CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
OCTOBER 16, 2017
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 to be 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 –October 2, 2017
   B. Local Road Improvement Program (LRIP) Grant – Resolution 2017-33
   C. Embedded Systems, Inc. Contract Renewal for 2018
   D. Payment of Claims

5. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person***

6. SPECIAL BUSINESS
   A. 2017 Budget Award

7. PUBLIC HEARINGS

8. OLD BUSINESS

9. NEW BUSINESS
   A. HKgi - St. Francis Forward (re)Development Plan October 2017
   B. Assessing Contract
   C. Ordinance. 234, Second Series Stormwater Ordinance Amendment, Chapter 10 Section 93 (Second Reading)
   D. Resolution 2017-34 Authorizing Summary Publication of Ordinance 234, Second Series
   E. Utility Rate Study Discussion

10. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person***

11. REPORTS
    A. Public Works Monthly Report –
    B. Community Development Quarterly Report -
    C. Councilmember Reports -
    D. Upcoming Events - Oct 14: French toast Breakfast @ Fire Station 8 am - Noon
    Oct 14: Free Paper Shredding Event @ SF Bottle Shop Noon – 2:00 pm
    Oct 16: City Council Meeting @ Central Service Offices 6:00 pm
    Oct 26: Citizen Engagement Meeting, Comp Plan, District Office 6:30- 8:30 pm

12. ADJOURNMENT

***For individuals who wish to address the Council on subjects which are not a part of the meeting agenda. Typically, the Council will not take action on items presented at this time but will refer them to staff for review, action and/or recommendation for future Council action.**

TO: Mayor & City Council

MEMO

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – October 16th, 2017 Council Meeting

Agenda Items:

4. **CONSENT AGENDA:**
   a. *City Council Minutes* – September 2nd, 2017

   b. *Local Road Improvement Program Grant* - Resolution 2017-33 in support an application for the local road improvement grant for Kings Highway and Riverbanks Lane.

   c. *Embedded Systems* – Tornado siren maintenance.

   d. *Payment of Claims* –

6. **SPECIAL BUSINESS:**
   A. *GFOA Budget Award* – Government Finance Officers Association 2017 Distinguished Budget Presentation Award. This is the 8th year in a row the City has received the award.

7. **PUBLIC HEARINGS**
   A. *None*

8. **OLD BUSINESS**
   A. *None*

9. **NEW BUSINESS**
   A. *HKGi St. Francis Forward* – St. Francis Forward Redevelopment Plan. HKGi presentation and consider a motion to adopt the plan.

   B. *Assessing Contract* – It appears that the original savings estimate from Eric Skogquist was not estimated correctly. It appears according to Anoka County's numbers that they did not calculate the large number of tax exempt parcels within the City. Anoka County does not charge for these.

   C. *Ordinance 234, Second Series, Stormwater Ordinance* – Stormwater Ordinance Amendment, Chapter 10 Section 93 **(Second Reading)** Updates for compliance with the MS4 permit.

   D. *Resolution 2017-34* – Authorizing Summary Publication of Ordinance 234.

   E. *Utility Rate Study* – The City's auditing firm provided a proposal for a utility rate study for $12,000. This was lower than Ehler's estimated cost for a rate study.

11. **Reports:**

A) Public Works Monthly Report
B) Community Development Report

12. **Adjournment**

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
OCTOBER 2, 2017

DRAFT

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, Joe Muehlbauer, Robert Bauer and Rich Skordahl. Jerry Tveit excused.

Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Planner Ben Gozola (Sambatek), Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**
MOTION BY MUEHLBAUER SECOND SKORDAHL TO APPROVE THE AGENDA AS PRESENTED. Motion carried 4-0.

4. **CONSENT AGENDA**
MOTION BY BAUER SECOND MUEHLBAUER TO APPROVE THE CONSENT AGENDA ITEMS A-J AS FOLLOWS:
A. City Council Minutes – September 18, 2017
B. Pay Request No. 26 for $160,543.00 to Gridor Construction for the WWTF Improvements
C. Accept the Resignation of William Newstrom from the Fire Department
D. Accept the Resignation of Brian McDonough from the Fire Department
E. Payment of Claims $ (ACH #211E - 212E $6,011,776.30 and Check #'s 73123-73194 $294,775.59)

Motion carried 4-0

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

6. **SPECIAL BUSINESS**
None

7. **PUBLIC HEARINGS**

None

8. **OLD BUSINESS**
None

9. **NEW BUSINESS**

A. Kwik Trip – Public Hearing: Easement Vacation
Council will consider the vacation of a publicly owned drainage and utility easement running through the property at 4020 233rd Avenue NW – PIDs 31-34-24-14-0022 & 31-34-24-14-0023. The vacation will be contingent upon approval of a concurrent request for a conditional use permit to authorize a new motor fueling station, establishment of new easements on the property as needed, and relocation of all existing utilities within the existing easement.

Mayor Feldman opened the public hearing at 6:01 pm to hear public comment.

With no public comments Mayor Feldman closed the public hearing at 6:02 pm.

City Planner Ben Gozola gave an over view of the requirements for Kwik Trip to obtain a conditional use permit. Finding of facts and conditions were discussed.

Dean George, a representative from Kwik Trip stated he felt it will be built potentially in 2019. Once we take ownership of the building and hopefully this fall, the building will come down. One more condition was discuss and agreed upon that this would expire December 2019.

Concern from Kings County Market is where is their storm water area. City Engineer Jochum said it would go towards 234th.

Consensus of the City Council felt this building is a benefit to the City.

Resolution 2017-31: Vacating A drainage and Utility Easement
MOTION BY MUEHLBAUER SECOND BAUER TO ADOPT RESOLUTION 2017-31 A RESOLUTION VACATING A DRAINAGE AND UTILITY EASEMENT. Motion carried 4-0.

Resolution 2017-32: Approving the Conditional Use Permit Site Plan
MOTION BY MUEHLBAUER SECOND SKORDAHL TO ADOPT RESOLUTION 2017-32 A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW A MOTOR FUELING STATION ON THE PROPERTY AT 4020 233rd AVENUE NW TO INCLUDE THE 13 FINDING OF FACTS AND THE 13 CONDITIONS ALONG WITH ADDING A 14th CONDITION STATING THIS WOULD EXPIRE DECEMBER 2019. Motion carried 4-0.

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B. Ordinance 233, Second Series - Conveying Surplus Property to Anoka County per terms of Bridge Street Joint Powers Agreement (Second Reading)
MOTION BY SKORDAHL SECOND MUEHLBAUER APPROVING THE SECOND READING OF ORDINANCE 233, SECOND SERIES AUTHORIZING THE CONVEYANCE OF CITY SURPLUS PROPERTY TO ANOKA COUNTY PURSUANT TO BRIDGE STREET JOINT POWERS AGREEMENT.
Roll Call: Yay: Skordahl, Muehlbauer, Feldman and Bauer
Nays: none
Motion carried 4-0.

C. Ordinance 234, Second Series - Stormwater Ordinance Amendment, Chapter 10 Section 93 (First Reading)
The proposed revisions have been incorporated to satisfy the requirements of the state mandated MS4 Permit. The updates include revisions to the permanent storm water standards. The current ordinance requires infiltration of 0.5 inches of runoff from the impervious surface, while the proposed ordinance required infiltration of 1 inch of run off from the impervious surface (which is required by the state). Other state required provisions, such as infiltration restrictions and prohibitions, have been added as well. Jochum stated also amended was the minimum building elevation requirement. Added was the city engineer may allow deviation from these separations if the applicant submits evidence certified by a licensed geotechnical engineer that a lesser separation can be achieved. Other minor revisions have been added that are necessary for compliance with the City's MS4 permit.

Skordahl said at the planning commission we did have a resident from the rural area speak and wanted to know why they have to pay the stormwater fee. This is ordinance does not have an effect on the storm water fee.

MOTION BY BAUER SECOND SKORDAHL APPROVING THE FIRST READING OF ORDINANCE 234, SECOND SERIES – CHAPTER 93 STORMWATER MANAGEMENT – STORMWATER POLLUTION PREVENTION.
Roll Call: Yay: Muehlbauer, Feldman and Bauer, and Skordahl
Nays: none
Motion carried 4 -0.

D. Assistant Fire Chief Appointment
Fire Chief Dave Schmidt reported that on September 13th the City held interviews for Assistant Fire Chief. Four applications were received for the assistant fire chief position. There were two interview panels; one was a peer panel made up of three fire fighters and the second interview panel was the city administrator and I. After both interviews were conducted Joe Lawrence was the top candidate. The Assistant Fire Chief position pays $400 per month.

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Council liked the idea of the two different interview panels.

MOTION BY MUEHLBAUER SECOND BAUER TO APPOINT JOE LAWRENCE AS THE ASSISTANT FIRE CHIEF AND TO BE PAID $400 PER MONTH. Motion carried 4-0.

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

11. **REPORTS**
A. Councilmember Reports-
Skordahl said on October 17th he has been invited to speak to a cub scouts group.

Bauer stated just a reminder of the St. Francis Fire Department French toast breakfast is on Saturday, October 14th from 8-noon.

Feldman said he is having staff to look at a group health insurance program. My only reason to investigate health insurance you can count on is to retain the people we have and to get good new employees. No intent for a cost cut. To have good health coverage in incentive for new employees.

Riverbank Lane/Kings Hwy work session on the street improvement on Tuesday, October 10th.

Website hopefully online up and running in November.

I would like to commend City Administrator Joe Kohlmann and Community Development Director Kate Thunstrom on their work with Kwik Trip project. Commend you both. Also would like to thank the consultants for their work.

B. Upcoming Events -
Oct 4: Council/Planning Commission – Comp Plan @ 6:00 pm
Oct 9: City Offices Closed in Observance of Columbus Day
Oct 10: Work Session on Riverbank Lane/Kings Hwy St Imp. 6:00 pm
Oct 14: French Toast Breakfast @ Fire Station 8 am - Noon
Oct 14: Free Paper Shredding Event Noon – 2:00 pm
Oct 16: City Council Meeting @ 6:00 pm

12. **ADJOURNMENT**
There being no further business, Mayor Feldman adjourned the regular city council at 6: 28 pm.

_____
Barbara I. Held, City Clerk

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

RESOLUTION 2017 - 33

A RESOLUTION IN SUPPORT OF AN APPLICATION FOR THE LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) GRANT

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Minnesota was held on the 16th day of October, 2017. The following members were present: Mayor Steve Feldman; Council Members Robert Bauer, Joe Muehlbauer, Rich Skordahl, and Jerry Tveit.

Council Member _____ introduced the following resolution and moved its adoption:

WHEREAS, the Rum River is widely recognized as an important waterway in the state thanks to its duel classification as a Wild and Scenic River and Outstanding Resource Value Water (ORVW); and

WHEREAS, the City of St. Francis has identified protection of the Rum River as a main priority for the City within its comprehensive plan; and

WHEREAS, the City of St. Francis adopted a Local Surface Water Management Plan in 2009 in part to further its goal of protecting the Rum River; and

WHEREAS, the LSWMP includes the following statements regarding the Rum River:

> *"The City places a high priority on improving impaired waters and intends to work with the Upper Rum River Watershed Management Organization (URRWMO) and other agencies to achieve water quality goals by reducing the impact created by activities within the City;" (pg 4)*
>
> and
>
> *The Rum River Corridor within the City has unique and valuable local, state, regional, and national resources. The river is an essential element in the local, regional, and state economy; sewer and water and recreational systems and serves important biological and ecological functions. The prevention and mitigation of irreversible damage to these resources and the preservation and enhancement of their natural, aesthetic, cultural and historic values is in furtherance of the health, safety and general welfare of the City." (pg 9);* and

WHEREAS, the LSWMP mission statement includes that the City is committed to a goal of no adverse impact to, and nondegredation of, its water resources; and

WHEREAS, the City of St. Francis represents the first opportunity within the Metropolitan Area to protect the valuable natural resource knows as the Rum River; and

WHEREAS, the City has identified Riverbank Lane NW as one of the City's main contributors to stormwater pollutants into the Rum River due to the road's poor design relating to stormwater management; and

WHEREAS, the City finds that improvements to Riverbank Lane NW will significantly control runoff and improve stormwater quality in the area which provides a positive regional impact to all communities that share this Outstanding Resource Value Water; and

WHEREAS, the Riverbank Lane NW Project will also correct vertical site distance issues and improve road safety; and

WHEREAS, the proposed Riverbank Lane NW Project improvements are non-controversial and can be implemented in a timely manner; and

WHEREAS, the Riverbank Lane NW Project can be let in 2018; and

WHEREAS, the Riverbank Lane NW improvements need additional funding in order to be implemented.

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

1. That the St. Francis City Council hereby supports the application for the Local Road Improvement Program Grant for the Riverbank Lane NW improvements.

The motion for adoption of the foregoing resolution was duly seconded by Council Member _____ and, upon vote being taken thereon, the following voted in favor thereof: _____. The following voted against or abstained: _____.

Whereupon the resolution was declared duly passed and adopted the 16th day of October, 2017.

_____
Steven D. Feldman, Mayor

ATTEST:

_____
Barbara I. Held, City Clerk

_____
Dated

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 C

TO: Joe Kohlmann, City Administrator

FROM: Police Chief Todd Schwieger

SUBJECT: **Embedded Systems contract renewal**

DATE: 11/6/2017

OVERVIEW:

Embedded Systems, Inc. provides warning siren maintenance for two warning sirens within the City of St Francis located at Ambassador/Roanoke St and at 23248 Woodbine St. The maintenance includes monthly testing to assure the sirens are working properly and repairs if needed.

ACTION TO BE CONSIDERED: The renewal of the contract with Embedded Systems, Inc. to continue to provide tornado siren maintenance for the City of St Francis in 2018.

BUDGET IMPLICATION:

The Embedded Systems, Inc. monthly maintenance fee of $46.12 (553.44 anually) is accounted for in the "contract" line item of the police department budget.

Attachments:

-

Embedded Systems, Inc.

Tel. (763) 757-3696
www.embedsys.com

11931 Hwy 65 NE, Minneapolis, MN 55434

Fax: (763) 767-2817
jburgett@embedsys.com

Contract Renewal

October 13, 2017

City of St. Francis
Accounts Payable
23671 St. Francis
St. Francis, MN 55070

We are at the end of another tornado season. Embedded Systems, Inc. has provided our best service toward maintaining the tornado sirens for your city for the past several years. We would be very pleased to continue to provide Tornado Siren Maintenance for your city.

The Monthly Siren Maintenance Fee for 2018 will be **$46.12** per siren, per month.

The decoder batteries for your city are scheduled to be replaced in 2018 for preventive maintenance. Battery replacement will occur once every 2 years for Hennepin and Ramsey County and once every three years for Anoka County for all units maintained by Embedded Systems under the original maintenance agreement, including those batteries which may have been replaced since the last scheduled replacement because of failure.

We are asking that you please sign and return this contract renewal to us before **November 16th, 2017** to enable us to continue to provide our best service through the end of 2018 Feel free to fax the signed contract renewal to (763) 767-2817 or email it to btorkelson@embedsys.com.

Thank you for your business and we look forward to servicing your needs through the next year. If you have any questions, feel free to contact me directly.

Thank you,

Julie Burgett
Embedded Systems, Inc.

Contract terms accepted:

Signature Date

Phone

Email

For continuation of services through the end of the year 2018

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 D

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

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

DATE: 10/12/2017

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $161,158.83 plus any additional bills that are handed out on Monday night. Also to be approved are the September transfers totaling $289,697.34.

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:

- 10-16-2017 Packet List
- 10-16-2017 Other Checks

City of St. Francis

10/12/2017 1:04 pm

PAYMENT BATCH AP 10/16/17

ACE SOLID WASTE, INC.					
10/01/2017	3175763	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	78.12
10/01/2017	3175763	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	38.56
10/01/2017	3175763	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	49.97
10/01/2017	3175763	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	19.53
10/01/2017	3175763	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	47.08
10/01/2017	3175763	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	49.97
10/01/2017	3175763	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	0.00
10/01/2017	3175763	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	19.53
10/01/2017	3175763	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	59.31
10/01/2017	3175763	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	19.53
10/01/2017	3175763	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	19.53
10/01/2017	3175763	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	59.30
10/01/2017	3175763	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	153.35
					$613.78
AIRGAS NORTH CENTRAL					
09/30/2017	9947956045	E 101-43100-217	Other Operating Supplies	RENT	11.16
09/30/2017	9947956045	E 101-43210-217	Other Operating Supplies	RENT	11.16
09/30/2017	9947956045	E 101-45200-217	Other Operating Supplies	RENT	11.16
09/30/2017	9947956045	E 601-49440-217	Other Operating Supplies	RENT	11.16
09/30/2017	9947956045	E 602-49490-217	Other Operating Supplies	RENT	11.16
					$55.80
ALERT-ALL					
09/28/2017	217090734	E 101-42210-209	Fire Prevention Supplies	FIRE AWARENESS ITEMS	1,187.00
					$1,187.00
ALWAYS BRIGHT LIGHTS LTD					
10/02/2017	679	E 101-45200-311	Contract	REMOVE AND INSTALL BANNER	400.00
					$400.00
ANOKA COUNTY TREASURY DEPT.					
10/02/2017	B171002P	E 101-42110-321	Telephone	BROADBAND	37.50
10/02/2017	B171002P	E 101-42210-321	Telephone	BROADBAND	37.50
10/02/2017	B171002P	E 101-43100-321	Telephone	BROADBAND	37.50
10/02/2017	B171002P	E 101-45200-321	Telephone	BROADBAND	37.50
10/02/2017	B171002P	E 601-49440-321	Telephone	BROADBAND	37.50
10/02/2017	B171002P	E 602-49490-321	Telephone	BROADBAND	37.50
					$225.00
ARTHUR J GALLAGHER					
10/06/2017	2323886	E 101-41110-360	Insurance	SERVICE FEE	11.92
10/06/2017	2323886	E 101-41400-360	Insurance	SERVICE FEE	198.35
10/06/2017	2323886	E 101-41410-360	Insurance	SERVICE FEE	2.16
10/06/2017	2323886	E 101-41500-360	Insurance	SERVICE FEE	47.69
10/06/2017	2323886	E 101-41540-360	Insurance	SERVICE FEE	1.08
10/06/2017	2323886	E 101-41550-360	Insurance	SERVICE FEE	2.16
10/06/2017	2323886	E 101-41600-360	Insurance	SERVICE FEE	5.41
10/06/2017	2323886	E 101-41910-360	Insurance	SERVICE FEE	9.75
10/06/2017	2323886	E 101-41940-360	Insurance	SERVICE FEE	185.34
10/06/2017	2323886	E 101-42110-360	Insurance	SERVICE FEE	785.82
10/06/2017	2323886	E 101-42210-360	Insurance	SERVICE FEE	792.33
10/06/2017	2323886	E 101-42400-360	Insurance	SERVICE FEE	4.33
10/06/2017	2323886	E 101-42700-360	Insurance	SERVICE FEE	3.25
10/06/2017	2323886	E 101-43100-360	Insurance	SERVICE FEE	589.64
10/06/2017	2323886	E 101-43210-360	Insurance	SERVICE FEE	18.42

10/06/2017	2323886	E 101-45200-360	Insurance	SERVICE FEE	1,245.40
10/06/2017	2323886	E 101-49200-360	Insurance	SERVICE FEE	6.50
10/06/2017	2323886	E 208-42110-360	Insurance	SERVICE FEE	8.67
10/06/2017	2323886	E 225-45100-360	Insurance	SERVICE FEE	2.16
10/06/2017	2323886	E 601-49440-360	Insurance	SERVICE FEE	885.54
10/06/2017	2323886	E 602-49490-360	Insurance	SERVICE FEE	345.76
10/06/2017	2323886	E 609-49750-360	Insurance	SERVICE FEE	248.32
					$5,400.00
ASPEN MILLS					
09/21/2017	204225	E 101-42110-437	Uniform Allowance	UNIFORM - SCHWIEGER	113.90
10/03/2017	204808	E 101-42210-437	Uniform Allowance	PATCHES	296.00
					$409.90
BAYCOM, INC					
09/29/2017	EQUIPINV_010189	E 101-42110-218	Equipment Repair & Maintenance	EQUIPMENT	488.00
					$488.00
BELLBOY CORPORATION					
09/26/2017	60835800	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.05
09/26/2017	60835800	E 609-49751-251	Liquor For Resale	LIQUOR	1,038.96
09/26/2017	60835800	E 609-49751-253	Wine For Resale	WINE	108.00
09/26/2017	96509500	E 609-49750-210	Operating Supplies	OP SUPPLIES	112.91
09/26/2017	96509500	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.54
					$1,281.46
BERNICK COMPANIES, THE					
10/06/2017	385682	E 609-49751-254	Miscellaneous Merchandise	MISC	20.00
10/06/2017	385683	E 609-49751-252	Beer For Resale	BEER	109.55
					$129.55
BGS (BARNA GUZY)					
09/30/2017	178089	E 101-41600-304	Civil Legal Fees	BRIDGE ST PROPERTY	1,488.00
09/30/2017	178090	E 101-41600-304	Civil Legal Fees	3721 BRIDGE ST	1,985.00
09/30/2017	178188	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,900.00
09/30/2017	178189	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	2,464.00
09/30/2017	178190	E 101-41600-304	Civil Legal Fees	ANTENNA LEASE	627.00
09/30/2017	178191	E 101-41600-304	Civil Legal Fees	FRANCHISES	476.00
09/30/2017	178192	E 101-41600-304	Civil Legal Fees	COMMUNITY DEVELOPMENT	868.00
09/30/2017	178195	E 101-41600-304	Civil Legal Fees	NUISANCES	793.00
09/30/2017	178196	E 101-41600-304	Civil Legal Fees	MEADOWS	448.00
09/30/2017	178207	E 101-41600-312	Criminal Legal Fees	PROSECUTION	5,000.00
					$16,049.00
BREAKTHRU BEVERAGE					
09/28/2017	1080696188	E 609-49751-206	Freight and Fuel Charges	FREIGHT	48.06
09/28/2017	1080696188	E 609-49751-251	Liquor For Resale	LIQUOR	3,108.28
09/28/2017	1080696188	E 609-49751-253	Wine For Resale	WINE	88.55
10/05/2017	1080699952	E 609-49751-206	Freight and Fuel Charges	FREIGHT	48.69
10/05/2017	1080699952	E 609-49751-251	Liquor For Resale	LIQUOR	3,794.88
10/05/2017	1080699953	E 609-49751-252	Beer For Resale	BEER	142.80
					$7,231.26
CAPITOL BEVERAGE SALES, L.P					
10/02/2017	2005191	E 609-49751-252	Beer For Resale	BEER	168.75
10/02/2017	2005191	E 609-49751-254	Miscellaneous Merchandise	MISC	26.00
					$194.75
COLONIAL INSURANCE					
		G 101-21712	Colonial Insurance		328.72
					$328.72
COUNTY MARKET - CITY ACCOUNT					
10/01/2017	.1017	E 101-42210-212	Motor Fuels	FUEL	223.73
					$223.73
COURIER, THE					
10/04/2017	95087	E 101-42210-441	Miscellaneous	ADVERTISING	45.00
10/04/2017	95087	E 101-43210-439	Recycling Days	ADVERTISING	118.00

10/04/2017	95650	E 101-41400-441	Miscellaneous	NEWSLETTER DESIGN	105.00
					$268.00
CRAWFORD EQUIPMENT					
09/06/2017	01-6147	E 101-43100-218	Equipment Repair & Maintenance	BO- SHAFT	186.07
09/06/2017	01-6147	E 101-45200-218	Equipment Repair & Maintenance	BO- SHAFT	186.07
09/13/2017	01-6404	E 101-43100-218	Equipment Repair & Maintenance	BO - SHAFT	193.90
09/13/2017	01-6404	E 101-45200-218	Equipment Repair & Maintenance	BO - SHAFT	193.91
					$759.95
CRYSTAL SPRINGS ICE					
09/26/2017	003.B005995	E 609-49751-254	Miscellaneous Merchandise	MISC	163.84
10/03/2017	003.B006078	E 609-49751-254	Miscellaneous Merchandise	MISC	143.64
					$307.48
DAHLHEIMER DIST. CO. INC.					
09/27/2017	1304894	E 609-49751-252	Beer For Resale	BEER	16,623.35
09/27/2017	1304894	E 609-49751-254	Miscellaneous Merchandise	MISC	306.00
09/27/2017	1304894	E 609-49751-255	N/A Products	NA	26.05
09/28/2017	192817	E 609-49751-252	Beer For Resale	BEER	(12.80)
10/04/2017	160482	E 609-49751-252	Beer For Resale	BEER	4,653.50
10/04/2017	160482	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00
					$21,638.10
DUSTY S DRAIN CLEANING					
09/27/2017	8333	E 602-49490-229	Project Repair & Maintenance	TELEVISING	275.00
10/05/2017	2017-810	E 602-49490-229	Project Repair & Maintenance	SANITARY MAIN REPAIR	4,250.00
					$4,525.00
EAGLE GARAGE DOOR CO.					
09/20/2017	4690	E 101-42110-401	Repairs/Maint Buildings	FALL SERVICE	99.00
09/20/2017	4690	E 101-43100-401	Repairs/Maint Buildings	FALL SERVICE	99.00
09/20/2017	4690	E 101-45200-401	Repairs/Maint Buildings	FALL SERVICE	99.00
09/20/2017	4690	E 601-49440-401	Repairs/Maint Buildings	FALL SERVICE	99.00
09/20/2017	4690	E 602-49490-401	Repairs/Maint Buildings	FALL SERVICE	99.00
					$495.00
ECM PUBLISHERS, INC.					
09/29/2017	533343	E 101-41400-351	Legal Notices Publishing	EASEMENT VACATION PUBLIC H	107.50
10/06/2017	535668	E 101-41400-351	Legal Notices Publishing	SOLAR ENERGY	43.00
10/06/2017	535669	G 803-22149	BUELL CONSULTING/VERIZON	VERIZON WIRELESS	43.00
10/06/2017	535670	E 101-41400-351	Legal Notices Publishing	ORDINANCE 233	145.13
					$338.63
EMERGENCY AUTOMOTIVE TECH. INC					
10/03/2017	MOB24004	E 101-42110-218	Equipment Repair & Maintenance	SQUAD 116	719.30
					$719.30
EMERGENCY MEDICAL PRODUCTS					
09/26/2017	1937013	E 101-42210-237	Small Equipment	SUPPLIES	224.10
					$224.10
EMERGENCY REPONSE SOLUTIONS					
10/02/2017	9508	E 402-42210-582	Turnout Gear	TURNOUT GEAR	2,248.47
					$2,248.47
FRANKLN GRAPHICS					
04/07/2017	12013994	E 101-42110-308	Community Education	CANVAS PRINTS	150.00
					$150.00
FREEDOM SERVICES, INC.-FD					
10/06/2017	24189	G 101-21706	Flex Account	NOVEMBER FLEX	373.34
					$373.34
FREEDOM SERVICES, INC-MA					
10/06/2017	24190	E 101-41540-301	Auditing and Acct g Services	Admin Fee	47.60
					$47.60

G&K SERVICES, INC					
10/03/2017	6043884771	E 609-49750-219	Rug Maintenance	RUG MAINT	11.23
10/03/2017	6043884772	E 101-41940-219	Rug Maintenance	RUG MAINT	16.16
10/03/2017	6043884773	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT	10.64
					$38.03
GOPHER STATE ONE-CALL					
09/30/2017	7090738	E 601-49440-442	Gopher State	56 BILLABLE TICKETS	37.80
09/30/2017	7090738	E 602-49490-442	Gopher State	56 BILLABLE TICKETS	37.80
					$75.60
GRANITE CITY JOBBING CO.					
09/26/2017	64092	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
09/26/2017	64092	E 609-49751-256	Tobacco Products For Resale	TOBACCO	2,365.39
					$2,369.64
HACH COMPANY					
09/27/2017	10650930	E 601-49440-235	Lab Supplies	CHEMICALS	72.18
					$72.18
HAVLIK, DAVID					
		E 601-49440-441	Miscellaneous	REPLACE CK #72364	25.30
					$25.30
HOISINGTON KOEGLER GROUP, INC					
10/09/2017	016-043-16	E 101-41910-318	Economic Development	DOWNTOWN PLAN	7,338.75
10/09/2017	017-001-9	E 101-41910-307	Comp Plan/Wetland Fees	COMP PLAN	4,762.44
					$12,101.19
INNOVATIVE OFFICE SOLUTIONS, L					
09/28/2017	IN1768124	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	50.07
09/29/2017	IN1770699	E 101-42110-200	Office Supplies	CD	24.76
					$74.83
ISD #15					
10/09/2017	3336	E 101-43100-218	Equipment Repair & Maintenance	2002 CATAPILLAR	373.38
					$373.38
JJ TAYLOR DISTRIBUTING					
09/27/2017	2755626	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
09/27/2017	2755626	E 609-49751-252	Beer For Resale	BEER	976.50
09/27/2017	2755626	E 609-49751-255	N/A Products	NA	27.65
10/04/2017	2755694	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
10/04/2017	2755694	E 609-49751-252	Beer For Resale	BEER	748.35
					$1,758.50
JOHNSON BROS WHLSE LIQUOR					
09/27/2017	5832628	E 609-49751-206	Freight and Fuel Charges	FREIGHT	147.58
09/27/2017	5832628	E 609-49751-251	Liquor For Resale	LIQUOR	7,009.23
09/27/2017	5832629	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.27
09/27/2017	5832629	E 609-49751-253	Wine For Resale	WINE	489.25
09/27/2017	5832630	E 609-49751-252	Beer For Resale	BEER	109.95
09/27/2017	645423	E 609-49751-251	Liquor For Resale	LIQUOR	(15.00)
09/27/2017	645424	E 609-49751-253	Wine For Resale	WINE	(13.15)
09/27/2017	645425	E 609-49751-251	Liquor For Resale	LIQUOR	(10.75)
09/29/2017	645975	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
09/29/2017	645975	E 609-49751-251	Liquor For Resale	LIQUOR	(78.50)
09/29/2017	645976	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
09/29/2017	645976	E 609-49751-253	Wine For Resale	WINE	(38.60)
10/02/2017	646141	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
10/02/2017	646141	E 609-49751-251	Liquor For Resale	LIQUOR	(115.00)
10/04/2017	5838481	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.99
10/04/2017	5838481	E 609-49751-251	Liquor For Resale	LIQUOR	845.80
10/04/2017	5838482	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.13
10/04/2017	5838482	E 609-49751-253	Wine For Resale	WINE	398.43
					$8,766.92
KRIS ENGINEERING, INC.					

10/06/2017	28956	E 101-43100-218	Equipment Repair & Maintenance	CARBIDE INSERTS	1,378.16
					$1,378.16
LAMBERT, RONALD					
		E 601-49440-441	Miscellaneous	REPLACE CK #66349	87.67
					$87.67
LAWIN, REGGIE					
		E 601-49440-441	Miscellaneous	REPLACE CK #72790	131.03
					$131.03
LUNDEEN, MICHELLE					
		E 601-49440-441	Miscellaneous	REPLACE CK #68849	85.96
					$85.96
MARTIES FARM SERVICE					
10/06/2017	.1017	E 101-45200-419	Turf/Fertilizer/Weed Control	17-17-17 AND LIME	798.00
					$798.00
MCDONALD DIST CO.					
09/28/2017	418440	E 609-49751-252	Beer For Resale	BEER	4,380.20
09/28/2017	418440	E 609-49751-254	Miscellaneous Merchandise	MISC	36.00
09/28/2017	418440	E 609-49751-255	N/A Products	NA	101.90
10/05/2017	419408	E 609-49751-252	Beer For Resale	BEER	7,394.85
10/05/2017	419408	E 609-49751-254	Miscellaneous Merchandise	MISC	72.00
					$11,984.95
MIDCONTINENT COMMUNICATIONS					
10/02/2017	.1017	E 101-41940-321	Telephone	CITY HALL	36.96
10/02/2017	.1017	E 101-42110-321	Telephone	Police	16.83
10/02/2017	.1017	E 101-43100-321	Telephone	Public Works	16.84
10/02/2017	.1017	E 601-49440-321	Telephone	WELL HOUSE	150.00
10/02/2017	.1017	E 601-49440-321	Telephone	WATER PLANT	150.00
10/02/2017	.1017	E 609-49750-321	Telephone	LIQUOR STORE	150.00
					$520.63
MN MUNICIPAL UTILITIES ASSOC.					
10/02/2017	49823	E 101-41400-311	Contract	SAFETY MANAGEMENT PROG	495.00
10/02/2017	49823	E 101-42110-311	Contract	SAFETY MANAGEMENT PROG	495.00
10/02/2017	49823	E 101-42210-311	Contract	SAFETY MANAGEMENT PROG	495.00
10/02/2017	49823	E 101-43100-311	Contract	SAFETY MANAGEMENT PROG	742.50
10/02/2017	49823	E 101-45200-311	Contract	SAFETY MANAGEMENT PROG	742.50
10/02/2017	49823	E 601-49440-311	Contract	SAFETY MANAGEMENT PROG	742.50
10/02/2017	49823	E 602-49490-311	Contract	SAFETY MANAGEMENT PROG	742.50
10/02/2017	49823	E 609-49750-311	Contract	SAFETY MANAGEMENT PROG	495.00
					$4,950.00
NELSON, KURT					
		E 601-49440-441	Miscellaneous	REPLACE CK #70969	175.35
					$175.35
NFPA					
09/14/2017	7075333Y	E 101-42210-209	Fire Prevention Supplies	FIRE PREVENTION	184.95
					$184.95
PACE ANALYTICAL SERVICES					
09/29/2017	171285691	E 602-49490-313	Sample Testing	SAMPLE TESTING	75.00
10/02/2017	171285854	E 602-49490-313	Sample Testing	SAMPLE TESTING	90.00
					$165.00
PAUL EMMERICH CONSTRUCTION					
		G 803-22000	Deposits	ESCROW-23148 TAMARACK ST	6,500.00
					$6,500.00
PAUSTIS WINE COMPANY					
09/25/2017	8604761-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.25
09/25/2017	8604761-IN	E 609-49751-253	Wine For Resale	WINE	912.00
					$923.25

PHILLIPS WINE & SPIRITS CO.

09/27/2017	2237592	E 609-49751-206	Freight and Fuel Charges	FREIGHT	188.40
09/27/2017	2237592	E 609-49751-251	Liquor For Resale	LIQUOR	11,805.94
09/27/2017	2237593	E 609-49751-206	Freight and Fuel Charges	FREIGHT	29.83
09/27/2017	2237593	E 609-49751-253	Wine For Resale	WINE	736.00
09/27/2017	2237594	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
09/29/2017	275644	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(3.14)
09/29/2017	275644	E 609-49751-251	Liquor For Resale	LIQUOR	(205.40)
10/02/2017	275728	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
10/02/2017	275728	E 609-49751-251	Liquor For Resale	LIQUOR	(120.00)
10/04/2017	2241453	E 609-49751-206	Freight and Fuel Charges	FREIGHT	103.62
10/04/2017	2241453	E 609-49751-251	Liquor For Resale	LIQUOR	7,698.50
10/04/2017	2241454	E 609-49751-206	Freight and Fuel Charges	FREIGHT	39.25
10/04/2017	2241454	E 609-49751-253	Wine For Resale	WINE	1,761.00
					$22,034.00

RJM DISTRIBUTING INC.

09/28/2017	IND014668	E 609-49751-252	Beer For Resale	BEER	109.90
09/28/2017	IND014668	E 609-49751-254	Miscellaneous Merchandise	MISC	36.00
					$145.90

ROSEVILLE, CITY OF

09/26/2017	0223535	E 101-41110-310	Computer Consulting Fees	IT SERVICES	293.82
09/26/2017	0223535	E 101-41400-310	Computer Consulting Fees	IT SERVICES	954.92
09/26/2017	0223535	E 101-42110-310	Computer Consulting Fees	IT SERVICES	3,378.95
09/26/2017	0223535	E 101-42210-310	Computer Consulting Fees	IT SERVICES	543.57
09/26/2017	0223535	E 101-42400-310	Computer Consulting Fees	IT SERVICES	271.80
09/26/2017	0223535	E 101-43100-310	Computer Consulting Fees	IT SERVICES	293.82
09/26/2017	0223535	E 101-45200-310	Computer Consulting Fees	IT SERVICES	293.82
09/26/2017	0223535	E 601-49440-310	Computer Consulting Fees	IT SERVICES	293.82
09/26/2017	0223535	E 602-49490-310	Computer Consulting Fees	IT SERVICES	293.82
09/26/2017	0223535	E 609-49750-310	Computer Consulting Fees	IT SERVICES	146.91
09/26/2017	0223578	E 101-41940-321	Telephone	PHONE	80.59
09/26/2017	0223578	E 101-42110-321	Telephone	PHONE	80.59
09/26/2017	0223578	E 101-42210-321	Telephone	PHONE	80.59
09/26/2017	0223578	E 101-43100-321	Telephone	PHONE	80.59
09/26/2017	0223578	E 101-45200-321	Telephone	PHONE	80.59
09/26/2017	0223578	E 601-49440-321	Telephone	PHONE	80.59
09/26/2017	0223578	E 602-49490-321	Telephone	PHONE	80.59
09/26/2017	0223578	E 609-49750-321	Telephone	PHONE	80.65
					$7,410.03

SOUTHERN GLAZERS OF MN

09/28/2017	1595658	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.48
09/28/2017	1595658	E 609-49751-253	Wine For Resale	WINE	1,092.00
09/28/2017	1595659	E 609-49751-206	Freight and Fuel Charges	FREIGHT	39.25
09/28/2017	1595659	E 609-49751-251	Liquor For Resale	LIQUOR	3,434.90
10/05/2017	1598314	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.95
10/05/2017	1598314	E 609-49751-251	Liquor For Resale	LIQUOR	1,279.43
10/05/2017	1598315	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.56
10/05/2017	1598315	E 609-49751-251	Liquor For Resale	LIQUOR	44.96
10/05/2017	1598315	E 609-49751-253	Wine For Resale	WINE	36.00
					$5,964.53

STATE OF MN-INFORMATION POLICY

06/21/2017	00000417778	E 101-42110-208	Training and Instruction	DATA WORKSHOP	225.00
					$225.00

STOLP, KLINT

		E 601-49440-441	Miscellaneous	REPLACE CK #70148	150.46
					$150.46

SUSA

		E 101-43100-208	Training and Instruction	TRAINING	100.00
		E 601-49440-208	Training and Instruction	TRAINING	100.00
		E 602-49490-208	Training and Instruction	TRAINING	100.00
					$300.00

THE AMERICAN BOTTLING COMPANY					
10/05/2017	8257855410	E 609-49751-254	Miscellaneous Merchandise	MISC	168.96
					$168.96
TITLE SPECIALISTS					
		E 601-49440-441	Miscellaneous	REPLACE CK #70336	61.85
					$61.85
TJ ASSOCIATES					
09/27/2017	224715	E 101-43210-439	Recycling Days	PAPER SHREDDING SIGNS	39.90
					$39.90
TRILOGY PROPERTIES					
		E 601-49440-441	Miscellaneous	REPLACE CK #71453	41.04
					$41.04
UPPER RUM RIVER WATERSHED MGT					
05/27/2017	.0517	E 101-49200-471	Watershed	2ND HALF 2017	2,289.00
					$2,289.00
VERITA EXCHANGE					
09/26/2017	K18139011	E 101-43100-218	Equipment Repair & Maintenance	EQUIPMENT	422.62
09/26/2017	K18139011	E 101-45200-218	Equipment Repair & Maintenance	EQUIPMENT	422.62
09/26/2017	K18139011	E 601-49440-228	Equipment Maintenance	EQUIPMENT	422.63
09/26/2017	K18139011	E 602-49490-228	Equipment Maintenance	EQUIPMENT	422.63
					$1,690.50
VERIZON WIRELESS					
09/26/2017	9793494505	E 101-42110-321	Telephone	MOBILE DATA	315.09
09/26/2017	9793494505	E 601-49440-321	Telephone	MOBILE DATA	35.01
09/26/2017	9793494505	E 602-49490-321	Telephone	MOBILE DATA	22.12
					$372.22
VINOCOPIA, INC.					
10/06/2017	0190277-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.00
10/06/2017	0190277-IN	E 609-49751-253	Wine For Resale	WINE	400.00
					$412.00
FUND SUMMARY					$161,158.83

101 GENERAL FUND	$54,832.24
208 POLICE FORFEITURE	$8.67
225 PARK FUND	$2.16
402 CAPITAL EQUIPMENT	$2,248.47
601 WATER FUND	$3,955.23
602 SEWER FUND	$6,972.35
609 MUNICIPAL LIQUOR FUND	$86,596.71
803 ESCROW	$6,543.00
Total	161,158.83

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
6 A

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Budget Award**

DATE: 10/12/2017

OVERVIEW:

Attached is the letter from the Government Finance Officers Association on the 2017 Distinguished Budget Presentation Award. This is the 8th year the city has received this award.

ACTION TO BE CONSIDERED:

Presentation of the Award.

BUDGET IMPLICATION:

None

Attachments:

- 2017 Distinguished Budget Presentation Award

Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 *fax:* 312.977.4806

August 21, 2017

Darcy Mulvhill
Finance Director
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

Dear Ms. Mulvihill:

We are pleased to inform you, based on the examination of your budget document by a panel of independent reviewers, that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. A Distinguished Budget Program application is posted on GFOA's website. This application must be completed and accompany your next submission. (See numbers 12 and 13 on page 2 of the application for fee information and submission instructions.)

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

Darcy Mulvhill, Finance Director

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive an award plaque that will be mailed separately and should arrive within eight to ten weeks. Also enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria.

The following standardized text should be used:

Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 *fax:* 312.977.4806

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of St. Francis, Minnesota,** for its Annual Budget for the fiscal year beginning **January 1, 2017**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

GFOA encourages you to make arrangements for a formal presentation of the award. If you would like the award to be presented by a member of your state or provincial finance officers association, we can provide the name of a contact person for that group.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

Todd Buikema
Acting Director, Technical Services Center

Enclosure

Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 *fax:* 312.977.4806

FOR IMMEDIATE RELEASE

August 21, 2017

For more information, contact:

Technical Services Center
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **City of St. Francis, Minnesota,** has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Darcy Mulvhill, Finance Director.**

There are over 1,600 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association is a major professional association servicing the needs of more than 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington D.C.

The Government Finance Officers Association of the United States and Canada

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

Darcy Mulvhill, Finance Director
City of St. Francis, Minnesota

The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director Christopher P. Morrill

Date **August 21, 2017**

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of St. Francis

Minnesota

For the Fiscal Year Beginning

January 1, 2017

Christopher P. Morrill

Executive Director

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9 A

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: St. Francis Forward Redevelopment Plan

DATE: October 12, 2017

OVERVIEW:

In July of 2016 the City entered into an agreement with HKGi to complete a study of the City's two main transportation and retail corridors. This planning effort was to support the retail, commercial and residential land use as it applies to development and redevelopment efforts by the City. Planning documents such as these allow the City to move forward with an organized approach in development and redevelopment. HKGi worked with the City, stakeholders and residents to design a community based plan and identify steps to reach our goals. Through this process a City vision, concepts and goals were identified.

This plan will also be partnered with the city's 2040 Comprehensive Plan.

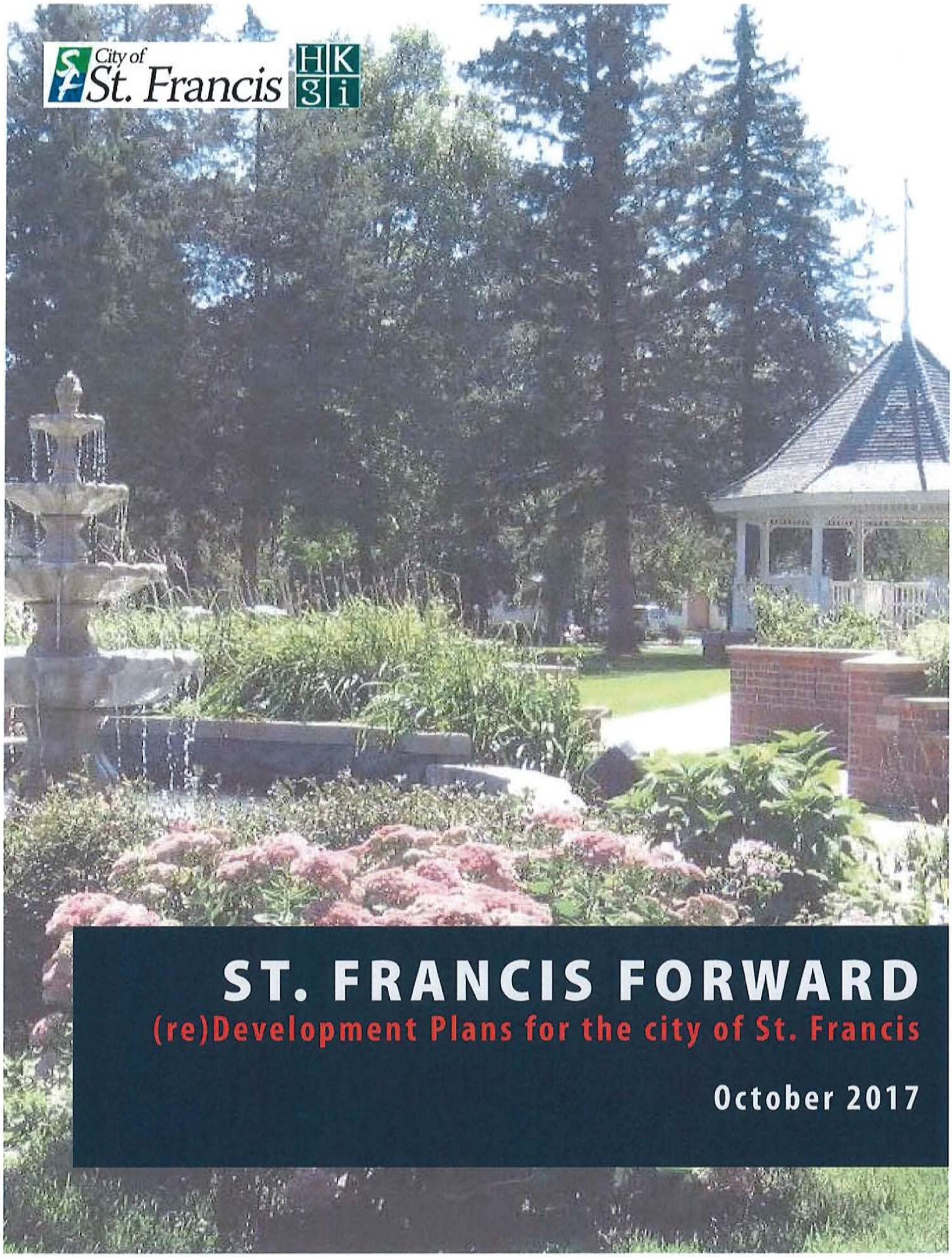
ACTION TO BE CONSIDERED:

Council is to consider adopting the St. Francis Forward (re)Development Plan and authorize staff to begin working on the goals and action items identified within.

BUDGET IMPLICATION:

None

Attachments: Final Version, St Francis Forward (re)Development Plan



City of St. Francis

HKGi

ST. FRANCIS FORWARD

(re)Development Plans for the city of St. Francis

October 2017

Master Plan Project Manager:

Kate Thunstrom
Community Development Director
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070
Phone: 763-267-6191
Email: KThunstrom@stfrancismn.org

City Administrator:

Joe Kohlmann
City Administrator
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070
Phone: 763-235-2301
Email: JKohlmann@stfrancismn.org

www.StFrancisMN.org

ACKNOWLEDGEMENTS:

The St. Francis Forward planning team would like to extend a big thank you to the residents and business owners who have participated in creating this plan. Your input and insights have made this a better plan.

CITY COUNCIL:

Mayor Steve Feldman

Councilmember Robert Bauer

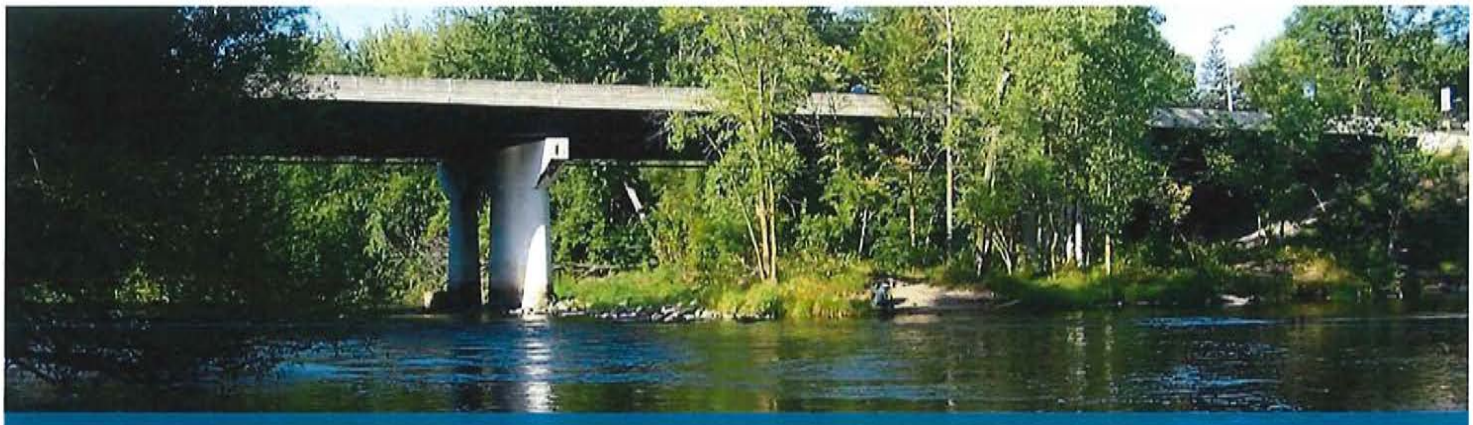
Councilmember Joe Muehlbauer

Councilmember Rich Skordahl

Councilmember Jerry Tveit

Images in this document are courtesy of the City of St. Francis

THIS PLAN WAS ADOPTED BY THE CITY OF ST. FRANCIS ON OCTOBER 16TH, 2017



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STUDY PURPOSE

The purpose of this study is to develop a plan for the future development and redevelopment of the core of St. Francis. This is done through four actions:

» Develop a Vision and set of Guiding Principles to guide future public and private investments.

- *These are the driving forces that shape the master plan. The plan and proposed projects will help the City get closer to its vision.*
- *When other potential projects arise, the vision and guiding principles should be the yardstick by which the projects are evaluated. Even if the proposed land use or development differs from what is shown in the plan, policy makers can ask, "does this project get us closer to our vision for St. Francis?" If the answer is yes, the project should be explored further.*

» Provide a Master Plan to guide public and private redevelopment investments.

» Establish "springboard" project ideas for key sites most ready for redevelopment or new development.

- *Project ideas can help stimulate developers and see what a site could be. By preliminarily vetting them for financial and physical feasibility, there is a level of reassurance to the private sector that a project can be done.*
- *By incorporating project ideas into a City's policy documents, developers know the City is willing and enthusiastic about supporting new projects.*

» Identify and define key metrics that can be used to measure progress and the value of the master plan and planning process.

EXECUTIVE SUMMARY

Building upon previous planning efforts in St. Francis, the City launched the completion of a Redevelopment Plan for the "core" areas of the community in Fall 2016. The planning efforts provide a vision for the ongoing redevelopment and growth of the Bridge Street corridor on either side of the Rum River, the Highway 47 corridor, and adjoining and nearby areas of vacant lands and redevelopment opportunity in St. Francis. These areas comprise the heart of St. Francis, including the area traditionally considered "Downtown" and the main retail and commercial corridor, Highway 47 (also known as St. Francis Boulevard).

The community provided input through community meetings, stakeholder meetings, and online surveys as the planning effort progressed. The St. Francis community envisions Bridge Street as its "downtown" and expressed a desire for better community gathering places and amenities in this key district. Residents and other stakeholders expressed a desire for a wider range of retail, shopping, dining, and entertainment options in St. Francis, as well as housing options for various segments of the population. The community strongly embraced the idea of extending Bridge Street west to Highway 47, across the existing school campus. The community sees this move, previously discussed on several occasions over the last two decades, as a key move to link the east and west sides of St. Francis and to create a safer and more prominent intersection at Highway 47 and Pederson Drive / Bridge Street. Community members also expressed strong support for leveraging the redevelopment plan to attract new businesses and more jobs to St. Francis. The community believes that tying St. Francis to the Rum River and leveraging this key natural asset will help strengthen ongoing redevelopment efforts.

The overall master plan resulting from this effort reflects the general desire of the St. Francis community to reach for more transformative types of development in the heart of the community. The Downtown area, along Bridge Street, could include a civic campus including various uses, to draw more visitation and activity to the district. Retail redevelopment along Bridge

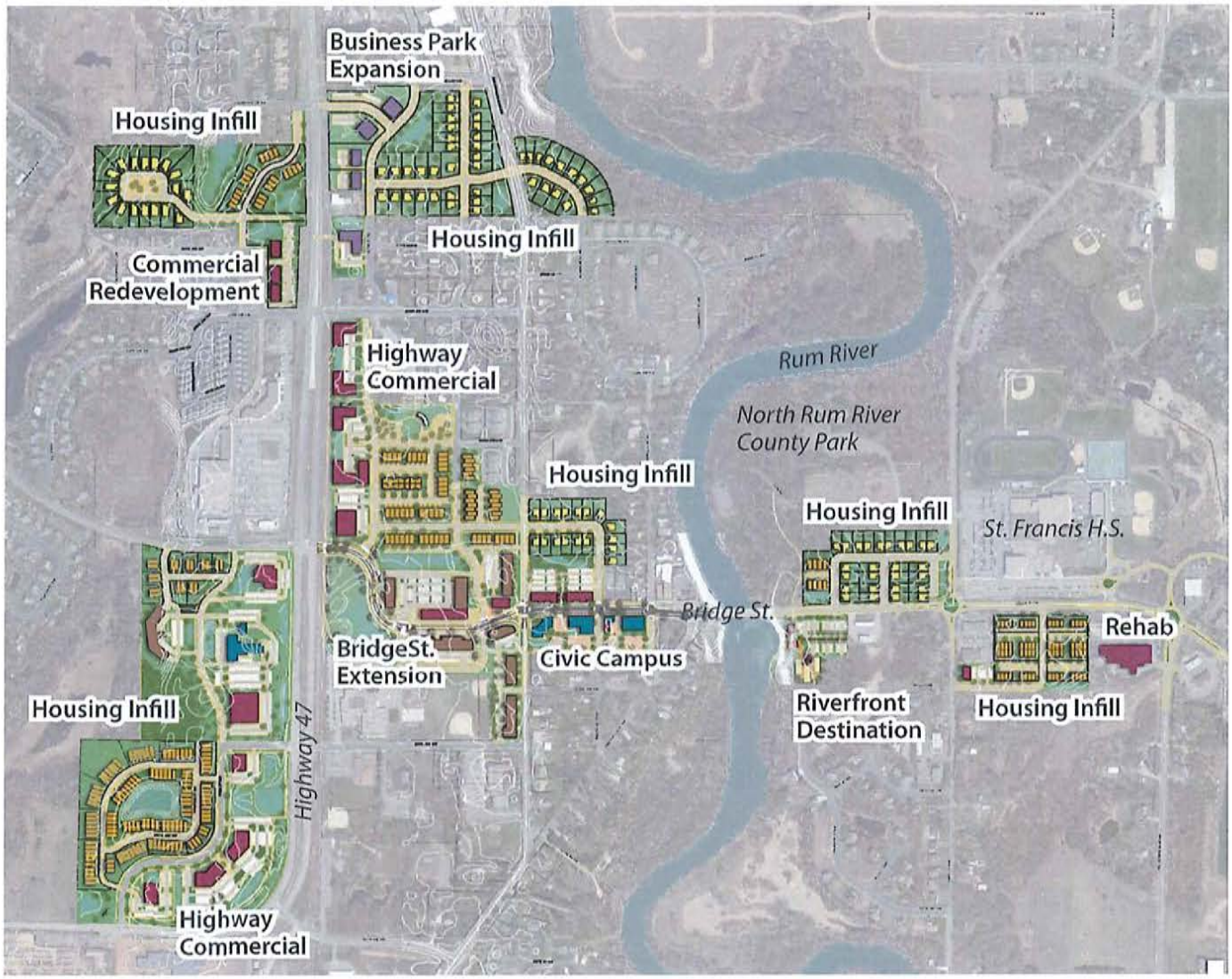
Street would also build the retail base in Downtown and establish it as a more prominent district in Anoka County. On the east side of the river, the City has the opportunity to market the City-owned property as a potential venue for a restaurant or entertainment facility, coupled with an outdoor recreation-oriented business (such as an outfitter offering fishing or kayaking along the Rum River). The extension of Bridge Street to Highway 47 would help link the current Downtown to the main north-south road in this part of Anoka County and create a key community entrance. Furthermore, if the school district elects to move the Middle School to a new facility at a different location, the Middle School campus could be redeveloped as a western extension of the "Main Street" orientation of Bridge Street, including attractive retail shops and eateries, and a mixture of residential housing types catering to a range of potential residents. This potential redevelopment has the potential to create a true, vibrant heart at the junction of the two major streets in St. Francis over time. Elsewhere, the master plan calls for the infill redevelopment of various parcels along Bridge Street and near Highway 47 as residential land uses of varying densities. It also calls for the infill development of vacant parcels along Highway 47 as a variety of retail and service uses.

The overall plan also articulates a range of additional elements that should enhance the quality of life and attractiveness of the core of St. Francis. Improved wayfinding and signage at key entrances to the community and at key junctions will help guide visitors to key destinations and amenities. Streetscape enhancements along Bridge Street and other key streets will enhance the attractiveness and marketability of the core of St. Francis to potential businesses and residents. Improvements to parks and enhanced linkages to the Rum River corridor will enhance the quality of life as well. The overall plan calls for the creation of higher quality public realm throughout the area, in order to create a community of quality.

The implementation plan outlines a range of action items the City should pursue in order to move the plan forward, over the short term and longer term. The City has a range of tools, including incentives and regulatory strategies that can assist the variety of potential projects outlined in this master plan. Importantly, the ongoing success of this plan will depend on strong leadership from elected leaders and city staff, and the pursuit and strengthening of working relationships and partnerships between City staff and St. Francis leaders and their counterparts in the school district, and at the county and state levels. Through ongoing efforts and the creation of some momentum over the next few years, St. Francis has the opportunity to create a great "heart" to its community over time.

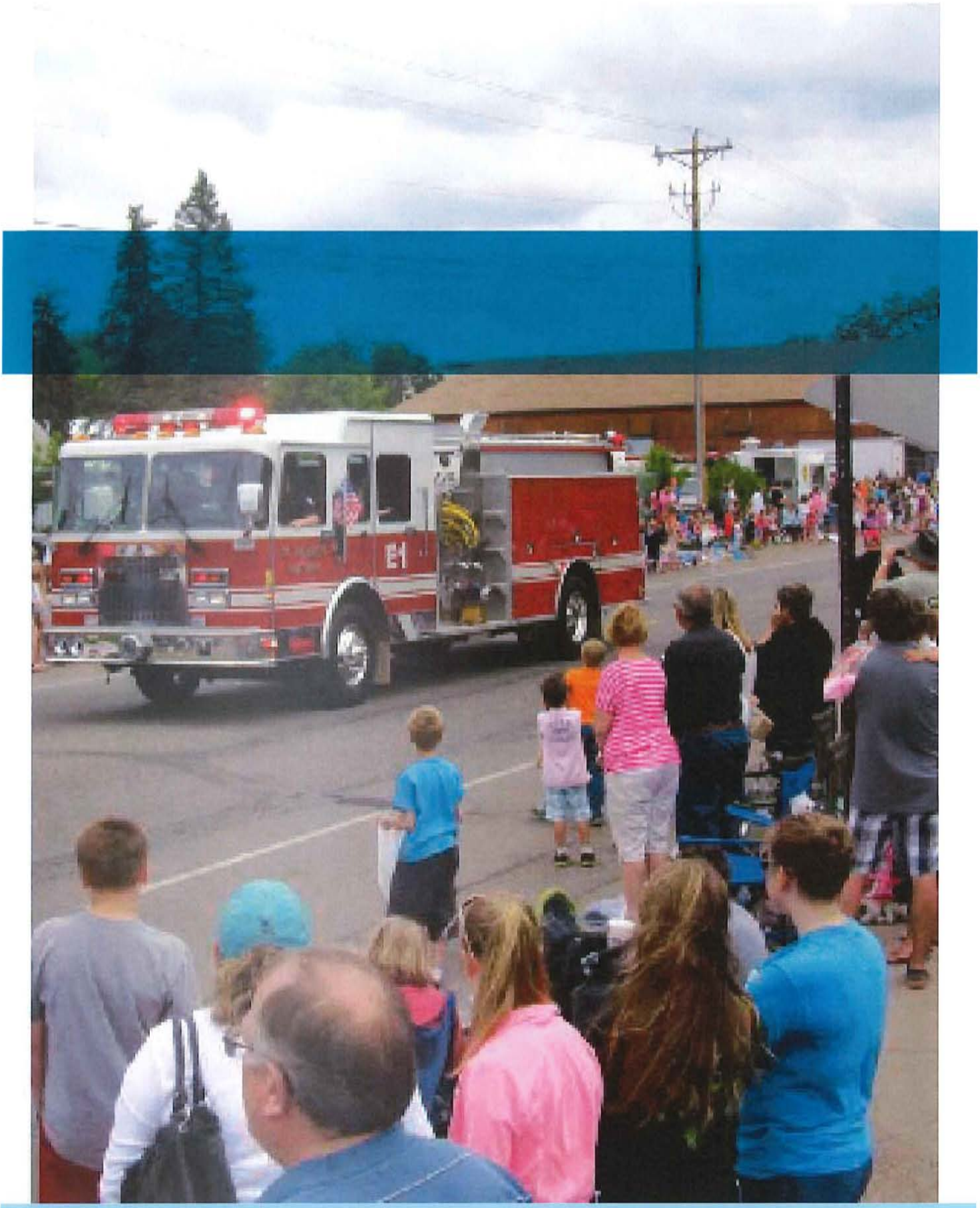
Recognizing that the plan may change over time, and that portions of the plan may not be realized, the development as shown reflects the following numbers:

Residential	**Single Family Residential: +/- 100 units** **Townhome: +/- 300 units** **Multi-Family Residential: +/- 175 units**
Commercial (Retail and Office)	**+/- 200,000 Square Feet**
Industrial	**+/- 50,000 Square Feet**



The Master Plan envisions:

- A Civic Campus on the south side of Bridge Street
- Office Redevelopment on the north side of Bridge Street
- A restaurant/entertainment anchor on the east side of the Rum River
- Housing redevelopment between Bridge Street and Rum River North County Park
- Housing redevelopment south of the High School
- Industrial growth along Highway 47
- Residential infill along Ambassador Boulevard
- Residential infill off Highway 47
- Redevelopment of Office/Commercial along Highway 47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01. ANALYSIS

Introduction

St. Francis sits at the northwestern edge of Anoka County, approximately 20 minutes north of the City of Anoka. The downtowns of Minneapolis and St. Paul are both about 40 minutes away.

The city is in a bucolic location at the transition zone between the coniferous forest biome that Minnesotans classify as "up-north" and the deciduous forest biome of the Twin Cities.

City of St. Francis

The City of St. Francis includes approximately 24 square miles with the main core of the city centered on the Rum River. The first people to homestead the area utilized the river for sawmills and grist milling. The river continued to be the major economic driver for the city until at least the 1930s.

St. Francis remained a rural village until the 1970s when the population began to grow, expanding from 897 people in 1970 to an estimated 7,327 in 2015.

Anoka County

Anoka County is largely developed in the southern part of the county, closer to the downtowns of Minneapolis and St. Paul. Fairly contiguous development extends north to the suburbs of Ramsey, Andover, and Blaine. Beyond those cities, there is a mix of developed and rural land through Nowthen, Oak Grove, East Bethel, Ham Lake, Bethel, and St. Francis.

FIGURE 1.1 ST. FRANCIS FORWARD STUDY AREA

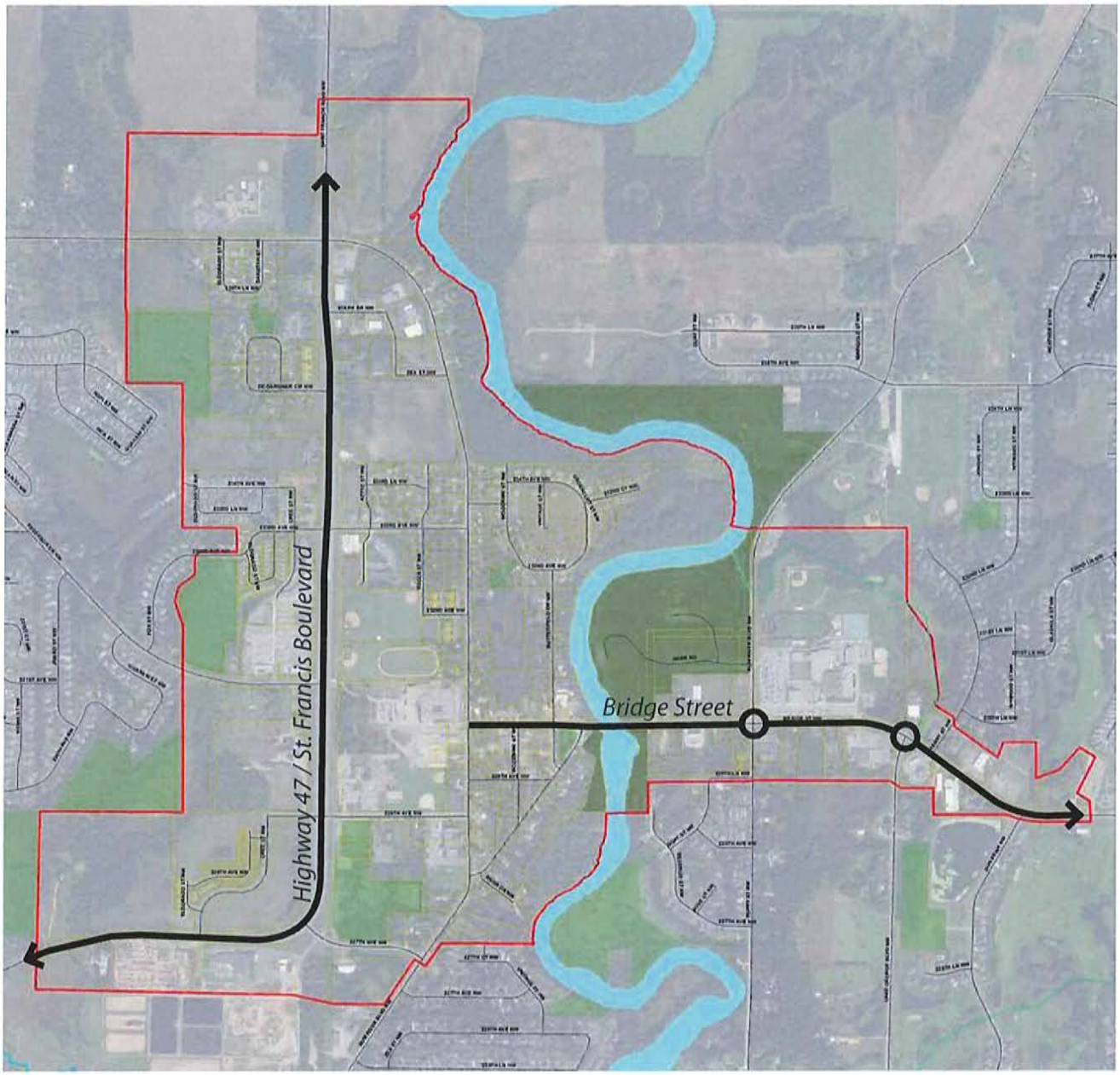


FIGURE 1.2 ST. FRANCIS FORWARD STUDY AREA

Study Area

The study area for this plan roughly follows the Bridge Street and Highway 47 Corridors. These are the two primary commercial corridors in St. Francis. Both have a mix of uses and potential for development and redevelopment.

It is also worth noting that although the study area encompasses a large area, existing development covers a large portion of the area, and therefore the plan focuses on specific opportunity sites. These sites are selected for their possibilities to affect change. Much of the land in the study area is private property, and will only be developed if supported by the landowner in a willing seller/willing buyer situation.

The aerials on the opposite page show the change in the City since 1991, and are a helpful reminder that the City has not always looked the way it does today. It will continue to grow, change, and mature in the future.

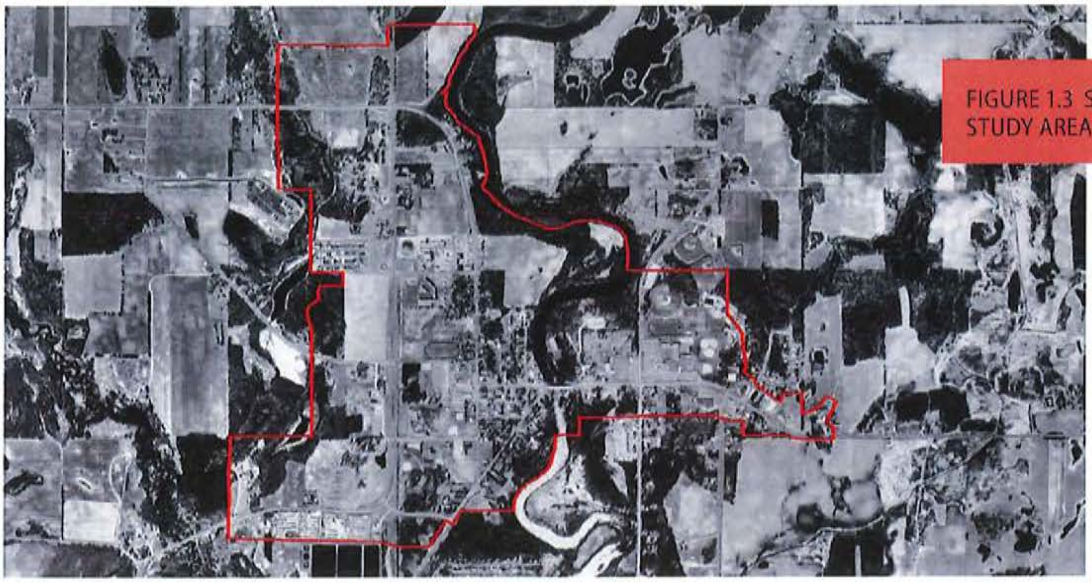


FIGURE 1.3 ST. FRANCIS FORWARD STUDY AREA - 1991

FIGURE 1.4 ST. FRANCIS FORWARD STUDY AREA - 2003

FIGURE 1.5 ST. FRANCIS FORWARD STUDY AREA - 2015

Existing Plans, Studies, and Policy Tools

As part of the planning process, the project team examined a number of city policies and previous planning efforts in St. Francis. The following provides a list and summary of the documents that have been considered as part of this process, with key takeaways relating to re/development planning along Highway 47/St. Francis Boulevard and Bridge Street.

COMPREHENSIVE PLAN (2008)

Summary: The City of St. Francis completed the most recent comprehensive plan in 2008, covering land use, parks, water resources, transportation, and implementation strategies. St. Francis was classified as a Rural Center and a Diversified Rural Community by the Metropolitan Council, as part of this process. Much of the city is in agriculture with the largest concentration of residential and commercial development present along and near Highway 47/St. Francis Boulevard and Bridge Street. The 2008 Comprehensive Plan anticipated that ongoing growth would occur in the form of infill, in older parts of the community, as well as in greenfield areas in the northwest part of St. Francis.

Key Takeaways:

The City seeks to

- Establish continuity between residential areas and downtown
- Preserve its small town character
- Focus more intense development, especially multifamily residential and commercial development, downtown and along Highway 47
- Elevate the level of design quality (architecture, streetscape, etc.), especially in downtown
- Improve pedestrian facilities
- Enhance linkages to the Rum River
- Address parking needs with the creation of centralized facilities to serve the downtown area

The City is currently completing an update to the Comprehensive Plan in conjunction and following this redevelopment planning process, and the outcomes of this plan will influence the components of the updated Comprehensive Plan.

2016 ECONOMIC DEVELOPMENT PLAN

Summary: This document analyzes the potential for economic development in the City of St. Francis. The plan examines demographics, location, access to highways, current job and commuting patterns, and market perceptions of St. Francis. The plan also identifies potential re/development sites within St. Francis and opportunities for industrial and commercial development.

Key Takeaways:

- Based on population size and access to transportation corridors, St. Francis is not well positioned to compete with other cities at a regional level
- Development that occurs in St. Francis will likely result from users that desire to be in St. Francis (as compared to finding a spot in the northern metro, or elsewhere in Anoka County)

» The City does have tools to support development
» The ability of the City to simplify and clarify the development process will aid potential development (including assisting with site preparation, the streamlining of regulations, and completing market studies, marketing efforts, and the estimating of potential project costs)
» Residential growth and retail will support the needs of the local population and make St. Francis more attractive for other types of development
» In addition to fostering residential growth, the City should be focusing on helping existing business grow

CSAH 24 (BRIDGE STREET) IMPROVEMENTS (2014)

Summary: Relocation of Highway and High School access, with roundabouts and trails added. The road was reconstructed during the summer of 2016.

Key Takeaways:

» High School access moved off of Bridge Street.
» Right In/Right Out access to mall, from Bridge Street
» Full median installation between Rum River Blvd and Lake George Blvd
» Improved biking and walking facilities

BRIDGE STREET EXTENSION STUDY (2005)

Summary: An examination of options for connecting Bridge Street to Highway 47/St. Francis Boulevard. Currently the two major roads in St. Francis, Bridge St. and Highway 47, do not connect as the middle school and elementary school campus are located at the western terminus of Bridge St. If the school campus was not there, a connection would be desired for improved traffic efficiency and economic development. School bus operations are located within this campus and the bus barn sits at the terminus of Bridge St.

Key Takeaways:

Options presented include:

» A shift of the Bridge Street alignment to the south, intersecting Ambassador Drive in a roundabout. This option would avoid existing school buildings but would require the relocation of the existing bus facilities.
» A shift of the Bridge Street alignment to the south, without a roundabout intersection at Ambassador Drive. This option would avoid existing school buildings but would require the relocation of the existing bus facilities.
» A more direct connection from Bridge St, requiring substantial modification or relocation of the middle school building.

Options cost $1,000,000 or more (in 2005 dollars), not including Right-of-Way acquisition and relocation of existing facilities.

A number of factors have impeded the completion of the Bridge Street connection over the last twelve years, including the project cost, the lack of establishing the project as a key priority, and other challenges.

NORTHERN ANOKA COUNTY RIVER CROSSING STUDY (2012)

Summary: An analysis of river crossing capacity for the Rum River in northern Anoka County (specifically St. Francis, Oak Grove, and Nowthen). CSAH 22/Viking Boulevard and CSAH 24/Bridge street provide the current crossing locations. The study considered various alternatives based on land use, the spacing of arterial locations, environmental issues, traffic projections, and safety and pedestrian issues.

Key Takeaways:

» By 2030, CSAH 24 would be over capacity in a no-build condition
  - *Capacity 10,000 ADT*
  - *Projected at 12-15,000 ADT by 2030*

» Expansion of CSAH 24 would lead to increased traffic volume on CSAH 24, as well as *CSAH 28, CR 72, and Rum River Boulevard*

» A 4 lane configuration results in too many impacts (Right-of-Way, acquisition) to be considered as a final plan

» Current Bridge Street reconstruction resulted in a reduction in the number of access points and a 2 lane roadway section.

A MARKET FEASIBILITY STUDY FOR ACTIVE ADULT SENIOR HOUSING AND AFFORDABLE GENERAL OCCUPANCY HOUSING IN ST. FRANCIS, MINNESOTA (2012)

Summary: An analysis of the demand for various forms of housing (including active senior and general occupancy, market and affordable). The market study examined numerous factors to determine demand for various housing products, including changing demographics, commute and economic patterns, and the location of a project along Bridge Street.

Key Takeaways:

The study anticipates that a market exists for the following real estate program elements:

» 22 market rate, owner occupied, active adult units

» 28 market rate, rental, active adult units

» 43 affordable, active adult units

» 24 affordable, rental, general occupancy units

» The project is anticipated to draw from St. Francis, Nowthen, Oak Grove, and Stanford Township.

A senior housing project is underway along Bridge Street near the golf course that will meet some of the demonstrated demand.

BUSINESS SUBSIDY POLICY (2016)

Summary: The City of St. Francis and the Economic Development Authority provide business subsidies that meet a "public purpose" standard (although meeting the standard does not guarantee a subsidy). For businesses meeting the standards (outlined below), there are required application and reporting processes, in compliance with MN Statutes, Section 116J.993-116J.995.

Key Takeaways:

In order to remain consistent with the Comprehensive Plan and other plans and guides, projects receiving a subsidy in St. Francis must serve a "Public Purpose", including:

» Increasing in tax base

» Notable job creation

» Producing jobs providing wages at least twice the federal minimum wage

» Other economic or redevelopment goals

- *Creating a "multiplier effect" of increased business elsewhere in St. Francis*
- *Providing for economic diversity*
- *Contributing to a "critical mass" of business in the community*
- *Providing goods/services not available in St. Francis*
- *Increasing the range of goods available*
- *Encouraging growth*
- *Encouraging private re/investment to remove blight or pollution*
- *Supporting the retention/re-use of historic buildings*
- *Encouraging the full utilization of infrastructure*

TIF POLICY (2016)

Summary: The City of St. Francis reserves the right to approve Tax Increment Financing (TIF) as permitted through MN Statutes 469.174-469.1794. The City may use TIF when desirable re/development would not occur but for the TIF assistance. TIF funds may be used for, in order of priority, 1. public improvement, legal, administrative, and engineering costs; 2. site preparation, site improvement, land purchase, demolition and environmental remediation; and 3. Capitalized interest, bonding costs.

Key Takeaways:

TIF is used to meet one or more of the following objectives:

» Retaining or increasing jobs and wages

» Coordinating with infrastructure improvements that provide value for the community

» Encouraging additional private, unsubsidized development

» Facilitating development that would not otherwise happen

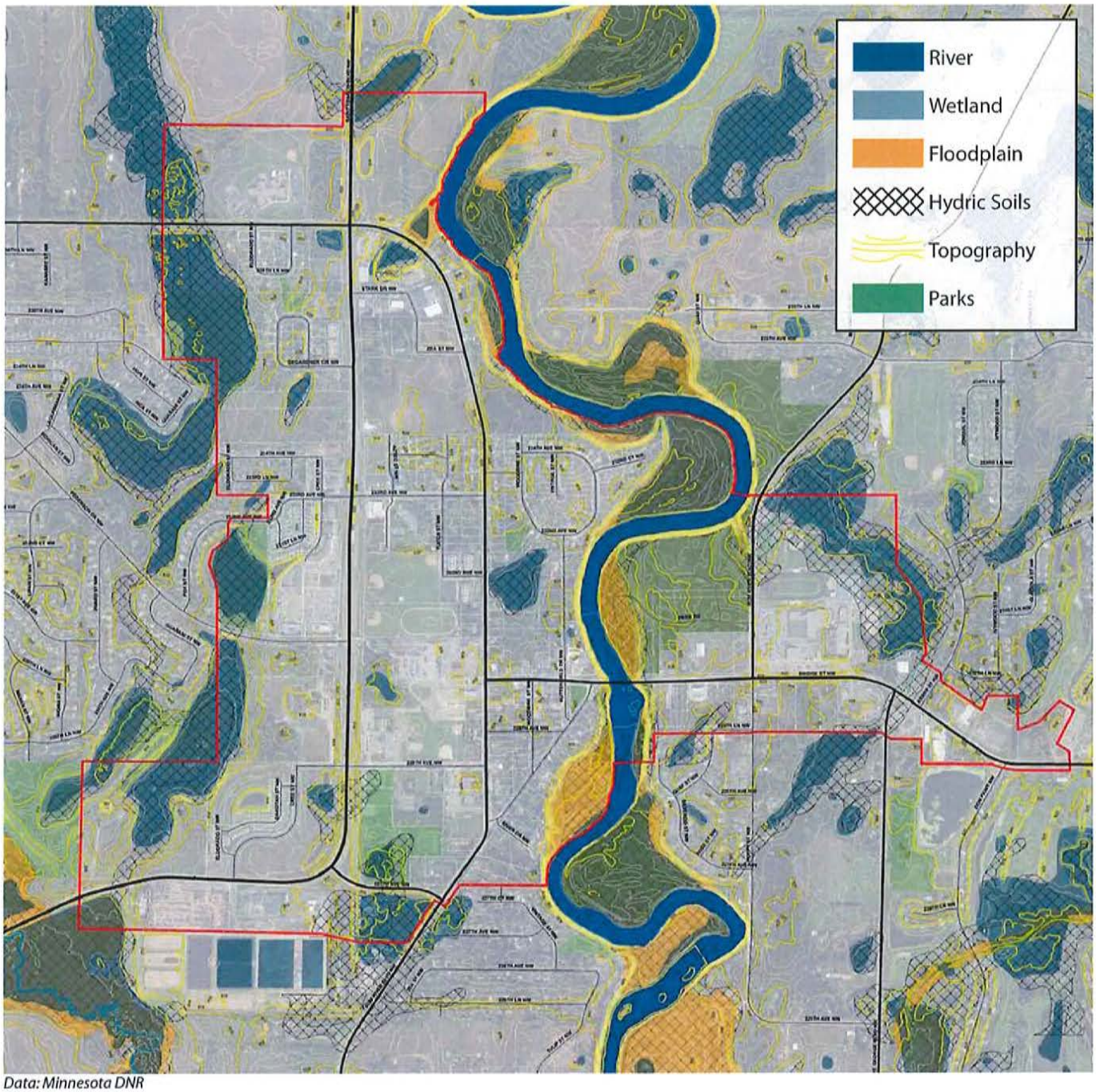
» Removing blight

» Offseting higher costs of redevelopment such as contamination cleanup

» Creating affordable housing

» Improving the quality of life in St. Francis by meeting unmet needs

» Contributing to policies and goals of the City



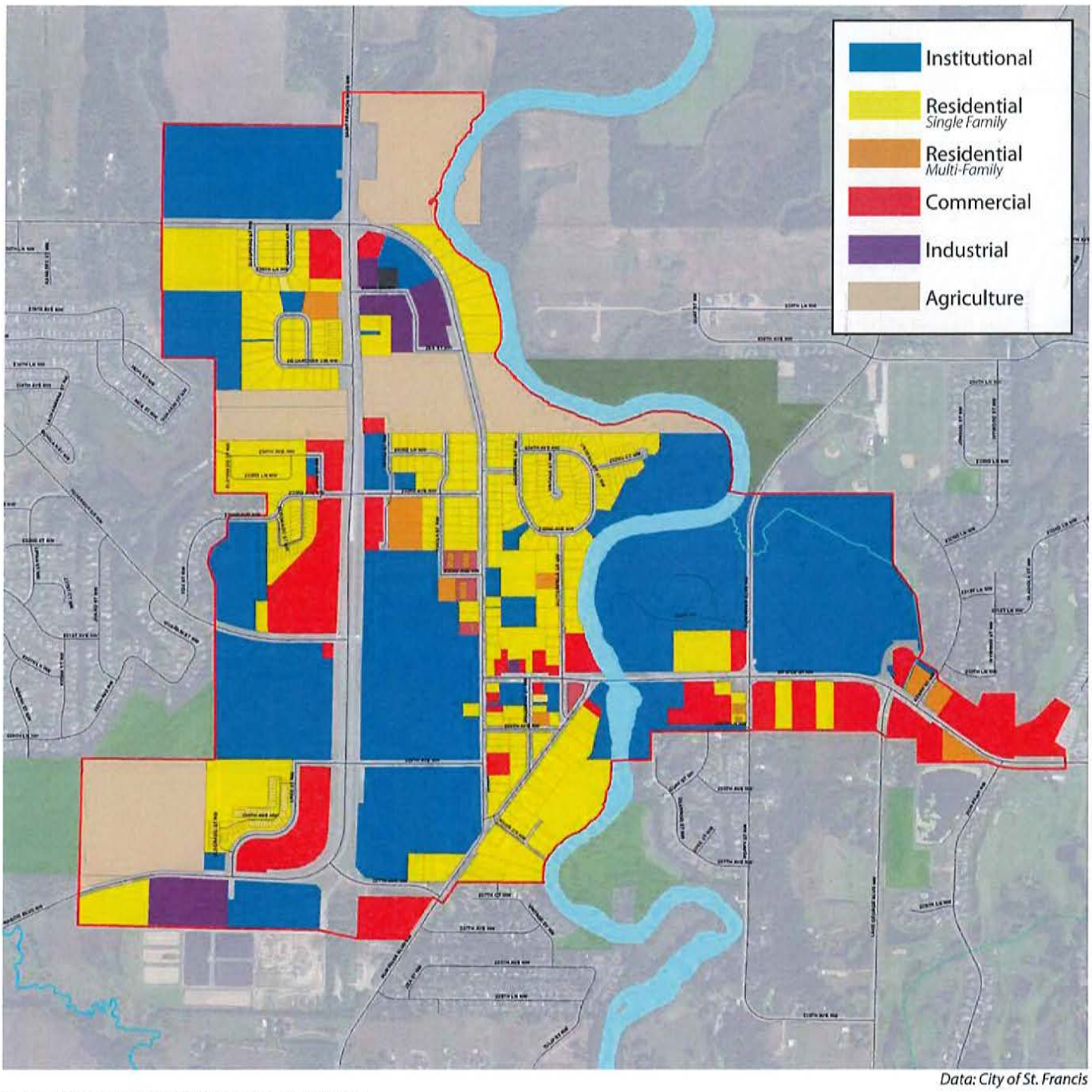
Data: Minnesota DNR

FIGURE 1.6 ST. FRANCIS FORWARD NATURAL FEATURES

Natural features in St. Francis can both inhibit and enhance development.

Elements such as the Rum River, ponds, and parks provide amenities for the community. These amenities can bring people to the area and serve as a selling point for development. The wild and scenic Rum River is a feature that few other cities have, and should be celebrated.

Conversely, these natural features can make transportation and connections more difficult, as well as restrict the developability of certain parcels. Given the availability of developable land, efforts should be made to discourage development in floodplains, and over wetlands and hydric soils.



Data: City of St. Francis

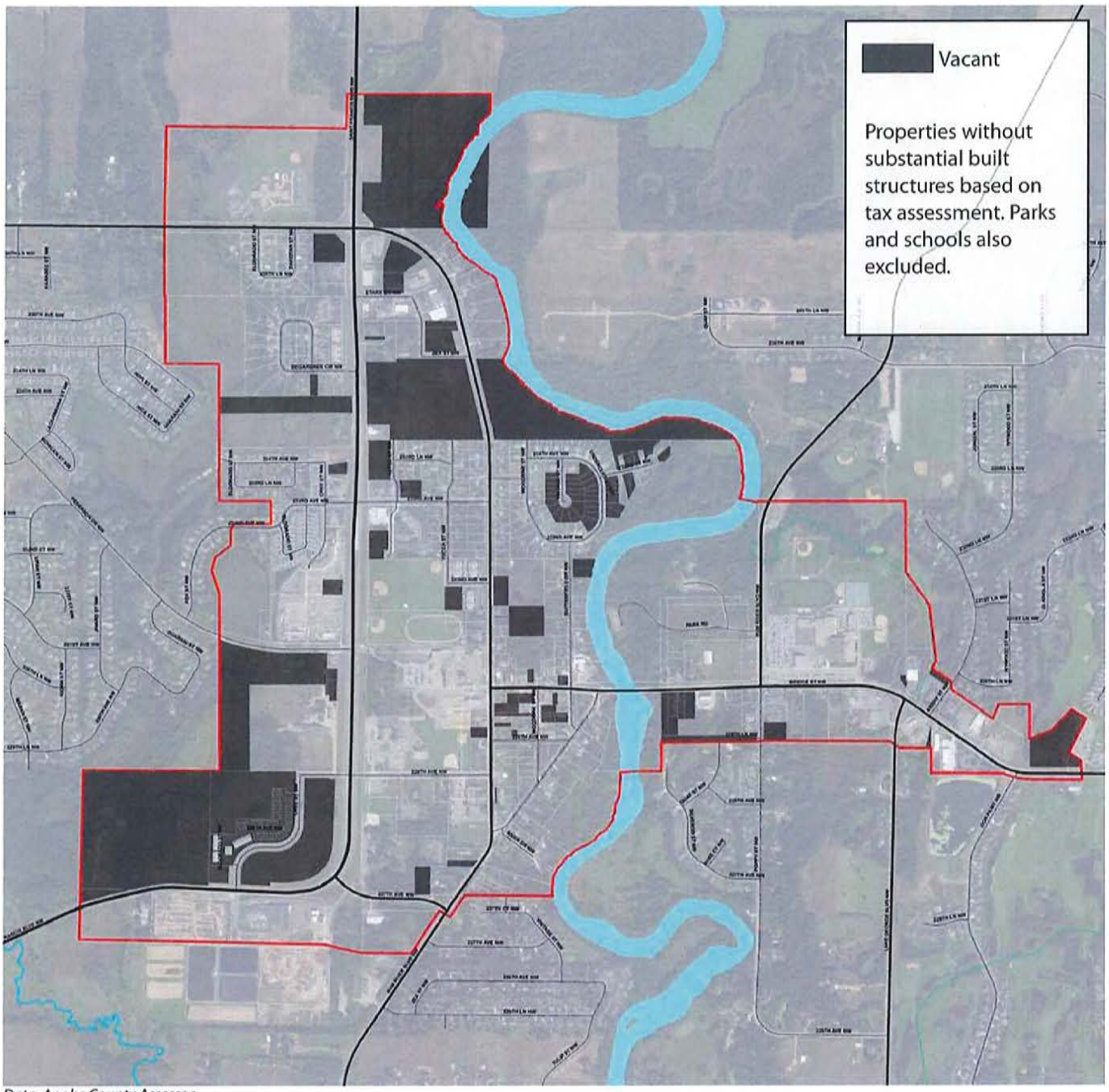
FIGURE 1.7 ST. FRANCIS FORWARD LAND USE

Land uses in the study area are as follows:

There are three main commercial areas: the Highway 47 Corridor, Bridge Street between the Middle School and the River, and Bridge Street from the River to the golf course.

Industry is mainly situated in the area to the south and east of Ambasador and Highway 47. This is the City's main business park, although other outlying areas do have industrial land uses.

The majority of the housing is single family, spread out throughout the study area. Medium density housing is present along the east end of Bridge Street and next to the Middle School along Ambassador Drive.

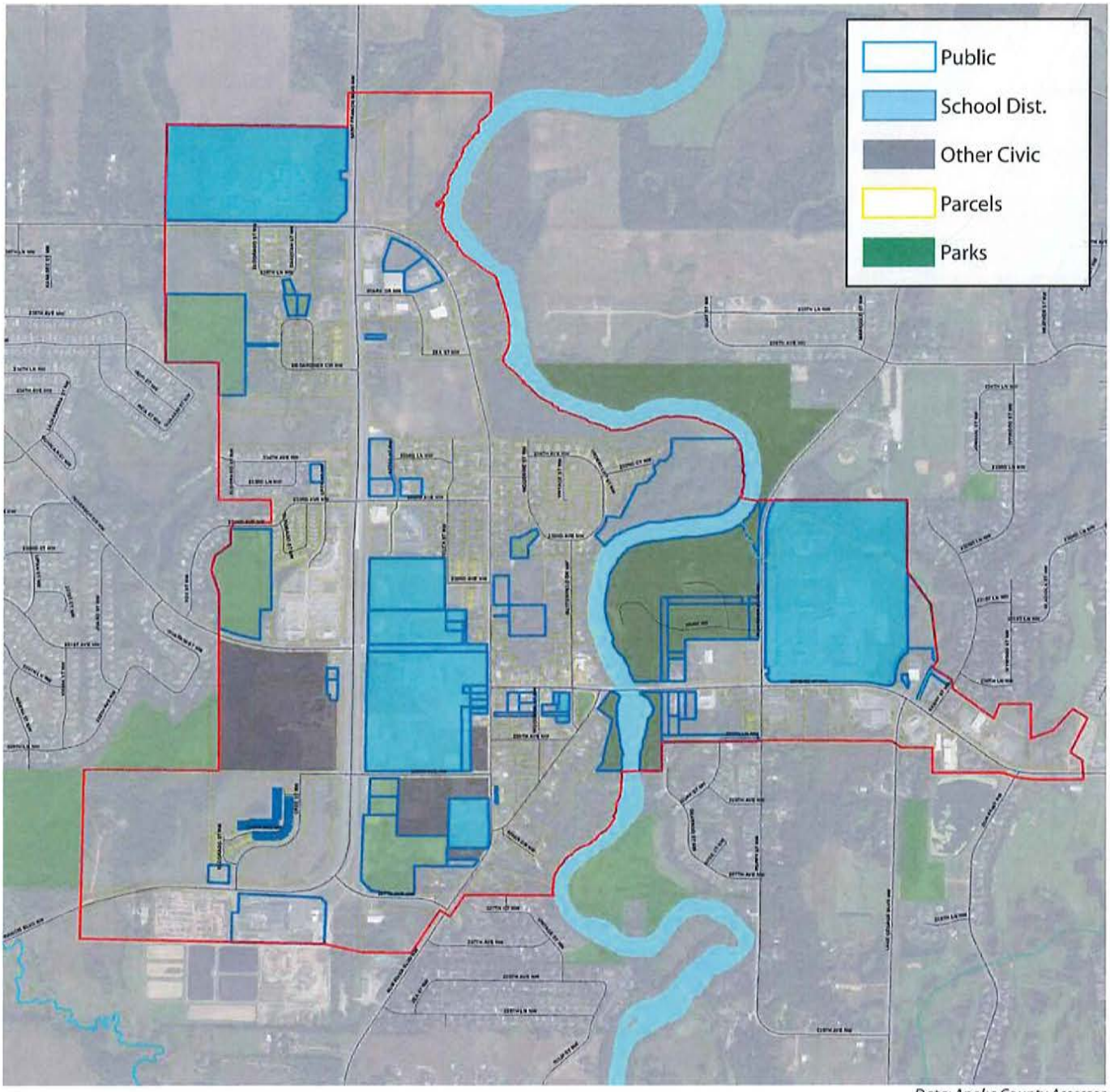


Data: Anoka County Assessor

FIGURE 1.8 ST. FRANCIS FORWARD UNBUILT PARCELS

An important element of the analysis considers the size and location of unbuilt parcels in the study area. This analysis considers properties with no significant structure according to tax assessor's data. The analysis does not include parks, school buildings, or areas that are "underbuilt", such as the farmstead located to the north of City Hall that could be more intensely developed in the future.

Large plots of land such as the property between the business park and residential areas, or next to the curve along Highway 47 are more logical potential redevelopment locations. Other key parcels, such as the City-owned property along the east side of the Rum River, or the various vacant parcels south of Bridge Street and west of the Rum River, are other logical candidates for development.



Data: Anoka County Assessor

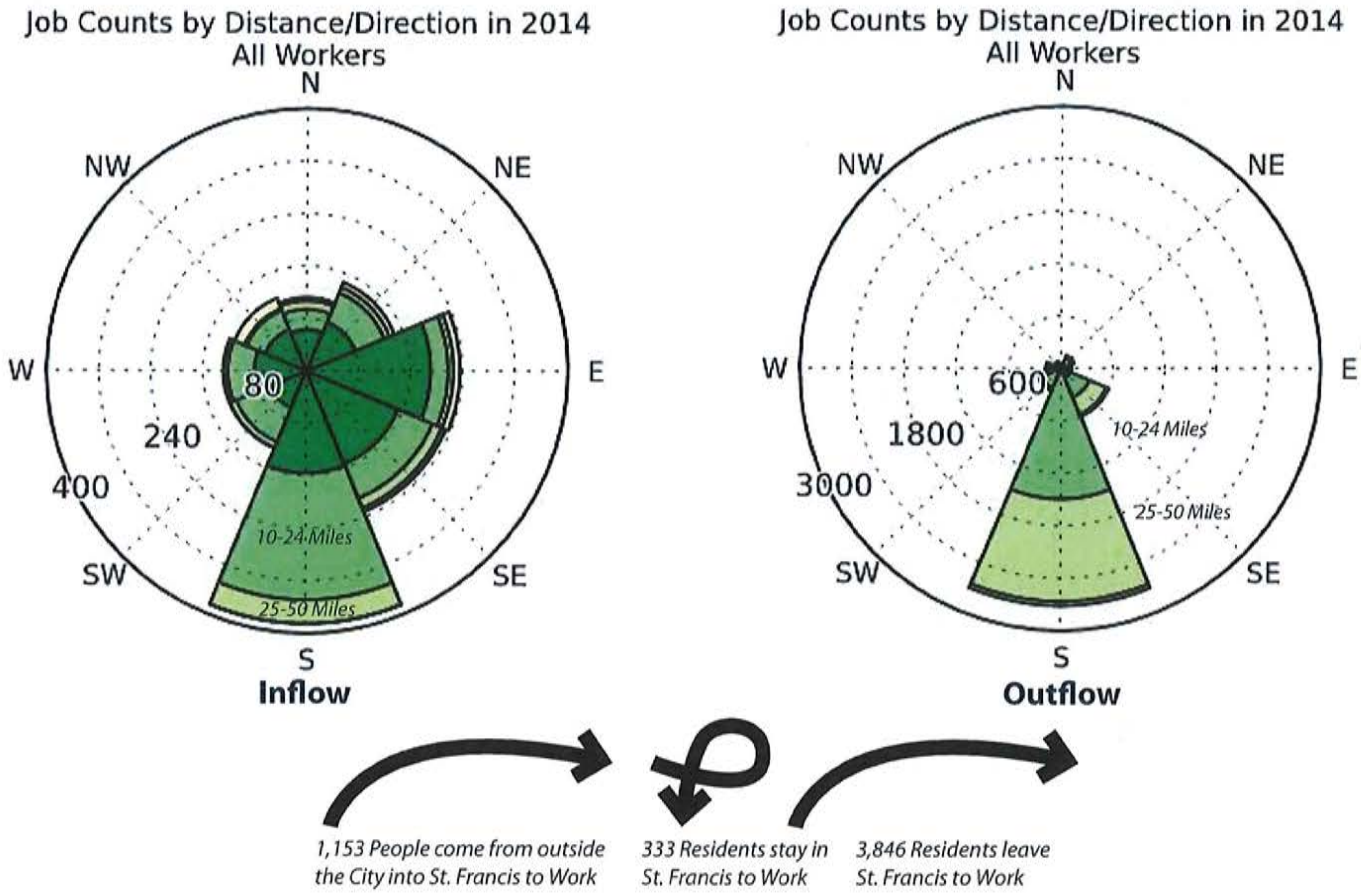
FIGURE 1.9 ST. FRANCIS FORWARD
PUBLIC & INSTITUTIONAL PROPERTIES

A significant amount of land in the downtown area is publicly owned or owned by private civic uses such as churches or other non-profits. As a result, the amount of land available for development in the core of the community is limited, and the tax base in the community has not been maximized.

Public ownership of land, however, does allow for development and redevelopment opportunities in some key locations. The City may be able to sell certain parcels to private developers with the conditions that new development meet the vision for the area. Likewise, the School District and churches may be able to strategically encourage development that can provide funding for or align with mission-based projects and initiatives.

FIGURE 1.10 ST. FRANCIS FORWARD
INFLOW AND OUTFLOW OF WORKERS

Source: US Census "On the Map"



Current Employment Trends

The City of St. Francis employment trends illustrate a typical suburban/exurban pattern. From the City, more than 90% of workers who live in St. Francis leave the City and 70% of those workers head south to Anoka or the Twin Cities.

In 2014, the largest industries for St. Francis residents were educational/health/social services (21.1%), manufacturing (17.3%), retail (11.6%), and construction (8.7%). Compared with Minnesota as a whole, St. Francis has a larger percent of the population working in construction (1.6x), transportation/warehousing/utilities (1.6x) and manufacturing (1.3x), and a lower than average rate working in professional services (.7x) and educational/health/social services (.85x)

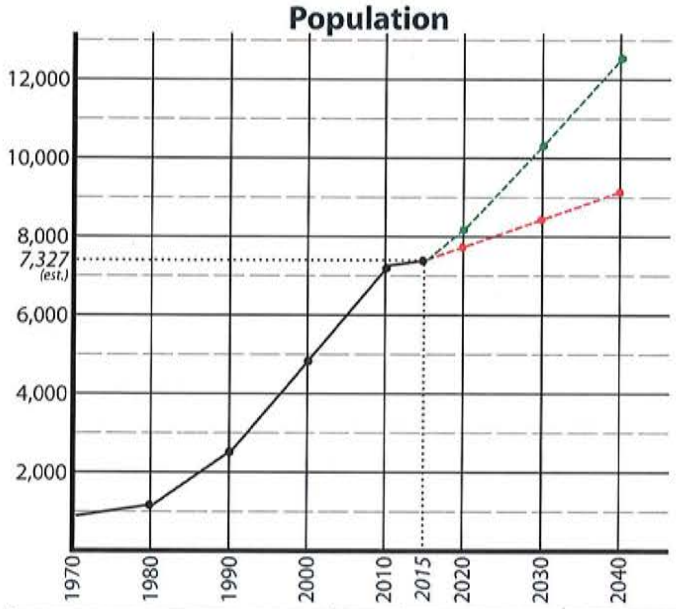
There are a number of people who live outside of the City limits and commute to St. Francis to work. The highest number come from the south, but residents from places to the southeast and east such as East Bethel and Oak Grove are also well represented.

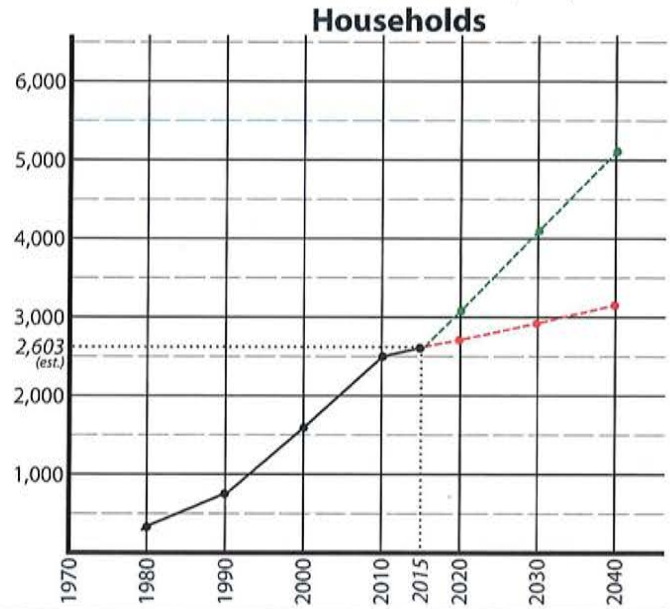
Jobs in Located in St. Francis	
Jobs earning less than $1,250/month	*576*
Jobs earning between $1,250-$3,333/month	*435*
Jobs earning more than $3,333/month	*475*

Source: US Census "On the Map"

FIGURE 1.11 ST. FRANCIS FORWARD POPULATION & HOUSEHOLD GROWTH

Source: HKGi, Metropolitan Council





By 2030	Density	Conservative Estimates (from 2010)		High Growth Estimates	
Residential		Population	Households	Population	Households
		1,000	400	3,182	1,580
All Single Family	3 du/acre	~135 Acres		~525 Acres	
All Townhome	10 du/acre	~40 Acres		~160 Acres	
All Apartment	20 du/acre	~20 Acres		~80 Acres	
Employment		350 Jobs		1,013 Jobs	
All Industrial	1 Job/500SF @ .2 FAR	~20 Acres		~60 Acres	
All Office/Retail	1 Job/250SF @ .3 FAR	~7 Acres		~20 Acres	

Source: HKGi, Metropolitan Council

Demographics and Anticipated Growth

Since the City's incorporation in the 1960s, St. Francis has grown dramatically. While the population growth slowed significantly starting with the last recession, the City is still growing, and may be poised to begin expanding in line with historical trends. That being said, the City is also cautious about relying too heavily on *possible* future growth to address issues facing the community today.

Recognizing the stop and start realities of future growth, and uncertainty about when regional growth will reach St. Francis again, projections consider two scenarios. A more conservative scenario looks at future growth if the City follows more recent trends. Another higher growth scenario illustrates what happens if the City follows historical trends for population. The likely reality is that growth will occur somewhere between these two scenarios.

While the two scenarios show different rates of growth, the master plan is compatible with either scenario. More rapid growth simply means more rapid change.

The table above illustrates the potential need for developable land, based on anticipated growth and varying levels of development intensity.

Public Outreach and Input

As part of the planning process, the St. Francis Forward team conducted various meetings and online surveys to learn from residents, other stakeholders, and developers. While the planning team brings technical expertise to the process, residents, business owners, and community leaders bring insider insights, information, and perspective that cannot be replicated.

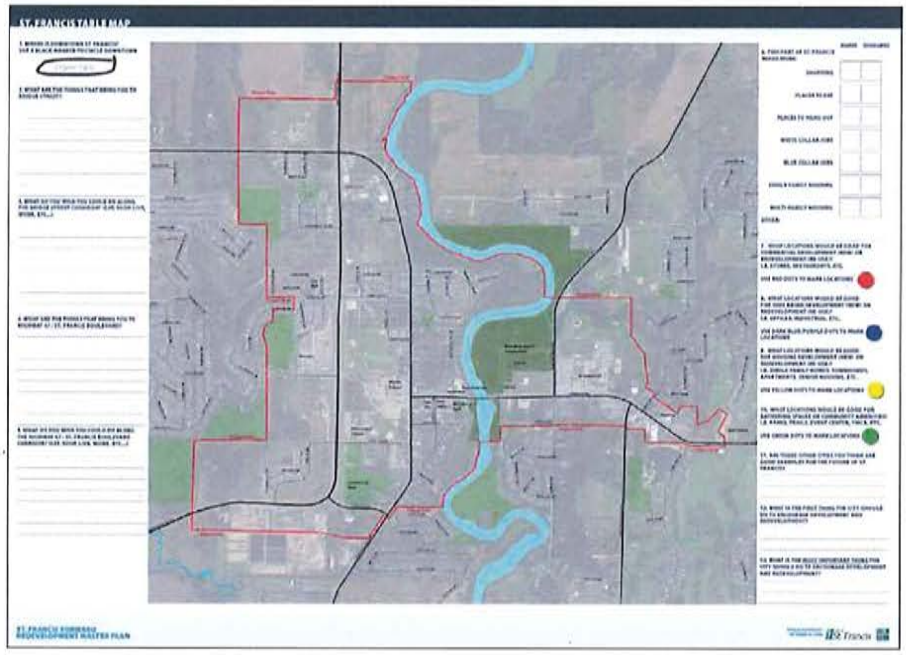
Ultimately the success of the plan depends on local interests making sure it is carried out, and is fitting with the community.

STAKEHOLDER INTERVIEWS

Fourteen stakeholders were interviewed in person or on the phone regarding specific elements of the study area, their role, and what they see changing. People interviewed included County officials and staff, local business and civic leaders, and local realtors and property developers.

PUBLIC WORKSHOP #1

Approximately 25 attendees attended a kickoff meeting to help the planning team learn more about the city, understand the posititves, challenges, and opportunities that exist for residents and business owners in St. Francis, and to hear about people's vision for the City. Participants used a game-board of St. Francis to point out traffic problems, where they thought growth should go, and what they think of downtown.

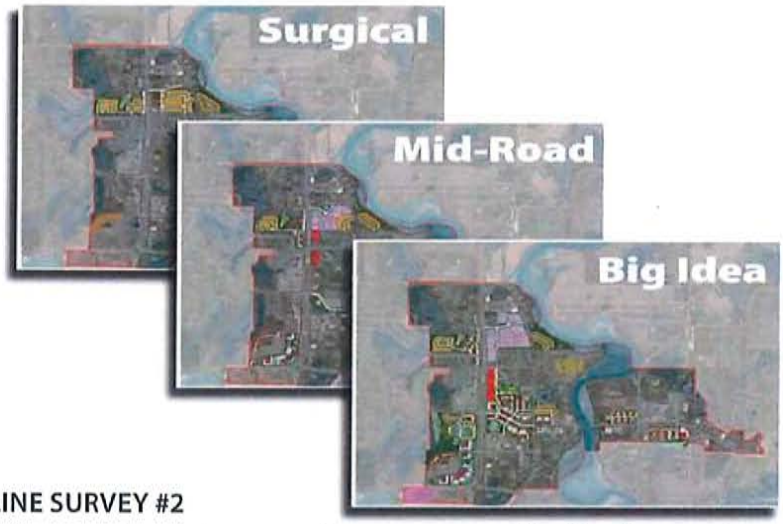


ONLINE SURVEY #1

In addition to the Public Workshop, an online survey was created to get at similar questions asked in person. Nearly 800 people replied to the survey. Respondents envisioned Bridge Street as a place to eat, shop, and hang out and was most often cited as the City's downtown. Highway 47 was envisioned more as a commercial corridor, with highway style places to eat and shop, but also as the place to work in both office and industrial jobs.

PUBLIC WORKSHOP #2

The second workshop was a chance to evaluate and modify the vision and guiding principles, as well as evaluate plans showing different levels of change in St. Francis. Approximately 35 attendees provided feedback and direction.



ONLINE SURVEY #2

After the second workshop, an online survey was utilized to give people who had not been able to attend the meeting a way to be heard, and to give additional feedback. There were 165 responses. In both the open house and the online survey, there was a demonstrated desire for medium to large change in both the Bridge Street and Highway 47 corridors. Ninety percent of respondents favored Bridge Street Extension, with more than half of those people saying it is "a big priority" and should be done "as soon as feasible."

DEVELOPERS ROUNDTABLE

In addition to the public meetings, the planning team also held a meeting with residential, mixed use, and commercial developers to better understand what they are seeing in the market, and what potential for development exists. It was also an opportunity for City staff and officials to meet with potential developers.

Key messages from the developers included:

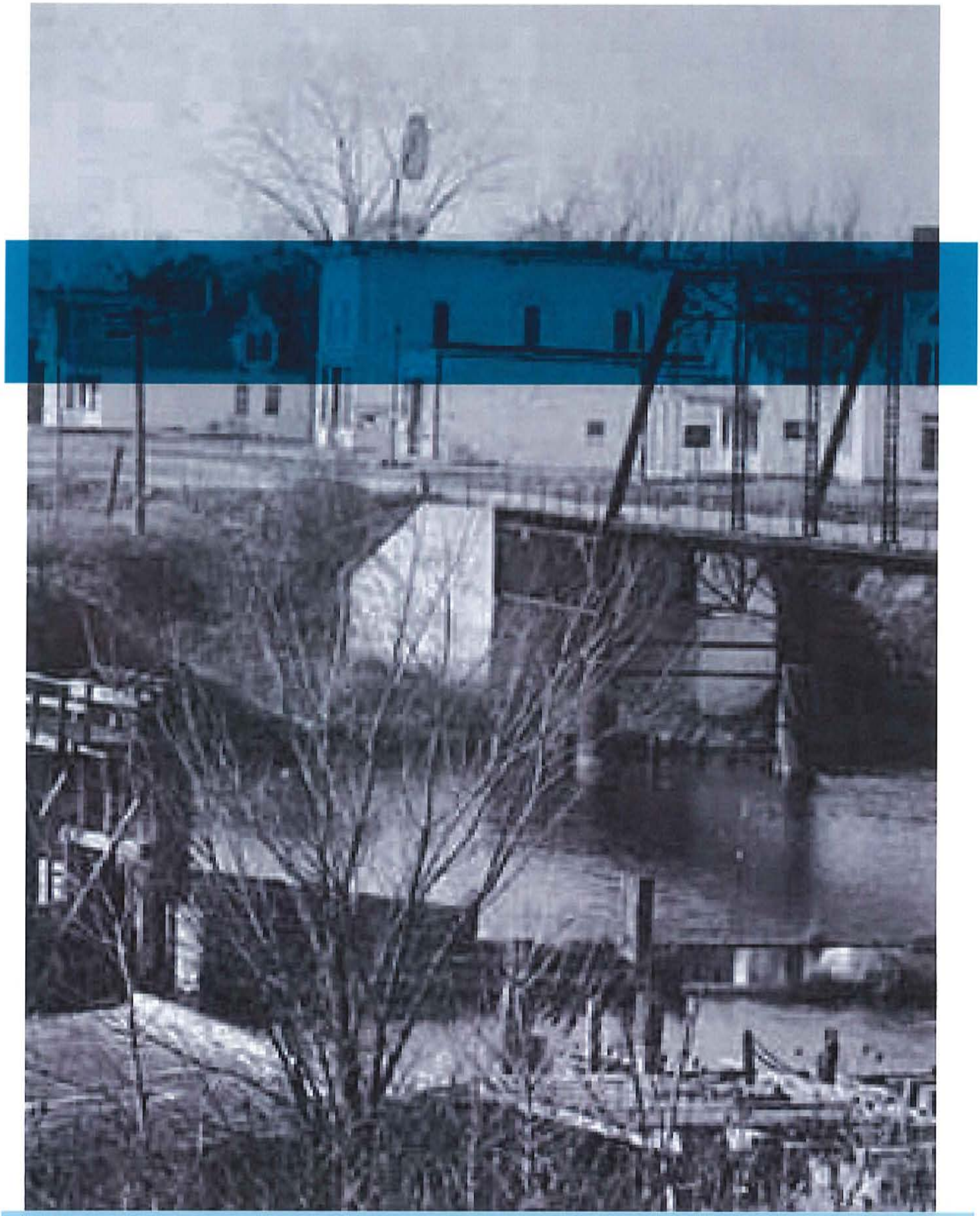
- Capitalizing on St. Francis as an affordable place to buy a house
- Developing trails as an amenity
- Understanding the high development potential of a Bridge Street extension
- Recognizing that the market will need to mature or additional financing may be necessary to make projects happen now.

PUBLIC WORKSHOP #3

Approximately 35 people attended a third meeting to review a preferred master plan that generally aligns with the plan shown in this report. It was an opportunity to provide final feedback on the concepts.

ONLINE SURVEY #3

An additional 56 people provided responses to a third online survey reflecting the information shown at the third workshop. With both the survey and the meeting there is a large desire to see Bridge Street extended, opportunities to connect to the river as a local asset, and bring new businesses to town, while also making sure to supporting the ones that are here already.



02. VISION & GUIDING PRINCIPLES

The 25 year vision for the core of St. Francis:

Our vision for St. Francis is an active small town on the Rum River, enjoying a high quality of life that meets the day to day needs of residents, workers, and visitors.

Our commercial districts are vibrant and bustling. Businesses are growing. Residents can buy gifts, groceries, and any number of day-to-day goods. Visitors and those passing through make it a point to stop in St. Francis on their way.

While our proximity to Minneapolis and St. Paul provides our residents access to a diversity of jobs and activities within the region, residents of St. Francis have options for a variety of jobs locally.

A full range of households enjoy living in St. Francis. Families, empty nesters, and senior citizens can gather, learn, celebrate, move safely and conveniently around town, and obtain the services they need.

What is a Vision Statement?

A vision statement is an overarching description of where we are trying to go as a city.

The Vision statement, while rooted in the history and present of St. Francis, is not necessarily focused on reflecting the current conditions. Rather it has an orientation toward the future, and represents a statement that someone might use fifteen years from now to describe St. Francis.

The plan is drawn up and written to reflect a future that is consistent with the vision. Ideas, policies, and projects in the plan help bring the vision closer to reality.

What are Guiding Principles?

If the Vision statement is all about the destination, the Guiding Principles are about how we get there.

Guiding Principles help define the character, values, and priorities identified by the community.

Guiding Principles are also a tool for future decision making. As new projects arise, the City can use the Guiding Principles as a measuring stick to decide if a particular project moves the city closer to the Vision.

Guiding Principles:

CHARACTER/FORM

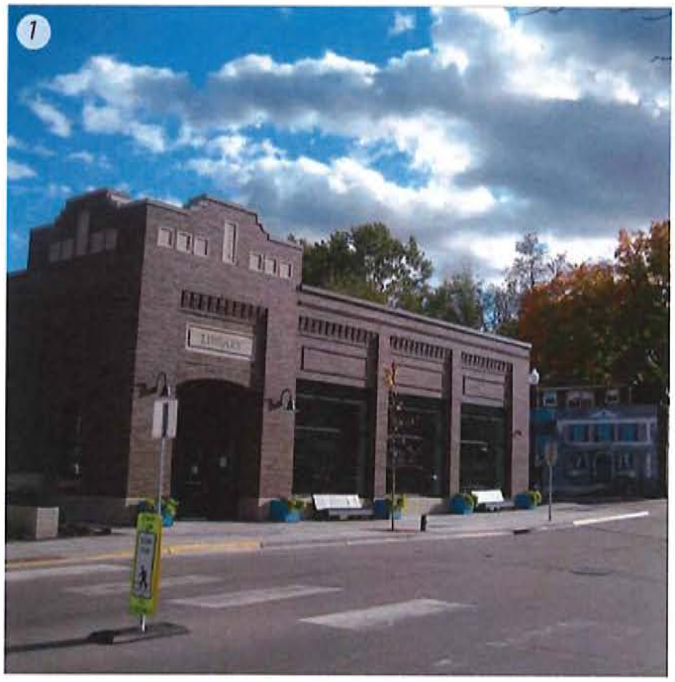
We will create buildings and public spaces that contribute to a high quality small town character and the sense that St. Francis is an important local destination.

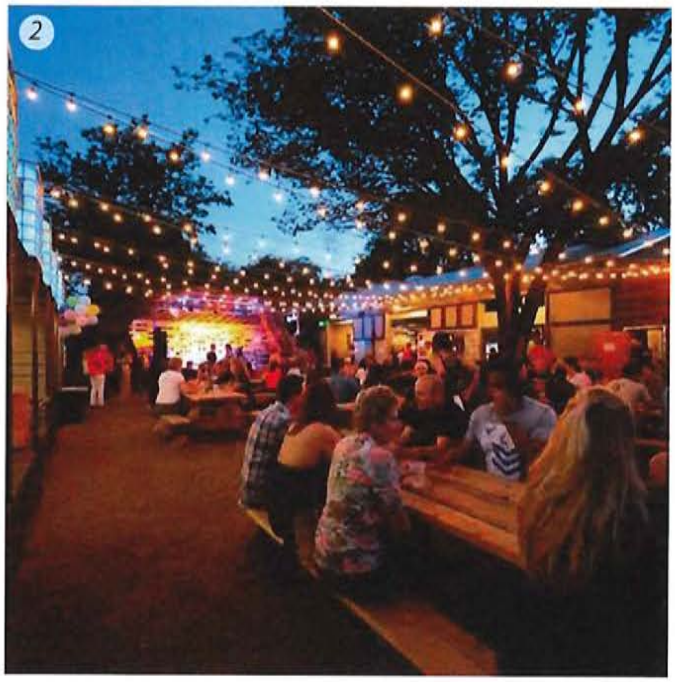
- Promote a vibrant and bustling downtown in St. Francis
- Utilize the river for identity and as a destination for activities
- Coordinate with the school district to strengthen St. Francis' identity and welcoming nature
- Create new landmarks/gateways to welcome people to St. Francis
- Enhance the image of St. Francis
- Strengthen and establish community locations (including parks, community centers, and privately owned "3rd places")
- Maintain the small town feel that many residents appreciate
- Improve wayfinding to help people navigate St. Francis

BUSINESS

We will support and help expand the business community in St. Francis. We recognize the role that businesses play in building our jobs base and improving quality of life. We will support and pursue businesses that make St. Francis a better community, by providing employment, or goods or services desired by residents and visitors.

- Pursue new businesses that enhance quality of life, by providing jobs or desired goods or services





- Create a business-friendly environment, balancing taxes and fees and making it attractive to establish and sustain businesses in St. Francis
- Expand the community's tax base and support new development
- Help redevelop underutilized locations and those in need of revitalization
- Emphasize and support "home grown" businesses and create a culture of entrepreneurship
- Pursue opportunities to provide desired goods and services for residents and visitors to St. Francis

INFRASTRUCTURE

We will strategically invest in infrastructure, in order to provide the greatest returns on this investment in supporting the viability and long term sustainability of businesses and the overall quality of life in St. Francis.

- Improve all modes of connectivity, including roads but also trails and sidewalks
- Connect Bridge Street to Highway 47 (through street connection, trails, and signage and wayfinding)
- Provide infrastructure to serve existing and new development (water, sewer, etc.) efficiently as possible
- Manage traffic to provide for the safety of people driving, bicycling, and walking
- Decrease the speed of traffic flowing through St. Francis, to enhance the viability of retail shops and restaurants along the main arterials
- Provide sufficient access to development parcels (new, or existing)

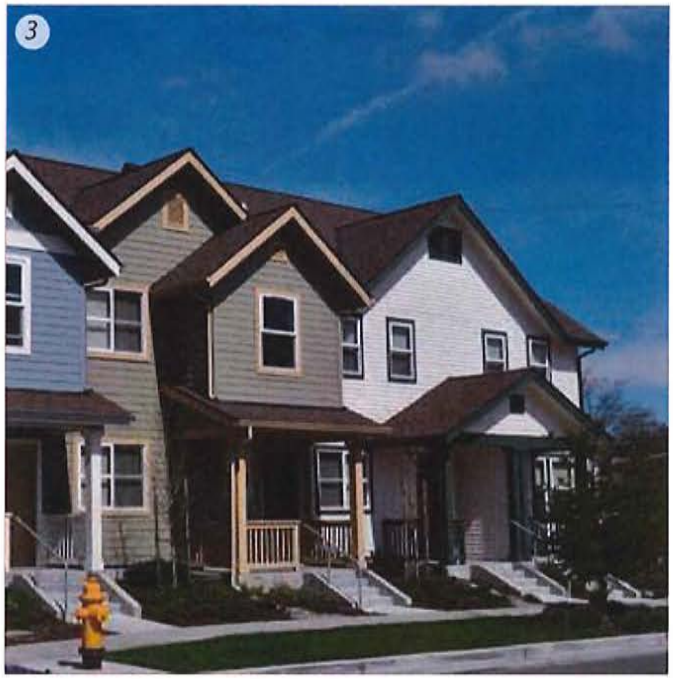
EXAMPLE IMAGERY:

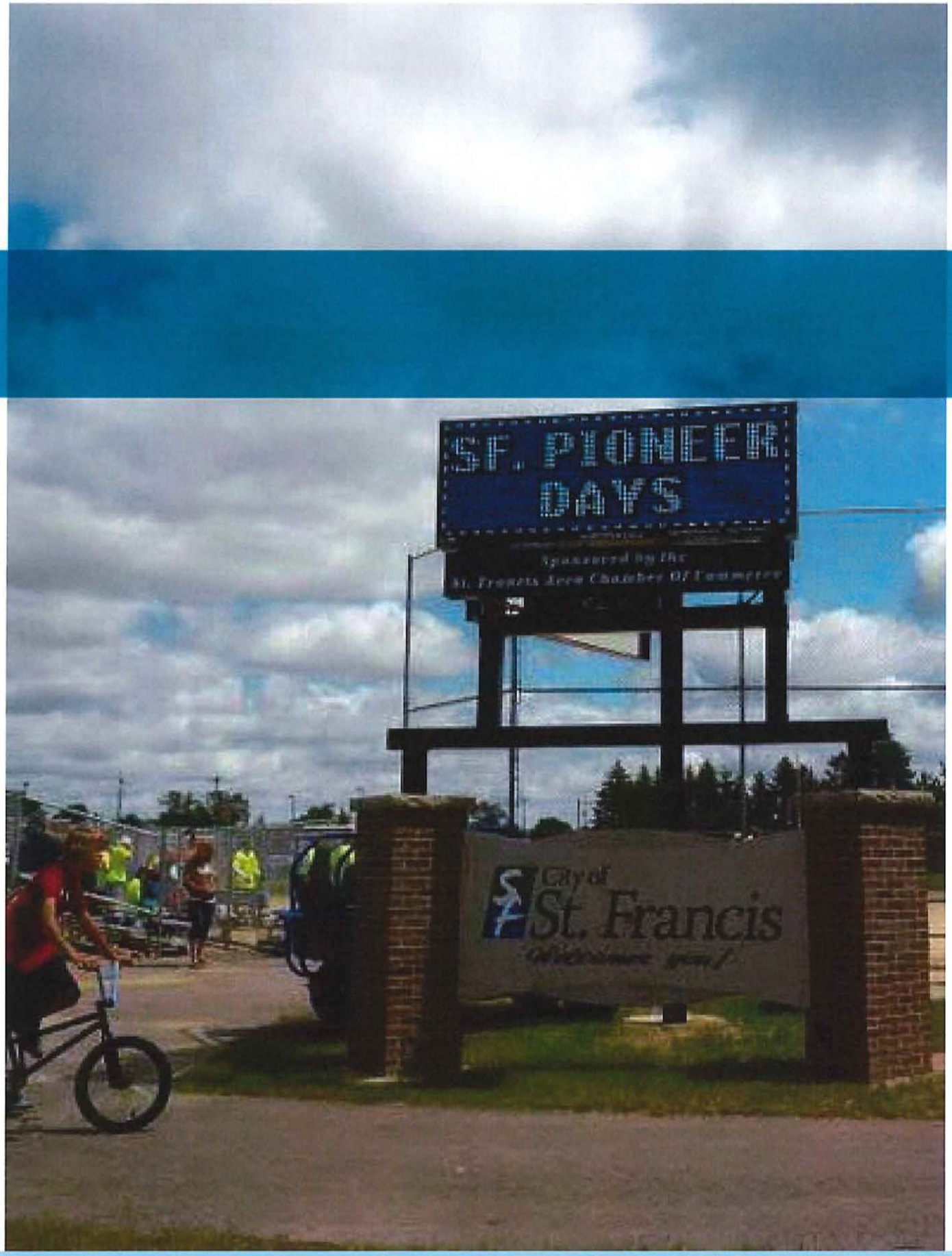
1: Develop buildings that enhance a downtown feel with a good relationship to the street, high quality materials, and appropriate scale to the surrounding neighborhood.

2: Create and promote destinations within St. Francis, especially along the Rum River. Projects should draw residents and visitors to the City.

3: Create additional housing to grow the city, and facilitate other positive outcomes for businesses and the schools. Provide a mix of housing options including single family, townhomes, apartments, and senior housing. Allow people to live in St. Francis at all life points, including rentals, starter homes, move-up housing, and senior housing.

4: Facilitate new jobs by supporting the growth of new and existing businesses

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03. MASTER PLAN

Evaluating Options

In order to arrive at the preferred master plan, the St. Francis Forward team developed a number of different concepts to be vetted with the public, city staff and officials, and the development community.

Any plan needed to fit into the existing fabric of the City, being thoughtful and strategic about where interventions would have the greatest impact. Existing districts (right) were respected and opportunities to grow them and enhance them were explored.

The variation in plans were all based on achieving the vision and guiding principles, albeit in different ways and with different magnitudes. Three main ideas were explored:

SURGICAL MOVES

» Based more in policies

» Market driven

» Strategic sales of land

MIDDLE GROUND

» Focused on filling in the gaps in the city

» Continuation of existing land uses and intensities already in the City

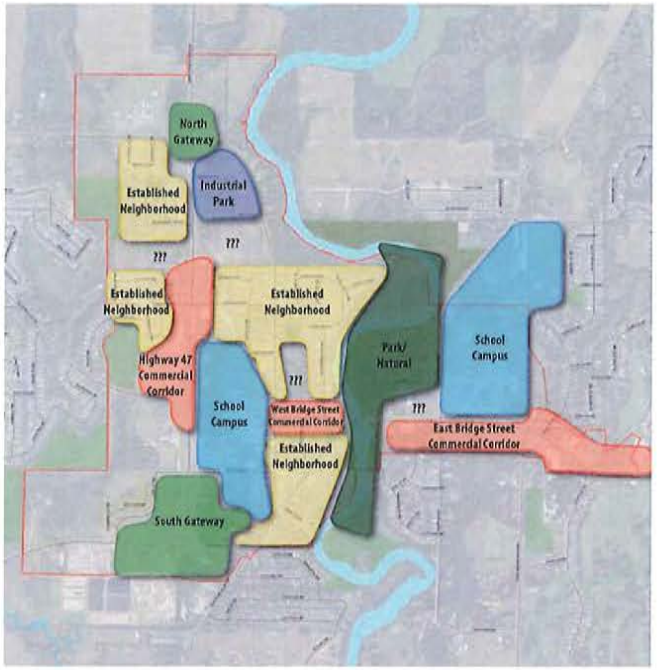
» Some public investment

THE BIG IDEA

» More intensive land uses

» Agressive investments by the public sector

The final plan reflects elements of all three ideas in different locations, but is primarily a hybrid of the Middle Ground and Big Idea concepts.



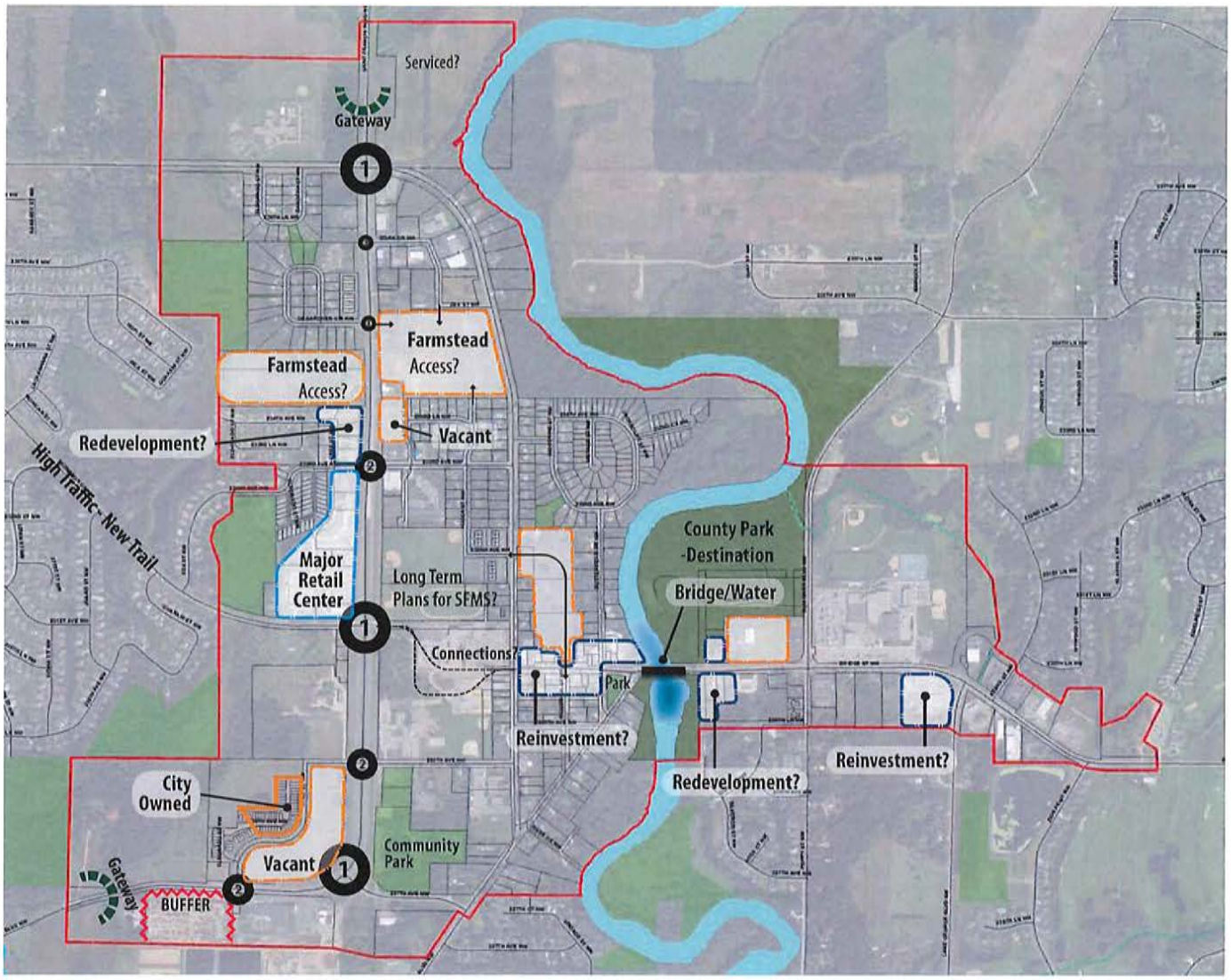
Overall Master Plan

The master plan represents a big picture for the transformation that will help the City achieve the vision outlined for St. Francis' core districts along Bridge Street and Highway 47.

This plan may take 20 years to achieve. Some of these projects may not come to fruition, and others may look different when they are built. However, aiming at this vision helps the City direct limited resources in order to realize measurable results.

The primary points of the master plan are as follows:

- Create a better defined downtown along Bridge Street
- Connect Bridge Street to Highway 47
- Develop more housing and bring more residents to St. Francis
- Grow industrial and highway commercial uses along Highway 47
- Connect to and capitalize on the Rum River



This diagram illustrates some of the areas identified for potential development or redevelopment in the master plan

In order to accomplish these four points, the plan outlines key development and redevelopment sites:

- A Civic Campus on the south side of Bridge Street
- Office Redevelopment on the north side of Bridge Street
- A restaurant/entertainment anchor on the east side of the Rum River
- Housing redevelopment between Bridge Street and Rum River North County Park
- Housing redevelopment south of the High School
- Industrial growth along Highway 47
- Residential infill along Ambassador Boulevard
- Residential infill off Highway 47
- Redevelopment of Office/Commercial along Highway 47

Example Imagery:

Top Left: Utilize streetscape elements such as islands, crosswalks, and plantings to calm traffic and create a safer pedestrian environment

Top Right: Work with MnDOT to install a stoplight on St. Francis Blvd/Highway 47 at the Bridge St extension to Pederson Drive to improve safety and give drivers an opportunity to better see stores.

Bottom Left: Install HAWK beacon along the Bridge Street extension to improve crossings between the middle and elementary schools.

Bottom Right: Use high visibility markings and signage at crossings near the schools.

Connecting Bridge Street and Highway 47

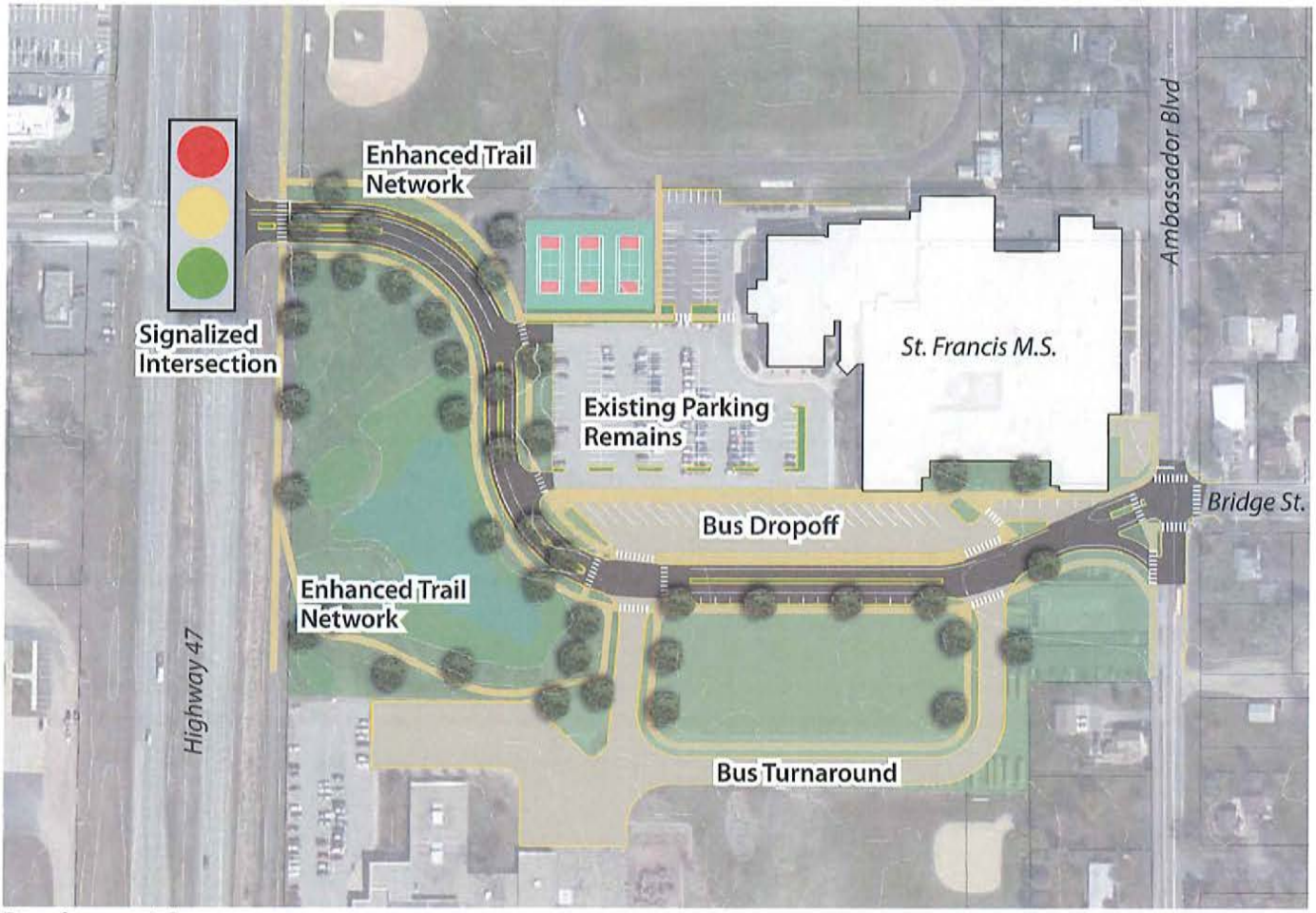
Currently, St. Francis Middle School lies between the western terminus of Bridge Street and St. Francis Boulevard/Highway 47. This has the effect of disconnecting downtown from one of the most highly traveled thoroughfare in St. Francis, and many of the neighborhoods served by Pederson Drive. Bridge Street feels "hidden" and people traveling on Highway 47 pass by entirely unaware of the businesses, parks, and river on the other side of the Middle School.

A road connecting across the school properties will strengthen businesses on both the St. Francis Blvd/Highway 47 corridor and the Bridge Street corridor.

It will be important to design the road with safe routes for students to walk to and from school. A stoplight at the intersection with Highway 47 will greatly improve safety.

The design shown accommodates the existing school program and bus drop off, but requires the relocation of the bus barn elsewhere in the community. The City may be able to work with the School District to locate and secure a new location.

Keeping Bridge Street a local street may benefit the City and School District, as it may be easier to implement decreased speed limits at the school and the ability to install user-activated signals as-needed. This will have to be evaluated further as the plan moves forward.



Development Summary

Uses	New Roadway connection with trails and improved crossings. Bus Barn Relocation
Length of Road (As shown)	0.3 Miles
City Actions:	-Develop and execute a formal Memorandum of Understanding with the school district and other parties including the County and MnDOT, formalizing the preferred design for the Bridge Street connection. The MOU would ideally also articulate the expectations of each party with regard to funding and ongoing maintenance of the street extension project. The MOU may also articulate the location for the relocation of the bus facility and the funding source for this change in the bus facility. -Formally identify and secure funding for the street extension program, through a mixture (potentially) of TIF or other funds from the city, county, or state. -Complete detailed / final design documents and commence construction of the street extension, including the installation of a traffic signal at Highway 47.

EXAMPLE IMAGERY:

Top Left: Provide a dining/entertainment destination

Top Right: Capitalize on outdoor setting and develop outdoor seating, music/ entertainment, and views to the river

Bottom Left: Incorporate outfitter/retail component into development

Bottom Right: Develop river access to support the outfitter concept

River Entertainment District

The City-owned property adjacent to the Rum River is envisioned as a restaurant with entertainment space. This development would complement the Rum River Inn to help develop more of a dining and entertainment destination in St. Francis along the Rum River. In addition to gaining business from St. Francis residents, it would also benefit from proximity to the High School and Middle School with athletic tournaments, concerts, and other events bringing people into the community. Based on resident feedback at public meetings and through online surveys, there is a desire for additional dining options, as well as "third places" (the spots other than work and home where people can gather, spend time, and find entertainment).

In coordination with the restaurant, an outfitter could benefit from the location, as a starting or ending point for kayak, canoe, or float trips on the Rum River. The area of slower current on the east side of the river, just south of the bridge, provides a safe launching spot for these excursions. As an interim step, the outfitter could utilize the North Rum River County Park as a starting point.

Development Summary

Uses	Restaurant/Entertainment Outfitter/Outdoor Retail
Square Footage (As shown)	Commercial: +/- 7,500 SF
City Actions	-Prepare marketing materials for the City-owned property on the south side of Bridge Street, using the language and message conveyed in this master plan document. -Prepare a package of incentives or tools the City is prepared to offer a prospective developer of the City-owned parcel. -Prepare and issue a City-led RFP for the property, communicating the expectations of the City for potential development concepts and outlining anticipated incentives available from St. Francis. -Formalize development agreements with the entity selected from the RFP process, for the City owned property.

Example Imagery:

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

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

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

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

Community Campus

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

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

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

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

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

Development Summary

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

Example Imagery:

Top Left: Retail with a nice street presence. May be appropriate as part of a potential longer term redevelopment at the corner of Bridge St and Highway 47/St. Francis Boulevard

Top Right: Commercial/Retail uses

Bottom Left: Industrial/Flex building with high quality architectural finishes

Bottom Right: Office building with appropriate scale and quality design

Highway 47 Infill

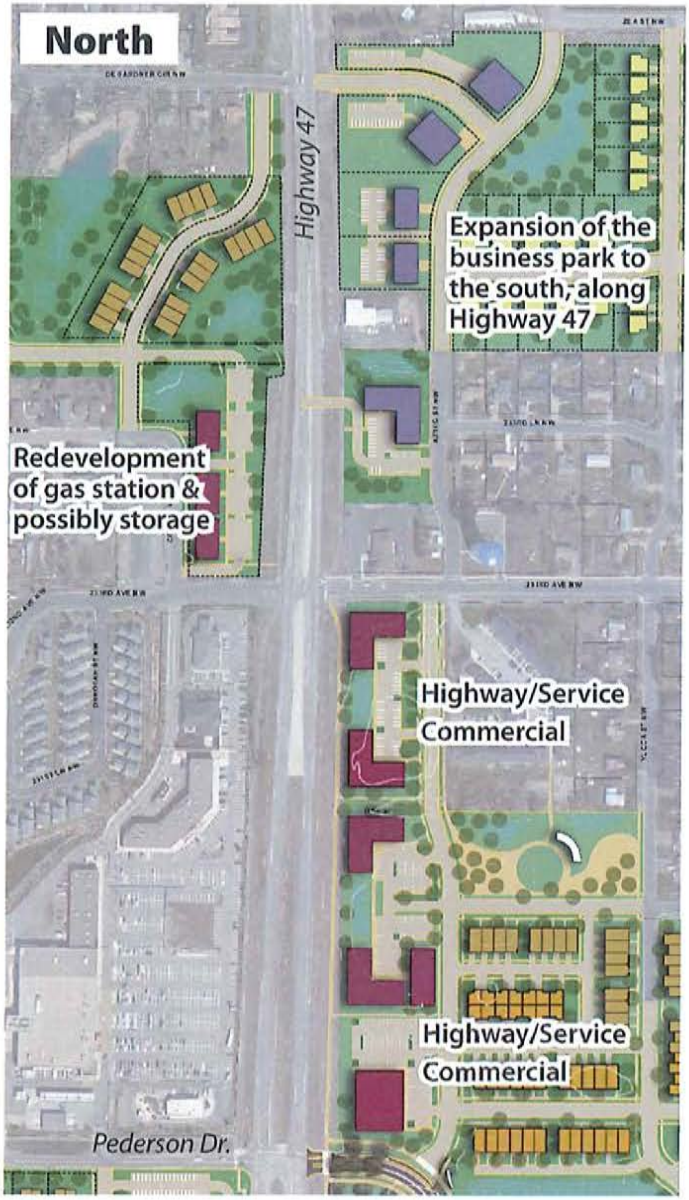
Development along Highway 47 will include a mix of service commercial and industrial/flex infill land uses. These land uses are more compatible with higher traffic/higher speed roadways. Commercial and industrial uses benefit from the increased visibility and access provided by major roadways.

Commercial uses are envisioned to develop as convenience retail and service commercial uses. This could include in-line multi-tenant retail, stand alone pad sites, larger community scaled retail, pharmacy, office, and convenience retail.

The property in the corner where Highway 47 turns north has the potential to serve as a "gateway development," welcoming people driving on the highway into St. Francis. Convenience retail and service commercial fits this site well, as it represents some of the first commercial buildings drivers along Highway 47 see after 10 miles of residential and rural landscapes when coming from the south.

If desired, the First Baptist Church has the opportunity to both expand their mission based land uses such as the school, and capitalize on their land, by extending Cree Street to Pederson Drive and developing more of the property. There is also City owned property in this area, south of Mansetti's that could be incorporated into a development project.

Industrial development is anticipated to grow to the south of the existing business park, along Highway 47. Housing orientation and buffer space such as a park or natural area will improve the housing/industrial relationship along the edge of a completed Aztec Road.



Development Summary

Uses	Commercial Industrial
Square Footage (As shown)	Commercial: +/- 150,000 SF Industrial: +/- 50,000 SF
City Actions	-The City could proactively rezone parcels along and near Highway 47, to make entitlements of projects easier in the future. -The City should prepare a marketing package of properties and opportunities available along Highway 47. This information can be shared with prospective parties at local, regional, and national venues.

Example Imagery:

Top Left: Townhome products are being constructed off of Highway 47 and could be incorporated into other developments around St. Francis

Top Right: Smaller single family home lots may improve the feasibility of residential projects.

Bottom Left: In key locations, larger and higher quality housing may be appropriate, such as along the Rum River

Bottom Right: Multi-family and senior housing fits into the community in certain locations, based on adjacent land uses.

Residential Infill

Adding residents to the core areas of St. Francis will assist the community's overall efforts over the next several years. New residents provide spending to support existing and new businesses in the community, including grocery stores and other retail shops. New residential construction would provide additional property tax revenue to the city to fund various projects. Furthermore, the City currently has significant utility capacity, and the addition of more residential customers could help the City pay for previously completed utility improvements (including the new wastewater treatment plant). In addition, adding more residents in the core areas of the city would add to the overall level of vitality and activity in the Downtown area and along Highway 47, and would allow the city to add residents without incurring significant expenses related to the extension of major roads and utilities into new growth areas.

As illustrated in the graphics, residential infill could occur in various locations throughout the core of St. Francis. The areas on either side of Ambassador Drive, toward Highway 47, could include lower density single family houses. Areas west of Highway 47 and north of city hall could include medium density homes (such as townhomes). The Middle School campus could be developed into a mixture of apartment units and medium density housing (townhomes). The area between the existing Anoka County Library and the high school campus could primarily include medium density residential, as well as a few apartments. Areas to the east along Bridge Street would likely develop as higher density housing, including potentially senior housing. An infill area located north of Bridge Street and east of Ambassador Blvd could be developed with traditional single family homes.

The City of St. Francis has already experienced an increased interest in residential development in 2017, as the local housing market has continued to recover. The City should leverage the increasing strength of the local market to help encourage development of the various infill areas in St. Francis as residential, where appropriate.

Development Summary

Uses	Housing:Single Family, Townhomes, Multi-Family
Units (As shown)	SFR: +/- 100 TH: +/- 300 MFR: +/- 175
City Actions	Rezone parcels appropriately to articulate the desired density of housing and the overall parameters for planning for various residential types. Proactively market potential residential infill parcels to residential developers from the Twin Cities and throughout Minnesota. Identify any incentives that could be used for residential projects (including, potentially, low income housing tax credits, and other affordable housing incentives)

Example Imagery:

Top Left: Commercial/Retail use at the corner of Brdige Street and St. Francis Blvd. Design and elements should introduce and strengthen the downtown Bridge Street Corridor.

Top Right: Commercial uses along the highway could benefit from increased visibility

Bottom Left: Apartments and/or condominiums with a strong street presence along Bridge Street

Bottom Right: Townhomes and single family homes

School Redevelopment

The Middle School campus, between Ambassador Blvd and Highway 47, could represent a key area for redevelopment in St. Francis in the future, in the event the school district elects to relocate the Middle School to a new location, rather than continue to maintain the middle school building. Parts of the existing facility are several decades old, and it may make more sense to construct a new building than to continue to retrofit an aging facility. In addition, redeveloping the Middle School site could provide the school district a significant windfall from the sale of the land to a prospective developer.

Under this scenario, the school district would likely work jointly with the City to refine plans for potential desired development at the Middle School site and then market the campus site to potential developers. Given the size of the parcel, the City and school district could market this opportunity to larger scale and more experienced developers at the regional or even national levels.

As illustrated in the graphics, potential redevelopment of the Middle School site could include a mixture of general retail uses fronting on to Highway 47 and Bridge Street, as well as a mixture of medium and higher density residential uses, located farther from Bridge Street. The redevelopment concepts call for the integration of land uses along Bridge Street in a "Main Street" orientation, in order to establish the development area as a "western extension" of the existing Downtown area to the Highway 47 corridor. Plans for future development at the middle school site should establish Bridge Street as a key entrance into the heart of St. Francis for visitors to the community. The integration of various residential types at the school campus site should add greater vitality to the development project and make the project more marketable to a variety of potential residents in the local area (including younger adults, Empty Nesters, and seniors).

Development Summary

Uses	Commercial, Mixed Use, Multi-Family residential, Senior Housing, Townhomes, Park
Square Footage/Units (As shown)	Townhomes: +/-80 units Multi-Family: +/- 175 units Commercial: +/- 70,000 SF
City Actions	The City, along with the school district, may complete a formal RFP for development of lands on the school campus (in the event the middle school relocates). The RFP should communicate the expectations of the City regarding the quality and character of development desired. The City and school district may then complete formal development agreements with the chosen developer. The development agreement may formalize incentives offered to the project (including potentially abatements, public funding of infrastructure improvements, etc.). The City may then work with the developer jointly to market the project to prospective home builders and other development partners and tenants.

Other Initiatives: Streetscape & Public Realm

Developing an attractive and safe streetscape for downtown St. Francis will help spur development, and demonstrate a commitment to investing in the area on the part of the City. More importantly, it will facilitate the safe movement of people around downtown and make it a more enjoyable place to spend time and money.

Bridge Street: Could build off of what has been started with the round-a-bout reconstruction and enhanced.

Bridge Street Extension: Creating a safe street will be paramount. The design should also be an extension of other Bridge Street elements to achieve a consistent "destination downtown" appearance.

Highway 47: Use design to distinguish the segment of the highway passing through the city. Provide visual interest to make drivers more aware of their surroundings.

Other Initiatives: Signage & Wayfinding

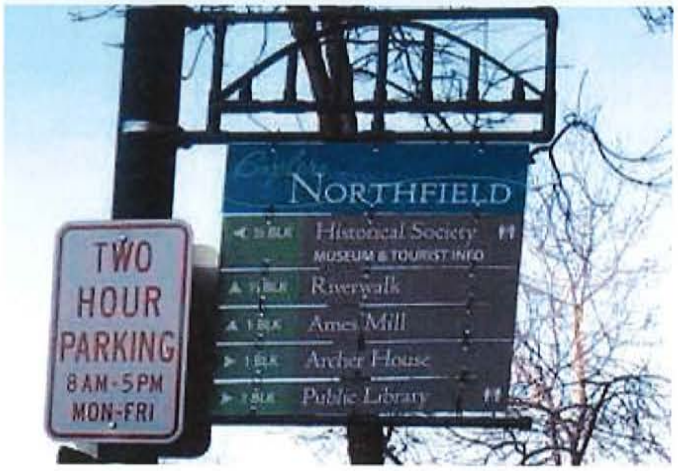
Gateway signage is the large signage that welcomes visitors to an area and helps show off the identity of a place. St. Francis should utilize signage at logical gateways into the city. These could include:

- At the curve on Highway 47
- At the intersection of Ambassador and Highway 47
- Lake George Boulevard before the roundabout

In addition to gateway signage, wayfinding signage will help people move around the city and find destinations. This can be at either a pedestrian scale in walking districts, or at a vehicular scale when informing drivers where to go. This signage would be invaluable in showing people where to go to get from Highway 47 to Bridge Street and vice-versa. Destinations such as the schools, city facilities, parks, and the river should be shown.

Streetscape and public realm improvements can help create a district feel and identity, both in downtowns (above), and highway corridors (below)

Gateway signage (above) would go a long way to welcoming visitors. Wayfinding signage (below) will help them find their way around town once they are here.



Other Initiatives: Trails/Connect to the River

Residents are eager to capitalize on the Rum River as a unique feature and destination that few other cities can boast. In addition, residential developers have stated that trails are one of the amenities that their clients value the most. Efforts are already underway with the most recent Bridge Street improvements, and the City should continue to connect the trail networks to community destinations:

- North Rum River County Park
- Along the Rum River
- Middle School and Elementary School
- High School
- Retail Destinations
- Residential Neighborhoods

This could also include exploring the potential for public land along the river, especially in the floodplain where other development is not appropriate

Trails are one of the most sought after amenities when people are choosing where to live. This is consistent for people of all ages.

Other Initiatives: Promotion

The City should continue and grow efforts to promote St. Francis as a great place to live and do business.

This is a wide ranging set of initiatives:

- Branding efforts
- Events to bring people to town and raise awareness of St. Francis
- Continue and strengthen the City's social media presence
- Selling St. Francis to developers and real estate agents
- Promotion to businesses (retailers as well as professional and industrial) looking to expand
- Countering challenging stories with positive stories about the community.

The City should work to promote themselves both locally to potential residents and at a larger scale to developers and businesses

ICSC RECon
Las Vegas Convention Center & Westgate Hotel
Las Vegas, NV | May 20-23, 2018 | #ICSCRECon

04. IMPLEMENTATION

How-To: Achieving the Vision

The vision will take time, perseverance, hard work, cooperation, and tough decisions. But if it was easy, it would be done already...

PATIENCE

The project ideas will not come to fruition overnight. Some ideas will take time to proceed through a regulatory process, while others will need the market to mature somewhat before becoming reality. Continuing to promote the vision for St. Francis, while continually checking in with the plan to measure accomplishments, will provide results over time.

DEDICATION

Real and perceived roadblocks have stymied other projects in St. Francis, but there is a new and tenacious attitude in the City to "get stuff done." This may mean "refusing to take no" for an answer. It may mean demonstrating a financial commitment to change. It may also mean holding potential projects to a higher standard.

PARTNERSHIPS

While the City will be the champion of the vision, there are many other entities that will need to be involved if it is to be accomplished. Public entities such as the ISD 15, Anoka County, MnDOT, and the City and County EDAs will need to be a part of the process of implementation, as well as private developers, property owners, businesses, and residents.

Roles and Responsibilities

CITY OF ST. FRANCIS

Moving forward, the City will be responsible for implementing this plan. Managing new development and redevelopment will be the task of the City staff.

Community Development will lead the way when it comes to promoting the City's vision. Attracting new development, and supporting the growth of existing businesses, will be key tasks. This includes helping developers and business owners through the process:

- Explaining and applying land use controls
- Review of development plans and proposals
- Coordinating with Public Works to ensure that infrastructure and other capital improvements are in place
- Developing financial plans to incentivize development and fund the investments that are the responsibility of the public sector.

The Public Works Department will be responsible for ensuring the infrastructure needed to facilitate development is being provided to meet safety and future growth requirements. When public resources are going to support development, it will be done in an efficient and cost effective manner. Public Works staff will coordinate with MnDOT and Anoka County for infrastructure improvements.

Elected officials will be the public face of the plan. They will need to promote the vision. Having leaders and decision makers in the community that are excited about growth and development provides reassurance to developers looking at St. Francis.

Elected officials will also use the plan to evaluate new projects. When looking at whether to approve a project or not, provide public funding, or in negotiating with developers, the plan provides a direction and basis for defending policy decisions.

ST. FRANCIS ECONOMIC DEVELOPMENT AUTHORITY (EDA)

- The EDA has the potential to acquire parcels in the study area with potential for redevelopment and to sell these properties to prospective developers or entities from the private sector who can complete redevelopment projects.
- The EDA will increase its efforts to promote existing businesses in the study area and to recruit new businesses and developers to the redevelopment area.
- The EDA has the potential to serve as a limited financial partner, along with the private sector, in individual redevelopment projects.
- The EDA has the potential to issue revenue bonds, general obligation bonds, or other credit enhancements or guarantees, to support redevelopment projects.

THE COMMUNITY

The community of St. Francis must continue to stay involved and active as development occurs. Knowledge and insights gained as part of this process help residents and business owners know where the city is headed. It also gives community members an informed point of view to offer additional support and critiques of potential development projects.

Public Finance

TIF (FROM THE CITY'S TIF POLICY)

Tax Increment Financing (TIF) is a tool cities can use to support development. It does this by bonding for money that can be used for eligible project costs for projects that would not have happened but for the additional funds. The bonds are then paid off by the increase in property taxes that comes along with the new project.

The City of St. Francis has the power to utilize TIF as granted by the Minnesota Tax Increment Financing Act, Minnesota Statutes 469.174 through 469.1794, as amended. The fundamental purpose of tax increment financing in the City of St. Francis is to encourage desirable development or redevelopment that would not occur but for the assistance provided through TIF.

The City reserves the right to approve or reject projects on a case by case basis, taking into consideration established policies, project criteria, and projected demands on City services relative to the potential benefits from the project. Meeting policy criteria does not guarantee the award of business assistance to the project. Approval or denial of one project is not intended to set precedent for approval or denial of another project.

The City has the following objectives when considering whether or not to use TIF:

- To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits. Preference will be given to higher paying jobs that also provide benefits such as health care coverage.
- Projects that provide value in the forms of needed transportation and other utility infrastructure improvements that would be completed in conjunction with the project.
- To encourage additional unsubsidized private development in the area, either directly or indirectly through "spin-off" development.
- To facilitate the development process and to achieve development on sites which would not otherwise be developed but-for the use of TIF.
- To remove blight and/or encourage redevelopment of commercial and industrial areas in the City that results in high quality redevelopment and private reinvestment.
- To offset increased costs of redevelopment (i.e. contaminated site clean-up) over and above the costs normally incurred in development.
- To create opportunities for affordable housing.
- Projects that improve the quality of life in the City by providing a desirable good or service and addressing an unmet demand in the community.
- To contribute to the implementation of other public policies, as adopted by the city from time to time, such as the promotion of quality urban or architectural design, energy conservation, and decreasing the capital and/or operating costs of local government.

For additional information on the City's requirements and policy, consult the City of St. Francis Tax Increment Financing (TIF) Policy (2016)

TAX ABATEMENT

The City of St. Francis may consider offering tax abatements for economic development within the study area. Minnesota statues allow abatements to be used for the following purposes, related to the redevelopment plan:

- General economic development
- Construction of public facilities or infrastructure (such as streets or roads)
- Redevelopment of blighted areas
- Providing access to services for residents (including housing and retail)

The City (and EDA) may grant abatements no longer than 15 years in length, although the term can be extended to 20 years if only two of the three political subdivisions (city/town, county, and school district) grant an abatement.

The total amount of property taxes abated may not exceed the larger of 10 percent of the net tax capacity of the political subdivision, or $200,000.

BUSINESS SUBSIDIES

The City of St. Francis along with the St. Francis Economic Development Authority (EDA) may, from time to time, consider offering subsidies to businesses in accordance with the City of St. Francis Business Subsidy Policy (2016) and complying with Minnesota Statutes, Sections 116J.993-116J.995 as amended.

The City has established the following criteria for considering business subsidies (although meeting criteria does not guarantee a business subsidy will be granted)

- Increase in Tax Base
- Job Creation
- Creates an Increase in Average Wages
- Economic or Redevelopment goals, including blight removal, providing goods and services not currently available, utilizing public infrastructure improvements, and/or adding to a critical mass of commercial or industrial development

STORMWATER UTILITY FEE AND OTHER STORMWATER INVESTMENTS

The City of St. Francis may offer rebates on stormwater utility fees, water bills, or other public utility costs to private sector clients, in exchange for installing rain gardens or other green building technologies.

The City of St. Francis may waive water and sewer access fees (known as WAC and SAC fees) in order to financially provide an incentive to new development or redevelopment within the study area.

STRATEGIC INVESTMENTS

As the City moves forward with investments in infrastructure and incentives, it will be important that each of these is weighed carefully.

Grants

METROPOLITAN COUNCIL LIVABLE COMMUNITIES GRANTS

The Metropolitan Council maintains a series of "Livable Communities" grants:

- The Livable Communities Demonstration Account (LCDA) provides grants that can fund basic infrastructure and site assembly when they link housing, jobs, services, and transportation.
- Affordable housing is supported through the Local Housing Incentives Account. Money can go towards gap financing, demolition, site preparation, construction, and alterations/rehabilitation. This can include single family and multi-family residential projects.
- The Tax Base Revitalization Account (TBRA) is used to investigate and clean up brownfield locations. Goals of the program include adding/preserving jobs, housing, and supporting redevelopment.

ENVIRONMENTAL ASSISTANCE GRANT (THROUGH THE MINNESOTA POLLUTION CONTROL AGENCY)

Grants provided by MPCA each year for various aspects of promoting sustainable environmental practices

Examples from the last few years include the FY 2018 Sustainable Brewing and Distilling Environmental Assistance Grant and the FY 2017 Greater Minnesota Recycling Collection grants.

MINNESOTA INVESTMENT FUND

The Minnesota Investment Fund is a revolving loan fund that is awarded to cities (or other local units of government) to support expanding businesses. Businesses must meet job creation goals and contribute to the project as well.

Promotion

PERCEPTIONS OF ST. FRANCIS

Part of the strategy to improve the study area involves a community-wide effort to improve the overall perception of St. Francis in the Twin Cities region. These efforts may involve strategies to reduce drug use among youth and other age segments, and working with local media to promote positive activities in St. Francis (including festivals and other community events).

WORKING WITH DEVELOPERS

The City should work with developers to craft effective marketing messages for individual projects that articulate the positive aspects of particular projects along with the benefits of locating in St. Francis.

Collaboration

WITH THE COMMUNITY

The City should work with local community groups to promote potential redevelopment ideas and projects in the study area.

WITH ANOKA COUNTY

The City should partner with the County to help secure funding necessary for public improvements in the study area, and in particular should work with the County to coordinate improvements with the County road system.

WITH ANOKA COUNTY ECONOMIC DEVELOPMENT AUTHORITY

The City should work with the county's EDA to secure grants and incentives for particular projects.

WITH ISD 15

It is important to remember that what is good for St. Francis will be good for the district in terms of residential growth and competing for employees. Likewise, the school district is one of the City's biggest employers and the tournaments, events, and even students getting lunch or grabbing a bite of food after school serve as major economic drivers for the Bridge Street corridor. ISD 15 will need to work with the City to organize the transfer of land for the Bridge Street connection, and to find a suitable location for a new bus garage.

WITH MNDOT

The City will need to collaborate with MnDOT to coordinate traffic signal improvements along Highway 47, including at Pedersen Drive, and to explore strategies to make the overall corridor safer for people biking and walking.

WITH HIGHER EDUCATION

There are opportunities to work with public institutions to study and accomplish some of the initiatives outlined in the plan.

At the University of Minnesota, The Center for Urban and Regional Affairs (CURA), The Center for Rural Design (CRD), The Minnesota Design Center (MDC), and the Metropolitan Design Center may be partners on projects.

Action Items

LAND USE CONTROLS & COMPREHENSIVE PLAN

The Comprehensive Plan is in the process of being updated. Following the update of the Comprehensive Plan, the City will update its Land Use Zoning to reflect the planned land uses outlined in the Comprehensive Plan.

Zoning is the strongest tool cities have to shape development. Ensuring the zoning meets and allows the vision to be accomplished, without being so restrictive as to deter development, will be key.

ANNUAL DOWNTOWN PLAN REVIEW

Every year, the City should revisit the St. Francis Forward plan to measure and celebrate progress, set goals for the next year, and evaluate what changes need to be made. This will help keep the plan alive and everyone responsible for its implementation.

STREETSCAPE/PUBLIC REALM IMPROVEMENTS

Improve the streetscape along Bridge Street, especially from the Rum River to the Middle School and beyond to the intersection with Highway 47. An attractive and high quality streetscape helps create a "destination downtown," while improving safety (pedestrian and vehicular) and enhancing community image.

STOPLIGHT AT HIGHWAY 47 & PEDERSON DRIVE

Work with the Minnesota Department of Transportation to secure a stoplight at Highway 47 and Pederson Drive. The traffic counts are nearing the standards that would warrant a stoplight. The potential Bridge Street connection would likely create the traffic conditions that would justify the installation of a stoplight.

SIGNAGE PLAN AND IMPLEMENTATION

The City would benefit from improved signage to both greet and direct visitors. Monument signage at the corner of Highway 47 and Cree Street (either on the City owned parcel to the northeast, or at the Public Works and police station property) would welcome people to St. Francis. Similar signs could be used in other key locations in the City.

Likewise, wayfinding signage will help people find their way across town and to major destinations like schools, public facilities, parks, and the river.

DESIGN GUIDELINES

Establish design guidelines for new construction in the area. Design elements such as build-to lines, plantings, enhanced materials, and parking locations will strengthen the built form.

PROMOTIONAL/MARKETING PLAN

Develop and implement a plan to market St. Francis. This could include targeting developers, business owners, and prospective residents. Promote the strengths of St. Francis.

STAY AWARE OF CHANGING TECHNOLOGIES

Changing technologies have the ability to affect how people are working and shopping. Some of these may have larger impacts on exurban places like St. Francis.

The online retail revolution with companies like Amazon makes many goods available to St. Francis residents from a home computer, tablet, or smart phone. The flipside of this means that St. Francis retailers are now competing with national and global suppliers.

Some jobs are also becoming less dependent on location. Employees who can work online may choose to live in a community like St. Francis where schools, lower housing prices, access to nature, and small town character don't have to compete with a longer commute.

Other future technologies such as driverless cars and alternative energy sources may have impacts on St. Francis as well, although it is too soon to tell what the effects will be.

Initiative	✓	Action Item	Timing
Connecting Bridge Street and Highway 47		Develop and execute a formal Memorandum of Understanding (MOU) with the school district and other parties including the County and MnDOT, formalizing the preferred design for the Bridge Street connection. The MOU would ideally also articulate the expectations of each party with regard to funding and ongoing maintenance of the street extension project. The MOU may also articulate the location for the relocation of the bus facility and the funding source for this change in the bus facility.	Short
		Formally identify and secure funding for the street extension program, through a mixture (potentially) of TIF or other funds from the city, county, or state.	Short/ Mid
		Complete detailed / final design documents and commence construction of the street extension, including the installation of a traffic signal at Highway 47.	Short/ Mid
River Entertainment District		Prepare marketing materials for the City owned property on the south side of Bridge Street, using the language and message conveyed in this master plan document.	Short
		Prepare a package of incentives or tools the City is prepared to offer a prospective developer of the City-owned parcel.	Short
		Prepare and issue a City-led RFP for the property, communicating the expectations of the City for potential development concepts and outlining anticipated incentives available from St. Francis.	Short
		Formalize development agreements with the entity selected from the RFP process, for the City owned property.	Short
Community Campus		Coordinate with the county to relocate the Library west of the Rum River	Mid
		Develop a formal plan for future operations, incorporating uses into the Civic Campus concept.	Short
		Complete more formal plans for the Civic Campus components, in collaboration with the County and other partners.	Short/ Mid
		Identify funding for the civic campus in the future Capital Improvements Plan (CIP).	Mid
		Complete more detailed design of streetscape elements desired along Bridge Street, in order to be prepared to move forward with construction once funding is available.	Short/ Mid
		Formally reach out to developers interested in redevelopment in the area (including retail and residential components, to the north of the Bridge Street corridor).	Short/ Mid
Highway 47 Infill		The City could proactively rezone parcels along and near Highway 47, to make entitlements of projects easier in the future.	Short
		The City should prepare a marketing package of properties and opportunities available along Highway 47. This information can be shared with prospective parties at local, regional, and national venues.	Short
Residential Infill		Rezone parcels appropriately to articulate the desired density of housing and the overall parameters for planning for various residential types.	Short
		Proactively market residential infill parcels to residential developers from the Twin Cities and throughout MN.	Short/ Mid
		Identify any incentives that could be used for residential projects (including, potentially, low income housing tax credits, and other affordable housing incentives)	Short

Initiative	✓	Action Item	Timing
School Redevelopment		The City, along with the school district, may complete a formal RFP for development of lands on the school campus (in the event the middle school relocates). The RFP should communicate the expectations of the City regarding the quality and character of development desired.	Long
		The City and school district may then complete formal development agreements with the chosen developer. The development agreement may formalize incentives offered to the project (including potentially abatements, public funding of infrastructure improvements, etc.).	Long
		The City may then work with the developer jointly to market the project to prospective home builders and other development partners and tenants.	Long
Land Use Controls & Comprehensive Plan		Integrate land use recommendations from this plan into Future Land Use Map and the rest of the updated Comprehensive Plan document in 2018.	Short
		Update zoning classifications for various parcels in the study area based upon the recommendations of this plan document.	Short
Annual Downtown Plan Review		Conduct yearly review session by the City Council of the Downtown Plan for progress made and areas of further action.	Short
Streetscape/Public Realm Improvements		The City should complete detailed designs for streetscape and public realm improvements along Bridge Street, and coordinate these designs with County staff.	Short
		The City and County should secure future funding for streetscape and public realm improvements along Bridge Street.	Short
		The City and County should formally schedule for the completion of streetscape and public realm improvements, as part of future capital planning.	Mid
Stoplight at Highway 47 & Pederson Drive		The City should fund and complete a warrants study to examine the need for a stoplight at Highway 47 & Pederson Drive	Short
		The City should identify funding for the future stop light and include it in the City's Capital Improvements Program over the next few years	Short
Signage Plan and Implementation		The City should complete a signage and wayfinding plan to identify locations and types of signage and wayfinding features to be installed (at the edge of town, and at key locations).	Short
		The City should identify future funding for signage and wayfinding improvements and include them on the City's Capital Improvements Plan.	Mid
Design Guidelines		The City should complete a formal set of Design Guidelines to support private sector development as well as public sector improvements within the study area.	Short
Expand the trail network/Connect to the River		The City should coordinate with Anoka County to expand the trail network leading out of the county park and along the river where feasible. This should be included in the City's Capital Improvement Plan	Short/ Mid
Promotional/ Marketing Plan		As plans for particular parcels within the study area continue to evolve, the City should work with local developers to complete a promotional package and marketing plan for the various areas within the study area. This plan will guide outreach by the City and others to the private sector and potential partners.	Short

Measuring

In preparation for the annual downtown plan review, city staff should evaluate the progress the City has made in the previous year.

METRICS

The table on the opposite page provides a tracking worksheet to measure the progress the City has made towards the plan. This can be a helpful tool when it comes to seeing where the City has done well and can celebrate achievements, as well as those spots where the City could improve and should redouble efforts. The items to measure are:

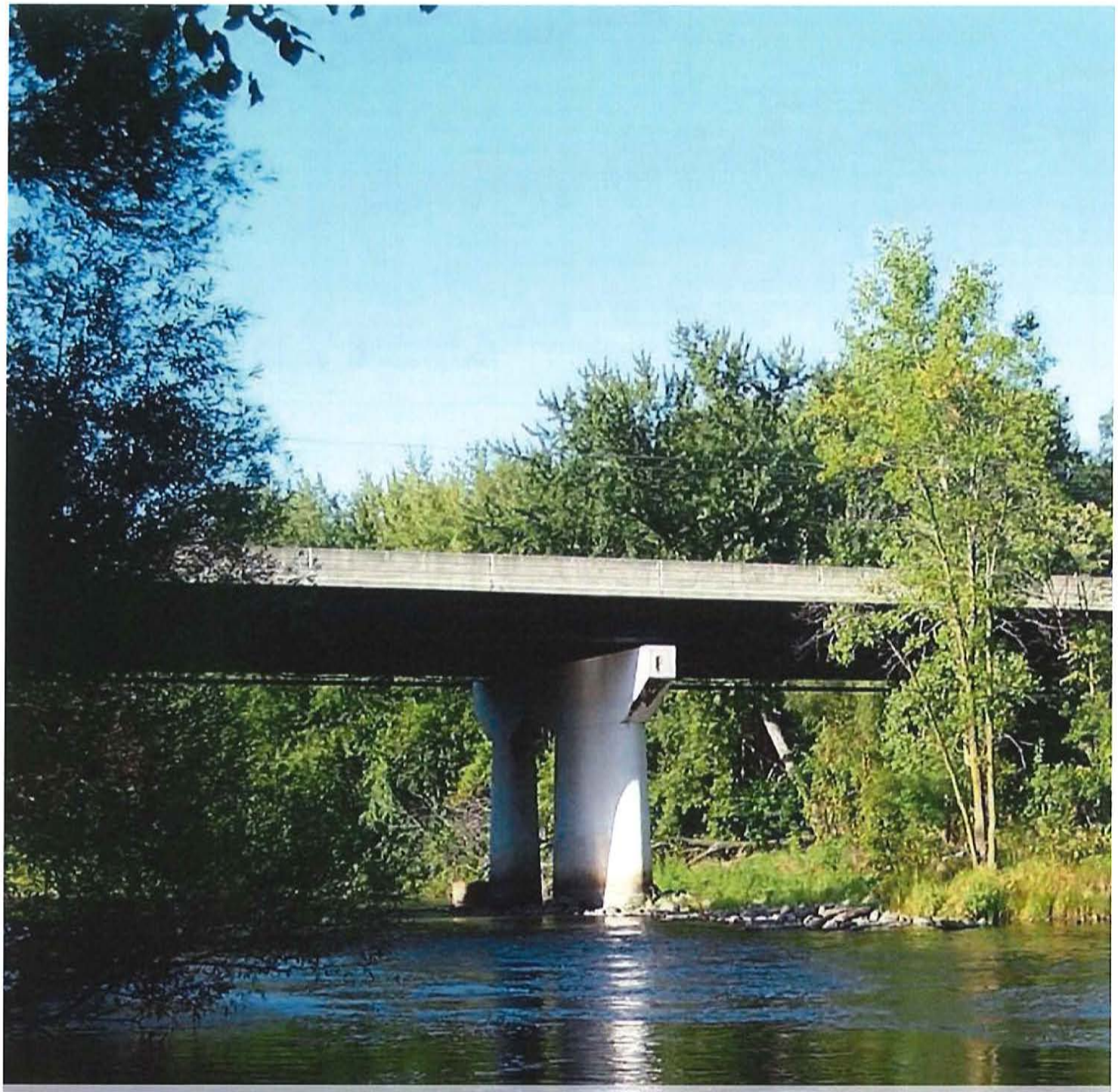
- Identified Projects Accomplished: How many boxes were checked off on the previous page?
- Residential Units Built (including by type)
- Additional square footage added (in terms of office, commercial, and industrial space)
- Vacancy rates for various property types
- Jobs
  - *Jobs added at New Companies*
  - *Jobs added at Existing Companies*
- Average hourly rate of jobs created
- Property Tax Revenue
- School district enrollment

SURVEYS

As part of the effort to keep residents and business owners engaged and to keep getting feedback, the City may choose to put out surveys from time to time to see how the efforts are being received. This could also happen in concert with surveying about how the City is doing in general. Options for surveys specific to the plan are:

- Ongoing surveys of the community's perception of the redevelopment area
- Periodic surveys gauging the community's interest in particular projects, over time

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Number of tasks accomplished from the action items table										
Residential Units Built										
Additional Square Footage added (office)										
Additional Square Footage added (commercial)										
Additional Square Footage added (industrial)										
Office vacancy rates										
Commercial vacancy rates										
Industrial vacancy rates										
Jobs added at new companies										
Jobs added at existing companies										
Average hourly rate of jobs created										
Property tax revenue										
School district enrollment										



City of St. Francis

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City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9B

TO: Honorable Mayor & Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Assessing Contract**

DATE: 10-16-2017

OVERVIEW:

The City has received two proposals for Assessing Services. The Anoka County contract is proposed to run from January 2018 through 2023. The following financial analysis was conducted by the current Assessor for the City of St. Francis:

Below is the cost comparison I mentioned in my voicemail this morning. Looking at the rates charged and the parcels billed for by Eric & Mary (numbers taken from a copy of their contract) their per parcel cost is lower however overall cost is higher for the City of St. Francis due to the fact that they bill for tax exempt and utility parcels where the county does not.

Eric & Mary Proposal			Anoka County Proposal		
	Parcels	Cost		Parcels	Cost
Improved Res & Ag @ $10.10	2,290	$23,129.00	Improved Res & Ag @ $12.50	2,290	$28,625.00
Unimproved Res & Ag @ 4.50	459	$ 2,065.50	Unimproved Res & Ag @ 4.50	459	$ 2,065.50
Imp & Unimp Commercial, Industrial, Apartment, Utility, and Tax Exempt @ $60	277	$16,620.00	Imp & Unimp Commercial, Industrial, Apartment, and Personal Property @ 80.00	123	$ 9,840.00
	Grand Total	**$41,814.50**		**Grand Total**	**$40,530.50**

Comments: Although Anoka County's cost per parcel is generally higher, Anoka County is not currently charging for Tax Exempt or Utility parcels. The resulting numbers are based upon the parcel counts listed in the PR&T Annual Report on Anoka County's Website.

Attached are the two proposals – Anoka County and from Erik Skogquist.

ACTION TO BE CONSIDERED:

Motion to enter into an assessing contract.

Anoka County
PROPERTY RECORDS & TAXATION DIVISION
Respectful, Innovative, Fiscally Responsible

Property Assessment
Property Records & Public Service
Property Tax Accounting & Research
Elections & Voter Registration

May 2, 2017

City of St. Francis
Attn: Barb Held
23340 Cree St NW
St. Francis, MN 55070

Dear Barb:

Please find enclosed two (2) original copies of the Joint Powers Agreement Between the City of St. Francis and County of Anoka for Assessment of Property. Both copies need to be signed and returned to me.

I look forward to working with you in this endeavor. If you have any questions regarding the agreement, or require my presence at a council meeting, feel free to contact me at **(763) 323-5548**.

Sincerely,

Alex Guggenberger, S.A.M.A.
Anoka County Assessor

Enclosure(s)

i:\proptax\admin\contracts\assr\assessment contract letter.docx

Government Center ▲ 2100 Third Avenue ▲ Anoka, MN 55303-2281
Fax: 763-422-7475 ▲ www.anokacounty.us/prop-records-tax
Affirmative Action / Equal Opportunity Employer

Anoka County Contract No. C0005730

JOINT POWERS AGREEMENT
BETWEEN THE CITY OF ST. FRANCIS AND
COUNTY OF ANOKA FOR ASSESSMENT OF PROPERTY

THIS AGREEMENT is made and entered into this _____ day of _____, 2017, by and between the City of St. Francis, 23340 Cree Street NW, St. Francis, Minnesota 55070, hereinafter referred to as the "Municipality", and the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as the "County".

WITNESSETH:

WHEREAS, pursuant to Minn. Stat. § 273.072, subd. 1, any county and city, lying wholly or partially within the county and constituting a separate assessment district, may, by agreement entered into under Minn. Stat. § 471.59, provide for the assessment of property in the city by the county assessor; and

WHEREAS, pursuant to Minn. Stat. § 273.072, subd. 2, the agreement may provide for the abolition of the office of the city assessor when the assessment of the property within the city is to be made under an agreement by the county assessor; and

WHEREAS, it is the wish of the County to cooperate with the Municipality to provide for a fair and equitable assessment of the property within the Municipality; and

WHEREAS, said work will be carried out in accordance with the provisions of Minn. Stat. § 471.59.

NOW, THEREFORE, in consideration of the mutual covenants and agreements stated herein, the parties agree as follows:

I. That said Municipality constitutes a separate assessment district which lies wholly within the County and that all property in the geographical boundaries of this district shall be assessed by the County Assessor of the County beginning with the assessment year 2019, provided this Agreement is approved by the Commissioner of Revenue.

II. Pursuant to Minn. Stat. § 273.072, subd. 2, the office of the City Assessor in the Municipality shall cease to exist on January 16, 2018, but not before the end of the term of the current City Assessor, if serving for a fixed term, or when an earlier vacancy occurs; provided, however, that upon the termination of this Agreement, the Office of City Assessor shall be automatically reestablished and shall be filled as provided by applicable law or charter in accordance with Minn. Stat. § 273.072.

III. The term of this Agreement shall be from January 16, 2018, through assessment services performed in the year 2023, unless earlier terminated as provided herein.

IV. In consideration of said assessment services, the Municipality shall pay to the County an annual payment as follows:

2019 Assessment services payable on or before January 15, 2018
2020 Assessment services payable on or before January 15, 2019
2021 Assessment services payable on or before January 15, 2020
2022 Assessment services payable on or before January 15, 2021
2023 Assessment services payable on or before January 15, 2022

V. For year 2019 assessment services, the Municipality shall pay the County as follows:

A. Twelve Dollars and 50/100s ($12.50) for each improved parcel of residential, seasonal recreational residential and agricultural type property;

B. Four Dollars and 50/100s ($4.50) for each unimproved parcel of residential, seasonable recreational residential and agricultural type property;

C. Eighty Dollars and 11/100s ($80.00) for each improved and unimproved parcel of commercial, industrial and public utility type of property; and

D. Eighty Dollars and 00/100s $80.00) for each improved and unimproved parcel of apartment and mobile home park type property.

The same procedure shall be used, as described above, in the computation of the assessment payments due in 2020 through 2023, provided, however, that the cost for each type of parcel shall be increased according to the County Assessor's increase in operating costs, cost of living and merit adjustments established by the Anoka County Board of Commissioners for January 1 to December 31 in the year prior to the date of the assessment.

VI. Notwithstanding Section II. above, the County and/or Municipality shall have the right to terminate this Agreement by providing, at a minimum, two years written notice by certified mail, which notice shall be sent prior to January 2 of any year to terminate assessment services to be performed two years from such date (i.e. to terminate this Agreement for assessment services in the year 2020, the party must provide written notice of termination by not later than January 2, 2018).

VII. COUNTERPARTS

This Joint Powers Agreement may be executed in any number of counterparts, each one of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.

(remainder of page intentionally blank – signature page immediately follows)

IN WITNESS WHEREOF, the parties hereto have set their hands on the dates so indicated.

COUNTY OF ANOKA

By: _____
Rhonda Sivarajah, Chair
Anoka County Board of Commissioners

Dated: _____

By: _____
Jerry Soma
County Administrator

Dated: _____

CITY OF ST. FRANCIS

By: _____
Steve Feldman
Mayor

Dated: _____

By: _____

Title: _____

Dated: _____

APPROVED AS TO FORM

By: _____
Dan Klint
Assistant County Attorney

Dated: _____

By: _____

Title: _____

Dated: _____

I:\CIV\DK\CONTRACT\2017\JPA'S FOR ASSESSMENTS.docx

March 13, 2017

Joe Kohlmann, City Administrator
St. Francis City Hall
22300 Cree Street NW
St. Francis, MN 55070

Subject: Property Assessing Services – Another option to consider

Dear Mr. Kohlmann,

As you know, the City of St. Francis currently contracts with Anoka County for property assessing services and that contract is set to expire in 2017. We are writing today to introduce ourselves, local independent contract assessors, to present another option for you to consider when looking at assessing services in the upcoming year.

Erik Skogquist has been assessing properties for 10 years and holds the Senior Accredited MN Assessor license. He has assessed all types of property (residential, commercial, industrial, ag land, etc.) state wide. Mary Wells has been assessing properties for 5 years and holds the Income Qualified Certified MN Assessor license. Her work experience also includes 13 years of real estate sales.

Our assessing experience includes employment at the City of Coon Rapids and independent contractor work for multiple cities and townships around the state of Minnesota. We are both lifelong Anoka County residents.

Below are a few of the benefits of contracting with us for property assessing services:

1. Save money! Our rates are significantly less than the county's rates because we do not have the overhead costs that the county has. We anticipate your savings to be 20% or more over the current county rates.
2. Professional, accurate and timely processing of all physical inspections, data updates and reporting required by the county and the state.
3. Full representation at all levels of Board of Appeal and Equalization meetings.
4. Caring and responsive communications with property owners – we answer all calls, emails and letters promptly and respectfully.
5. Our focus with property owners is on education and providing the right information. We know that many don't understand how the MN assessing process works. Our experience is that they appreciate getting a full explanation, in terms they understand, and we do that well – in fact, that's our specialty!
6. Interfacing and working together with city departments to answer their questions and to communicate out to the public. For example: we will attend Town Hall or Neighborhood meetings whenever possible, to answer any property owners' questions that may arise. We will also provide printed and or electronic material for your city newsletter periodically.

There are 4 cities in Anoka County that have been contracting with an independent assessor, Ken Tolzmann, for quite a few years. Those cities are Columbus, Centerville, East Bethel and Spring Lake Park. Mary currently works with Mr. Tolzmann on those contracts and a letter of recommendation from him is attached.

We have also included two other letters of recommendation from individuals who have direct experience working with both of us. The letters are from Matt Stemwedel, Coon Rapids City Manager and Cathy Sorenson, Blaine City Clerk.

We will contact you in the next week or two to set up a time to meet in person. We think it is important to meet face-to-face to answer any questions you may have regarding our services. Thank you for your time and consideration. We look forward to discussing our contract property assessing services further with you.

Sincerely,

Erik Skogquist
Email: skog0111@umn.edu
Phone: 763-464-9703

Mary Wells
Email: mnvalues@gmail.com
Phone: 612-770-3254

AGREEMENT FOR ASSESSMENT SERVICES BETWEEN THE CITY OF ST. FRANCIS AND ERIK A. SKOGQUIST, SAMA AND MARY WELLS, CMA IN THE CITY OF ST. FRANCIS, MN

This Agreement made and entered into this _____ day of _____, 20____, by and between the City of St. Francis, 23340 Cree St NW, St Francis, MN 55070, a municipal corporations under the laws of Minnesota, hereinafter referred to as the "Municipality", and Erik Skogquist, Senior Accredited Minnesota Assessor #3121, 314 Monroe St, Anoka, MN 55303 and Mary Wells, Certified Minnesota Assessor #3561 Income Qualified, 3405 Edmar Ln NE, East Bethel, MN 55092, hereinafter referred to as the "City Assessors".

WITNESSETH:

WHEREAS, the City of St. Francis, lying wholly within Anoka County, Minnesota is a city constituting a separate assessment district; and

WHEREAS, pursuant to Minnesota Statutes 273.05, the city assessor shall be appointed by the city council; and

WHEREAS, it is the wish of the St. Francis City Council to appoint Erik Skogquist and Mary Wells the St. Francis City Assessors; and

WHEREAS, it is the wish of Erik Skogquist and Mary Wells to serve as the St. Francis City Assessors and to cooperate with the Municipality to perform fair and equitable assessments of the real property within the Municipality.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is agreed as follows:

1. The effective period of this Agreement will be from February 15, 2018 to February 15,_____, unless earlier terminated as provided herein.

2. The City Assessors represents that they are residents of the State of Minnesota, possesses the knowledge and training in the field of property taxation necessary perform the duties of a local assessor, and is duly licensed to perform such duties in compliance with Minnesota Statutes 270.48 and Minnesota Department of Revenue Standards.

3. All real property within the geographical boundaries of Municipality will be assessed by the City Assessors for taxation beginning with the 2019 assessment payable 2020.
4. The duties of the City Assessor with be carried out consistently and in accordance with the provisions of Minnesota Statutes 273.05, 273.064 and 273.08.

5. In consideration for said assessment services, the Municipality with pay the City Assessor quarterly payments (unless earlier terminated as herein provided) as follows:

a) The first quarterly payment will be billed on March 1, 2018, the second on June 1, 2018, the third on September 1, 2018, and the fourth on December 1, 2018.

b) The parties understand that to accomplish the delivery of the assessments on or before February 1, 2019, all work specific to the generation of that assessment must be done prior to February 1, 2019; the same will be true for subsequent years assessments, i.e. all work for the assessment year 2020 assessment must be done prior to February 1, 2020, etc.

6. For the assessment year 2019 assessment, the Municipality with pay the City Assessor as follows:

   a) Ten and 010/100 Dollars ($10.10) for each improved parcel of residential, seasonal recreational residential, and agricultural type property.

   b) Four and 50/100 Dollars ($4.50) for each unimproved parcel of residential, seasonal recreational residential, and agricultural type property.

   c) Sixty and 00/100 Dollars ($60.00) for each improved and unimproved parcel of commercial, industrial, and public utility and tax exempt type property.

   d) Sixty and 00/100 Dollars ($60.00) for each improved and unimproved parcel of apartment or mobile/manufactured home park type property.

7. The same procedure and rates will be followed in the frequency and computation of payments for assessment services for subsequent years.

8. The City Assessor will remit quarterly billings to the Municipality totaling twenty-five (25%) percent of the estimated annual bill, with the fourth payment making up the difference between the estimated and actual amount of parcels assessed. It is hereby agreed that a 1.65% monthly interest shall be charged after the billing date on the unpaid balances, if not paid within thirty (30) days of the billing date.

9. Notwithstanding Section 1 above, the City Assessor and/or Municipality have the right to terminate the Agreement by providing twelve months written notice prior to the beginning of assessment work for the tax year. Such notice to terminate must be sent by certified mail to the other party at the address set forth above. For example, to terminate effective as of the assessment year 2020 assessment, the party must provide written notice of termination to the other party no later than February 15, 2018. Provided further, that this agreement may be terminated at any time by the St. Francis City Council on charges by the Minnesota Commissioner of Revenue on neglect of duty on the part of the City Assessor.

10. The relationship between the parties is that of an independent contractor. Nothing contained in this Agreement is intended to or should be construed as creating the relationship of copartners, employee/employer, or joint ventures between the Municipality and the City Assessor. No tenure or any rights or benefits, including Workers' Compensation, Unemployment Insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to Municipality employees will accrue to the City Assessors or employees of the City Assessors performing services under this Agreement. The

relationship between the parties is that of an independent Contractor, the Municipality having no control as to the details of the work nor over the hours or time devoted to said task to be accomplished, said concern of the Municipality being limited only to the results of said work and not the means by which it is accomplished.

11. The City Assessors agree they will defend, indemnify, and hold harmless the Municipality, its officers and employees, against any and all liability, loss, costs, damages, and expenses which the Municipality, its officers or employees, may hereafter sustain, incur, or be required to pay arising out of the City Assessors' performance or failure to adequately perform his obligations pursuant to this Agreement.

12. All data collected, created, received, maintained, or disseminated for any purposes by activates of the City Assessors because of this Agreement is governed by the Minnesota Government Data Practiced Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

13. Pursuant to Minnesota Statutes 16B.06 subd. 4, the City Assessor agrees that the Municipality, the State Auditor, the Minnesota Department of Revenue, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary will have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc, which are pertinent to the accounting practices and procedures of the City Assessors and involve transactions relating to this Agreement.

14. During the performance of this Agreement, the City Assessors agree that no person will, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance, criminal record, creed, national origin or sexual orientation be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

15. a) The City Assessors warrant and represent that they are currently licensed as assessors by the State of Minnesota. In the event said license is cancelled, revoked, suspended or expires during the term of the contract, the City Assessors agree to immediately inform the Municipality. The Municipality will pay only for serviced pursuant to such licensing requirements.

    b) The City Assessors will comply with all applicable federal and state statutes and regulations as well as local ordinances.

    c) Failure to meet the requirements of Paragraphs a) and b) above may be cause for cancellation of this Agreement effective the date of receipt of notice of cancelation, notwithstanding the provisions of Sections 1 and 9 above.

16. Any reports, studies, photographs, negatives, or other documents prepared by the City Assessor in the performance of his obligations under this Agreement will be the exclusive property of the Municipality, and all such materials will be remitted to the Municipality by the City Assessors upon completion, termination, or cancellation of this Agreement upon the request of the Municipality. The City Assessors

will not use, willingly allow, or cause to have such materials used for any purpose other than performance of the City Assessor's obligations under this Agreement without the prior written consent of the Municipality.

IN WITNESS THEROF, the Municipality and City Assessor have herby executed this agreement this _____ day of _____, 20_____.

CITY OF ST. FRANCIS

By: _____

Title:_____

Dated:_____

By: _____

Title:_____

Dated:_____

CITY ASSESSORS

By: _____

Title: Erik A. Skogquist, SAMA License #3121

Dated:_____

By: _____

Title: Mary Wells, CMA License #3561

Dated:_____

Hakanson Anderson

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763/427-5860 Fax: 763/427-0520
www.haa-inc.com

40 YEARS

MEMORANDUM

TO: **Joe Kohlmann, City Administrator**

FROM: **Shane Nelson, Assistant City Engineer**

DATE: **June 15, 2017**

RE: **Chapter 93 – Stormwater Management – Stormwater Pollution Prevention Ordinance**

Please find attached the proposed revisions to Chapter 93 of the City Code. The proposed revisions have been incorporated to satisfy the requirements of the state mandated MS4 Permit. In general, the updates include revisions to the permanent stormwater standards. The current ordinance requires infiltration of 0.5 inches of runoff from the impervious surface, while the proposed ordinance requires infiltration of 1 inch of runoff from the impervious surface (which is required by the state). Other state required provisions, such as infiltration restrictions and prohibitions, have been added as well.

The remaining revisions are not significant, however, are necessary for compliance with the City's MS4 permit.

CHAPTER 93

STORMWATER MANAGEMENT - STORMWATER POLLUTION PREVENTION

SECTION:

10-93-1: Purpose
10-93-2: Scope
10-93-3: Stormwater Pollution Prevention Plan for Small Sites
10-93-4: Stormwater Pollution Prevention Plan for Large Sites
10-93-5: Minimum Stormwater Pollution Prevention Measures and Related Items for All Sites.
10-93-6: Permanent Stormwater Pollution Controls.
10-93-7: Review
10-93-8: Modification of Plan
10-93-9: Financial Securities
10-93-10: Right of Entry and Inspection
10-93-11: Notification of Failure of the Stormwater Pollution Prevention Plan:
10-93-12: Illicit Discharge:
10-93-13: Enforcement
10-93-14: Abrogation and Greater Restrictions
10-93-15: Severability

10-93-1: PURPOSE: The purpose of this chapter is to control or eliminate stormwater pollution along with soil erosion and sedimentation within the City. It establishes standards and specifications for conservation practices and planning services, which minimize stormwater pollution, soil erosion, and sedimentation.

10-93-2: SCOPE: Except where a variance is granted, any person, firm, sole proprietorship, partnership, corporation, state agency, or political subdivision proposing a land disturbance activity within the City shall submit to the City, for approval, a Stormwater Pollution Prevention Plan, as required by this ordinance. No land shall be disturbed until the plan is approved by the City and conforms to the standards set forth herein.

10-93-3: STORMWATER POLLUTION PREVENTION PLAN FOR SMALL SITES: Every applicant for a building permit with more than twenty thousand (20,000) square feet but less than 1.0 acres of land disturbance, subdivision approval, or a permit to allow for excavation, filling, grading, or other such activity shall submit a Stormwater Pollution Prevention Plan to the City Engineer for review and approval. Sites that disturb less than 1.0 acre but are part of a larger development or connected action disturbing a cumulative 1.0 or more acres shall meet all the requirements of 10-93-4 STORMWATER POLLUTION PREVENTIONPLAN FOR LARGE SITES.

A. **Control Runoff.** Small Sites shall be designed to control runoff rate so as to not cause downstream flooding or erosion.

B. **Minimize Erosion.** Small Site Stormwater Pollution Prevention Plans shall be designed to minimize erosion and to contain sediment from exiting the site.

C. **Approval.** No building permit, subdivision approval, or permit to allow land disturbing activities shall be issued until the City approves this plan.

10-93-4: STORMWATER POLLUTION PREVENTION PLAN FOR LARGE SITES: In addition to meeting the requirements for Stormwater Pollution Prevention Plans for Small Sites, Large Site Stormwater Pollution Prevention Plans shall meet or exceed the following criteria:

A. **Minnesota NPDES/SDS Construction Stormwater General Permit MN R100001 (Construction Stormwater Permit).** Designed and implemented to meet or exceed the requirements of the Construction Stormwater Permit.

B. **General Policy on Stormwater Runoff Rates and Water Quality for Large Sites.**

1. For new development ~~release~~ stormwater runoff rates, volume, total suspended solids, and total phosphorus from the site ~~on an annual average basis~~ shall not increase over the predevelopment ~~24-hour 2-year, 10-year and 100-year peak storm discharge~~ values, based on the last 10-years of how that land was used. Also accelerated channel erosion must not occur as a result of the proposed activity.

   a. Stormwater peak discharge rates shall not increase for the 24 hour, 2-year, 10-year, and 100-year storm events.
   b. Volume, total suspended solids, and total phosphorous may not increase on an average annual basis.
   ~~.~~c. An instantaneous stormwater volume calculated as one inch of runoff from the new impervious surface shall be retained on-site.

2. For redevelopment ~~there shall be a net reduction on an annual average basis for release rates~~stormwater runoff rates, volume, total suspended solids, and total phosphorus must be managed from the predevelopment ~~24-hour 2-year, 10-year and 100-year peak storm discharge~~ values, based on the last 10-years of how that land was used. Also accelerated channel erosion must not occur as a result of the proposed activity.

a. Stormwater peak discharge rates shall not increase for the 24 hour, 2-year, 10-year, and 100-year storm events.

b. Volume, total suspended solids, and total phosphorous must show a net reduction on an average annual basis.

c. An instantaneous stormwater volume calculated as one inch of runoff from the new impervious surface shall be retained on-site.

3. Infiltration prohibited. Infiltration shall be prohibited if one or more of the following circumstances are present:

a. The site is required to obtain a NPDES/SDS Industrial Stormwater Permit and the permit prohibits infiltration;

b. Where vehicle fueling and maintenance occur;

c. Less than three (3) feet of separation is present from the bottom of the infiltration practice to the elevation of the seasonally saturated soils or top of bedrock;

d. Where high levels of contaminants in the soil or groundwater will be mobilized by infiltrating stormwater.

4. Infiltration restricted. Higher engineering review shall be required when the infiltration device will be constructed in areas:

a. Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn R. 4720.5100, subp. 13;

b. Where soil infiltration rates are more than 8.3 inches per hour;

c. Other areas as determined by the City Engineer.

~~3.~~5. For projects where site constraints limit the ability to provide the required control practices within the project boundary; the project shall provide for downstream improvements for that portion that cannot be treated within the project boundaries. Such projects may include:

a. Linear projects where reasonable effort has been made to obtain sufficient right-of-way to install required control practices and said efforts have been unsuccessful;

b. Sites where infiltration is prohibited;

c. Other locations as determined by the City.

6. Sequencing. Projects that cannot fully meet the stormwater requirements of this section must demonstrate the site constraints through a sequencing analysis subject to review and approval of the City Engineer. Prior to consideration of off-site mitigation, the applicant must demonstrate on-site treatment to the maximum extent practicable given the site constraints.

~~4.~~7. Projects that have made reasonable effort but have been unable to fully meet volume, total suspended solids and total phosphorus requirements within the project limits may, upon authorization by the City, utilize the following methods to meet that portion not met onsite:

a. Provide treatment that yields the same benefits in an offsite location to the same receiving water that receives runoff from the project site. If this is not feasible then;

b. Provide treatment that yields the same benefits in an offsite location within the same Minnesota Department of Natural Resources catchment area as the project site. If this is not feasible then;

c. Provide treatment that yields the same benefits in an offsite location within an adjacent Minnesota Department of Natural Resources catchment area up-stream of the project site. If this is not feasible then;

d. Provide treatment that yields the same benefits at a site approved by the City.

e. Offsite mitigation authorized by the City shall be completed within 24-months of the beginning of construction on the permitted site.

~~5.~~8. Applicants shall provide documentation showing compliance with the rate and quality requirements of this ordinance. Acceptable documentation shall be:

a. For Rate and Volume: Calculations shall be by a methodology listed in the Minnesota Pollution Control Agency's publication, "The Minnesota Stormwater Manual" or other method approved by the City.

b. For total suspended solids and total phosphorus: Calculations shall be done using the Minimal Impact Design Standards (MIDS) Calculator available on the MPCA website, P8 or other

method approved by the City.

b.c. Prepared and certified by a Professional Engineer.

10-93-5: Minimum Stormwater Pollution Prevention Measures and Related Items for All Sites. These minimum control measures are required where bare soil is exposed for all sites.

A. **Easements.** If a stormwater management plan involves directing some or all of the site's runoff, the applicant or his designated representative shall obtain from adjacent property owners any necessary easements or other property interests concerning the flowing of such water. It shall be the responsibility of the applicant to obtain any necessary easements or other property interests to allow permanent access to the stormwater management facilities for inspection and maintenance purpose.

B. **Temporary Stockpiles.** Temporary stockpiling of fifty (50) or more cubic yards of excess soil on any lot or other vacant area will not be allowed without issuance of a grading permit for the earth moving activity in question.

1. For soil stockpiles greater than ten (10) cubic yards, the toe of the pile must be more than twenty-five (25) feet from a road, drainage channel or stormwater inlet. If left for more than seven (7) days, they must be stabilized with mulch, vegetation, tarps or other means. If left for less than seven (7) days, erosion from stockpiles must be controlled with silt fences or rock check dams.

2. If for any reason a soil stockpile of any size is located closer than twenty-five (25) feet from a road, drainage channel or stormwater inlet, and left for more than seven (7) days, it must be covered with tarps or controlled in some other manner.

C. **Mining Operations.** All sand, gravel or other mining operations taking place on the development site shall have any necessary authorization from the MPCA to discharge under the Minnesota National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) General Permit MNR050000 for Industrial Stormwater Multi-Sector (ISW) and all required Minnesota Department of Natural Resources permits.

D. **Sweeping.** Traveled surfaces including but not limited to streets, parking lots, sidewalks and trails must be cleaned and swept whenever tracking of sediments occurs but no later than the end of each business day. Establishment of a regular sweeping schedule is encouraged.

E. **Catch basins.** All newly installed and rehabilitated catch basins immediately prior to rivers, lakes, streams, or wetlands must be provided with a minimum three (3) foot sump area for collecting coarse-grained material or a permanent sedimentation pond between the outlet and such water bodies.

F. **City Inspections.** The applicant shall be responsible for all required erosion and sediment inspections required in the approved Stormwater Pollution Prevention Plan. The City may perform inspections ~~on a regular basis to ensure that erosion and sediment control measures are properly installed and maintained~~to ensure conformance with this section. The applicant and/or builder shall provide access to the site and address any deficiencies noted by the City to maintain proper erosion and sediment control at all sites within the timeframes noted in this ordinance and the Construction Stormwater Permit. In cases where cooperation is withheld, construction stop orders may be issued by the City, until erosion and sediment control measures are compliant with the Construction Stormwater Permit and this ordinance. Follow up erosion and sediment control/grading inspections must then be scheduled and passed before the construction stop order is lifted or any other inspections will be done.

G. **Inspection and Maintenance.** All stormwater pollution control management facilities must be designed to minimize the need of maintenance, to provide easy vehicle and personnel access for maintenance purposes, and be structurally sound. The City or its designated representative shall inspect all stormwater management facilities during construction and during the first year of operation.

H. **Private Facilities.** Where private facilities are allowed by the City Council the applicant must provide as part of the design a plan of operation and maintenance. The plan must indicate the responsible party or parties charged with the long term maintenance, repair, or replacement of the facilities. The plan shall also include information on the intended final ownership of the properties containing such facilities and the means by which inspection, maintenance, repair, or replacement when necessary shall be funded and accomplished and the party that will be responsible for the operation and maintenance. The details shall be included in an agreement that shall be recorded against the property being developed. In addition, the agreement shall provide for:

1. Access in perpetuity for inspection of the facilities by the City.

2. Access in perpetuity for maintenance of the facilities should the City find that storm water facility maintenance is required and upon written notice the property owners fail to take corrective action with the cost of such maintenance to be paid by the property owner.

3. If upon inspection, the City finds that any private stormwater management facilities require maintenance, repair, or replacement, but such deficiencies do not create a critical or imminent threat to adjacent properties, the environment, or other stormwater facilities; the party or

parties responsible for the continued operation of the facilities shall be given written notice of the findings.

4. If upon inspection, the City finds that any private stormwater water management facilities require maintenance, repair, or replacement and such deficiencies create a critical or imminent threat to adjacent properties, the environment, or other stormwater facilities, the City may take immediate corrective action and charge the costs to the properties identified in the agreement as benefiting from the private stormwater facilities. The City Council shall, by appropriate resolution, assess the costs including appropriate administrative fees against said properties, and certify the same to the County Assessor of Anoka County, Minnesota.

10-93-6: Permanent Stormwater Pollution Controls.

A. **Stormwater Fees.** The applicant shall install or construct, and pay all appropriate City Stormwater Fees for all stormwater management facilities necessary to manage increased runoff, so that the proposed stormwater runoff rates and water quality meet the criteria in this ordinance.

B. **Maintenance of Existing Facilities.** Maintenance of existing permanent pollution controls that do not have adequate capacity to meet the runoff and water quality criteria of this ordinance shall not be accepted in lieu of new or retrofit permanent stormwater pollution controls.

C. **Community Stormwater Management Facilities.** The applicant shall also make an in-kind or monetary contribution to the development and maintenance of community stormwater management facilities designed to serve multiple land disturbing and development activities undertaken by one or more persons, including the applicant.

D. **Calculations.** All calculations and information used in the design shall be submitted along with the Stormwater Pollution Prevention Plan for the review and approval of the City Engineer.

E. **Minimum Design Standards for all Stormwater Facilities.**

1. At a minimum these facilities must conform to the most current technology as reflected in the current version of the Minnesota Pollution Control Agency's publication, "The Minnesota Stormwater Manual" and the Construction Stormwater Permit, and the Upper Rum River Watershed Management Organization's Watershed Management Plan including all amendments.

2. Major stormwater facilities (i.e., ponds, pond outlet systems, and major conveyance systems) shall be designed for a return period of one hundred (100) years.

3. All minor drainage systems (i.e., piped collection systems and minor conveyance systems) shall be designed for a return period of ten (10) years.

4. Minimum building (low floor) elevations shall be above in-situ, designed or designated ~~flood levels~~ water levels. The lowest building floor elevation shall be ~~one (1) foot above the 100-year flood level or one (1) foot above the pond EOF~~three (3) feet above mottled soils or highest known or anticipated water table, whichever is higher. ~~The 100-year flood level shall be the highest 100-year level resulting from a single event analysis; the 100-year 24-hour rainfall event, 10-day snowmelt event; a multiple day runoff event analysis, or the critical event analysis.~~ The City Engineer may allow deviation from these separations if the applicant submits evidence certified by a Licensed Geotechnical Engineer that a lesser separation can be achieved. Certification by a Licensed Geotechnical Engineer shall include field monitoring of the groundwater with piezometers to establish the highest anticipated ground water elevation.

5. Minimum opening elevations shall be above designed or designated flood levels. The minimum building opening elevation shall be one and a half (1.5) ~~foot~~ feet above the 100-year flood level or ~~pond EOF~~emergency overflow elevation. The 100-year flood level shall be the highest 100-year level resulting from a single event analysis; the 100-year, 10-day snowmelt event; a multiple day runoff event analysis, or the critical event analysis.

6. Landlocked runoff basins shall be sized to handle back-to-back 100-year SCS twenty-four (24) hour rainfall events, the ten (10) inch SCS twenty-four (24) hour rainfall event or the 100-year, 10- day snowmelt snow melt event, whichever produces the higher peak pond elevation (Landlocked ~~HWL~~high water level). The lowest building floor elevation around landlocked basins shall be two (2) feet above the Landlocked ~~HWL~~high water level.

7. Emergency overflows or outlets to drainage systems shall be provided to any landlocked area if the available stormwater storage capacity is inadequate to prevent flooding of residences and if the available downstream conveyance system capacity is adequate to accept additional flow.

8. The area of a pond's HWL plus one (1) foot of freeboard shall be

contained entirely within an outlot that is owned by the City~~,~~ or within a drainage and utility easement~~, that is owned by the City~~.

10-93-7: REVIEW: The City Engineer shall review the Stormwater Pollution Prevention Plan.

A. **Permit Issued.** If the City determines that the Stormwater Pollution Prevention Plan meets the requirements of this ordinance, the City shall issue a permit valid for a specified period of time that authorizes the land disturbance activity contingent on the implementation and completion of the approved plan.

B. **Denial.** If the City determines that the Stormwater Pollution Prevention Plan does not meet the requirements of this ordinance, the City shall not issue a permit for the land disturbance activity. All land use and building permits must be suspended until the applicant has an approved Stormwater Pollution Prevention Plan.

10-93-8: MODIFICATION OF PLAN: An approved Stormwater Pollution Prevention Plan may be modified upon submission of a written application for modification to the City, and after written approval by the City Engineer. In reviewing such an application, the City Engineer may require additional reports and data.

10-93-9: FINANCIAL SECURITIES: The applicant shall provide security for the performance of the work described and delineated on the approved grading plan involving the Stormwater Pollution Prevention Plan related remedial work in an amount of $2,000 per gross acre or $750 for each single or twin family home, whichever is greater. This security must be available prior to commencing the project. The form of the securities must be;

A. **Currency.** The first $10,000 (in U.S. currency) or fifteen (15) percent, whichever is greater, of this financial security must be by cash deposit to the City.

B. **Deposit.** Deposit, either with the City, a responsible escrow agent, or trust company, at the option of the City, money, negotiable bonds of the kind approved for securing deposits of public money or other instruments of credit from one or more financial institutions, subject to regulation by the state and federal government wherein said financial institution pledges that the funds are on deposit and guaranteed for payment. The type of security must be of a type acceptable to the City.

C. **Financial Security.** The City may request a greater financial security, if the City considers that the development site is especially prone to erosion or the

resource to be protected is especially valuable.

D. **Maintaining the Financial Security.** If at any time during the course of the work the security falls below fifty (50) percent of the required deposit, the applicant shall make another deposit in the amount necessary to restore the cash deposit to the required amount.

1. If the applicant does not bring the financial security back up to the required amount within seven (7) days after notification by the City that the amount has fallen below fifty (50) percent of the required amount the City may:

   a. Withhold the scheduling of inspections and/or the issuance of a Certificate of Occupancy.

   b. Revoke any permit issued by the City to the applicant for the site in question or any other of the applicant's sites within the City's jurisdiction.

E. **Proportional Reduction of the Financial Security.** When more than half of the development's exposed soil area achieves final stabilization, the City may reduce the total required amount of the financial security by half, if recommended by the City Engineer.

F. **Action Against the Financial Security.** The City may act against the financial security if any of the conditions listed below exist. The City shall use funds from this security to finance remedial work undertaken by the City, a private contractor hired by the City, or to reimburse the City for all direct costs incurred in the process of remedial work including, but not limited to, staff time, consultant time, and attorney's fees.

1. The applicant ceases land disturbing activities and/or filling and abandons the work site prior to completion of final stabilization.

2. The applicant fails to conform to the grading plan and/or the Stormwater Pollution Prevention Plan as approved by the City.

3. The permanent stormwater control measures required by this ordinance fail within one year of site final stabilization.

4. The applicant fails to reimburse the City for corrective action taken under this ordinance.

A. **Returning the Financial Security.** Any unspent amount of the financial security deposited with the City for faithful performance of the Stormwater Pollution Prevention Plan and any Stormwater Pollution Prevention Plan

related remedial work ~~must~~ may be released one full year after the completion of the installation of all stormwater pollution control measures as shown on the grading and/or Stormwater Pollution Prevention Plan and establishment of final stabilization.

10-93-10: RIGHT OF ENTRY AND INSPECTION:

A. **Powers.** The permitee shall allow the City and their authorized representatives, upon presentation of credentials to:

1. Enter upon the permitted site for the purpose of obtaining information, examination of records, conducting investigations or surveys.

2. Bring such equipment upon the permitted development as is necessary to conduct such surveys and investigations.

3. Examine and copy any books, papers, records, or memoranda pertaining to activities or records to be kept under the terms and conditions of this permitted site.

4. Inspect the stormwater pollution control measures required as part of the Storm Water Pollution Prevention Plan.

5. Sample and monitor any items or activities pertaining to permits issued by the City.

10-93-11: NOTIFICATION OF FAILURE OF THE STORMWATER POLLUTION PREVENTION PLAN:

A. **Notification by the City.** The initial contact will be to the party or parties listed on the application and/or the Stormwater Pollution Prevention Plan. Forty-eight (48) hours after notification by the City or seventy-two (72) hours after the failure of erosion control measures, whichever is less, the City, at its discretion, may begin corrective work.

B. **Erosion Off-Site.** If erosion breaches the perimeter of the site, the applicant shall immediately develop a cleanup and restoration plan, obtain the right-of-entry from the adjoining property owner, and implement the cleanup and restoration plan within forty-eight (48) hours of obtaining the adjoining property owner's permission. In no case, unless written approval is received from the City, shall more than seven (7) calendar days lapse without corrective action being taken. If in the discretion of the City, the applicant does not repair the damage caused by erosion, the City may do the remedial work required and charge the cost to the applicant.

C. **Erosion into Streets, Wetlands or Water Bodies.** If eroded soils (including tracked soils from construction activities) enter or appear likely to enter streets, wetlands or other water bodies, prevention strategies, cleanup and repair must be immediate. The applicant shall provide all traffic control and flagging required to protect the traveling public during the cleanup operations.

D. **Failure to Do Corrective Work.** When an applicant fails to conform to any provision of this policy within the time stipulated, the City may take the following actions:

1. Withhold the scheduling of inspections and/or the issuance of a Certificate of Occupancy.

2. Revoke any permit issued by the City to the applicant for the site in question or any other of the applicant's sites within the City's jurisdiction.

3. Direct the correction of the deficiency by the City or by a separate contract. The issuance of a permit constitutes a right-of entry for the City or its contractor to enter upon the construction site for the purpose of correcting deficiencies in erosion control.

4. All costs incurred by the City in correcting stormwater pollution control deficiencies must be reimbursed by the applicant. If payment is not made within thirty (30) days after costs are incurred by the City, payment will be made from the applicant's financial securities as described in this ordinance.

5. If there is an insufficient financial amount, in the applicant's financial securities as described in this ordinance to cover the costs incurred by the City, then the City may assess the remaining amount against the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the City, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minnesota Statute 429.081 to challenge the amount or validity of assessment.

10-93-12: ILLICIT DISCHARGE: No person shall throw, deposit, place, leave, maintain, or keep nor permit to be thrown, placed, left, maintained or kept, any refuse, rubbish, garbage, or any other discarded or abandoned objects, articles, accumulations, or pollutants, in or upon any street, alley, sidewalk, storm drain, inlet, catch basin conduit or drainage structure, business place, or upon any public or private plot of land in the City, so that the same might enter a public water, except in containers, recycling bags, or other lawfully established waste disposal facility.

A. **Illegal Discharges.** No person shall cause any illegal discharge to enter the

municipal storm water system unless such discharge:

1. Consists of non-storm water that is authorized by an NPDES point source permit obtained from the MPCA; or

2. Is associated with firefighting activities.

B. **Good Housekeeping Provisions.** Any owner or occupant of property within the City shall comply with the following good housekeeping requirements:

1. No person shall leave, deposit, discharge, dump, or otherwise expose any chemical or septic waste in an area where discharge to streets or storm drainage system may occur. This section shall apply to both actual and potential discharges.

2. Runoff of water from residential property shall be minimized to the maximum extent practicable. Runoff of water from the washing down of paved areas in commercial or industrial property is prohibited unless necessary for health or safety purposes and not in violation of any other provisions in the City's codes.

C. **Storage of Materials, Machinery, and Equipment.** Objects, such as motor vehicle parts, containing grease, oil or other hazardous substances, and unsealed receptacles containing hazardous materials, shall not be stored in areas susceptible to runoff. Any machinery or equipment which is to be repaired or maintained in areas susceptible to runoff shall be placed in a confined area to contain leaks, spills, or discharges.

D. **Removal of Debris and Residue.** All motor vehicle parking lots located in areas susceptible to runoff shall be swept to remove debris. Such debris shall be collected and properly disposed. Fuel and chemical residue or other types of potentially harmful material, such as animal waste, garbage or batteries, which is located in an area susceptible to runoff, shall be removed as soon as possible and disposed of properly in accordance with all State and Local requirements.

10-93-13: ENFORCEMENT: The City is responsible for enforcement of this section.

A. The City has adopted ~~an~~ Enforcement Response Procedures (ERP) ~~Document that~~ that includes increasing penalties for Illicit Discharges of Pollutants. The ERP ~~Document~~ is hereby referenced as part of this ordinance.

B. Any person who has violated or continues to violate the provisions of this ordinance, may be subject to the enforcement actions outlined in this section

or may be restrained by injunction or otherwise abated in a manner provided by law.

C. In the event the violation constitutes an immediate danger to public health or public safety, the City is authorized to enter upon the subject private property, without giving prior notice, to take any and all measures necessary to abate the violation and/or restore the property. The City is authorized to seek costs of the abatement as outlined in this ordinance.

10-93-14: ABROGATION AND GREATER RESTRICTIONS: No part of this ordinance is intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.

10-93-15: SEVERABILITY: The provisions of this ordinance are severable, and if any provisions of this ordinance, or application of any provision of this ordinance to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this ordinance must not be affected thereby.

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

RESOLUTION 2017 - 34

RESOLUTION AUTHORIZING PUBLICATION OF ORDINANCE NO. 234, SECOND SERIES, BY TITLE AND SUMMARY

WHEREAS, the city council of the City of St. Francis has adopted Ordinance No. 234, Second Series, an ordinance to amend local regulations regarding Stormwater Management and Stormwater Pollution Prevention; and

WHEREAS, the ordinance is lengthy; and

WHEREAS, Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, that the City Clerk shall cause the following summary Ordinance No. 234 Second Series, be published in the official newspaper in lieu of the entire ordinance:

Public Notice

The City Council of the City of St. Francis has adopted Ordinance No. 234, Second Series, an ordinance amending local regulations of Stormwater Management and Stormwater Pollution Prevention. The amendments revise certain requirements pertaining to required stormwater management and erosion and sediment control during construction to be consistent with current Minnesota Pollution Control Agency requirements. The amendments also revise minimum standards for flood protection of structures and allow deviation from the required separation from lowest building floor elevation to mottled soil or highest known groundwater elevation if the applicant submits evidence from a licensed Geotechnical Engineer. The amendments also contain a new illicit discharge section, which prohibits illegal discharge of rubbish, garbage and other pollutants from entering the municipal storm water system.

The full ordinance text is available for inspection at City Hall during regular business hours, and will be emailed or sent to any party upon request.

_____
Mayor Steven D. Feldman

BE IT FURTHER RESOLVED by the City Council of the City of St. Francis that the City Clerk keep a copy of the ordinance at city hall for public inspection, and that a full copy of the ordinance be posted in a public place within the city.

Adopted this ____ day of _____, 2017 by the City of St. Francis City Council with voting as follows:

Mayor Steve Feldman: _____

Rich Skordahl:_____

Robert Bauer: _____

Jerry Tveit: _____

Joe Muehlbauer: _____

_____
Mayor Steven D. Feldman

ATTEST:

_____
Barbara I. Held, City Clerk

(SEAL)

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9 E

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Rate Study**

DATE: 10/12/2017

OVERVIEW:

Attached is a proposal from Abdo, Eick & Meyers LLP for a Water and Sanitary Sewer Rate. The city has the final loan amount for the Wastewater Treatment Plant and now is a good time to look at our current rates to see if they are covering the costs for running the Water and Sewer Funds. One thing that Abdo will be looking at are the rate tiers the city has in effect now and what we should possibly change them. This may give some relief to low end users. This study will be completed over the next several months and then brought back to Council for their input on how the rates will be adjusted.

ACTION TO BE CONSIDERED:

Approve the proposal from Abdo, Eick & Meyers LLP at a cost of $12,000.00

BUDGET IMPLICATION:

This will be paid by the Water and Sewer Funds.

Attachments:

- Proposal for Water and Sanitary Sewer Rate Study

Proposal for Water and Sanitary Sewer Rate Study

City of St. Francis

St. Francis, Minnesota

Submitted
October 4, 2017

ABDO, EICK & MEYERS, LLP
Certified Public Accountants& Consultants

Grandview Square
5201 Eden Avenue, Suite 250
Edina, Minnesota 55436
952.835.9090

Contact Person
Andrew K. Berg, CPA
952.715.3003
andrew.berg@aemcpas.com

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

People + Process. Going Beyond the Numbers

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A Schedule of Professional Fees and Expenses
B Sample Statements and Charts

ABDO
EICK &
MEYERS LLP
Certified Public Accountants & Consultants

October 4, 2017

Darcy Mulvihill, Finance Director
City of St. Francis
23340 Cree St NW
St. Francis, Minnesota 55070

Dear Darcy:

Thank you for the opportunity to submit this proposal to the City of St. Francis (the City) for a water and sanitary sewer rate study. Based on our experience with cities, we confident that Abdo, Eick & Meyers, LLP (the Firm) would be a great fit, and we would develop a beneficial working relationship. The attached proposal will demonstrate to you that our firm will be a great service provider for your City.

Our success has been driven by utilizing staff that is experienced and well trained in governmental operations. The Firm recognizes that its most important product is prompt and effective service of the highest quality. The quality of our service allows us an opportunity to be an integral part of your finance team. We know that communication, expertise and education are important factors in the City's relationship with a service provider. We have addressed each factor as follows:

Communication - A component of our mission statement is a philosophy that we will assist clients in reaching their maximum potential by open communications and teamwork. This means we will do the following for you:

- Present a detailed work plan identifying key milestones.
- Use of portal technology to share and collaborate documents.
- Return phone calls and emails promptly.
- Respond to phone calls and routine questions without additional charge.

Expertise and Experience of our Team - We believe that our experience with government entities in Minnesota is greater than any other CPA firm.

- We have performed rate studies for over 15 Cities.
- We audit over 200 units of government in the state of Minnesota.
- Our dedicated staff members devote 90 percent of their time to government services.
- In total, we spend over 64,000 hours annually serving governments similar to yours.

Education and Resources - The Firm is committed to providing a team environment that fosters growth and development through continuous training and learning. The following demonstrates our commitment to professional training:

- We have lead seminars for MnGFOA, MASBO, and several other trade groups that serve governments.
- We have a full-time Learning Director who mentors staff and ensures they receive customized training for governments. This position is staffed by a training professional and not an accountant designated as a trainer.
- We have assisted many cities in successfully preparing and applying for the GFOA's Certificate of Achievement for Excellence in Financial Reporting program.

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

Our Approach - Our approach is heavily dependent on technology and communication.

- We have had a completely paperless audit process since 2003 for 100 percent of our clients.
- As mentioned above, we use portal technology to share documents. We are one of the first firms to implement this process.

We look forward to meeting with you to discuss our proposal, and appreciate this opportunity to present our Firm for your consideration. This information is an irrevocable offer to perform audit services for the 90 day period from the date of this letter.

Sincerely,

Abdo, Eick & Meyers, LLP
Certified Public Accountants & Consultants

Andrew K. Berg, CPA
Governmental Services Partner

Welcome to ABDO, EICK & MEYERS, LLP

"The investments into our People and Process make a difference for you, our valued client. We focus on the challenges and needs that are relevant to your business or government agency. This allows us to be thoughtful in our approach in providing you with the best solutions, and leaves you assured in the value of our deliverable."

Steve McDonald - Managing Partner

People + Process®
Going Beyond the Numbers

People

Hire
We focus recruiting efforts on Minnesota state colleges and universities. Innovative recruiting strategies, including a strong social media presence, allow us to attract top talent.

Train
We've invested in a state-of-the-art, on-site training facility and a full-time Learning Director to ensure our team is prepared to exceed your expectations.

Reward
We focus on client results and reward our team based on specific goals, not hours billed.

Process

Listen
Our process begins with listening. We invest time to better understand your goals and challenges.

Engage
Active engagement with DFK International and domestic industry associations allows us to provide maximum value to your organization.

Deliver
Combing our internal expertise and technological resources with what we've learned about you allows us to deliver a solution that exceeds your expectations.

Going Beyond the Numbers

GOALS, OBJECTIVES AND WORK PLAN

The water and sanitary sewer rate study will be completed according to the following work plan and will accomplish the goals listed below. Example Illustrations of some of the below tasks are included in Appendix B.

- We will complete the following tasks:
    1. Assemble and review existing historical water and sewer system operating data. We will request specific information from city staff.
    2. Using historical information from prior audits and inflation assumptions, we will develop 5-year projection operating and maintenance costs. Including meter reading, billing, collection and administrative costs.
    3. Using historical information from prior audits and inflation assumptions, we will prepare estimates of principal and interest payment on bonds, interest income on invested funds.
    4. Estimate other revenue requirements for planned capital projects to be financed from operating revenue in the 5 year time period. We will request specific capital improvement plans from city staff to assist with the development of estimates.
    5. Using historical information from prior audits and the cities capital improvement plan, we will update depreciation schedules for current assets.
    6. Establish revenue requirements using a client utility bill and other information provided by staff.
    7. Determine adequacy of existing rates to generate the required revenue. We will make determinations using historical data and information provided by staff.
    8. Develop cash flow for the next 5-10 years based on operating revenue, bond proceeds and payments (current and future), connection charges taking into account growth in number of connections and return on invested funds.
    9. Develop a new water and sewer rate structure to meet short and long term cash needs. Prepare analysis of bill calculations based on usage along with numbers of customers.
    10. Develop a statement showing projected water usage, total operating revenue, total expenses including operating and maintenance costs, depreciation, department servicing, net income, etc. to test adequacy of new rates.
    11. Provide rate comparison to similar size cities. We will compile this information from other cities.

- We will complete the following tasks:
    1. Projections should be formatted in an Excel spreadsheet format,
    2. Provided to the City when completed and designed for updating in the future by City staff.
    3. Prepare a draft report.
    4. Review draft report with staff and progress meetings with staff to arrive at a recommendation.

- At a council meeting, we will present the final water and sewer report to the City Council.

FIRM QUALIFICATIONS AND EXPERIENCE

Abdo, Eick & Meyers, LLP (the Firm) has a professional staff of more than 160 in its Edina and Mankato offices. The two offices serve clients of all sizes and industries, but over 35 percent of our business is dedicated to serving the municipal industry. Our Firm's ability to serve you is evidenced by our significant governmental client base and the capabilities of our personnel. The following summarizes the type of governmental services we provide:

Governmental Client Base

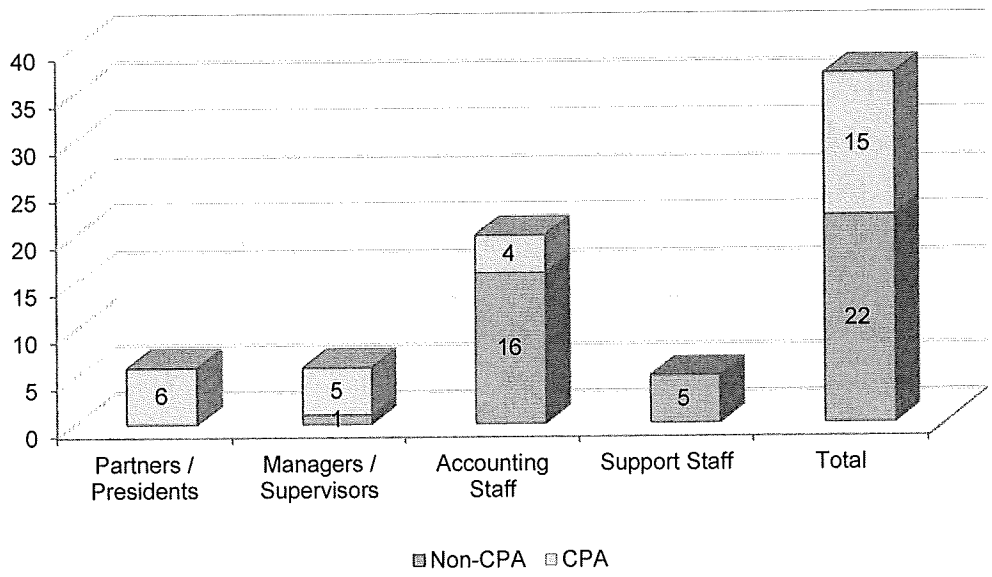
Our governmental client base is composed of cities, municipalities and other public entities. They are as follows:

- Utility rate studies for approximately 15 cities
- Long term planning for approximately 20 cities.
- Audit services for approximately 100 cities.
    - 20 municipal clients receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting.
- Finance director services for approximately 17 cities.
    - 3 municipal clients receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting.
- Audit services for approximately 63 fire relief organizations.
- Audit services for approximately 40 school districts and charter schools.
- Audit services for the State of Minnesota Public Employees Retirement Association, Office of the Legislative Auditor and the Minnesota House of Representatives.
- Audit services for EDA's and HRA's.

The rate study will be performed by our Edina office, including supervision and review. See the professional bios section for the specific staff that will complete the rate study.

Personnel

Our firm has committed a substantial component of our staff to governmental services. The following table shows the number of our professional staff dedicated governmental services by position within the firm.



Our substantial governmental client base and commitment of staff to governmental services has provided our firm with the competence to serve you professionally and efficiently.

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PARTNER AND STAFF QUALIFICATIONS AND EXPERIENCE

The Firm is committed to a continuing professional education program, which emphasizes the areas of expertise of each member of our professional staff. The Firm is required to comply with *Government Auditing Standards* for each professional practicing in the area of governmental accounting and auditing. We are committed to follow those standards, which result in quality audit services, including continuing education for all staff of forty hours each year. As required by *Government Auditing Standards*, all governmental audit staff receives the required continuing education in the area of governmental auditing and accounting. These policies are monitored internally, reviewed annually and certified periodically by independent Peer Review.

We maintain library facilities which include current professional literature and specific information for the industries that we serve. The Firm library is also reviewed as part of the external quality review program. The Firm has in-house training programs specific to our governmental clients. We also perform auditing and accounting updates for our clients that are organized by our staff. These practices ensure the quality of our staff over the term of engagement.

Our staff participates in activities relating to government accounting and reporting issues through our membership and involvement with the following organizations:

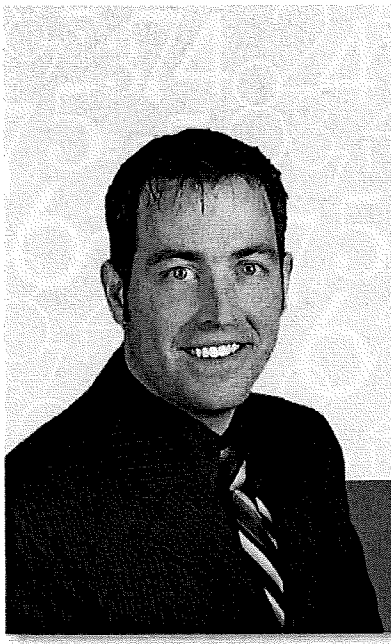
- Minnesota Society of CPA's Governmental Accounting and Auditing Committee
- Minnesota Government Finance Officers Association
- Minnesota Association of Small Cities
- Minnesota Municipal Clerks and Finance Officers Association
- Government Finance Officers Association (GFOA)
- Government Accounting Standards Board (GASB)
- League of Minnesota Cities
- Minnesota Association of School Business Officials (MASBO)

Through our participation in these organizations, and continuing education provided by them, the Firm continues to stay abreast of all current governmental accounting and reporting issues.

We recognize that our most important product is prompt and effective service. We believe the City should work with its CPA firm throughout the entire year. We are available at any time throughout the year to provide any assistance you may need.

Listed on the following pages are the staff members that will be assigned to your complete the cities rate study. As mentioned previously, our staff members have considerable governmental audit experience. This gives us a pool to draw on in addition to the group listed.

We believe Abdo, Eick & Meyers, LLP is an excellent choice as your City's utility rate consultant.



Andrew Berg, CPA

Mr. Berg joined the Firm in 1994 after graduating Cum Laude from Gustavus Adolphus College and is registered and licensed to practice as a CPA in Minnesota. His work includes municipal, school district, not-for-profit including audits regulated under Uniform Guidance.

When not working, Andy enjoys spending time with his family and participating in outdoor activities.

Governmental Services Partner

Direct line 952.715.3003
andrew.berg@aemcpas.com

Qualifications

- 23 years of experience auditing local governments in Minnesota
- Over 95 percent of billable time relates to governmental clients
- Participates on the special review committee for the Government Finance Officers Association (GFOA). This committee reviews reports for acceptance into the Certificate of Achievement of Excellence in Financial Reporting program
- MN GFOA presenter on GASB Update and CAFR review
- Experienced in Municipal Government Long Term Financial Plans
- MNCPA City Report Review Committee

Professional Memberships

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants
- Minnesota Government Finance Officers Association
- Minnesota Association of School Business Officials
- Government Finance Officers Association

Education

- Bachelor of Science in Accounting, Gustavus Adolphus College
- Continuing professional education as required by AICPA and Government Accountability Office

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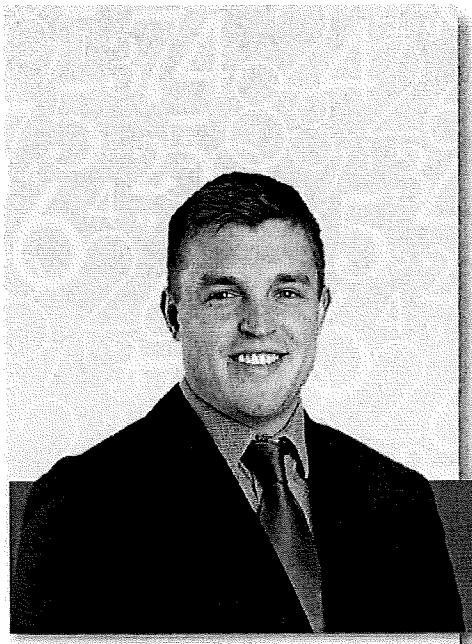

Justin Nilson, CPA

Mr. Nilson joined the Firm in 2012 after graduating with an accounting degree from St. John's University. His work experience includes assisting in the audits of several municipal, school district and Single Audits.

In his free time Justin enjoys being active with sports and recreation as well as spending time with friends and family.

Audit Manager

Direct line 952.715.3011
justin.nilson@aemcpas.com

Qualifications

- 6 years of experience auditing local governments in Minnesota
- Over 90 percent of billable time relates to governmental clients
- Experienced in Municipal Government Long Term Financial Plans
- Experienced in models for various Municipal Government specific areas such as utility rate, tax levy, and debt analysis

Professional Memberships

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants
- Minnesota Government Finance Officers Association

Education

- Bachelor of Arts in Accounting, Saint John's University
- Continuing professional education as required by AICPA and Government Accountability Office

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Certified Public Accountants & Consultants

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PARTNER AND STAFF QUALIFICATIONS AND EXPERIENCE - CONTINUED

Our pool of staff members who mainly serve governments are listed below:

Managing Partner

Steve McDonald - 27 years of experience

Audit Partners

Kyle Meyers - 36 years of experience
Andrew Berg - 23 years of experience
Tom Olinger - 23 years of experience
Brad Falteysek - 20 years of experience

President

Jean McGann - 26 years of experience

Managers

Gayle Bauman - 19 years of experience
Victoria Holthaus - 12 years of experience
Erin Enstad - 7 years of experience
Bonnie Schwieger - 6 years of experience
Justin Nilson - 6 years of experience
Layne Kockelman - 6 years of experience

Accountants

Mary Chamberlain - 13 years of experience
Sam Magureanu - 5 years of experience
Sheila Jungwirth - 4 years of experience
Zach Doud - 4 years of experience
Kendra Perpich - 4 years of experience
Chad Hess - 3 years of experience
Andrea Worcester - 3 years of experience
Greta Pudas - 2 years of experience
Liz Lindrud - 2 years of experience
Zach Valentin - 1 year of experience
Zach Hecksel-Schauer - 1 year of experience
Tyler See - hired January 2017
Tia Johnson - hired January 2017
Christine Awich - hired May 2017
Miranda Wynkoop - hired September 2017
Ashley Feldewerd - hired September 2017
Regina Kim Aufderheide - hired October 2017
Yassine El Medkouri - hired October 2017

Similar Engagements with Other Governmental Entities

We have long-term relationships with many cities in Minnesota. Our clients listed below would be a good representation of clients for whom we have prepared utility rate studies.

City of Belle Plaine

Dawn Meyer | 952.873.5553

City of Albert Lea

Chad Adams | 507.377.4330

City of Becker

Greg Pruszinske | 763.261.4302

City of Dayton

Tina Goodroad | 763.427.4589

City of New Hope

Kirk McDonald | 207763.531.5112

Appendix A

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

City of St. Francis
St. Francis, Minnesota
Fees and Expenses for the
Water and Sanitary Sewer Rate Study

Summary Schedule
Amount
$ 12,000

As a partner of Abdo, Eick & Meyers, LLP, I certify that I am empowered to submit this bid and authorized to sign a contract with City of St. Francis located in St. Francis, Minnesota.

Andrew K. Berg, CPA
Abdo, Eick & Meyers, LLP

October 4, 2017
Date

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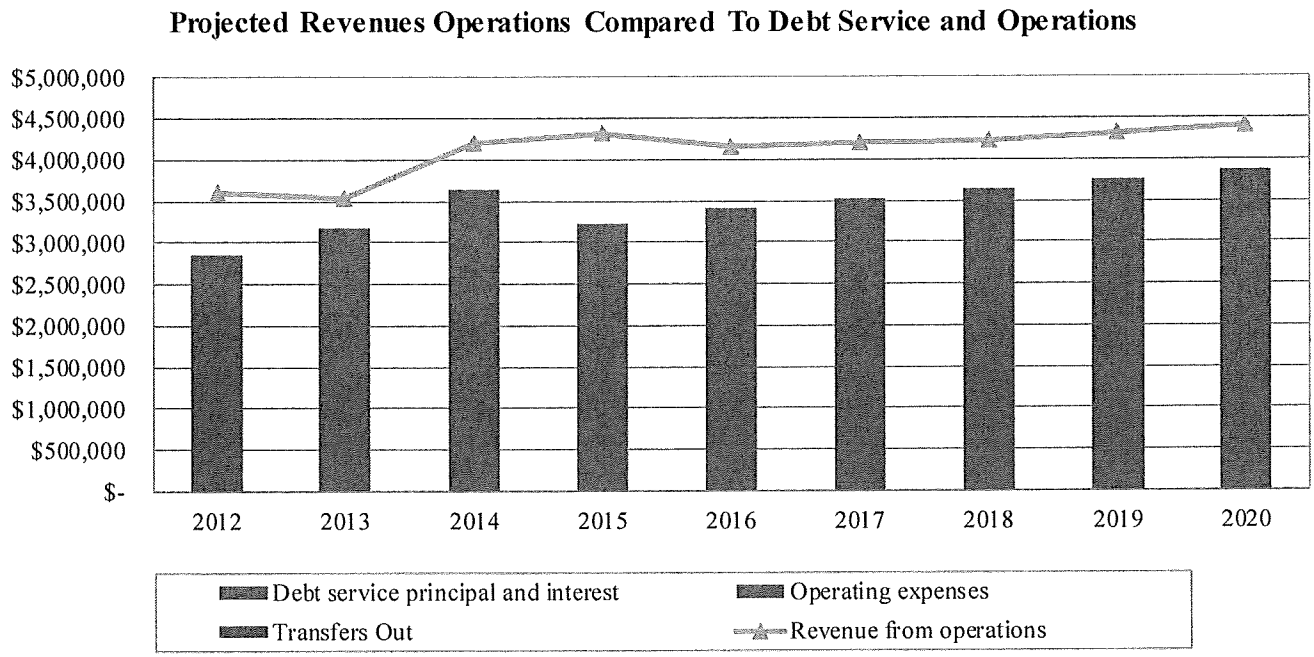
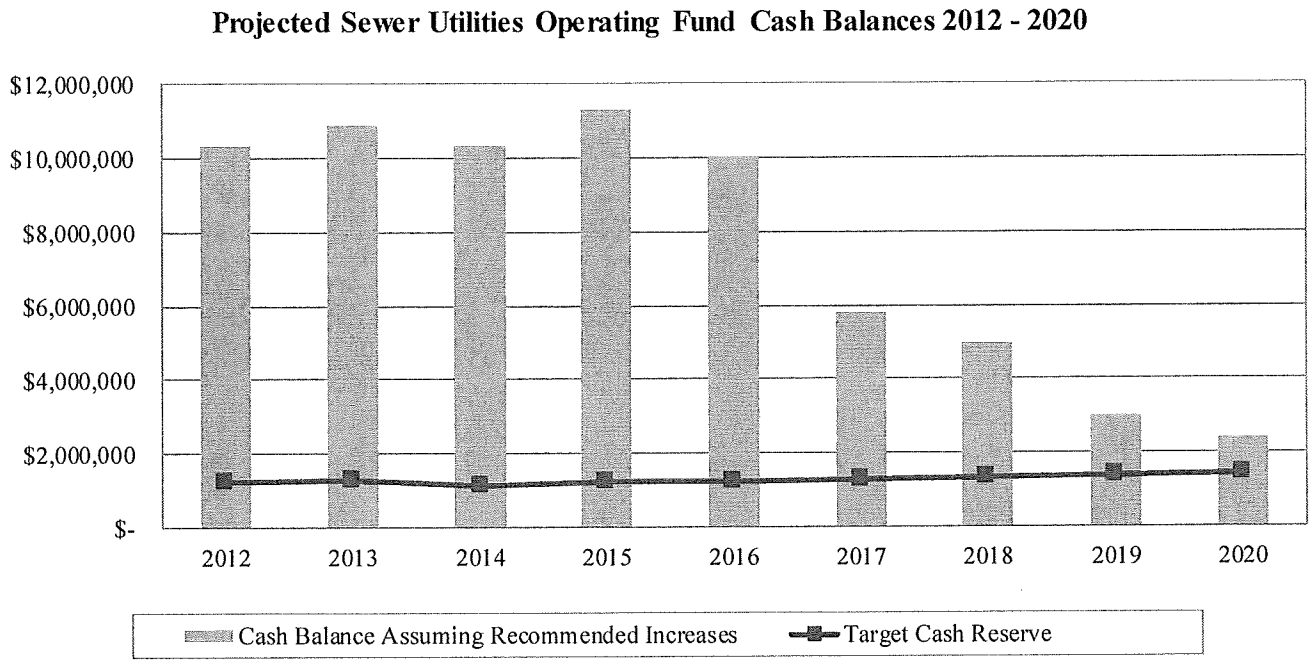
Appendix B

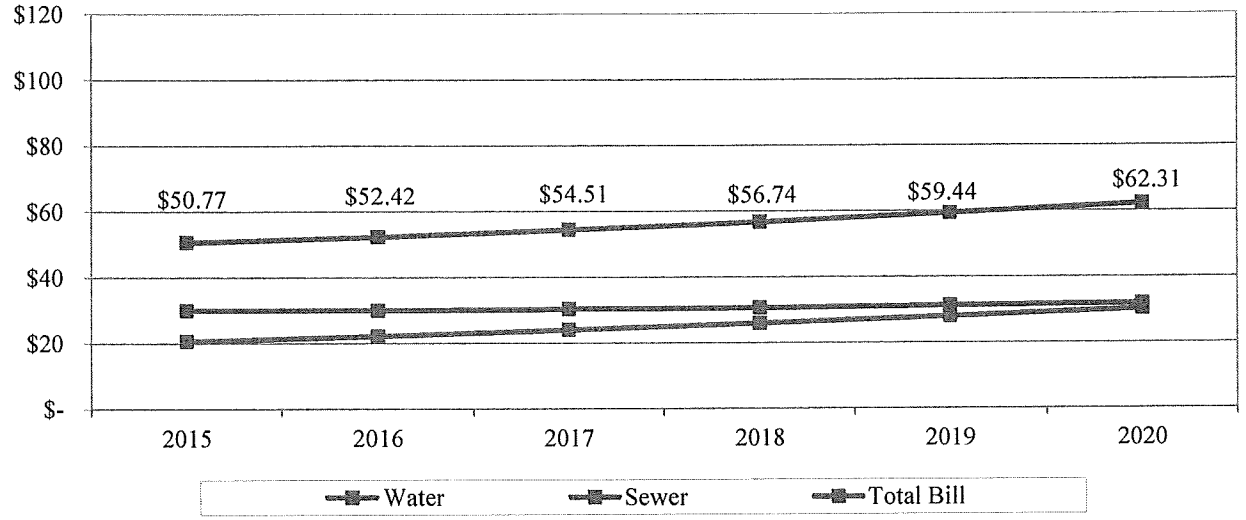
SAMPLE STATEMENTS AND CHARTS



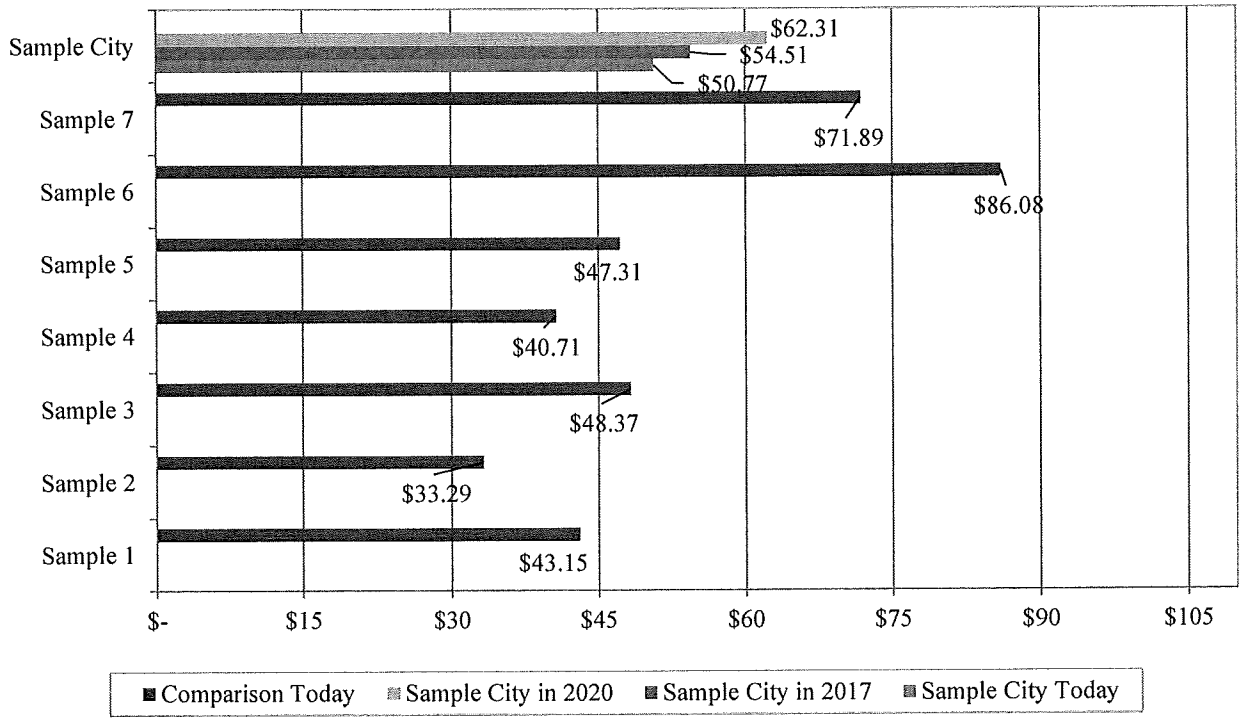


SAMPLE STATEMENTS AND CHARTS - CONTINUED

Projected Total Residential Monthly Utility Bill Under Recommendations (Average 4,000 Gallons)



Current Rates at Average Monthly Bill (4,000 Gallons)



SAMPLE STATEMENTS AND CHARTS - CONTINUED

CITY OF SAMPLE
CAPITAL EQUIPMENT PLAN - ENTERPRISE FUNDS
SCHEDULE OF PLANNED CAPITAL OUTLAY 2014 TO 2020

Fund	Item	Cost	2016 Estimated Amounts	2017 Estimated Amounts	2018 Estimated Amounts	2019 Estimated Amounts	2020 Estimated Amounts
Water	Mower W/S	$ 25,000	$ -	$ -	$ -	$ -	$ -
Water	Replace 1984 Chevy (T-6) PW & PU	20,000	-	-	20,000	-	-
Water	Replace box on pickup	20,000	-	-	-	-	-
Water	Shed	150,000	-	-	-	-	-
Sewer	Replace manholes		-	-	-	-	-
Sewer	Upgrade camera equipment	15,000	-	-	-	-	-
Sewer	Replace Jetter	175,000	-	-	-	-	-
Sewer	Replace Vac trailer	120,000	15,000	15,000	-	-	120,000
Sewer	Purchase/upgrade building	150,000	-	-	-	-	-
Sewer	Portable generator	27,000	-	-	-	-	-
Sewer	WWTP generator	70,000	-	-	-	70,000	-
Sewer	New camera	30,000	15,000	-	-	-	-
Sewer	Replace 1984 Chevy (T-6) PW & PU	20,000	-	-	20,000	-	-
Sewer	Replace box on pickup	20,000	-	-	-	-	-
Sewer	Pump trailer	30,000	-	-	-	-	-
		-	-	-	-	-	-
			$ 30,000	$ 15,000	$ 40,000	$ 70,000	$ 120,000

City of St. Francis

Water and Sewer Monthly Report – September 2017

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	20	Inspections
Water	Operational Hours	Hours spent at the facility.	50	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	20	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	20	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	**Water Treatment Report**			
		Total Finished Water	15,885	Million Gallons
		Total Raw Water	18.11	Million Gallons
		Average Daily Flow	.529	Million Gallons
		Average Chlorine	.37	Mg/l
		Average Raw Iron	1.12	Mg/l
		Average Raw Manganese	.09	Mg/l
		Average Fluoride	.75	Mg/l
		Iron Removal	99	%
		Manganese Removal	86	%
Wastewater	**Wastewater Treatment Report**			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent (32 Constituents); 8 Effluent (32 Constituents)	64	Constituents
Wastewater	Operational Hours	Hours spent at facility.	160	Hours

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Inspect Operations Building	Daily inspection of building.	20	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	20	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	120	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	30	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	2	pH Readings
Wastewater	Inspections	Inspect 10 lift stations daily and calculate pump runtimes.	200	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	9.36	Million Gallons
		Total Effluent	9.13	Million Gallons
		Influent TSS	180	Mg/l
	Limit: (30 mg/l)	Effluent TSS	2.7	Mg/l
	Limit: (85 %)	**TSS % Removal**	**99**	**% Removal**
		Influent CBOD	143	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	2.1	Mg/l
	Limit: (85 %)	**CBOD % Removal**	**99**	**% Removal**
		Influent Phosphorus	5	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	.54	Mg/l
		Phosphorus % Removal	**90**	**% Removal**
		Influent Ammonia Nitrogen	27	Mg/l
	Limit: (Seasonal) 1.4 mg/l	Effluent Ammonia Nitrogen	.16	Mg/l
		Ammonia Nitrogen % Removal	**99**	**% Removal**
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	53	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	2	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high water usage, no read list, and meter installs.	37	Work Orders
Water/Sewer	Monthly Projects			
WWTP	Continuing education conference	Credit hours for licenses	3 staff	1 day
WWTP	New facility organization	Air reels, shelving, racking	3 staff	50 hours

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Service leak at curb stop	Resident on Arrowhead St. had leaking curb stop	1 staff	3 hours to repair
PW/PD	Generator repair	Generator did not start, was repaired	5 hours	1 staff
City Staff	Hearing test, scba, and physicals	Yearly hearing test for all city staff. scba fit test and Physicals for Water/Sewer crew- (Chlorine)	30	test
Water	water tower wash out/ inspection	Every 2 years, the tower is drained, washed out and inspected. No deficiencies reported.	2 days	2 staff
WWTP	Punch list	Staff have been compiling punch list items for contractor	2 staff	30 hours
Water/Sewer	Interviews for new operator	Staff completed first rounds of interviews. Second round scheduled.	6	interviews

City of St. Francis

Streets and Parks Monthly Report – September 2017

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.	14	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	24.5	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	115	Inspections
Parks	Events	Preparation and Inspection	6	1 Wedding , 6 misc. 1 warming house
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	210	Acres
Streets	Signs	Signs Installed or Repaired	10	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	5	1 Streets 2 Parks 1 Sewer 1 Recycle
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	9	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	25	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	37	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Tons
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	4	

Parks	Trail Mowing	Mowing Along Walking Trails	59.2	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	4	
Streets	Ditch Mowing	Mowing Along Roadway	175.4	Miles

City of St. Francis

Building

Community Development Department

Building Report – September 30, 2017

Building Permit	Year to Date Number	Revenue $
Residential - new construction	56	$156,294
Residential – Other: plumbing, septic, mechanical	226	$47,793
Commercial – all types	14	$34,561
Value does not include WAC/SAC	154	$238,648

	Revenue - Year to Date
Water Connect, Water Meter, Sewer Connect Fees	$301,120

	Year to Date
Zoning Permits Includes review for temporary signs, driveways/parking pads, accessory structures under 200 sq. ft.	13

Number of Registered Vacant Buildings: 14

Number of Registered Rental Units: 150

Code Enforcement

	Year to Date
Administrative Notices created by a complaint	42
Citations Issued, number of households	8

- Administrative Hearing held on October 5th from a property owner disputing a citation for failure to obtain a rental license. Ruling was in favor of the City due to default. Property will receive a third administrative Citation and fine for the Administrative Hearing.
- Greatest number of complaints from; junk & debris in yard, multiple vehicles and semi parking on grass, failure to register for vacant/rental.

Highlights/Updates

- Comprehensive Plan Community Meeting, October 26, Dist. #15 Central Services, 6:30 pm