/Grease	Vacuum-Out Debris and Grease Pumped from Other Lift Stations	3	Lift Stations
Lift Stations	Wash Down Lift Stations	Grease Control for Proper Float/Transducer Operation	6	Lift Stations
Water	Hydrant Maintenance	Grease Hydrants	390	Hydrants
Water	Hydrant Repair	2 Hydrants were damaged over the winter. – Both Repaired	2	Hydrants
Water	Hydrant Flushing	Clean Out Any Sediment From Watermains	2	Days
Water	No-Read List	Accounts that were not read.	20	Accounts
Water	Reclaim Tank Cleaning	Yearly Tank Maintenance to Wash Out Iron Sediment	3	Tanks
Water	Replace Failed Air Compressor Parts WTP	These parts were on order.	1	Air Compressor