CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
DECEMBER 5, 2016
ISD #15 CENTRAL SERVICES CENTER
4115 Ambassador Blvd. NW
6:00 pm

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
   a. City Council Minutes –November 21, 2016
   b. Accept the resignation of Fire Fighter David Jorgenson
   c. Payment of Claims
5. Meeting Open to the Public - *Open Forum is an opportunity for citizens to sign up before the Council meeting and present an issue or concern to City Council. Each presentation should be limited to no more than three minutes unless City Council grants more time.*
6. Petitions, Requests, Applications:
   a. 2017 Proposed Budget Presentation
7. Ordinances & Resolution
   a. Resolution 2016-61: Certifying Taxes Payable in 2017
   b. Resolution 2016-62: Adopting a Budget for 2017
   c. Resolution 2016-63: License Renewals for 2017
   d. Resolution 2016-64: Declaring Surplus Property - Tablets
   e. Resolution 2016-65: Provide a Cost of Living Adjustment (COLA) for Wages of Non-Union City Employees for 2017
   f. Resolution 2016-66: 23611 Ambassador Blvd Abatement
   g. Resolution 2016-67: Cancelling Second Meeting in December
   h. Ordinance 226, Second Series: Setting the Fee Schedule for 2017 (Second Reading)
   i. Resolution 2016-69: A resolution Authorizing the summary Publication of Ordinance 226, Second Series Amending Section 2-9-1 of the City Code Regarding the Fee Schedule for the City of St. Francis
8. Reports of Consultants & Staff Members
   a. Engineer:
   b. Attorney:
   c Staff:
      Comm. Economic Development: Senior/Assisted Housing Tax Increment Financing Request
         a. Resolution 2016-68 – To Call for a Public Hearing
         b. Enter into a Financial Planning Agreement
      Finance: 2015 GFOA Certificate of Achievement for Excellence in Financial Reporting
      Fire: a. Fire Calls Report
         b. Succession Plan Update
      Police:
      Public Works:
      City Administrator: Police Chief Position
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

<u>Calendar of Events</u>

Dec 7:	Tree Lighting in Community Park 6-7 pm
Dec 8:	Santa on the Fire Truck 6-9 pm in various neighborhoods (collecting food for area food shelves)
Dec 15:	Santa at the Police Department 5 – 7 pm
Dec 19:	City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Dec 26:	City Offices Closed for Christmas Holiday
Jan 2:	City Offices Closed for New Year's Day Holiday
Jan 3 (Tues)	City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm (Oath of Office)

TO: Mayor & City Council

MEMO

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – December 5th, 2016 Council Meeting

Agenda Items:

4. **Consent Agenda:**
   a. *City Council Minutes* – November 21st, 2016

   b. *Accept the resignation of Fire Fighter David Jorgenson* –

   c. *Payment of Claims* -

6. **Petitions, Requests, Applications:**
   a. 2017 Proposed Budget Presentation – allow public input on the budget after the presentation.

7. **Ordinances & Resolutions:**
   a. *Resolution 2016-61* – Certifying Taxes Payable in 2017 – 0% increase in taxes
   b. *Resolution 2016-62* – Adopting a Budget for 2017 – Budget located on the City's website under the finance department tab.
   c. *Resolution 2016-63* – License Renewals for 2017 – Liquor; Wine/Beer; Tobacco; Amusement; Refuse Haulers; Towing License; 3.2 On-sale. **The ponds is requesting a prorated license fee due to closing in November and reopening in April.** Consider this request as part of license approvals.
   d. *Resolution 2016-64* – Declaring Surplus Property- Tablets. The City is using a five year life of depreciation. Therefore, Councilmember McClish's iPad is fully depreciated. The other iPads were purchased with case on 1/16/14 for **$459.98**. Their three year depreciated value for the City to resell them would be **$183.99**. Councilmembers could purchase them back after January 1st if they'd like. Councilmember Skordahl will still be using his.
   e. *Resolution 2016-65* – Non-union city employees COLA adjustment – 3%.
   f. *Resolution 2016-66* – Abatement of Special Assessment for 23611 Ambassador Blvd. NW. The Council heard Keven Bachman's request last meeting and directed staff to prepare a resolution abating $7,925.
   g. *Resolution 2016-* Resolution Canceling the 12/19 Meeting. The City adopted the ability to cancel meetings by Resolution. It was discussed that the second meeting in December was the potential meeting to cancel due to the holidays. Aside from potentially appointing Sergeants (which can be done at the Special Meeting on December 12th), there appears to be little, if any, City business for that meeting.
   h. *Ordinance 226, Second Series*- Setting the Fee Schedule 2017 (Second Reading)

8. **Reports:**
   a. **Engineer:**
   b. **Attorney:**
   c. **Staff:**

Community Development: The City has received a T.I.F. Application from LeGen Companies for an up to 81 unit assisted living. The City is looking to set a Public Hearing date for this application on February 6, 2017. The City is also looking to enter into the attached agreement with Northland Securities to represent the City in handling this application.

1) **Resolution 2016-68** Setting Public Hearing Date
2) **Motion to enter into the attached agreement.**

Finance:

1) 2015 GFOA Certificate of Achievement for Financial Reporting.

Fire:

1) Fire Calls Report
2) Succession Plan Update

Bottle Shop

Police:

Public Works:

City Administrator:

1) Chief of Police Position

11. **Old Business:**

12. **New Business:**

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

CITY COUNCIL MINUTES

November 21, 2016

1. **Call to Order:** The regular City Council meeting was called to order by Mayor Steve Kane at 6:00 pm.

2. **Roll Call:** Present were Mayor Steve Kane, Council members Richard Orpen, Rich Skordahl and Tim Brown. Also present were City Engineer Jared Voge (Bolton & Menk, Inc.), City Attorney Scott Lepak (Barna, Guzy & Steffen), Fire Chief Matt Kohout, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Acting Police Chief Todd Schwieger, City Finance Director Darcy Mulvihill, Community Development Director Kate Thunstrom, City Administrator Joe Kohlmann, and City Clerk Barb Held.

3. **Adopt Agenda:** MOTION BY BROWN SECOND SKORDAHL TO ADOPT THE NOVEMBER 21, 2016 CITY COUNCIL AGENDA. Motion carried 4-0.

4. **Consent Agenda:** Mayor Kane would like the minutes of November 7th reflect that we have requested a face to face meeting with the governor and have not been granted one as of yet. MOTION BY ORPEN SECOND SKORDAHL TO APPROVE THE NOVEMBER 21, 2016, CITY COUNCIL CONSENT AGENDA A-I AS FOLLOWS:

a. City Council Minutes –November 7, 2016
b. Special City Council Minutes-Canvassing Election Results – November 14, 2016
c. Pay Request No. 16 for $599,194 to Gridor Construction, Inc. for the Wastewater Treatment Facility Improvements
d. 2017 PATROL Subscription Renewal
e. Acknowledge receipt of MN Lawful Gambling (Raffle) Application from MN Deer Hunters Assn. Rum River Chapter for December 13, 2016 at Beef O'Bradys of St. Francis
f. Acknowledge receipt of MN Lawful Gambling (Bingo) Application from St. Francis Lions December 17, 2016 at St. Francis American Legion
g. Metropolitan Council Local Planning Assistance Program – Grant Agreement
h. Amending Job Description for Police Records Clerk Position
i. Payment of Claims $931,545.12 (ACH #172-174 $121,152.49 and Check #71645-71734 $810,392.63) Motion carried 4-0.

5. **Meeting Open to the Public:** None.

6. **Petitions, Requests, Applications:**

a. **Keven Bachman: 23611 Ambassador Blvd. Assessment:** City Administrator Joe Kohlmann reported that Keven Bachman requested to appear before the city council. This is due to an assessment of $7,923 to the property in unpaid Administrative Fines, payable in 2016. All notices were sent to Dan Norenberg who lives at 23611 Ambassador Blvd NW. Through Keven Bachman's letter we found out that he is the owner on a contract for deed. Bachman is claiming that he as the owner and never received notices regarding the violations. According to the Anoka County Property received notices regarding the violations. According to the Anoka County Property Records it shows Dan Norenberg as the owner. Staff has noticed substantial improvements since Keven Bachman has been involved. Kohlmann said Mr. Backman would like to address the city council

Keven Backman, 20050 Westford Brook Drive, Nowthen stated I am the property owner on a contract for deed. I was never notified of the administrative penalties issued to 23611 Ambassador Blvd. I am responsible for the taxes. I have read the ordinance for St. Francis and I am the property owner with the deed for the property. I did have discussion with him (Dan Norenberg) once I received the notice and I believe it is in compliance. Being I was not notified I would like you to treat it as a first time notification. I suggest maybe tweaking your notification procedure. Kane said this did fall through some cracks. When Mr. Backman found out, he did clean up the property. Brown said the ordinance was not written to generate revenue. Skordahl said there needs to be a corrective action plan. Make sure we treat everyone fairly and that this doesn't happen again with a contract for deed. Orpen asked do you know the city's cost with this violation. Kohlmann said we could go back and quantify the amount of time spent on the property. Skordahl said I understand what Orpen is saying but we didn't get to the right person. Brown said let's go with the first citation and learn a lesson. Council directed staff to charge the property owner as if it was the first citation. A resolution will be brought to the next council meeting for authorizing the removal of the citations.

7. **Ordinances & Resolution:**

a. **Ordinance 225, Second Series: Authorizing the Conveyance of City Surplus Property to State of Minnesota PID 32-34-24-22-0002 (Second Reading):** MOTION BY BROWN SECOND ORPEN TO APPROVE THE SECOND READING OF ORDINANCE 225, SECOND SERIES AUTHORIZING THE CONVEYANCE OF CITY SURPLUS PROPERTY TO STATE OF MINNESOTA PID 32-34-24-22-0002. Roll Call: Ayes: Orpen, Skordahl, Brown, and Kane. Motion carried 4 -0.

b. **Ordinance 226, Second Series: Setting the Fee Schedule for 2017 (First Reading):** Orpen said it is about time that we increased the escrow amount. Even though the amount might be high make sure there are no surprises. Brown asked about $25 fee for a water softener installation. MOTION BY SKORDAHL SECOND BROWN TO APPROVE THE FIRST READING OF ORDINANCE 226, SECOND SERIES SETTING THE FEE SCHEDULE FOR 2017. Roll Call: Ayes: Brown, Skordahl, Orpen, and Kane. Nays: None. Motion carried 4-0.

c. **Resolution 2016-60: Declaring Police Recovered Property Surplus Property and Authorizing the Disposal of said Property:** MOTION BY SKORDAHL SECOND ORPEN TO ADOPT RESOLUTION 2016-60 A RESOLUTION DECLARING POLICE RECOVERED PROPERTY SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL OF SAID PROPERTY. Motion carried 4-0.

8. **Reports of Consultants & Staff Members:**

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Community Economic Development: Building and Administration Software: Thunstrom referenced her agenda report in regards to the implementation of

PermitWorks. Based on the City's needs, workflow and types of programs administered, PermitWorks was identified as the most effective program. This is a 2017 Budgeted item. MOTION BY ORPEN SECOND BROWN TO MOVE FORWARD AND ENTER INTO AN AGREEMENT WITH PERMITWORKS TO IMPLEMENT THE SOFTWARE PROGRAM MODULES FOR BUILDING AND ADMINISTRATION. Motion carried 4-0.

Police: 2017 Squad Car Purchase/Replacement: Acting Police Chief Todd Schwieger reported the State bid has opened for the 2017 Dodge Chargers and asked for authorization to place an order with Burnsville Dodge for two Dodge Chargers to be used as marked squad cars. The two new marked Chargers would replace the 2013 squad cars. The two vehicles are in the 2017 budget and the state bid price is approximately $24,751 for each vehicle from Burnsville Dodge who has the State bid. One of the vehicles would be a traded and the other vehicle would be kept as an unmarked squad car for the investigator. We were using a 2008 Dodge Caliber (a forfeiture vehicle) now for the investigator. This vehicle is not fit to be a vehicle to be used for police calls. By ordering them now, we are placed on a list and will not likely see the vehicles until March or April 2017. MOTION BY BROWN SECOND SKORDAHL TO AUTHORIZING THE POLICE DEPARTMENT TO ORDER TWO 2017 DODGE CHARGERS FROM BURNSVILLE DODGE OFF THE STATE BID. Motion carried 4-0.

Public Works: Operator Position Request: Public Works Director Paul Teicher is asking to create a new position to help with the more hours needed to operate the new mechanical activated sludge treatment plant. With the addition of the new facility more hours are associated with lab work, maintenance, quality control and sampling. Skordahl asked where does this position fit compared to the other water/waste operators. Teicher it is the same as the other water/wastewater operators. Orpen asked about the 40-60 additional hours, who makes up the additional hours, overtime or existing staff. Teicher said he would monitor the hours worked. Brown said I thought the plant is not supposed to open until the fall of 2017. Teicher said it is probably going to be closer to April 2017. Brown historically when we have a council switchover there seems to be a rush to hire an additional employee. I would like to wait until after the first of the year. Orpen asked have we looked at outsourcing running the plant? Teicher said the experience I have when talking with other cities that have been with an outside company running your assets have not always been favorable. I had initially wanted to bring in this position in 2016, it was in the budget. We waited for budget reasons and put this position in the 2017 budget. Hiring process does take some time and the person wouldn't start until after the first of the year. Teicher said I have not checked further in to privatization. The water/wastewater staff also back up the streets/parks department like snow plowing and other duties. Skordahl said if we do go out and change things and go about business a different way, we need to do some research. MOTION BY SKORDAHL SECOND ORPEN AUTHORIZING STAFF TO HIRE A WATER/WASTEWATER SYSTEMS OPERATIONS SPECIALIST. Brown said I am just asking to wait until staff could do some research like 30-45 days. Skordahl asked is that a reasonable time to hold off. Teicher said I know of two companies but they typically don't take care of hydrants, lift station, and water treatment plants. Orpen said I would like to keep it in-house and be ready to go when the plant starts up. I would like the council to move forward with the motion before us. Motion carried 3-1. Brown voting nay.

Monthly Report: Teicher gave a brief overview of the monthly report for the streets, parks, water and wastewater departments.
City Administrator: Sergeant Promotion Process: City Administrator Joe Kohlmann gave a brief history on past appointments in regards to the sergeant position(s). With the recent passing of Chief Rehling, staff is looking for approval to potentially appoint two sergeants and hire an additional patrol officer. MOTION BY ORPEN SECOND BROWN TO ACCEPT LETTERS OF INTEREST FOR THE SERGEANT POSITION(S) AND DECLARE A POLICE OFFICER VACANCY. Orpen asked do we still have the eligibility list for the police officer vacancy. Schwieger stated yes, we would look at the candidate list first. Motion carried 4-0.
City Council Vacancy: Staff published a vacancy notice according to City Charter, posted on website and in city hall. Next step is to set up a special meeting date to interview applicants. Skordahl so current councilmembers cannot apply for the appointment. Lepak stated yes, that is a state law. The consensus was to set a special council meeting for Monday, December 12, 2016 to interview council member applicants at city hall, 4:00 pm.

9. **Report from Councilmembers**: Brown said I do have research on the outsource companies. Brown mentioned different cities that currently use these companies.

10. **Report from Mayor**: **Non-Union Wage Discussion:** Kane reported he met with Non-union City staff representatives November 14, 2016. They typically get the same is the COLA as the unions. During discussion it was mentioned the union members get an additional 2% of their salaries into a health care savings account. So, that is why they are asking for a 3% cost of living increase. Orpen, Skordahl and Brown all felt it was a reasonable request. Staff will bring back a resolution at the next meeting.

Mayor Kane read aloud a Proclamation for Police Chief Jake Rehling, and was adopted unanimously.

11. **Old Business**: None.

12. **New Business**: Kane started with Brown finishing announcing the details for Saturday, November 26. The visitation for Chief Jake Rehling will begin at noon, procession through town at 1:00 pm and service to begin at 2:00 pm at the St. Francis High School. Brown said there is a fund/donation page set up for the family. He (Jake) loved this community. Take a moment and think of Jake this Thanksgiving. Kane asked for a moment of silence.

13. **Adjournment:** Mayor Kane adjourned the Regular City Council Meeting at 7:11 pm.

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Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4c

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

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

DATE: 12/01/2016

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $129,276.20 plus any additional bills that are handed out on Monday night.

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:

- 12-05-2016 Packet List

City of St. Francis

PAYMENT BATCH AP 12-05-16

ARTISAN BEER COMPANY

11/16/2016	3139945	E 609-49751-252	Beer For Resale	BEER	128.00
					$128.00

ASPEN MILLS

11/30/2016	190336	E 101-42210-437	Uniform Allowance	BADGE COVER	7.50
					$7.50

ASSURANT EMPLOYEE BENEFITS

11/11/1816	.1216	E 101-41400-130	Employer Paid Insurance	DECEMBER PREMIUM	252.32
11/11/1816	.1216	E 101-41500-130	Employer Paid Insurance	DECEMBER PREMIUM	75.67
11/11/1816	.1216	E 101-41910-130	Employer Paid Insurance	DECEMBER PREMIUM	69.49
11/11/1816	.1216	E 101-42110-130	Employer Paid Insurance	DECEMBER PREMIUM	629.65
11/11/1816	.1216	E 101-42400-130	Employer Paid Insurance	DECEMBER PREMIUM	116.44
11/11/1816	.1216	E 101-43100-130	Employer Paid Insurance	DECEMBER PREMIUM	180.26
11/11/1816	.1216	E 101-43210-130	Employer Paid Insurance	DECEMBER PREMIUM	40.06
11/11/1816	.1216	E 101-45200-130	Employer Paid Insurance	DECEMBER PREMIUM	180.26
11/11/1816	.1216	E 601-49440-130	Employer Paid Insurance	DECEMBER PREMIUM	58.87
11/11/1816	.1216	E 602-49490-130	Employer Paid Insurance	DECEMBER PREMIUM	58.86
11/11/1816	.1216	E 609-49750-130	Employer Paid Insurance	DECEMBER PREMIUM	124.65
					$1,786.53

BELLBOY CORPORATION

11/22/2016	56404600	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.50
11/22/2016	56404600	E 609-49751-251	Liquor For Resale	LIQUOR	1,722.00
11/22/2016	94956600	E 609-49750-210	Operating Supplies	OPERATING	87.44
11/22/2016	94956600	E 609-49751-206	Freight and Fuel Charges	FUEL	4.42
					$1,829.36

BREAKTHRU BEVERAGE

11/17/2016	1080556010	E 609-49751-206	Freight and Fuel Charges	FREIGHT	46.61
11/17/2016	1080556010	E 609-49751-251	Liquor For Resale	LIQUOR	2,440.05
11/17/2016	1080556010	E 609-49751-253	Wine For Resale	WINE	80.00
					$2,566.66

CENTERPOINT ENERGY

11/15/2016	.1260	E 101-41940-383	Gas Utilities	CITY HALL #3	21.39
11/15/2016	.1260	E 101-41940-383	Gas Utilities	CITY HALL #2	16.48
11/15/2016	.1260	E 101-41940-383	Gas Utilities	CITY HALL #1	21.39
11/15/2016	.1260	E 101-41940-383	Gas Utilities	CITY HALL #4	20.93
11/15/2016	.1260	E 101-42110-383	Gas Utilities	POLICE/PW	245.22
11/15/2016	.1260	E 101-42210-383	Gas Utilities	FIRE GENERATOR	20.27
11/15/2016	.1260	E 101-42210-383	Gas Utilities	FIRE	314.06
11/15/2016	.1260	E 101-43100-383	Gas Utilities	POLICE/PW	61.31
11/15/2016	.1260	E 101-45200-383	Gas Utilities	POLICE/PW	61.31
11/15/2016	.1260	E 101-45200-383	Gas Utilities	WARMING HOUSE	96.94
11/15/2016	.1260	E 601-49440-383	Gas Utilities	POLICE/PW	61.31
11/15/2016	.1260	E 601-49440-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN(	11.09
11/15/2016	.1260	E 601-49440-383	Gas Utilities	WATER PLANT	414.62
11/15/2016	.1260	E 602-49490-383	Gas Utilities	LIFT (23699 AMBASSADOR)	20.17
11/15/2016	.1260	E 602-49490-383	Gas Utilities	WWTP	83.30
11/15/2016	.1260	E 602-49490-383	Gas Utilities	POLICE/PW	61.29
11/15/2016	.1260	E 602-49490-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN(	11.10
11/15/2016	.1260	E 609-49750-383	Gas Utilities	LIQUOR	65.70
					$1,607.88

CITY EMPLOYEES UNION, LOCAL #3

11/29/2016	.1216	G 101-21707	Union Dues	DECEMBER DUES	197.40
					$197.40

COLONIAL INSURANCE

11/24/2016	7129661-1205993	G 101-21712	Colonial Insurance	DECEMBER PREMIUM	344.60
					$344.60

CONNEXUS ENERGY

11/21/2016	.1116	E 101-41940-381	Electric Utilities	SIGN	80.91
11/21/2016	.1116	E 101-41940-381	Electric Utilities	CITY HALL	301.28
11/21/2016	.1116	E 101-42110-381	Electric Utilities	POLICE/PW	834.55
11/21/2016	.1116	E 101-42110-381	Electric Utilities	SIREN	5.00
11/21/2016	.1116	E 101-42110-381	Electric Utilities	SIREN	5.00
11/21/2016	.1116	E 101-42210-381	Electric Utilities	FIRE	366.75
11/21/2016	.1116	E 101-43100-381	Electric Utilities	POLICE/PW	208.64
11/21/2016	.1116	E 101-43100-386	Street Lighting	STREET LIGHTS	3,454.62
11/21/2016	.1116	E 101-45200-381	Electric Utilities	PARKS	259.31
11/21/2016	.1116	E 101-45200-381	Electric Utilities	POLICE/PW	208.64
11/21/2016	.1116	E 601-49440-380	Electric-System	WATER	3,646.32
11/21/2016	.1116	E 601-49440-381	Electric Utilities	POLICE/PW	208.64
11/21/2016	.1116	E 602-49490-381	Electric Utilities	POLICE/PW	208.64
11/21/2016	.1116	E 602-49490-381	Electric Utilities	LIFT STATIONS	6,822.31
11/21/2016	.1116	E 609-49750-381	Electric Utilities	LIQUOR STORE	895.50
					$17,506.11

CRYSTAL SPRINGS ICE

11/21/2016	003.B002254	E 609-49751-254	Miscellaneous Merchandise	MISC	125.04
					$125.04

DAHLHEIMER DIST. CO. INC.

11/16/2016	135390	E 609-49751-252	Beer For Resale	BEER	17,449.60
11/16/2016	135390	E 609-49751-254	Miscellaneous Merchandise	MISC	84.00
11/16/2016	135390	E 609-49751-255	N/A Products	NA	25.10
11/23/2016	1223149	E 609-49751-252	Beer For Resale	BEER	8,604.00
11/23/2016	1223149	E 609-49751-255	N/A Products	NA	25.10
					$26,187.80

DELTA DENTAL

11/15/2016	6705759	G 101-21711	Dental Insurance	DECEMBER PREMIUM	623.35
					$623.35

ELITE SANITATION

11/15/2016	23661	E 101-45200-402	Janitorial Service	PORTABLE TOILET RENTAL	678.00
					$678.00

F.I.R.E.

09/25/2016	2004	E 101-42210-208	Training and Instruction	FIRE RESCUE EDUCATION	1,300.00
10/31/2016	2064	E 101-42210-208	Training and Instruction	RESCUE EDUCATION	1,200.00
					$2,500.00

FERGUSON WATERWORKS

11/11/2016	0225199	E 601-49440-259	Water Meters	METERS	1,967.10
11/18/2016	0225200	E 601-49440-259	Water Meters	METER ACCS	863.45
					$2,830.55

FLAHERTYS HAPPY TYME CO

11/19/2016	32586	E 609-49751-254	Miscellaneous Merchandise	MISC	114.00
					$114.00

G&K SERVICES, INC

11/22/2016	1043628722	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
11/22/2016	1043628722	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
11/29/2016	1043634385	E 101-41940-219	Rug Maintenance	RUGS	16.16
					$25.96

GERDIN AUTO SERVICE, INC.

11/29/2016	84379	E 101-42110-441	Miscellaneous	POLICE TOW	124.00
					$124.00

GOPHER STATE ONE-CALL					
11/30/2016	6110735	E 601-49440-442	Gopher State	43 BILLABLE TICKETS	29.03
11/30/2016	6110735	E 602-49490-442	Gopher State	43 BILLABLE TICKETS	29.02
					$58.05
GRANITE CITY JOBBING CO.					
11/15/2016	28485	E 609-49750-210	Operating Supplies	OPERATING	7.39
11/15/2016	28485	E 609-49751-206	Freight and Fuel Charges	FUEL	4.25
11/15/2016	28485	E 609-49751-254	Miscellaneous Merchandise	MISC	20.91
11/15/2016	28485	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,448.06
11/15/2016	28485	G 101-20810	Sales Tax Payable	USE TAX	(0.48)
11/22/2016	29198	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
11/22/2016	29198	E 609-49751-256	Tobacco Products For Resale	TOBACCO	480.76
11/25/2016	29388	E 609-49751-256	Tobacco Products For Resale	TOBACCO	240.75
					$2,205.89
GREAT LAKES COCA-COLA					
11/15/2016	3609201319	E 609-49751-254	Miscellaneous Merchandise	MISC	545.74
					$545.74
HAWKINS, INC.					
11/18/2016	3983844	E 602-49490-216	Chemicals and Chem Products	CHLORIDE	3,345.63
11/18/2016	3983845	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	1,807.31
					$5,152.94
HOMETOWN PRODUCTIONS					
11/09/2016	600823	E 609-49750-340	Advertising	ADVERTISING	459.45
					$459.45
JJ TAYLOR DISTRIBUTING					
11/16/2016	2598962	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
11/16/2016	2598962	E 609-49751-252	Beer For Resale	BEER	2,093.10
					$2,096.10
JOHNSON BROS WHLSE LIQUOR					
11/16/2016	5588962	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.68
11/16/2016	5588962	E 609-49751-251	Liquor For Resale	LIQUOR	958.73
11/16/2016	5588963	E 609-49751-206	Freight and Fuel Charges	FREIGHT	53.20
11/16/2016	5588963	E 609-49751-253	Wine For Resale	WINE	1,800.50
11/18/2016	601359	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)
11/18/2016	601359	E 609-49751-253	Wine For Resale	WINE	(38.85)
					$2,785.74
KENNEDY & GRAVEN					
11/22/2016	.1116	E 602-47000-630	Cost of Issuance	2016C ISSUANCE COSTS	6,000.00
					$6,000.00
KIMS KLEANING					
11/28/2016	4187	E 101-41940-402	Janitorial Service	CLEANING - CITY HALL	120.00
11/28/2016	4188	E 101-45000-402	Janitorial Service	CLEANING - COMM CENTER	60.00
11/28/2016	4189	E 101-43100-402	Janitorial Service	CLEANING-PW	165.00
11/28/2016	4189	E 101-45200-402	Janitorial Service	CLEANING-PW	165.00
11/28/2016	4189	E 601-49440-402	Janitorial Service	CLEANING-PW	165.00
11/28/2016	4189	E 602-49490-402	Janitorial Service	CLEANING-PW	165.00
11/28/2016	4190	E 601-49440-402	Janitorial Service	CLEANING - WTP	160.00
11/28/2016	4191	E 101-42110-402	Janitorial Service	CLEANING -POLICE DEPT	800.00
					$1,800.00
LAW ENFORCEMENT LABOR SVCS.					
11/29/2016	.1216	G 101-21707	Union Dues	DECEMBER DUES	294.00
					$294.00
LEAGUE OF MN CITIES					
11/16/2016	247464	E 101-41400-433	Dues and Subscriptions	Annual membership	283.30
					$283.30
LMC INSURANCE TRUST					
11/21/2016	33419	E 101-41400-160	Work Comp Insurance		38.26

11/21/2016	33419	E 101-41410-160	Work Comp Insurance		0.00
11/21/2016	33419	E 101-41500-160	Work Comp Insurance		13.64
11/21/2016	33419	E 101-41910-160	Work Comp Insurance		10.01
11/21/2016	33419	E 101-42110-160	Work Comp Insurance		534.54
11/21/2016	33419	E 101-42210-160	Work Comp Insurance		222.62
11/21/2016	33419	E 101-42400-160	Work Comp Insurance		18.86
11/21/2016	33419	E 101-43100-160	Work Comp Insurance		267.01
11/21/2016	33419	E 101-43210-160	Work Comp Insurance		0.00
11/21/2016	33419	E 101-45200-160	Work Comp Insurance		108.74
11/21/2016	33419	E 601-49440-160	Work Comp Insurance		107.15
11/21/2016	33419	E 602-49490-160	Work Comp Insurance		109.21
11/21/2016	33419	E 609-49750-160	Work Comp Insurance		105.96
					$1,536.00
MCDONALD DIST CO.					
11/17/2016	323908	E 609-49751-252	Beer For Resale	BEER	9,672.35
11/17/2016	323908	E 609-49751-254	Miscellaneous Merchandise	MISC	36.00
11/23/2016	327458	E 609-49751-252	Beer For Resale	BEER	5,098.35
					$14,806.70
MN DEPT OF HEALTH					
11/16/2016	601-49440-313	E 601-49440-313	Sample Testing	QUARTERLY	2,554.00
					$2,554.00
MN NCPERS LIFE INSURANCE					
11/22/2016	73341216	G 101-21713	MN Life	DECEMBER PREMIUM	16.00
					$16.00
MWOA					
11/29/2016	.1216	E 602-49490-433	Dues and Subscriptions	MEMBERSHIP	25.00
					$25.00
MY ALARM CENTER					
12/01/2016	8088578	E 609-49750-445	Security	LIQUOR STORE ALARM	39.15
					$39.15
NORTHLAND TRUST SERVICES, INC.					
11/16/2016	6411	E 602-47000-620	Fiscal Agent s Fees	ANNUAL FEE	750.00
					$750.00
OPG 3 INC					
11/18/2016	1515	E 101-42110-311	Contract	LF BARCODE	340.00
					$340.00
OPUS 21					
11/18/2016	161049	E 601-49440-382	Utility Billing	UTILITY BILLING	1,512.80
11/18/2016	161049	E 602-49490-382	Utility Billing	UTILITY BILLING	1,512.80
					$3,025.60
PAUSTIS WINE COMPANY					
11/14/2016	8569410-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.75
11/14/2016	8569410-IN	E 609-49751-253	Wine For Resale	WINE	727.00
					$735.75
PHILLIPS WINE & SPIRITS CO.					
11/16/2016	2075588	E 609-49751-206	Freight and Fuel Charges	FREIGHT	65.36
11/16/2016	2075588	E 609-49751-251	Liquor For Resale	LIQUOR	4,705.84
11/16/2016	2075589	E 609-49751-206	Freight and Fuel Charges	FREIGHT	48.64
11/16/2016	2075589	E 609-49751-253	Wine For Resale	WINE	1,391.50
11/16/2016	2075590	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.04
11/16/2016	2075590	E 609-49751-255	N/A Products	NA	128.00
					$6,342.38
PLAISTED, ROBERT					
11/30/2016	2-116	G 803-22000	Deposits	REFUND	200.00
					$200.00
READY PROPERTY PRESERVATION					
11/16/2016	20161116TO	E 101-41910-441	Miscellaneous	CLEAN UP-23545 BRIDGE ST.	1,770.00

					$1,770.00
RJM DISTRIBUTING INC.					
11/17/2016	IND012152	E 609-49751-252	Beer For Resale	BEER	145.87
11/17/2016	IND012152	E 609-49751-254	Miscellaneous Merchandise	MISC	37.50
					$183.37
ROSEVILLE, CITY OF					
11/21/2016	0222146	E 101-41110-310	Computer Consulting Fees	IT SERVICES	325.94
11/21/2016	0222146	E 101-41400-310	Computer Consulting Fees	IT SERVICES	1,195.14
11/21/2016	0222146	E 101-42110-310	Computer Consulting Fees	IT SERVICES	1,466.76
11/21/2016	0222146	E 101-42210-310	Computer Consulting Fees	IT SERVICES	260.75
11/21/2016	0222146	E 101-42400-310	Computer Consulting Fees	IT SERVICES	54.40
11/21/2016	0222146	E 101-43100-310	Computer Consulting Fees	IT SERVICES	347.67
11/21/2016	0222146	E 101-45200-310	Computer Consulting Fees	IT SERVICES	456.32
11/21/2016	0222146	E 601-49440-310	Computer Consulting Fees	IT SERVICES	434.59
11/21/2016	0222146	E 602-49490-310	Computer Consulting Fees	IT SERVICES	434.59
11/21/2016	0222146	E 609-49750-310	Computer Consulting Fees	IT SERVICES	434.59
11/21/2016	0222186	E 101-41940-321	Telephone	PHONE	79.39
11/21/2016	0222186	E 101-42110-321	Telephone	PHONE	79.39
11/21/2016	0222186	E 101-42210-321	Telephone	PHONE	79.39
11/21/2016	0222186	E 101-43100-321	Telephone	PHONE	79.39
11/21/2016	0222186	E 101-45200-321	Telephone	PHONE	79.39
11/21/2016	0222186	E 601-49440-321	Telephone	PHONE	79.39
11/21/2016	0222186	E 602-49490-321	Telephone	PHONE	79.39
11/21/2016	0222186	E 609-49750-321	Telephone	PHONE	79.44
					$6,045.92
ROYAL SUPPLY					
11/23/2016	19968	E 101-41940-210	Operating Supplies	SUPPLIES	36.14
11/23/2016	19968	E 101-42110-217	Other Operating Supplies	SUPPLIES	72.28
11/23/2016	19968	E 101-43100-217	Other Operating Supplies	SUPPLIES	36.14
11/23/2016	19968	E 101-45200-217	Other Operating Supplies	SUPPLIES	36.14
11/23/2016	19968	E 601-49440-217	Other Operating Supplies	SUPPLIES	36.14
11/23/2016	19968	E 602-49490-217	Other Operating Supplies	SUPPLIES	36.16
					$253.00
SOUTHERN GLAZERS OF MN					
11/17/2016	1476525	E 609-49751-206	Freight and Fuel Charges	FREIGHT	35.52
11/17/2016	1476525	E 609-49751-251	Liquor For Resale	LIQUOR	4,039.63
					$4,075.15
STERICYCLE, INC					
12/01/2016	4006732063	E 101-42110-311	Contract	MEDICAL WASTE	50.54
					$50.54
THIEL, JON					
11/30/2016	No. 1 & Final	E 101-41910-311	Contract	PARKS INFASTRUCTURE PLANN	832.50
11/30/2016	No. 1 & Final	E 101-42110-311	Contract	PARKS INFASTRUCTURE PLANN	832.50
11/30/2016	No. 1 & Final	E 101-42210-311	Contract	PARKS INFASTRUCTURE PLANN	832.50
11/30/2016	No. 1 & Final	E 101-43100-311	Contract	PARKS INFASTRUCTURE PLANN	832.50
11/30/2016	No. 1 & Final	E 101-45200-311	Contract	PARKS INFASTRUCTURE PLANN	832.50
11/30/2016	No. 1 & Final	E 609-49750-311	Contract	PARKS INFASTRUCTURE PLANN	832.50
					$4,995.00
TJ ASSOCIATES					
11/03/2016	221012	E 101-43210-441	Miscellaneous	RECYCLING	448.00
					$448.00
VESSCO, INC.					
11/09/2016	67861	E 601-49440-233	Water Treatment Plant Maint	PARTS	220.69
					$220.69

$129,276.20

FUND SUMMARY

101 GENERAL FUND	$27,211.33
601 WATER FUND	$14,342.40
602 SEWER FUND	$19,757.37
609 MUNICIPAL LIQUOR FUND	$67,765.10
803 ESCROW	$200.00
Total	129,276.20

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
6a. 7a.7b.

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Proposed budget discussion**

DATE: December 1, 2016

OVERVIEW:

The City is required to discuss the budget and allow public input at a meeting occurring after November 25th after 6 pm. The 2017 proposed budget and levy will be presented at the city council meeting on December 5th, 2016. Council had set a maximum levy of $3,244,573 or a 0% increase on September 6th. The General Fund budget is balanced at $4,307,898 on the revenue side and the expenditure side. The fund balance will be at 72.3% of revenues with the estimated 2016 balance. This is above the State Auditor's recommended guidelines of 35% to 50%. Please note that a Preliminary Budget is available on the city's website under the finance department. The final budget book will be compiled and distributed in February. It again will be submitted to the Government Finance Officers Association for the Budget Award which has been received for budget years 2010-2016.

After the presentation, the mayor needs to allow public input on the budget. After public comments are completed, council can act on the resolutions provided 1) Set the Overall Levy for 2017 and 2) Adopt the 2017 Budget.

ACTION TO BE CONSIDERED:

After the presentation, the mayor needs to allow public input on the budget. After public comments are completed, council can act on the resolutions provided 1) Set the Overall Levy for 2017 and 2) Adopt the 2017 Budget.

BUDGET IMPLICATION:

Setting the 2017 Budget and Levy.

Attachments:

- Budget Presentation

City of St. Francis

2017 Budget Hearing

Tonight's Agenda

- Discuss the budget and tax levy
- Allow for public comment
- Set budgets and tax levy

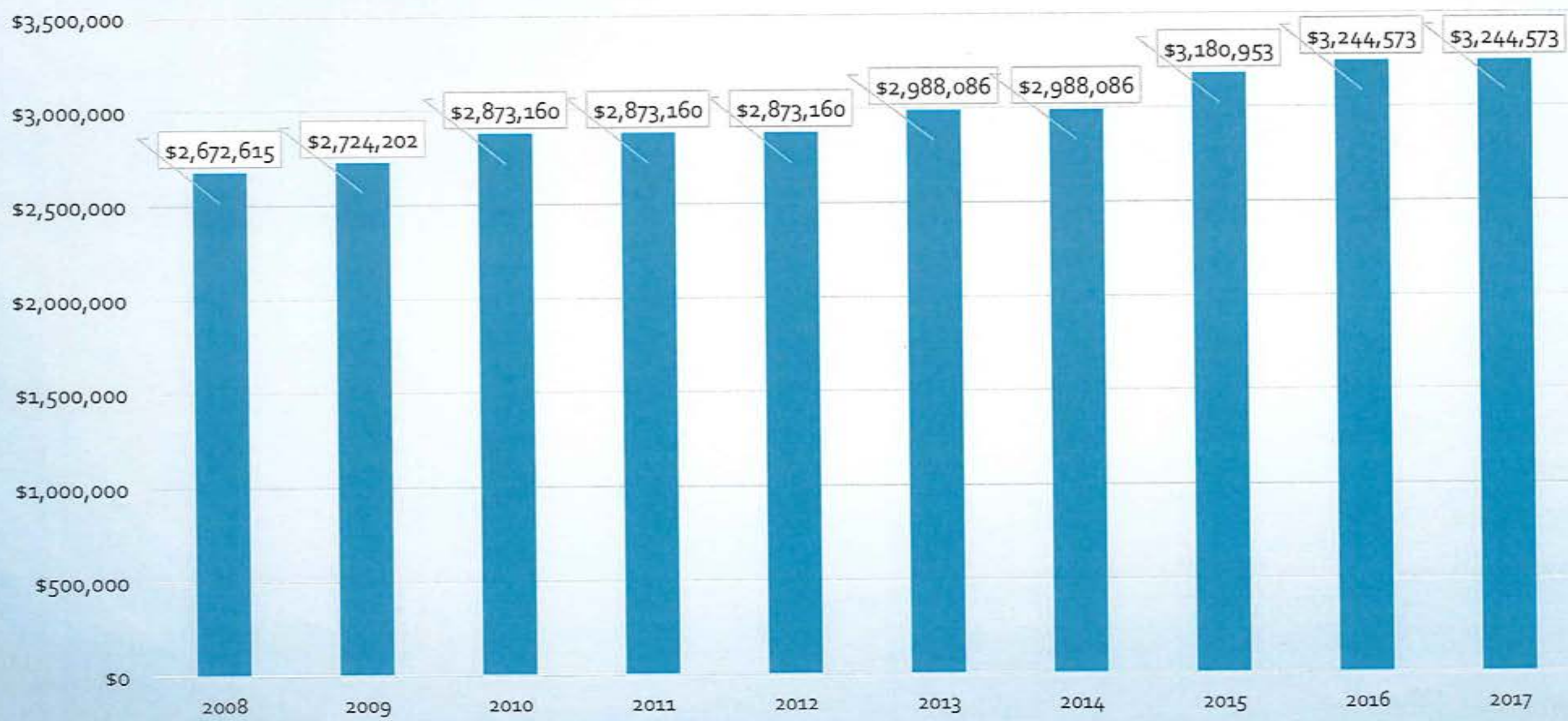
Budget Process

- April - estimation of salaries
- May - Department heads receive worksheets to complete
- June
  - Revenue Estimates
  - Debt Service Amounts
  - Capital Budgets
  - Receives Department requests back
- July/August– Enter data to determine levy needed
- September – preliminary levy set
- December –Final levy set and budgets approved by Council

Budget Goals

- Maintain high quality and cost effective public services
- Address priorities set by City Council
- Maintain a strong fiscal position

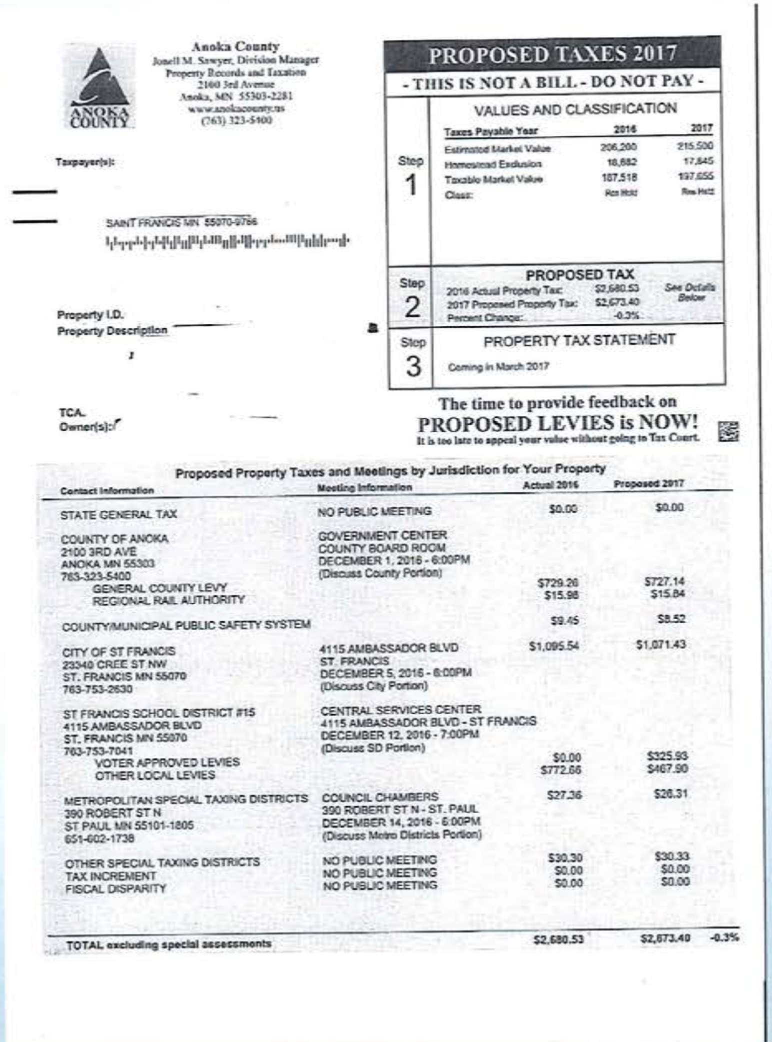
Total Levy History



Components of Overall Levy

	2016 Levy	Proposed 2017
General Revenue:		
General Fund	$ 2,980,053.00	$ 2,980,053.00
Capital Equipment	$ 223,150.00	$ 223,150.00
Total General Revenue	$ 3,203,203.00	$ 3,203,203.00
Debt Service		
GO Improvement Bond-2013A	$ 20,900.00	$ 20,900.00
GO Improvement Bond-2015A	$ 20,470.00	$ 20,470.00
Total Debt Service	$ 41,370.00	$ 41,370.00
Total Levy	$ 3,244,573.00	$ 3,244,573.00

Proposed Tax Notice



Anoka County
Jonell M. Sawyer, Division Manager
Property Records and Taxation
2100 3rd Avenue
Anoka, MN 55303-2281
www.anokacounty.us
(763) 323-5400

Taxpayer(s):

SAINT FRANCIS MN 55070-9766

Property I.D.
Property Description

TCA.
Owner(s):

PROPOSED TAXES 2017

- THIS IS NOT A BILL - DO NOT PAY -

Step 1 — VALUES AND CLASSIFICATION

Taxes Payable Year	2016	2017
Estimated Market Value	206,200	215,500
Homestead Exclusion	18,682	17,845
Taxable Market Value	187,518	197,655
Class:	Res Hstd	Res Hstd

Step 2 — PROPOSED TAX

2016 Actual Property Tax:	$2,680.53	See Details Below
2017 Proposed Property Tax:	$2,673.40	
Percent Change:	-0.3%	

Step 3 — PROPERTY TAX STATEMENT

Coming in March 2017

The time to provide feedback on PROPOSED LEVIES is NOW!
It is too late to appeal your value without going to Tax Court.

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information	Actual 2016	Proposed 2017	
STATE GENERAL TAX	NO PUBLIC MEETING	$0.00	$0.00	
COUNTY OF ANOKA 2100 3RD AVE ANOKA MN 55303 763-323-5400	GOVERNMENT CENTER COUNTY BOARD ROOM DECEMBER 1, 2016 - 6:00PM (Discuss County Portion)			
GENERAL COUNTY LEVY		$729.26	$727.14	
REGIONAL RAIL AUTHORITY		$15.98	$15.84	
COUNTY/MUNICIPAL PUBLIC SAFETY SYSTEM		$9.45	$8.52	
CITY OF ST FRANCIS 23340 CREE ST NW ST. FRANCIS MN 55070 763-753-2630	4115 AMBASSADOR BLVD ST. FRANCIS DECEMBER 5, 2016 - 6:00PM (Discuss City Portion)	$1,095.54	$1,071.43	
ST FRANCIS SCHOOL DISTRICT #15 4115 AMBASSADOR BLVD ST. FRANCIS MN 55070 763-753-7041	CENTRAL SERVICES CENTER 4115 AMBASSADOR BLVD - ST FRANCIS DECEMBER 12, 2016 - 7:00PM (Discuss SD Portion)			
VOTER APPROVED LEVIES		$0.00	$325.93	
OTHER LOCAL LEVIES		$772.66	$407.90	
METROPOLITAN SPECIAL TAXING DISTRICTS 390 ROBERT ST N ST PAUL MN 55101-1805 651-602-1738	COUNCIL CHAMBERS 390 ROBERT ST N - ST. PAUL DECEMBER 14, 2016 - 6:00PM (Discuss Metro Districts Portion)	$27.36	$26.31	
OTHER SPECIAL TAXING DISTRICTS	NO PUBLIC MEETING	$30.30	$30.33	
TAX INCREMENT	NO PUBLIC MEETING	$0.00	$0.00	
FISCAL DISPARITY	NO PUBLIC MEETING	$0.00	$0.00	
TOTAL excluding special assessments		$2,680.53	$2,673.40	-0.3%

What affects Property Taxes?

Tax Effect on a Residential Home-City Taxes Only

Estimated Market Value *		2017 City Taxes	2016 City Taxes	Difference
$ 100,000		$ 389.11	$ 419.51	$ (30.40)
$ 120,000		$ 507.26	$ 546.89	$ (39.63)
$ 130,000		$ 566.33	$ 610.57	$ (44.24)
$ 140,900	**	$ 630.28	$ 679.52	$ (49.24)
$ 160,000		$ 743.54	$ 801.63	$ (58.09)
$ 180,000		$ 861.68	$ 929.01	$ (67.33)
$ 200,000		$ 979.83	$ 1,056.38	$ (76.55)
$ 220,000		$ 1,097.97	$ 1,183.75	$ (85.78)

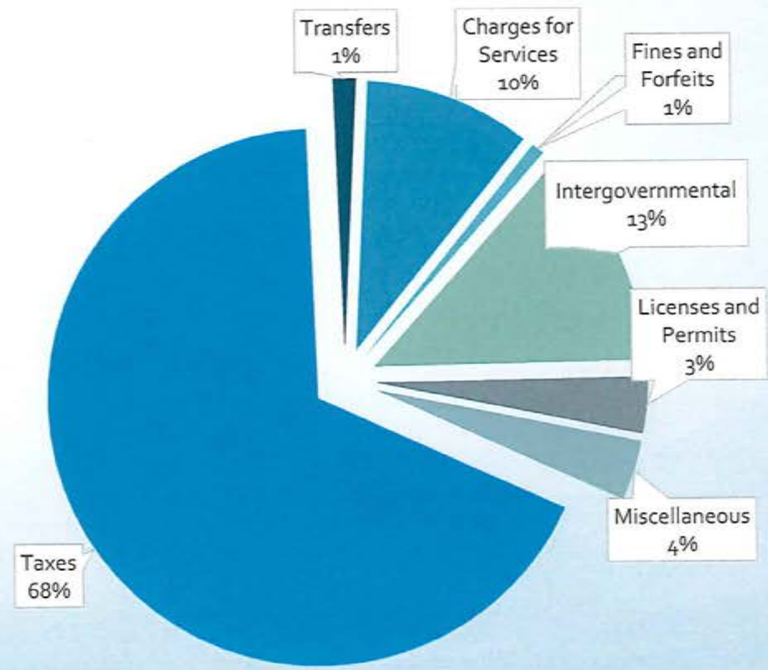
NOTES:

*This comparison is based on the Estimated Market Value of the home being the same in both years.

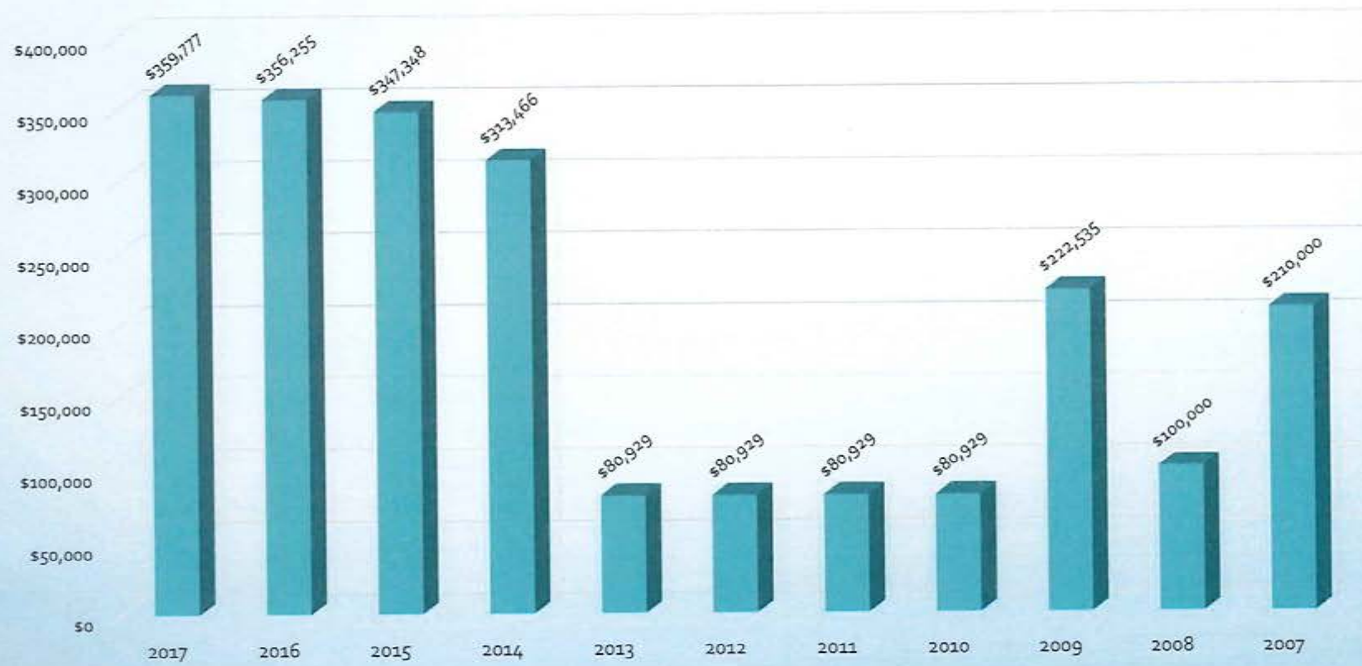
** Median Home is $140,900 in 2017

General Fund Revenues-by Type

	2017 Budget
Taxes	$2,955,000
Licenses and Permits	148,917
Fines and Forfeits	33,785
Intergovernmental	575,548
Charges for Services	434,998
Miscellaneous	159,650
Transfers	60,000
Total	$4,367,898

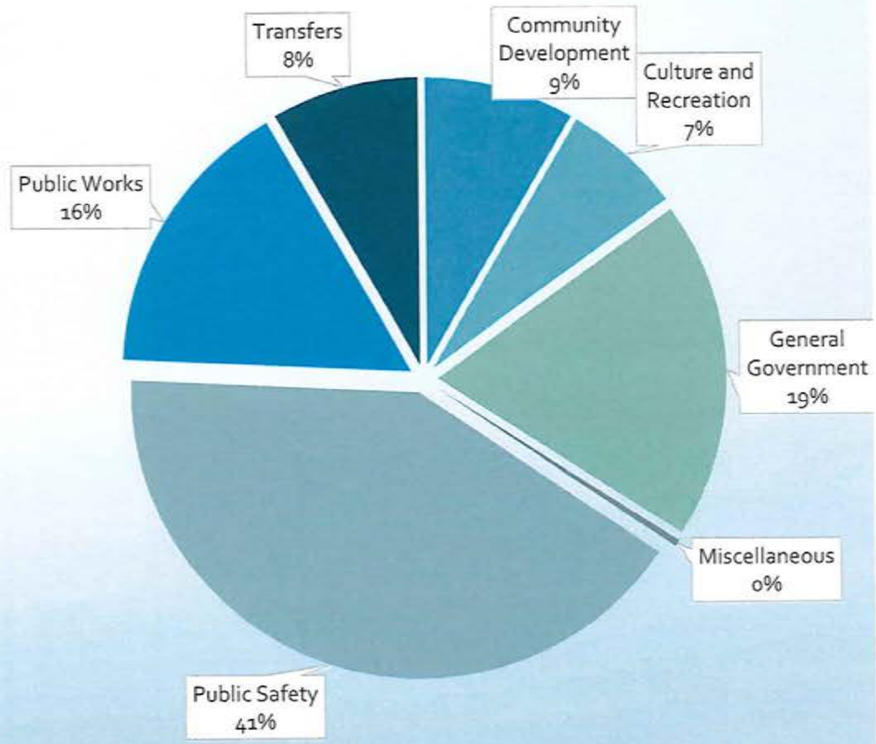


Local Government Aid



General Fund Expenditures-by Category

	2017 Budget
General Government	$831,450
Public Safety	1,801,900
Public Works	699,180
Culture and Recreation	290,820
Community Development	367,750
Miscellaneous	16,798
Transfers	360,000
Total expenditures	$4,367,898



What your monthly Tax $ Pays for:

A monthly bill for the median homeowner in 2017 will be $50.33. This pays for emergency services such as fire and police, street maintenance such as snow plowing and parks services such as mowing and maintenance.

General Government $9.58

- Departments Include: Council, Charter Commission, Administration, Elections, Finance, Auditing, Assessing, Legal, & Buildings.
- Manage a $10+ million dollar budget
- Manage and Enforce City Code, which regulates utilities; building permits; alcoholic beverages, licensing; business licensing; right-of-ways, traffic and parking; public protections; zoning; subdivisions; and annexations of city owned land.
- Coordinate functions of the City Council; Economic Development Authority; Planning Commission and Charter Commission.
- Coordinate election functions.

Public Safety $20.76

- 24/7 police and fire response in town.
- Respond to calls for service, such as medicals, thefts, property crimes and crimes against a person.
- Other services such as vehicle lockouts, home security checks & drug drop off
- Education opportunities such as Eddy the Eagle, and Anti Bullying Campaign.

Street/Recycling $8.06

- Snow and ice control
- Street patching and crack filling
- Street lighting
- Gravel road maintenance
- Tree trimming
- Recycle day & promotion of recycling

Parks/Trails $3.35

- Safety and fall protection around playground equipment
- Ball field maintenance
- Building maintenance, grounds maintenance & parking lot maintenance
- Skating rinks
- Trail maintenance.

Community Development $4.24

- Building inspections of residential and commercial properties.
- Economic development to support the city growth.
- Housing construction zoning and permits for new and ongoing development
- Receive rental license applications and process required inspections.
- Receive vacant building registrations and process required inspections.
- Fences, swimming pools and driveways permits
- Receive citizen concerns and complaints work toward rectifying the problems.

Personnel

General Government		
	Council	5 Part-time
	Administration	4
	Finance	1
Public Safety		
	Police	13
	Fire	21 On-call
Streets/Parks/Recycling/Water/Sewer		10
Community Development/Inspections		3
Liquor		2 Full-time
		5 Part-time
	Total Personnel	
	Full-time	33
	Part-time/On-Call	31

Enterprise Funds

- Water Fund
- Wastewater Fund
- Storm Water Fund
- Liquor Fund

Questions???

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

RESOLUTION 2016-61

RESOLUTION CERTIFYING TAXES PAYABLE IN 2017

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

1. The following sums of money be levied for the current year, collectible in 2017, upon the taxable property in said City of St. Francis, for the following purposes:

General Revenue:	
General Fund	$ 2,980,053
Capital Equipment	$ 223,150
Total General Revenue	$ 3,203,203
Debt Service	
GO Improvement Bond-2007A	$ 20,900
GO Improvement Bond-2015A	20,470
Total Debt Service	$ 41,370
Total Levy	$ 3,244,573

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5TH DAY OF DECEMBER, 2016.

APPROVED:

Steve Kane, Mayor of St. Francis

ATTEST:

Barbara I. Held, City Clerk

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

RESOLUTION 2016-62

RESOLUTION ADOPTING A BUDGET FOR 2017

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA that a budget for 2017 is hereby adopted as outlined in the following summary:

	OPERATING BUDGET	CAPITAL IMPROVEMENTS BUDGET	DEBT SERVICE BUDGET	TOTAL
Revenues	$9,842,798	$263,550	$69,470	$10,175,818
Net other increases (decreases)	(584,880)	20,000	564,880	$0
Expenditures	(8,878,674)	(303,650)	(674,218)	($9,856,542)
Net change in fund balance	$379,244	($20,100)	($39,868)	$319,276

BE IT FURTHER RESOLVED that the department appropriations totaling $8,819,153 as listed in the budget booklet are hereby approved for the 2017 Operating Budget.

BE IT FURTHER RESOLVED that the expenses for the Municipal Liquor Operations Fund may exceed the appropriation provided that the net operating income before other revenues and expenses including depreciation for 2017 is not less than $64,700.

BE IT FURTHER RESOLVED that the following appropriations are hereby approved for the 2017 Capital Improvements Budget:

CAPITAL EQUIPMENT	$303,650
TOTAL CAPITAL IMPROVEMENTS BUDGET APPROPRIATIONS	$303,650

BE IT FURTHER RESOLVED that the Finance Director shall establish a budget for each public improvement project when the Council orders the project and that the budget amounts shall be recorded at amounts specified in the feasibility study for the project.

BE IT FURTHER RESOLVED that the following appropriations are hereby approved for the 2017 Debt Service Budget:

$340,000	Principal
331,093	Interest
3,125	Paying Agent Fees
$674,218	TOTAL DEBT SERVICE BUDGET APPROPRIATIONS

BE IT FURTHER RESOLVED that the above budgets for Governmental Funds are hereby adopted for financial reporting and management control.

BE IT FURTHER RESOLVED that the above budgets for all other funds are hereby adopted for management purposes only.

BE IT FURTHER RESOLVED that the transfer of appropriations among the various accounts, within a fund, shall only require the approval of the City Administrator or his designee. However, City Council approval is required for transfers from contingency accounts.

BE IT FURTHER RESOLVED that all appropriations which are not encumbered or expended at the end of the fiscal year shall lapse and shall become part of the unencumbered fund balance which may be appropriated for the next fiscal year except appropriations for capital improvement projects which shall not lapse until the project is completed or canceled by the City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5TH DAY OF DECEMBER, 2016.

APPROVED:

Steve Kane, Mayor of St. Francis

ATTEST:

Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
7 c

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **2017 License Renewals**

DATE: December 5, 2016

OVERVIEW:

Letters and applications are sent out to the local businesses in October seeing if they want to continue with the license that is applicable to them. Then in December I provide the City Council a resolution listing all the license renewals for the next year.

The Ponds Golf Course submitted a written request for consideration to have their liquor license be prorated due to the fact they anticipate reopening only in April and closing at the end of November. The prorated liquor license amount for the Ponds Golf Course is included in the resolution.

ACTION TO BE CONSIDERED:

Adopt the attached Resolution 2016-63 listing the 2017 License Renewals.

BUDGET IMPLICATION:

The City does budget the potential revenue of the licenses, however they can fluctuate from year to year slightly.

Attachments:

- Resolution 2016-63
- The Ponds Golf Course request for consideration

CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2016-63

A RESOLUTION ADOPTING THE LICENSE RENEWALS FOR 2017

(See Attached Exhibit A)

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

and the following voted against the same:
and the following abstained:
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5th DAY OF DECEMBER, 2016.

APPROVED:

Steve Kane
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

Exhibit A
LICENSE RENEWALS FOR 2017

LIQUOR LICENSES:	REGULAR	SUNDAY
(1) Beef O'Bradys	$ 4,000.00	$ 200.00
(2) Patriot Lanes	4,000.00	200.00
(3) Rum River Inn	4,000.00	200.00
(4) St. Francis American Legion	4,000.00	200.00
(5) The Ponds Golf Course	2,666.65	133.36

WINE/BEER LICENSES:	
(1) Mansetti's	$200.00

TOBACCO LICENSES:	
(1) Casey's General Store	$150.00
(2) Dollar General	150.00
(3) King's County Market	150.00
(4) St. Francis Bottle Shop	150.00
(5) Super America	150.00

AMUSEMENT MACHINES	# OF MACHINES	TOTAL
(1) Beef O'Bradys	4	$ 75.00
(2) Mansetti's Pizza & Pasta	2	45.00
(3) Patriot Lanes and Lounge	7	120.00
(4) Rum River Inn	1	30.00
(5) St. Francis American Legion	1	30.00
(6) Tasty Pizza	8	135.00

REFUSE HAULERS:	# OF TRUCKS	
(1) Ace Solid Waste Management	3	$350.00
(2) Republic/Allied Waste Services	4	400.00
(3) East Central Sanitation	4	400.00
(4) LePage & Sons	3	350.00

TOWING LICENSE:	
(1) Gerdin Auto & Tire	$150.00

3.2 ON-SALE:	
(1) Super America	$ 50.00

Barb Held

Subject: FW: Pro-Rated License fee

From: Tammy Westling [mailto:tammy@refugegolfclub.com]
Sent: Thursday, December 01, 2016 10:44 AM
To: Barb Held
Subject: Re: Pro-Rated License fee

Hello Barb,

I am writing you per the request of Rick Lund, owner of The Ponds, to formally request a proration of the liquor license renewal for the period of April 1st, 2017- November 30th, 2017. Thank you for your time.

Tammy

Tammy Westling

Office Manager
Corporate Offices for
The Refuge Golf Club, Fun O Rama Inc.
Lilli Putt Inc. & The Ponds Golf Course Inc.
763/862-9987 Telephone
763/755-3618 Fax
Email: tammy@refugegolfclub.com

City of
St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
7 d

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **City Council iPads**

DATE: 12-5-2016

OVERVIEW:

The City Council will be welcoming four new City Councilmembers at the beginning of 2017. With that, the City is planning on purchase each new Councilmember a new iPad to conduct city business on. The old iPads currently being used by Councilmembers should be declared as surplus property and sold. After January 1st, the current City Councilmembers will have the option to buy back the iPads that they have been using.

The City can sell the iPads back to Councilmembers at the depreciated value. They are considered to have a five year life, meaning they are worth $0 after five years. The depreciation will be calculated with a straight line depreciation (i.e. a $500 item with a life of five years will deduct $100 every year until the life of the item is 0$; so after one year this item will be worth $400; two years $300, etc.).

The City purchased four iPads on 1/16/14 with cases for $459.98 each. These are now considered to be worth $183.99 after three years of use beginning in 2017.

The City also purchased an iPad for $599.87 in 2012, this will be considered fully depreciated and also declared as surplus property.

ACTION TO BE CONSIDERED:

Pass Ordinance declaring four iPads as surplus property. (Councilmember Skordahl still has his iPad).

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

RESOLUTION 2016-64

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

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

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

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

Surplus Property	**Estimated Value**
Three iPads	\$183.99
One iPad	\$ 0.00

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5th DAY OF DECEMBER, 2016.

APPROVED:

ATTEST:

____
Steve Kane, Mayor of St. Francis

____
Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
7e

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Non-union COLA Adjustment**

DATE: 12-5-2016

OVERVIEW:

Non-union City employees met with Mayor Kane to discuss employment matters. At that time, the employees and Mayor Kane discussed a 3% cost of living adjustment. Note, non-union employees includes the City Administrator, who did not sit in on this meeting.

ACTION TO BE CONSIDERED:

Adopt Resolution 2016-65 to provide a cost of living adjustment for wages on non-union city employees for 2017.

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

RESOLUTION 2016-65

A RESOLUTION TO PROVIDE A COST OF LIVING ADJUSTMENT (C.O.L.A.) FOR WAGES OF NON-UNION CITY EMPLOYEES FOR 2017

WHEREAS, the City annually reviews cost of living adjustment ("COLA") for the wages of non-union employees employed at the City of St. Francis; and

WHEREAS, the St. Francis City Council chooses to increase the COLA rate at by 3% for said non-union city employees for 2017.

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

Section 1. The City Council hereby increases the COLA by 3% to wages for all non-union city employees for 2017.

Section 2. Effective Date. This Resolution shall become effective January 1, 2017.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ON THIS 5th DAY OF DECEMBER, 2016.

APPROVED:

____
Steve Kane
Mayor of St. Francis

ATTEST:

____
Barbara I. Held
City Clerk

698674-v1

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
7f

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **23611 Ambassador Blvd. NW**

DATE: 12-5-2016

OVERVIEW:

At the November 11th, 2016 City Council Meeting, Keven Bachman was in attendance to address the Administrative Citations issued to 23611 Ambassador Blvd. NW. The City Council authorized the removal of the citations.

ACTION TO BE CONSIDERED:

Adopt the attached Resolution abating the Special Assessment.

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

RESOLUTION 2016-66

RESOLUTION FOR APPLICATION FOR ABATEMENT OF SPECIAL ASSESSMENT FOR PROPERTY LOCATED AT 23611 AMBASSADOR BOULEVARD NW

WHEREAS, the City of St. Francis is responsible for enforcing City Ordinances;

WHEREAS, the City of St. Francis has the ability to issue Administrative Citations;

WHEREAS, the property located at 23611 Ambassador Boulevard NW accumulated Administrative Citations in the amount of $7,925 that were specially assessed to the property;

WHEREAS, the property PID number is 32-34-24-22-0012;

WHEREAS, the City Council was petitioned to remove the Administrative Citations;

WHEREAS, the City Council considered the request and agreed to remove the assessments to the property in the amount of $7,925;

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

The City of St. Francis will abate the Special Assessments to the property located at 23611 Ambassador Boulevard NW, St. Francis, MN, PID: 32-34-24-22-0012 in the amount of $7,925.

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

and the following voted against the same:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th DAY OF OCTOBER, 2016.

ATTEST:

____
Steve Kane, Mayor

____
Barbara I. Held, City Clerk

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

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

WITNESS my hand and the seal of the said City this _____________day of __________________, 2016.

____
City Clerk

(SEAL)

APPLICATION FOR ABATEMENT/ADDITION OF - SPECIAL ASSESSMENTS

For Taxes Assessed in 2015
and Payable in 2016

Please print or type.

Applicant/ Owner Name City of St. Francis on Behalf of Owner Daniel Norenberg & Contract for Deed Holder Keven Bachman

Applicant/ Owner Telephone Number

Date of Application 11/22/2016

Applicant/ Owner Mailing Address
City of St. Francis on behalf of owner:
Dan Norenberg and Contract for Deed Holder Keven Bachman
23611 Ambassador Blvd NW
St. Francis, MN 55070

DESCRIPTION OF PROPERTY	**Property I.D. or Parcel Number** 32-34-24-22-0012

Street Address (if different than above)	**City or Township**	**School District Number**
	St. Francis	15

LEGAL DESCRIPTION OF PROPERTY
Rum River Rapids Estates Lot 4 Blk 1 Rum River Rapids Estates (Subj to Ease as shown on plat)

APPLICANT'S STATEMENT OF FACTS
Contract for Deed holder, Keven Bachman, asked council to forgive the administrative citations the amount to $7,925.00 and was special assessed in 2015 for taxes payable 2016 based on the fact that he as contract for deed holder was not notified of the citations.

APPLICANT'S REQUEST
Include fund number & amount due for payable tax year being abated, not total principal amount.

Fund #84897 for 2015 Administrative Fines in the amount of $7,925.00 for year 2016 to be removed

Darcy Mulvihill, Finance Director
City of St. Francis on behalf of owner and contract for deed holder 11/22/2016
Applicant's Signature Date

NOTE: Minnesota Statutes 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing or abating any tax or assessment, intentionally makes any statement as to any material matter which the matter of the statement knows is false my be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than $3,000, or both."

The following accurately reflects both existing and proposed amounts.

	Tax	Special Assessments	Waste Fee	Penalty	Interest	Costs	Total
Original		7925.00					7925.00
Proposed		0					0
Reduction		(7925.00)					(7925.00)

☐ Tax is Paid   Date:________________ ,______   ☐ Equal Annual   ☐ Abatement

☐ Tax is not Paid   ☐ Decline Balance   ☐ Increase

☐ Flat Tax

REPORT OF INVESTIGATION

After examining the applicant's claims, I have carefully investigated this application and find the facts to be as follows:

CITY/TOWN COUNCIL RESOLUTION NUMBER:_______________ RESOLUTION DATE: _______________

____ _______________

Signature of Investigator   Date

CERTIFICATIONS OF APPROVAL

Note: For this abatement to be approved, the County Auditor and the County Board of Commissioners must favorably recommend its adoption.

COUNTY AUDITOR'S RECOMMENDATION

☐ Approved   ☐ Denied

____

Auditor's Signature

COUNTY BOARD OF COMMISSIONER'S ACTION (to be completed by County Auditor)

☐ Approved ☐ Denied

I certify that at a meeting held ____________________,200___ the County Board took the above official action on this abatement. This action was duly adopted and entered upon the minutes of its proceedings as a public record, showing the names of taxpayers, other concerned persons and the amounts involved.

CERTIFICATION OF FINAL APPROVAL (Completed only for approved abatements)

I further certify that the approval of this abatement has resulted in the following changes:

Decrease/Increase Special Assessments $______

Decrease/Increase Penalties On Special Assmts $

Decrease/Increase Interest On Special Assmts $

Decrease/Increase Costs On Special Assmts $______

Total Amount Of Decrease/Increase $

Total Amount Payable $

____

Signature of County Auditor   Date

City of St. Francis

CITY COUNCIL **AGENDA REPORT** Agenda Item #: **7g**

TO: Honorable Mayor & Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Cancel December 19th Regular Meeting**

DATE: 12-5-2016

OVERVIEW:

The City adopted the ability to cancel meetings by Resolution. It was discussed that the second meeting in December was the potential meeting to cancel due to the holidays. Aside from potentially appointing Sergeants (which can be done at the Special Meeting on December 12th), there appears to be little, if any, City business for that meeting.

ACTION TO BE CONSIDERED:

Consider adopting Resolution 2016-67 Canceling the December 19th Regular Meeting.

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

RESOLUTION 2016-67

RESOLUTION CANCELING THE DECEMBER 19th, 2016 REGULAR CITY COUNCIL MEETING

WHEREAS, City of St. Francis generally holds 24 Regular City Council Meetings; and

WHEREAS, there second Regular Meeting in December usually has little to no City business to conduct; and

WHERAS, there are a number of holidays around the time of the second meeting in December; and

WHEREAS, it does not appear City business will be negatively impacted by canceling the December 19th Regular City Council Meeting; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis will cancel the December 19th, 2016 Regular Meeting.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5th DAY OF December, 2016.

APPROVED

Attest:

____

Steve Kane, Mayor of St. Francis

____

Barbara I. Held
City Clerk

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
7h

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Fee Schedule changes for Community Development

DATE: November 21, 2016

OVERVIEW:

The Community Development Department is requesting Fee Schedule updates associated with the Division and Use of Property and Building Permit fees. Below is an explanation of the requested changes.

Division and Use of Property:

I am proposing an increase in several "Escrow" deposits to reflect the actual potential costs. Escrow Deposits as defined by City Code are to cover all actual costs including but not limited to planning, engineering, legal or other consultant fees or costs in the processing of the application. If funds collected are not utilized in the processing of the application, funds are refunded to the applicant. Recent events have identified that the City is not collecting enough, therefore applicants are receiving substantial additional bills. In the process of recent applications staff has received concerns from applicants of their frustration that the City collects an amount not reflective of the actual costs, therefore misleading in fees.

I am also requesting the addition of a Home Occupation (Permitted) fee as we have established the fees for those who require the process to complete an IUP but we did not identify the fee associated with the Permits for those applications deemed as Permitted in City Code.

Building Permits:

Several items were identified within Building Permits that needed updates and/or corrections.

- Include the Valuation schedule as set by MN Statute, updated in 2015
- Building Demolition, to increase the fee and secure an escrow to ensure clean-up is handled meeting public needs
- Building Relocation, to establish a fee to meet existing City Code requirements and identify the requirement of the Performance Security
- Fence, remove the fee for fences under 7' in height in which are not required to be reviewed by Building Code
- Engineer Grading Review, increase to reflect changes in cost
- Irrigation, include wells and increase to $75 to reflect costs
- Solar Ground Mounted, establish the permit fee for requirements of Solar Code created in 2016

- Water Softener Permit, increase to $55 to be reflective of cost to complete. Fee is no longer capped by State Statute
- Windows/Exterior Doors, remove cost as separate line item for insert windows, all windows other than inserts to be collected by valuation in project.

ACTION TO BE CONSIDERED:

Division and Use of Property, it has been identified through the City's current process that the escrow amounts being collected are not reflective of the actual costs required to process an application. Action to be considered is a request to increase escrow amounts.

Building Permits, after a review of

- the actual costs associated with the City of St. Francis to process and inspect permits, comparing staff and expected hourly rates, and
- a review of nine surrounding cities, permit fees and staffing levels to ensure costs are reasonable and fair

The actions to be considered are to adjust, add and remove various permit fees.

BUDGET IMPLICATION:

The changes requested for escrows will not impact the City budget.

The changes requested for Building Permits will move to balance the cost of staff requirements as it relates to the actual processing of permits, secure escrows that are used to protect city infrastructure and remove costs including their respective process that are not required by Building Code.

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

ORDINANCE 226, SECOND SERIES

AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE
REGARDING THE FEE SCHEDULE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That all previously adopted versions of the fee schedule are deleted and Section 2-9-1, Second Series shall hereby be added to read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication or as noted in the amendment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS ____ OF _________, 2016.

APPROVED:

____
Steve Kane
Mayor of St. Francis

ATTEST:

____
Barbara I. Held
City Clerk

(seal)

SECTION 9

FEE SCHEDULE

SECTION:
2-9-1: Fee Schedule

2-9-1: FEE SCHEDULE.

A. Administrative Penalties.

1.	Administrative Enforcement Penalties:	
	a. 1st Offense	$100
	b. 2nd Offense	$200
	c. 3rd Offense	$500
	d. 4th Offense	$1,000
	e. 5th Offense and Beyond	$2,000
2.	Administrative Hearing Fee	$100

B. Animal Impound Fees.

1.	Administrative Fee	$50/day
2.	Pick Up Service Fee:	
	a. 8 AM to 6 PM	$60/hour
	b. 6 PM to 8 AM	$80/hour
3.	Boarding Fee	$25/day

C. Animal License:

1.	Dog License	$10/1-2 year vaccinations $15/3 year vaccination
2.	Kennel:	
	a. First 10 Dogs	$100/year
	b. Each Additional Dog	$10/year

D. Amusement and Recreation.

1.	Amusement Machine	$15/location + $15/machine
2.	Dance:	
	a. Annual	$100/year
	b. Per Event	$10/event

E. Business and Service License.

1.	Investigation Fee	$25
2.	Adult Entertainment Use	$2,000/year
3.	Sauna/Massage Parlors	$2,000/year
4.	Fireworks – Retail/Tent	$50/occurrence
5.	Fireworks – Pyrotechnic Display	$50/occurrence
6.	Pawnbroker	$1,000/year
7.	Refuse Hauler	$200/year + $50/truck
8.	Massage Therapist	$200/year
9.	Taxicab Driver License Fee	$150/year
10.	Taxicab Operator License Fee	$150/year
11.	Towing/Impound	$150/year
12.	Finger Printing	$15 and customer provides fingerprint card
13.	Transient Merchant/Peddler:	
	a. Week	$50
	b. Month	$150
	c. Year	$300
14.	Excavations/Mining:	
	a. Active Area Fee	$50/acre
	b. Inactive Area Fee	$25/acre
	c. Restoration Credit	$25/acre

F. Liquor License.

1.	3.2% Malt – Off Sale	$50/year
2.	3.2% Malt – Off Sale – Special Event	$25/event
3.	3.2% Malt – On Sale	$200/year
4.	Club License	$200/year
5.	Wine License	$200/year
6.	Intoxicating Liquor – On Sale	$4,000/year
7.	Intoxicating Liquor – Sunday Sales	$200/year
8.	Investigation Fee:	
	a. Single Application	$200
	b. Partnership	$300
	c. Corporation	$400

G. Tobacco License. $150/year

H. Street Disruption.

1.	Road Right-of-Way – Registration	$35 + $2,000 escrow
2.	Road Right-of-Way – Permit Application	$150 + Consultant Fees
3.	Street Opening	$50 + Bond or Deposit and Consultant Fees

I. Document Services.

1.	Accident, Police and Fire Reports	$.25/page; over 100 pages TBD
2.	Copies	$.25/page copied
a.	CDs	$15
b.	Colored Copies of Photos	$3/page
c.	Certificate of Survey (non-homeowner)	$2
d.	City Council Agenda & Minutes (mailed):	
1)	Resident	$25/year
2)	Non-Resident	$25/year + postage
e.	Planning/Park Commission Agenda and Minutes (mailed):	
1)	Resident	$12/year
2)	Non-Resident	$12/year + postage

J. General and Miscellaneous.

1.	Lockouts	$25
2.	Mileage Reimbursement for Personal Vehicle	Current IRS Rate
3.	Notary	$2/document
4.	Public Nuisance Violation Administration Fee (assessable)	$75/occurrence
5.	Certify Delinquent Invoices (except utilities)	Lesser of 10% of delinquency or $75
6.	Certify Delinquent Invoices	10% of delinquency
7.	Fire Department Charges	See Ordinance 138
8.	Returned Checks	$30/check
9.	Snowmobile Permit	$15
10.	Special Assessment Administrative Fee	$100
11.	Special Assessment Search	$20/each

K. Equipment and Staff Use.

1.	One Ton Truck with Plow	$55/hour
2.	Belos with Attachment	$55/hour
3.	Crane Truck	$45/hour
4.	Electric Generator	$60/hour
5.	Grader	$90/hour
6.	Kubota/Attachments Mower	$50/hour
7.	Pick Up Truck	$40/hour
8.	Single Axle Truck	$65/hour

9. Single Axle Truck with Plow — $85/hour
10. Tool Cat/Skid Steer w/Attachments — $60/hour
11. Tractor with Loader or Attachments — $60/hour
12 Pay Loader — $90/hour

* *Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas*

13. Staff Time — Two Times Step 8 of Their Pay Grade

L. Council / Commission Pay.

1. City Council Per Diems Per Day — $35 for four hours or less; $70 for more than four hours
   a. Special Council Meetings
   b. Council Retreats/Work Sessions
   c. Economic Development Authority Meeting (EDA)
   d. League of MN Cities Functions — Prior Approval Required
   e. Labor Negotiations — Prior Approval Required
   f. Employee Interviews — Prior Approval Required
   g. Mayor Only: — Mayor may appoint Council members to fulfill his obligations and approve attendance
      1) School/County Liaison
      2) MN Mayors Association
      3) Speaking Engagements at Other Civic Org.
      4) Closing of Property Acquisition
      5) Fire District Study Group
2. Planning Commission:
   a. Chairman — $25/meeting paid annually
   b. Member — $20/meeting paid annually
3. Park Commission:
   a. Chairman — $25/meeting paid annually
   b. Member — $20/meeting paid annually
4. Economic Development Authority — $20/meeting paid annually
5. Upper Rum River Watershed – Resident Appointed by Council — $20/meeting paid annually

M. Parks and Recreation.

		Resident	Non-Resident
1.	Concession Stand	$25	$50
2.	Ball Park Use – Outside Organization	$100/night for season	$200/night for Season
3.	Clean Up Deposit	$50 - refundable	$75 - refundable
4.	Key Replacement	$50	$50
5.	Football Field	$25/each	$35/each
6.	Football Youth Program	$43/week per team	

7.	Gazebo Rental	$50	$100
8.	Rink Rental for Reserved Time	$25/hour for after hours rental	$50/hour for after hours rental
9.	Restroom	$25	$50
10.	Shelter	$25	$50
11.	Soccer	$34/week per team	
12.	Soccer Field	$25/each	$35/each
13.	Warming House	$50	$100

- *St. Francis City Council has the authority to charge an annual fee of $100 for non-profits.*
- *St. Francis City Council has the authority to waive any fees for non-profits.*

N. Community Center.

1.	Resident	$30/event
2.	Non-Resident	$55/event
3.	Damage Deposit	$100
4.	Late Key Return	$25 if not returned within 2 business days of event
5.	City Purposes	Free

6. City Benefit:

a.	St. Francis Lions/Lioness	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed
b.	St. Francis Senior Citizens Group	
c.	St. Francis Area Jaycees	
d.	St. Francis Youth Association (4-H, Scouts, Hockey, etc.)	
e.	St. Francis Ambassador Program	
f.	St. Francis Area Chamber of Commerce	
g.	Other Governmental Agencies	
h.	Local Church Organizations	
i.	Local Business/Non-Profit Organizations	Donations will be accepted for use of facility unless Council specifically determines that the fees should be imposed

7. Priority for Use in Event of Conflict:

a.	City of St. Francis	Based on earliest request if more than one applicant of the same class seeks conflicting dates
b.	Non-Profit located within City limits	
c.	Residents (individuals or groups)	
d.	Non-Profit located outside City limits	
e.	Non-Residents (individuals or groups)	

O. Division and Use of Property.

		Fee	Escrow
1.	Administrative Subdivision	$200	~~$250~~ $ 650
2.	Annexation	$250	~~$300~~ $2,000
3.	Appeal	$200	$250
4.	Comprehensive Plan Amendment	$450	~~$650~~ $2,000
5.	Conditional Use Permit	$350	~~$650~~ $2,000
6.	Environmental Review	$350	$650
7.	Excavation/Fill Permit (Admin)	$100	$250
8.	Excavation/Fill Permit (IUP)	$350	~~$650~~ $2,000
9.	Fence-Under Six Feet in Height	$50	
10.	Home Occupation (IUP)	$350	~~$650~~ $2,000
11.	Home Occupation (Permitted)	$ 50	
12.	Interim Use Permit	$350	~~$650~~ $2,000
13.	Minor Subdivision	$350	~~$400~~ $1,000
14.	Ordinance Amendment	$350	~~$650~~ $1,000
15.	Planned Unit Development	$350	~~$650~~ $2,000
16.	Rental Housing Licensing:		
	a. License	$150	
	b. License Renewal	$100	
	c. License Renewal Multiple Family	$75	
17.	Sign Permit Zoning Review (Admin)	$75	
18.	Sign Permit Zoning Review (Full)	$250	$350
19.	Sign Permit Zoning Review (Temporary)	$25	
20.	Rezoning	$350	~~$650~~ $1,000
21.	Site and Building Plan Review (Admin)	$100	$250
22.	Site and Building Plan Review (Regular)	$350	$450
23.	Street/Utility Easement Vacation	$350	~~$650~~ $1,000
24.	Subdivision:		
	a. Sketch Plan	$300	$500
	b. Preliminary Plat (Rural)	$400	$400 + $125/lot
	c. Preliminary Plat (Urban)	$400	$425 + $175/lot
	d. Final Plat	$350	$650
25.	Temporary Habitation Permit	$200	$5,000
26.	Temporary Outdoor Sales Permit/ License	$50	
27.	Wetland Replacement Plan Review With Plat	$350	$650
28.	Wetland Replacement Plan and Excavation	$350	$650
29.	Vacant Building Registration Fee;		
	a. First Year	$125	
	b. Second Year Renewal	$175	

c.	Third Year Renewal	$250	
d.	Fourth Year Renewal	$350	
e.	Fifty Year Renewal and Beyond	$500	
30.	Vacant Building Administration Fee	$100	
31.	Variance Application	$350	~~$650~~ $1,500
32.	Park Dedication	$2,500/lot	
33.	TIF Application/Business Subsidy	~~$2,500~~ $3,000	~~$2,500~~ $3,000
34.	Landscaping Escrow Admin Fee	$100	

- *Applicants are responsible for all costs incurred by the City for consultant fees.*

P. Building Permits.

Valuation Schedule as set by State Statutes 326B.153 BUILDING PERMIT FEES.

Subdivision 1. Building permits.

(a) Fees for building permits submitted as required in section 326B.106 include:

(1) the fee as set forth in the fee schedule in paragraph (b) or as adopted by a municipality; and

(2) the surcharge required by section 326B.148.

(b) The total valuation and fee schedule is:

(1) $1 to $500, $29.50;

(2) $501 to $2,000, $28 for the first $500 plus $3.70 for each additional $100 or fraction thereof, to and including $2,000;

(3) $2,001 to $25,000, $83.50 for the first $2,000 plus $16.55 for each additional $1,000 or fraction thereof, to and including $25,000;

(4) $25,001 to $50,000, $464.15 for the first $25,000 plus $12 for each additional $1,000 or fraction thereof, to and including $50,000;

(5) $50,001 to $100,000, $764.15 for the first $50,000 plus $8.45 for each additional $1,000 or fraction thereof, to and including $100,000;

(6) $100,001 to $500,000, $1,186.65 for the first $100,000 plus $6.75 for each additional $1,000 or fraction thereof, to and including $500,000;

(7) $500,001 to $1,000,000, $3,886.65 for the first $500,000 plus $5.50 for each additional $1,000 or fraction thereof, to and including $1,000,000; and

(8) $1,000,001 and up, $6,636.65 for the first $1,000,000 plus $4.50 for each additional $1,000 or fraction thereof.

		Fee	Escrow/State Fee
1.	Basement Finishes Permit	$140	**See Below
2.	Building Demolition	~~$95~~ $110	**See Below + $500
3.	Building Demolition – Commercial	By Valuation	$1,000
4.	Building Relocation Permit	$110	Performance Security Required
5.	Contractor Verification Fee	$10	
6.	Dock Permit	$50	$100
7.	Driveway Permit	$50	$200 (may be waived by staff)
8.	Fence – ~~Residential~~	~~$40~~	
	a. Residential Over ~~Six~~ Seven Feet in Height	By Valuation	
	b. Commercial	By Valuation	
9.	Fireplace	$95	**See Below
10.	Fuel Tank Removal	$95	**See Below
11.	Engineer's Grading Review of Building Permit	~~$130~~ $140	
12.	Water Heater	$75	**See Below
13.	HVAC – Heating Installations	$95/each	**See Below
	HVAC – Air Conditioning	$55/each	**See Below
14.	Inspections – After Hours	$70/hour, minimum 2 hours	
15.	Investigation Fee	Not to exceed permit fee	
16.	Irrigation/Wells	~~$50 back flow preventer~~ $75	**See Below
17.	~~Mobile~~ Manufactured Home Setup	By Valuation	
18.	On-Site Septic:		
	a. Type I – IV	$275	**See Below
	b. Type V	By cost incurred	
	c. Operating Permit	$125/year	**See Below
19.	Plumbing (includes Water Heater)	$95	
20.	Pools – Above Ground	$75	**See Below
	• *Letter must be submitted annually stating that an above ground pool will be placed in the same location each year as per the initial site plan.*		
21.	Pools – In Ground	By Valuation	
22.	Re-inspection Fee	Not to exceed $75/trip	
22.	Roofing:		
	a. Residential	$95	**See Below
	b. Commercial	By Valuation	
23.	Septic System Pumping Verification	$20	
24.	Siding:		
	a. Residential	$95	**See Below
	b. Commercial	By Valuation	
25.	Signs	By Valuation	

26. Solar-Ground Mounted	$95	
27. Water Softener Permit:		
a. Residential	~~$15 by State Statute~~ $55	**See Below
b. Commercial	By Valuation	
~~25. Windows/Exterior Doors~~	~~$95~~	~~**See Below~~
28. Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.)	By Valuation	

- *Anything not listed above will be based on valuation + plan review + State surcharge.*
- *Permits over 180 days of inactivity are null and void with no refund.*
- *Permit extension not to exceed ½ permit fee and Building Inspector makes determination.*
- *No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for State surcharges.*

**** STATE SURCHARGE collected in accordance with MN Statutes 326B.148 which is currently $1 per permit.**

Q. Escrow Deposits.

1. Urban:

a.	Curb Box and Meter	$1,500
b.	Final Grading	$500 - $1,000
c.	Litter/Debris Cleanup	$100 - $300
d.	2" Caliper Tree (new)	$300
e.	Sod	$2,000
f.	Seeding/Sprinkler	$2,000
g.	3" Black Dirt	$500
h.	Erosion Control in Place	$300
i.	Street Cleaned	$200
j.	Driveway Installed	$1,500

2. Rural:

a.	Final Grading	$500 - $1,000
b.	Litter/Debris Cleanup	$100 - $300
c.	2" Caliper Tree (new)	$300
d.	Sod/Seeding	$300 - $2,000
e.	Erosion Control in Place	$300
f.	Culvert	$1,500
g.	Driveway Installed	$1,500

R. Utility Fees.

1.	Access Charge:	
	a. Sewer Equivalent Connection	$4,284
	b. Water Equivalent Connection	$3,060
2.	Trunk Line Charge:	
	a. Water Trunk Line Availability	$2,956
	b. Sanitary Sewer Trunk Line Availability	$4,150
3.	Tapping and Connection Permits:	
	a. Tapping and Water Connection	$125
	b. Tapping and Sewer Connection	$125
	c. Water Connection	$50
	d. Sewer Connection	$50
4.	Meter Deposit:	
	a. ¾"	Cost
	b. 1" and larger	Cost + 10%
5.	Water Shutoff (7:00 am - 3:30 pm)	$35
6.	Water Reconnect (7:00 am - 3:30 pm)	$35

- *The disconnect and reconnect fee for water shall be waived if a resident leaves for two consecutive months during the time from October to March. This is to promote the idea of shutting off these snowbird residences to reduce the chance for freeze ups and bursting of pipes.*

7.	Meter Repair (not removal or Installation	Time and materials with $50 minimum
8.	Curb Stop Locate:	
	a. Summer	$25 minimum
	b. Winter	$50 minimum
9.	Curb Stop Driveway Cover	Cost
10.	Curb Stop Repair	Time and materials with $50 minimum
11.	Curb Stop Box	Cost
12.	Hydrant and Gate Valve Repair	Time and materials with $50 minimum
13.	Hydrant Meter Deposit	$800
14.	Non-Response to Tagging Notice	$250/month until resolved
15.	Unmetered Use of City Water	$200

S.	Water Rates.	***11/1/15 /*12/1/16 Effective Date**
1.	Monthly Base Fee	$16.50 / $19.80
a.	MN State Test Fee	$.53
2.	Charge per 1,000 Gallons Used per Equivalent Connection:	
a.	0 – 14,999	$5.10 /$6.12 equivalent conn
b.	15,000 – 29,999	$5.34 /$6.42 equivalent conn
c.	30,000 – 44,999	$6.18 /$7.42 equivalent conn
d.	45,000+	$7.38 /$8.86 equivalent conn
3.	Bulk Water:	
a.	System Access Charge	$50
b.	Charge per 1,000 Gallons Used	$6.16

T.	Sewer Rates.	
1.	Monthly Base Fee	$17.50 /$24.50
2.	Charge per 1,000 Gallons Used	$6.86 / $9.60 equivalent
3.	Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate

- *Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed.*
- *Summer residential sewer rate (May through October billings) are based on the average of water consumption used for the January, February, and March billings. If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than the 3,000 gallons will be billed actual usage up to the minimum average calculated.*
- *Note: Consumption amounts are not billed greater than actual usage.*

<u>STARTING IN 01/01/2016</u>

Storm Water Rates $5.00/month/parcel ($60 annual)

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

RESOLUTION 2016-69

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 226, SECOND SERIES AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING THE FEE SCHEDULE FOR THE CITY OF ST. FRANCIS

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 226, Second Series will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 226, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 226, SECOND SERIES

Section 1. The St. Francis City Code is hereby amended to include the following ordinance summarized below:

St. Francis City Code is hereby amending Section 2-9-1 the previously adopted Fee Schedule.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5th DAY OF DECEMBER, 2016.

APPROVED:

Attest:

____
Steve Kane, Mayor of St. Francis

____
Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
Comm. Econ. Dev

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Senior/Assisted Housing Tax Increment Financing Request

DATE: December 1, 2016

OVERVIEW:

The City has received an application for Tax Increment Financing Assistance from LeGen Companies. Funding is requested to assist in the development of an 81 unit senior housing facility. This facility was approved by the Planning Commission and Council for the *Development Amendment and site and building Plans* in November 2015. This approval did not include any Business Subsidy's. As noted in LeGens letter (attached) they are requesting $1.5 million over a period of 10 years. This will be further reviewed by Northland Securities to ensure the application meets State Statutes and underwriting requirements.

LeGen submitted the necessary documentation to meet the Business Subsidy application requirements. This includes the application, narratives, budget, timelines, market study and proforma. If Council moves forward with tonight's considerations, Northland Securities will provide the necessary services to meet state Statute and develop documentation for a TIF Housing District.

The most recent TIF application that was processed by the City was in December 1999 for the Turtle Ridge Housing Development. This assistance was decertified in October 2016 as it met the deadline for the assistance.

Several Action Steps are required upon the passing of the Resolution to call a Public Hearing. Calling a Public Hearing is not an adoption of a plan or approval of the development agreement. This is the first step that allows the documentation to move forward for adoption after the public hearing. As you can see in the preliminary calendar below, the next step is the creation of a TIF Plan, to request comment from the County and School District and then to move forward to the February 6 Public Hearing. At that time Council will adopt or deny the plan and/or development agreement after consideration of all comments received.

City of
St. Francis

December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 30	Resolution calling for public hearing and scope of services agreement sent to City staff
December 5	City Council calls for public hearing and approves scope of services agreement with Northland
December 28	Last day for written notice to county commissioner (469.175, Subd. 2a)
December 29	Draft TIF Plan sent to City for review

January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 5	Last day to send TIF Plan and fiscal implications to County and School District (469.175, Subd. 2)
January 7	First day to publish hearing notice
January 17	EDA to review TIF Plan and provide comment to City Council
January 18	Planning Commission adopts findings (if needed)
January 24	Actual date notice submitted to newspaper (includes business subsidy notice)
January 27	Actual publication date

February 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February 6	City Council Hearing Date - approve TIF Plan and development agreement

March 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 31	Submit adopted TIF Plan to State and OSA (no later than June 30, 2017)

ACTION TO BE CONSIDERED:

Two documents are before Council tonight for consideration:

1. Consider a Resolution Calling Public Hearing. The Resolution is to call for a Public Hearing on February 6, 2017 in which Council will review all comments and consider the adoption of a TIF Plan and Development Agreement.

2. Enter into a Financial Planning Agreement with Northland Securities. This document would be utilized only if Council calls for the Public Hearing to move forward with the TIF request. The expenses related to the Planning Agreement are collected from the applicant through the City's escrow process.

BUDGET IMPLICATION:

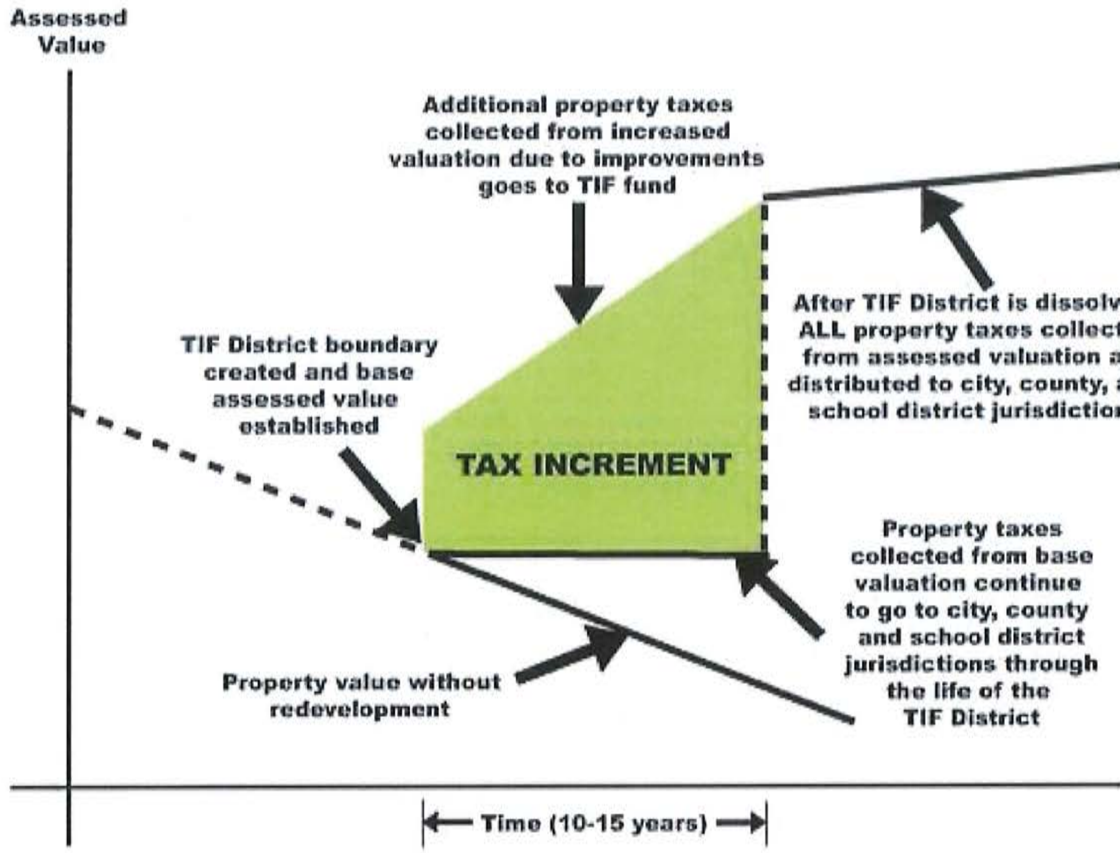
There are no budget implications with the Calling of the Public Hearing. Funds will be spent to meet the requirements of the Financial Planning Agreement, however costs paid out by the City will be collected from the applicant through the escrow process.

Attachments:

1. Tax Increment Financing definition and process requirements
2. Letter from LeGen requesting TIF assistance
3. Resolution Calling for Public Hearing
4. Financial Planning Agreement

City of St. Francis

TAX INCREMENT FINANCING DISTRICTS



Tax increment financing (TIF) is available to cities with housing and redevelopment authorities and economic development authorities as powers under a general or special law and may use tax increment financing. There are five types of eligible districts; Redevelopment, Housing, Economic Development, Renewal & Renovation and Soils Condition.

Tax increment financing is a funding technique that takes advantage of the increases in tax capacity and property taxes from development or redevelopment to pay upfront public development or redevelopment costs. The difference in the tax capacity and the tax revenues the property generates after new construction has occurred, compared with the tax capacity and tax revenues it generated before the construction, is the captured value. The taxes paid on the captured value are called "increments." Unlike property taxes, increments are not used to pay for the general costs of cities, counties, and schools. Instead, increments go to the development authority and are used to repay public indebtedness or current costs the city incurred in acquiring the property, removing existing structures or installing public services.

Thus, the property owner in a TIF district continues to pay the full amount of property taxes. TIF involves only the increased property taxes generated within the district. It does not change the amount of property taxes currently derived from the redevelopment area, nor does it directly affect the amount or rate of general ad valorem taxes the city levies. The result of a TIF project is an increased tax base that will benefit all local taxing jurisdictions. Additionally, TIF districts usually spur economic development and redevelopment through creating jobs, removing blight, and providing more affordable housing. TIF is used to encourage four general types of private development: redevelopment, renovation and renewal, growth in low- to moderate income housing, and economic development.

The city using TIF must report annually to the state auditor as to the status of the TIF district or districts and publish the report in a newspaper of general circulation in the municipality. The state auditor has established a uniform system of accounting and financial reporting for TIF districts. The city must annually submit to the state auditor a financial report in compliance with these standards.

The state auditor may audit TIF districts. If the state auditor notifies a TIF authority of an alleged violation, a copy of the notice is also forwarded to the county attorney. If no corrective action is brought within one year, the county attorney must notify the state auditor, who then notifies the attorney general. If the attorney general finds a substantial violation, the attorney general will petition the state tax court to suspend the authority's power to use TIF for a period of up to five years.

The TIF agreement with the developer is a complex document. Assistance from a financial advisor and the city attorney is necessary in order to anticipate the many potential problems. An agreement can establish a minimum market value for tax increment assessment purposes, as well as provide that the developer pay a certain level of taxes regardless of any classification rate changes or levy decreases. The agreement should be entered into before the assembly and acquisition of the land on which the completed improvements are to be located.

Before a district can be created, the law requires a detailed estimate of the impact of a proposed district on city-provided services, such as police and fire protection, public infrastructure, and borrowing costs attributable to the district, in addition to other complex estimations that must be prepared.

Cities should use extreme care in establishing a TIF district and should follow all procedural requirements; otherwise, a court may find the district was not properly established. In one case, a TIF district was not properly established where minimal effort was made to ensure the thorough inspection of the properties, inaccurate methodology was used to establish the condition of the buildings, and the buildings found structurally substandard were not reasonably distributed throughout the district.

Given the complexity of the laws governing the use of TIF, cities or HRAs should not undertake this method of financing community development projects without the advice of an attorney and professional consultants.

Tax increment financing (TIF) Minn. Stat. §§ 469.174 to 469.1794.

Information extracted from the LMC, Chapter 15 Community Development and Redevelopment, Handbook for Minnesota Cities Handbook is provided as general information and is not a substitute for legal advice.
http://www.lmc.org/media/document/1/chapter15.pdf?inline=true 11/30/2016

November 17, 2016

Kate Thunstrom
Community Development Director
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

Re: TIF Application for a Senior Living Facility

Dear Mrs. Thunstrom,

I am writing to you on behalf of LeGen Companies (the developer) and our senior health care partner, Walker Methodist, to request your consideration of Tax Increment Financing (TIF) for a senior housing project located on 229th Avenue, NW, immediately west of the The Ponds golf course clubhouse. The project, which was approved by the City of St. Francis through an amendment to its Planned Unit Development, will consist of up to an 81-unit senior housing facility. The 3-story, wood-framed structure will accommodate 56 assisted living and 25 memory care units along with health care staff spaces that will support our residents and their families. Of the spaces offered to local seniors, 20% will be set aside for elderly waiver (EW), low-income clients.

The project is being planned with the City of St. Francis' TIF Policy objectives clearly in mind. The development will serve the following public purposes:

1) Creation of jobs with livable wages and benefits
2) Increased tax base
3) Contribution to the fulfillment of the City's development or redevelopment objectives
4) Enhancement or diversification of the City's economic base
5) Creation of opportunities for affordable housing

The details of our proposed project and its benefits to the community can be found in the attached *Application for Business Assistance* and the related *TIF Request Exhibit Document.*

After an extensive financial analysis of our business model with operational expense input from Walker Methodist we have determined that the project is not viable without the application of TIF. The project financials are similar to those of supporting the Plaza Gardens Project that Walker Methodist recently completed in Anoka. The City of Anoka approved a similar TIF funding request in order to allow the project to move forward and ultimately open in August of 2016.

Our request is for $1.5M over a number of years to be determined by the City of St. Francis. This TIF funding will allow our investors and financing institution the ability to move forward with a financially sustainable project.

Our team has appreciated the support of the City Staff and Council Members throughout this process and hope that you will consider our request for the support of TIF and this new city amenity.

Please review our supporting documents and contact me with any questions or concerns.

Sincerely,

Shawn R. Meschke

Shawn R. Meschke, P.E.

LEGEN COMPANIES

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

HELD: December 5, 2016

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Anoka County, Minnesota, was duly held at the St. Francis City Hall on Tuesday, the 5th day of December, 2016 at 6:00 p.m. for the purpose, in part, the proposed establishment of Development District No. 2 and the proposed establishment of Tax Increment Financing District No. 2-1 within the Development District, the proposed adoption of the Development Program and the Tax Increment Financing Plan relating to thereto.

The following Council members were present:

and the following were absent:

Councilmember ______________________ introduced the following resolution and moved its adoption:

RESOLUTION 2016-68

CALLING PUBLIC HEARING ON THE PROPOSED ESTABLISHMENT OF DEVELOPMENT DISTRICT NO. 2 AND THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 2-1 WITHIN THE DEVELOPMENT DISTRICT AND THE PROPOSED ADOPTION OF THE DEVELOPMENT PROGRAM AND TAX INCREMENT FINANCING PLAN RELATING TO THERETO

BE IT RESOLVED by the City Council (the "Council") of the City of St. Francis, Minnesota (the "City"), as follows:

1. Public Hearing. This Council shall meet on Monday, February 6, 2017, at approximately 6:00 p.m., to hold a public hearing on the following matters: (a) the proposed establishment of Development District No. 2; (b) the proposed establishment of Tax Increment Financing District No. 2-1 within the Development District; (c) the proposed adoption of the Development Program for the Development District; and (d) the proposed adoption of a Tax Increment Financing Plan relating to Tax Increment Financing District No. 2-1, all pursuant to and in accordance with Minnesota Statutes Sections 469.124 through 469.134, and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended (collectively the "Act).

2. Notice of Hearing; Filing of Program and Plan. The City Clerk is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of the proposed Development Program

and the proposed Tax Increment Financing Plan on file in the City Clerk's Office at St. Francis City Hall and to make such copies available for inspection by the public.

3. Consultation with Other Taxing Jurisdictions. The City Clerk is hereby directed to mail a notice of the public hearing and a copy of the proposed Development Program and Tax increment Financing Plan to Anoka County and Independent School District No. 15 informing those taxing jurisdictions of the estimated fiscal and economic impact of the establishment of the proposed Tax Increment Financing District No. 2-1.

Adopted by the City Council of the City of St. Francis, Minnesota, this 5th day of December, 2016.

____

Steve Kane, Mayor

ATTEST:

____

Barbara I. Held, City Clerk

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

I, the undersigned, being the duly qualified and acting City Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council of the City of St. Francis, Minnesota duly called and held, as such minutes relate to the calling of a public hearing on the City's proposed establishment of Development District No. 2, the establishment of Tax Increment Financing District No. 2-1, and the adoption of the Development Program and Tax Increment Financing Plan relating to thereto.

WITNESS my hand as such City Clerk of the City of St. Francis this ___ day of __________, 2016.

____
City Clerk

EXHIBIT A
CITY OF ST. FRANCIS, COUNTY OF ANOKA
STATE OF MINNESOTA
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of St. Francis, Anoka County, Minnesota, will hold a public hearing on Monday, February 6, 2017, at approximately 6:00 p.m., at the City Hall, in the City of St. Francis, Minnesota, relating to the establishment of Development District No. 2 and the establishment of Tax Increment Financing District No. 2-1, and the adoption of the Development Program and Tax increment Financing Plan relating to thereto, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.134, both inclusive, as amended, and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended. Copies of the Development Program and Tax Increment Financing Plan as proposed to be adopted, will be on file and available for public inspection at the office of the City Clerk at City Hall.

The property proposed to be included in Development District No. 2 is described in the Development Program on file in the office of the City Clerk. The property proposed to be included in Tax Increment Financing District No. 2-1 is described in the Tax Increment Financing Plan on file in the office of the City Clerk. The coterminous boundaries of Development District No. 2 and Tax Increment Financing District No. 2-1 are shown in the adjacent map.

All interested persons may appear at the hearing and present their views orally or in writing prior to the hearing.

Dated: _________________.

BY ORDER OF THE CITY COUNCIL

/s/ Barb Held
City Clerk

[Publish no earlier than January 7, 2017 and no later than January 27, 2017]

Exhibit II

City of St. Francis

Tax Increment Financing District No. 2-1 (Housing)

Senior Housing Project

Projected Tax Increment Cash Flow

								100.00%	10.00%	4.00%	90.00%	4.00%
TIF District Year	Value Year	Taxes Payable Year	Taxable Market Value [1 4]	New Tax Capacity [1]	Base Tax Capacity [3]	Captured Tax Capacity	Assumed Original Tax Rate [2]	Estimated Tax Increment	Est. TIF To Pay City Project and Financing Costs	Present Value of TIF to City	Est. TIF To Pay Developer Project and Financing Costs	Present Value of TIF to Developer
1	2018	2019	7,290,000	91,125	(1,290)	89,835	141.019%	126,228	12,668	11,368	113,560	101,902
2	2019	2020	7,308,225	91,353	(1,290)	90,063	141.019%	126,549	12,701	22,322	113,848	200,096
3	2020	2021	7,326,496	91,581	(1,290)	90,291	141.019%	126,870	12,733	32,878	114,137	294,716
4	2021	2022	7,344,812	91,810	(1,290)	90,520	141.019%	127,191	12,765	43,049	114,426	385,893
5	2022	2023	7,363,174	92,040	(1,290)	90,750	141.019%	127,513	12,797	52,850	114,716	473,751
6	2023	2024	7,381,582	92,270	(1,290)	90,980	141.019%	127,837	12,830	62,295	115,007	558,412
7	2024	2025	7,400,036	92,500	(1,290)	91,210	141.019%	128,161	12,862	71,396	115,299	639,991
8	2025	2026	7,418,536	92,732	(1,290)	91,442	141.019%	128,486	12,895	80,165	115,591	718,602
9	2026	2027	7,437,082	92,964	(1,290)	91,674	141.019%	128,812	12,928	88,616	115,884	794,351
10	2027	2028	7,455,675	93,196	(1,290)	91,906	141.019%	129,138	12,961	96,759	116,178	867,344
11	2028	2029	7,474,314	93,429	(1,290)	92,139	141.019%	129,465	12,993	104,605	116,472	937,680
12	2029	2030	7,493,000	93,662	(1,290)	92,372	141.019%	129,794	13,026	112,166	116,768	1,005,456
13	2030	2031	7,511,732	93,897	(1,290)	92,607	141.019%	130,123	13,059	119,452	117,064	1,070,766
14	2031	2032	7,530,512	94,131	(1,290)	92,841	141.019%	130,453	13,092	126,472	117,360	1,133,699
15	2032	2033	7,549,338	94,367	(1,290)	93,077	141.019%	130,783	13,126	133,237	117,658	1,194,341
16	2033	2034	7,568,211	94,603	(1,290)	93,313	141.019%	131,115	13,159	139,756	117,956	1,252,776
17	2034	2035	7,587,132	94,839	(1,290)	93,549	141.019%	131,447	13,192	146,038	118,255	1,309,085
18	2035	2036	7,606,100	95,076	(1,290)	93,786	141.019%	131,780	13,226	152,091	118,554	1,363,343
19	2036	2037	7,625,115	95,314	(1,290)	94,024	141.019%	132,115	13,259	157,924	118,855	1,415,628
20	2037	2038	7,644,178	95,552	(1,290)	94,262	141.019%	132,449	13,293	163,544	119,157	1,466,009
21	2038	2039	7,663,288	95,791	(1,290)	94,501	141.019%	132,785	13,327	168,960	119,459	1,514,557
22	2039	2040	7,682,446	96,031	(1,290)	94,741	141.019%	133,121	13,360	174,179	119,761	1,561,338
23	2040	2041	7,701,652	96,271	(1,290)	94,981	141.019%	133,459	13,394	179,208	120,065	1,606,416
24	2041	2042	7,720,907	96,511	(1,290)	95,221	141.019%	133,797	13,428	184,053	120,369	1,649,854
25	2042	2043	7,740,209	96,753	(1,290)	95,463	141.019%	134,135	13,462	188,723	120,673	1,691,710
26	2043	2044	7,759,559	96,994	(1,290)	95,704	141.019%	134,476	13,496	193,222	120,980	1,732,043
							TOTAL =	3,388,083	340,032		3,048,050	

Key Asssumptions

1 Taxable market value annual growth assumption = 0.25%

2 Assume Pay 2016 Tax Year

3 Base Taxable Market Value = $103,200

4 Assumption for New Taxable Market Value = $7,290,000 based on 81 units at $90,000 per unit (New TMV is placeholder, needs review and confirmation.)

5 Present value is based on semi-annual payments.

6 Estimated total tax increment is after deducting the State Auditor's Office fee of 0.36% of the tax increment distribution.

7 Present value is calculated based on semi-annual payments, stated rate in the schedule above, and beginning on date of TIF Plan approval (2/6/2017)

8 All amounts are estimated and do not represent agreement by the City on any amount of assistance or terms.

FINANCIAL PLANNING AGREEMENT

BY AND BETWEEN
THE CITY OF ST. FRANCIS, MINNESOTA
AND
NORTHLAND SECURITIES, INC.
TAX INCREMENT FINANCING DISTRICT (HOUSING)

This Agreement made and entered into by and between the City of St. Francis, Minnesota (hereinafter "City") and Northland Securities, Inc., of Minneapolis, Minnesota (hereinafter "NSI").

WITNESSETH

WHEREAS, the City desires to use the services of NSI for financial planning assistance related the establishment of a new tax increment financing (housing) district (the "TIF District").

WHEREAS, the service to be provided is intended solely for financial planning and NSI is not providing advice on the timing, terms, structure or similar matters related to a specific bond issue.

WHEREAS, NSI desires to furnish services to the City as hereinafter described.

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NSI

The scope of work will undertake the process to establish the proposed TIF District. Legal services to review the TIF plan and the approving resolution are not provided by NSI and are not subject to this agreement. Inspection services to determine if the project meets the definition of "Substandard Building" as defined by Minnesota Statutes, Section 469.174, subdivision 10, are not provided by NSI and are not subject to this agreement.

NSI will provide the following services:

1. Collect data for the TIF District, including:
    a. Parcel identification numbers for all parcels in the Development District and the TIF District.
    b. Estimated market value and tax capacity value for all parcels in the TIF District.
    c. Current property tax rates for all jurisdictions.
    d. City map showing project location and parcel boundaries.
2. Evaluate and advise City on type of tax increment financing district and statutory requirements and limitations.
3. Set and distribute calendar of meetings and key dates.
4. Assist with preparation of notice of hearing and assist City with compliance with statutory requirements for mailing and publication.
5. Provide guidance on statutory findings for establishment of the TIF District.

6. Collect and review data about the proposed development project, including:
    a. Type, size, value, and timing of proposed development.
    b. Activities and estimated project costs to be paid by the TIF District.
7. Review basis for findings for establishing TIF District, including:
    a. Statutory criteria for proposed district.
    b. Developer justification ("but for") for the use of tax increment from the TIF District.
    c. Review of Developer project pro forma and calculation of return on equity (cash) with and without tax increment assistance.
8. Determine and confirm a basic understanding by the applicable City staff and representatives of key criteria for the process including:
    a. Boundaries of Development District.
    b. Specific development objectives to address in the planning documents beyond the proposed project.
    c. Official newspaper and publication schedule.
    d. An understanding by the attorney who will review the plan and final resolution.
9. Obtain any additional relevant data not collected in item #1, including:
    a. Building permits issued for parcels in the TIF District over the past 18 months.
    b. Current comprehensive plan.
10. Assist the City and City's attorney with drafting of the development agreement.
11. Prepare planning documents including program for the Development District, if necessary, and plan for the TIF District (the "TIF Plan").
12. Distribute draft planning documents with letter of explanation and other supporting information, including notice of public hearing, to county and school district.
13. Assist with preparation of resolutions authorizing the TIF District and approving the plan.
14. Prepare and distribute resolution for planning commission findings, if necessary (scope does not include NSI attendance at planning commission meeting).
15. Prepare and distribute packet of documents for public hearing including TIF plan and approving resolution.
16. Attend and facilitate discussion at public hearing.
17. Prepare TIF record book (electronic transcript).
18. Submit district for certification by the county.
19. File all necessary documents for TIF District with the Office of the State Auditor and Minnesota Department of Revenue.

COMPENSATION

The budget for undertaking the tasks in this agreement is an amount not to exceed $8,000. The amount is based on the estimated number of hours required to complete these tasks at an hourly billing rate of $200 per hour plus reimbursable expenses for travel, printing, and mailing. NSI will bill on a monthly basis for actual services performed and reimbursable expenses.

The City may at its discretion authorize NSI to undertake additional tasks, including meeting attendance, beyond the tasks listed above. Additional planning services will be billed monthly at a rate of $200 per hour.

Invoices will detail the work performed, requested compensation for the period and show amounts previously billed.

ASSIGINED NORTHLAND EMPLOYEE

The NSI employee responsible for providing services pursuant to this agreement and for the services performed is Tammy Omdal.

SUCCESSORS OR ASSIGNS

The terms and provisions of this Agreement are binding upon and inure to the benefit of the City and NSI and their successors or assigns.

DISCLAIMER

In performing service under this agreement, NSI is relying on the accuracy of information provided by the Developer and the City and the services provided by Northland are based on current State Law. The parties agree that the Minnesota property tax system and other laws may change and may affect the accuracy and validity of services provided by NSI. NSI will perform its work using the best available information. The City recognizes and accepts that future property values, tax levies, and tax rates may vary from the assumptions used by NSI and such changes may affect the work product produced and provided by NSI.

TERM OF THIS AGREEMENT

This Agreement shall terminate upon NSI's completion of the tasks listed above and the filing of the adopted district with the State. This Agreement may also be terminated upon thirty (30) days written notice by either the City or NSI. Absent a separate written agreement to the contrary, termination of this Agreement without providing at least thirty (30) days written notice shall result in "early termination". In the event of "early termination" by the City, NSI shall provide the City with an itemized hourly statement of services already provided. All billable hours by NSI shall be billed at the stated hourly rates should "early termination" occur.

Dated this ___ day of December, 2016.

Northland Securities, Inc.

By: JR Fifield Jr. ______________________

John R. Fifield, Jr.

Director of Public Finance

City of St. Francis, Minnesota

By: ______________________

____

Title

Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

November 16, 2016

Joseph Kohlmann
City Administrator
City of St. Francis
23340 Cree Street NW
St. Francis MN55070

Dear Mr. Kohlmann:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended December 31, 2015, qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management

Each entity submitting a report to the Certificate of Achievement review process is provided with a "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements in its financial reporting techniques. Your list has been enclosed. You are strongly encouraged to implement the recommended improvements into the next report and submit it to the program. If it is unclear what must be done to implement a comment or if there appears to be a discrepancy between the comment and the information in the CAFR, please contact the Technical Services Center (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

Certificate of Achievement program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. Your written responses should provide detail about how you choose to address each item that is contained within this report. These responses will be provided to those Special Review Committee members participating in the review.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. Enclosed is an AFRA for:

Darcy Mulvihill, Finance Director

Continuing participants will find a certificate and brass medallion enclosed with these results. First-time recipients will find a certificate enclosed with these results followed by a plaque in about 10 weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed. We suggest that you provide copies of it to local newspapers, radio stations and television stations. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, www.gfoa.org .

A current holder of a Certificate of Achievement may include a reproduction of the award in its immediately subsequent CAFR. A camera ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year. To continue to participate in the Certificate of Achievement Program it will be necessary for you to submit your next CAFR to our review process.

In order to expedite your submission we have enclosed a Certificate of Achievement Program application form to facilitate a timely submission of your next report. This form should be completed and sent (postmarked) with three copies of your report, three copies of your application, three copies of your written responses to the program's comments and suggestions for improvement from the prior year, and any other pertinent material with the appropriate fee by June 30, 2017.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact Delores Smith (dsmith@gfoa.org or (312) 578-5454).

Sincerely,
Government Finance Officers Association

Stephen J. Gauthier

Stephen J. Gauthier, Director
Technical Services Center

SJG/ds

Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

11/16/2016

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **City of St. Francis** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Darcy Mulvihill, Finance Director

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.

Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

City of St. Francis

Minnesota

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

December 31, 2015

Jeffrey R. Emer

Executive Director/CEO

The Government Finance Officers Association of the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Darcy Mulvihill

Finance Director

City of St. Francis, Minnesota

The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Date November 16, 2016

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
Fire Report

TO: Joe Kohlmann, City Administrator

FROM: Matt Kohout, Fire Chief

SUBJECT: **Fire Calls through 10/31/2016**

DATE: 12-5-2016

OVERVIEW:

Attached you will find the Fire Calls report from January 1st, 2016 through October 31st, 2016. In summary you will find:

1) 209 calls year to date
2) 80 calls have been Medicals
3) 17 calls have been Fire Alarms No Smoke
4) 16 calls have been Personal Injury/Accident
5) 38 calls on Mondays – the busiest day so far
6) 28 calls during the month of May – the busiest month so far

Also, not in a report for your information, we have had:

1) 30 Drills
2) 13 Officer Meetings
3) 5 General Meetings
4) 9 Maintenance Drills
5) 16 Fire Inspections

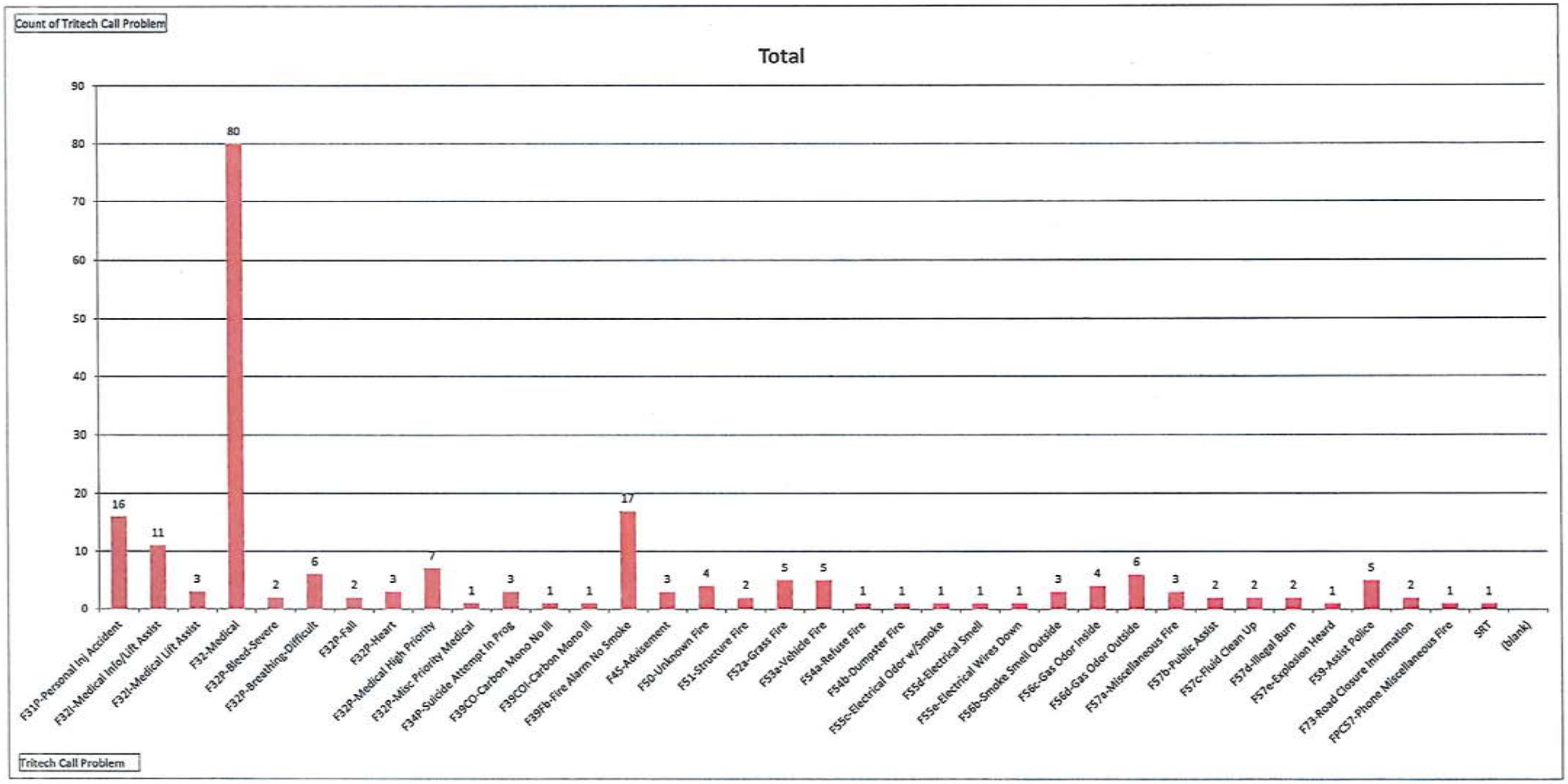
I've provide for you all of the Officer Meeting Agendas so that you can be informed on the topics that we have been discussing.

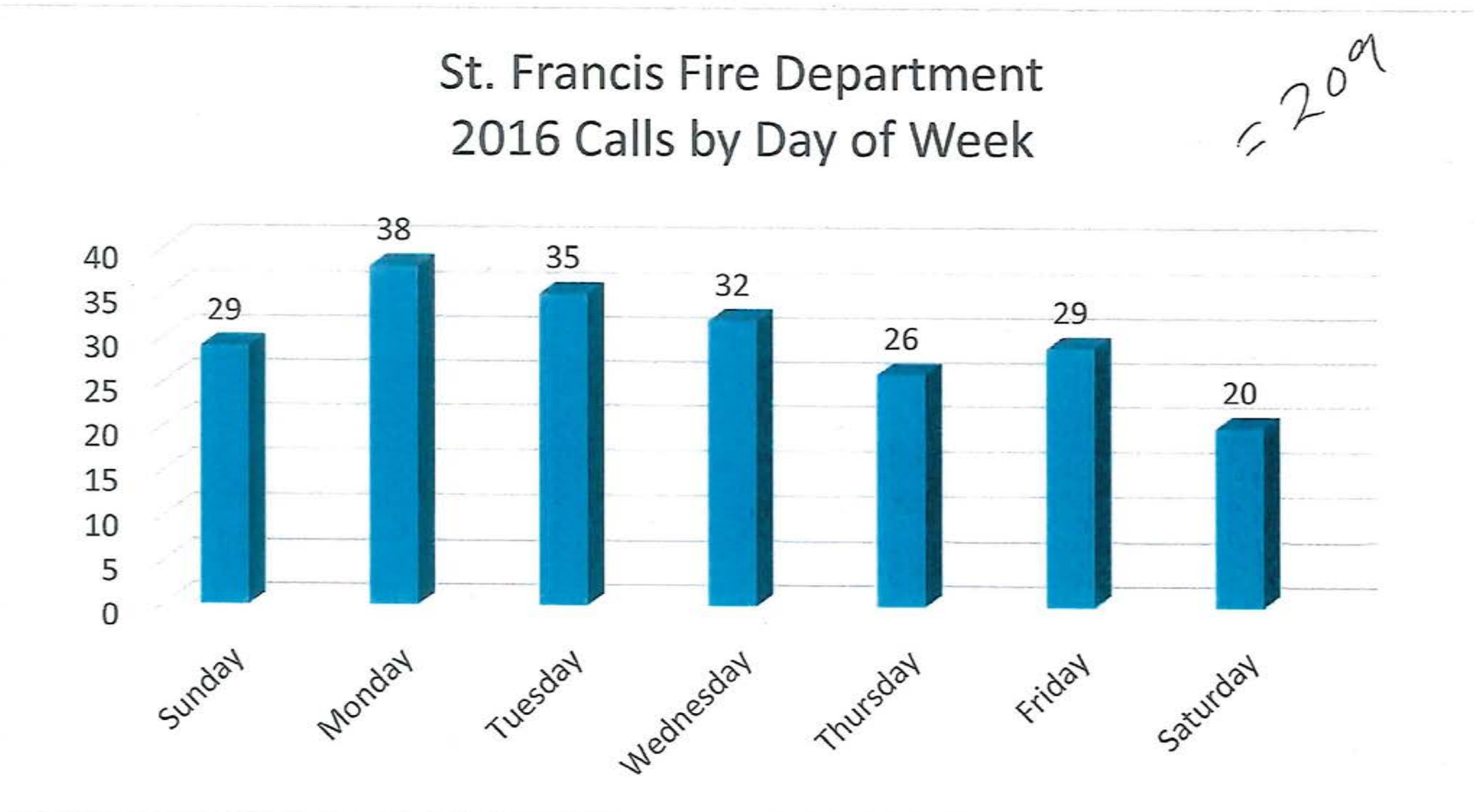
ACTION TO BE CONSIDERED:

No action. Any questions you may have can be addressed.

Row Labels	Count of Tritech Call Problem
F31P-Personal Inj Accident	16
F32I-Medical Info/Lift Assist	11
F32I-Medical Lift Assist	3
F32-Medical	80
F32P-Bleed-Severe	2
F32P-Breathing-Difficult	6
F32P-Fall	2
F32P-Heart	3
F32P-Medical High Priority	7
F32P-Misc Priority Medical	1
F34P-Suicide Attempt In Prog	3
F39CO-Carbon Mono No Ill	1
F39COI-Carbon Mono Ill	1
F39Fb-Fire Alarm No Smoke	17
F45-Advisement	3
F50-Unknown Fire	4
F51-Structure Fire	2
F52a-Grass Fire	5
F53a-Vehicle Fire	5
F54a-Refuse Fire	1
F54b-Dumpster Fire	1
F55c-Electrical Odor w/Smoke	1
F55d-Electrical Smell	1
F55e-Electrical Wires Down	1
F56b-Smoke Smell Outside	3
F56c-Gas Odor Inside	4
F56d-Gas Odor Outside	6
F57a-Miscellaneous Fire	3
F57b-Public Assist	2
F57c-Fluid Clean Up	2
F57d-Illegal Burn	2
F57e-Explosion Heard	1
F59-Assist Police	5
F73-Road Closure Information	2
FPC57-Phone Miscellaneous Fire	1
SRT	1
(blank)	
Grand Total	**209**

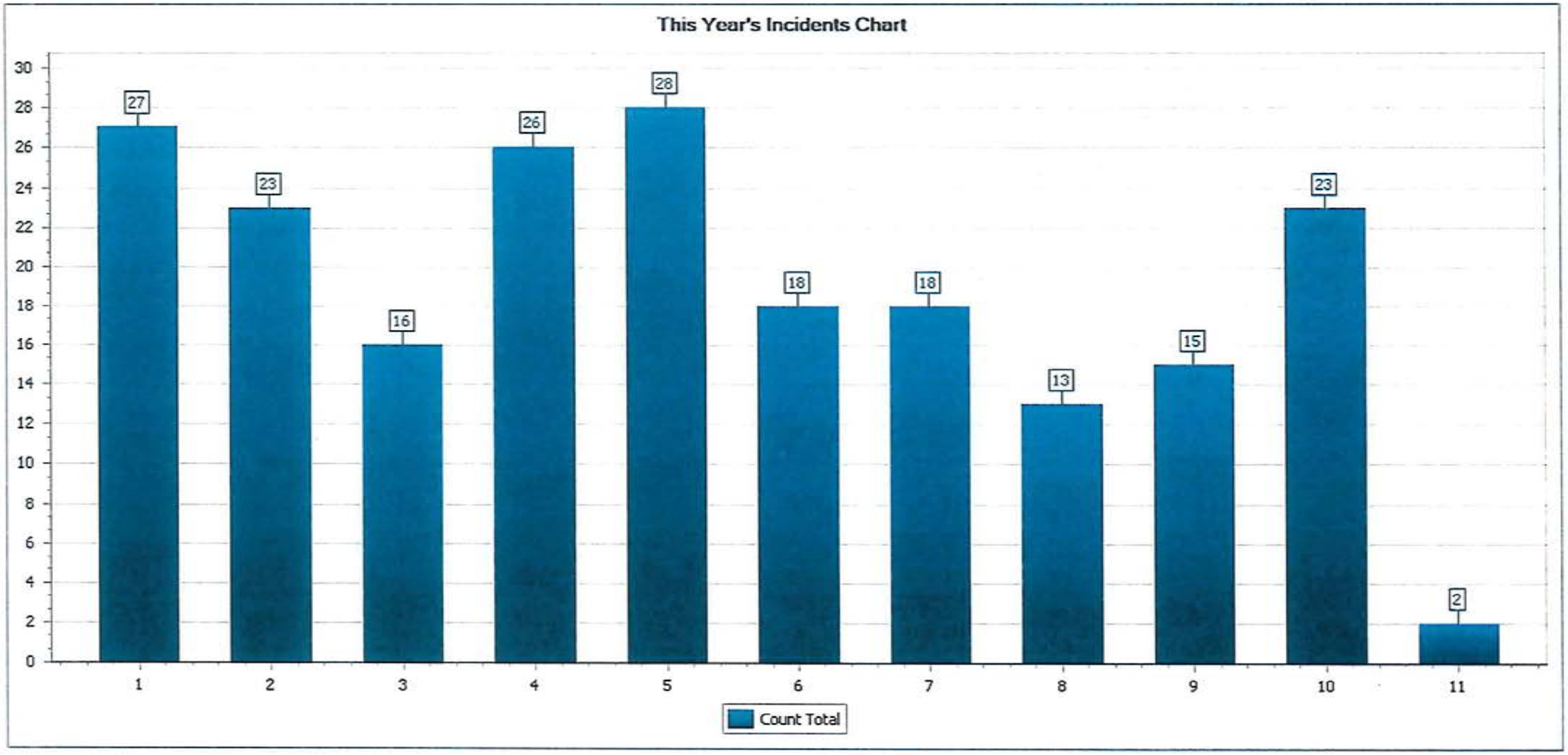
The one blank call type does not show so grand total would be 210!


Count of Tritech Call Problem
Total
90
80
70
60
50
40
30
20
10
0
16
11
3
80
2
6
2
3
7
1
3
1
1
17
3
4
2
5
5
1
1
1
1
1
3
4
6
3
2
2
2
1
5
2
1
1
F31P-Personal Inj Accident
F32I-Medical Info/Lift Assist
F32I-Medical Lift Assist
F32-Medical
F32P-Bleed-Severe
F32P-Breathing-Difficult
F32P-Fall
F32P-Heart
F32P-Medical High Priority
F32P-Misc Priority Medical
F34P-Suicide Attempt In Prog
F39CO-Carbon Mono No Ill
F39COI-Carbon Mono Ill
F39Fb-Fire Alarm No Smoke
F45-Advisement
F50-Unknown Fire
F51-Structure Fire
F52a-Grass Fire
F53a-Vehicle Fire
F54a-Refuse Fire
F54b-Dumpster Fire
F55c-Electrical Odor w/Smoke
F55d-Electrical Smell
F55e-Electrical Wires Down
F56b-Smoke Smell Outside
F56c-Gas Odor Inside
F56d-Gas Odor Outside
F57a-Miscellaneous Fire
F57b-Public Assist
F57c-Fluid Clean Up
F57d-Illegal Burn
F57e-Explosion Heard
F59-Assist Police
F73-Road Closure Information
FPCS7-Phone Miscellaneous Fire
SRT
(blank)
Tritech Call Problem


St. Francis Fire Department
2016 Calls by Day of Week
= 209
40
35
30
25
20
15
10
5
0
29
38
35
32
26
29
20
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

St. Francis Fire Department
2016 Calls by Month

=209



St. Francis Fire Department

Officers Meeting 01-12-2016 /17:00 hrs

Meeting called to Order at _____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections
3. Officer Reports/
4. Truck/building Maint. / Engine 2/other- outside lights.
5. Call Reviews/Oak grove mutual aid truck response/freelancing.
6. Training
7. Hiring status/progress agility tonight at 7.
8. Rms/Cad Update – Sam.
9. Driving Sog/PAR sog.
10. Budgets-Last years and this years.
11. Succession plan
12. Truck pulling with new Tanker/pumper.
13. Radios
14. New Gear:
15. Dept. Secretary Duty's
16. Fire explorer Engine Company 6.
17. New business:
18. Old business

Adjourn @____Hours.

St. Francis Fire Department

Officers Meeting 02-15-2016 /18:00 hrs

Meeting called to Order at _____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections
3. Officer Reports/
4. Truck/building Maint.
5. Call Reviews
6. Training "back to basics"
7. Hiring status New Members starting Wednesday
8. Rms/Cad Update/2015 calls entered – Sam.
9. Driving Sog.
10. Awards Dinner/Firefighter of the year.
11. Truck pulling with new Tanker/pumper.
12. New Radios
13. New Gear:
14. New Defib.
15. Fire explorer Engine Company 6.
16. New business:
17. Old business

Adjourn @____Hours.

St. Francis Fire Department

Officers Meeting 03-07-2016 /19:00 hrs

Meeting called to Order at _____ Hours.

Topics:

1. New Defibrillator (Paul Mendosa)
2. **Safety Concerns**
3. Asst. Chief Report/Fire Inspections
4. Officer Reports/
5. Truck/building Maint.
6. Call Reviews
7. Training
8. Rms/Cad Update
9. Truck pulling with new Tanker/pumper
10. SOG's
11. New business:
12. Old business

Adjourn @____Hours.

St. Francis Fire Department

Officers Meeting 03-21-2016 /19:00 hrs

Meeting called to Order at _____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections
3. Officer Reports/
4. Truck/building Maint.
5. Call Reviews
6. Training " this wed training"
7. Rms/Cad Update switchover to FDM
8. Truck pulling
9. SOG formats.
10. New business:
11. Old business

Adjourn @____Hours.

FIRE & RESCUE CALL RESPONSE ORDER (Updated 1/11)

Medical R1 (3 MAX) Cardiac's can be toned out for additional help
Heavy Medical / PI R1 * E2 *(2 in Rescue if leaves first)*
CO Calls R1 *(Rescue Tone Only)*
Illegal Burn (Hydranted) E2 (Rural) E1
Structure Fire (Hydranted) E2*E1*T2*G1*U1 *(if needed)*
Structure Fire (Rural) E1*T2*E2*T1*G1*U1 *(if needed)*
Wildland Fire G1 * T1 * E1 * T2 * U1 *(if needed)*
Car Fire E2 * T2 * U1 *(if needed)*
Hazmat Call E1 * G1&U1 * T2
Technical Rescue G1&U1 * E2
Ice Rescue E2 * R1 * G1&U1
Mutual Aid **E1 or T2 or both (ONLY what is requested)**
AUTO Aid SEND: *Bethel: T2 & E1, Ramsey:T2, Oak Grove:T2, East Bethel:T2*
RECEIVE *Bethel:Eng. & Tender, Ramsey:Tender, Oak Grove:Eng. & Tender, East Bethel:Tender*

(Engine leaves with NO less than 5 * Tankers have a MAX of 2 * Changes may be made at officers discretion)

St. Francis Fire Department

Officers Meeting 04-04-2016 /19:00 hrs

Meeting called to Order at _____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections
3. Officer Reports/
4. Truck/building Maint.
5. Call Reviews
6. Training
7. Mock Car crash update.
8. Rms/Cad Update switchover to FDM
9. Budget review
10. Truck pulling/response SOG.
11. Driving SOG/new Checkoff
12. SOG formats.
13. New business:
14. Old business

Adjourn @____Hours.

St. Francis Fire Department

Officers Meeting 05-02-2016 /19:00 hrs

Meeting called to Order at _____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections
3. Officer Reports/Truck/Building Maint./Training.
4. Call reviews
5. Mock Car crash Final update/Thursday.
6. Explorers at drills.
7. Rms/Cad Update switchover to FDM.
8. Driving SOG/new Check off. Discussion.
9. New business: Pet Clinic Sat 9-noon.
10. Old business

Adjourn @____Hours.

St. Francis Fire Department

Officers Meeting 05-16-2016 /19:00 hrs

Meeting called to Order at _____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections/Tours.
3. Officer Reports/Truck/Building Maint./Training.
4. Call reviews
5. Gear issues.
6. Tools not being cleaned
7. Trailer use
8. Pioneer Days.
9. 2017 proposed budget
10. New business:
11. Old business:

Adjourn @____Hours.

St. Francis Fire Department

Officers Meeting 07-18-2016 /19:00 hrs

Meeting called to Order at _____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections/Tours.
3. Officer Reports/Truck/Building Maint./Training.
4. Call reviews
5. Nite to unite
6. Training officer position
7. Trailer use now, water rescue equipment
8. Pioneer Days.
9. Sog's: water rescue/uniform
10. New business:
11. Old business:

Adjourn @____Hours.

St. Francis Fire Department

Officers Meeting 08-01-2016 /19:00 hrs

Meeting called to Order at _____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections/Tours.
3. Officer Reports/Truck/Building Maint./Training.
4. Call reviews
5. Nite to unite
6. Possible house burn
7. Sog's: water rescue/uniform
8. New business:
9. Old business:

Adjourn @____Hours.

St. Francis Fire Department

Officers Meeting 08-15-2016 /19:00 hrs

Meeting called to Order at _____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections/Tours.
3. Officer Reports/Truck/Building Maint./Training.
4. Truck Maintenance /Pump testing.
5. Call reviews/Car crash/Medical calls
6. Request to be at the park Aug 26th 6pm. For Kiana.
7. Alcohol policy/sog- Sam
8. New business:
9. Old business:

Adjourn @____Hours.

St. Francis Fire Department

Officers Meeting 09-19-2016 /19:00 hrs

Meeting called to Order at _____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections/Tours.
3. Officer Reports/Truck/Building Maint./Training. Driving St cloud.
4. Truck Maintenance /
5. Call reviews/
6. Roundabouts response
7. new gear and air packs
8. Open house and French toast breakfast ideas.
9. Chief Conf.
10. Explorers.
11. Oak grove Conf.
12. New business:
13. Old business:

Adjourn @____Hours.

St. Francis Fire Department

Officers Meeting 10-03-2016 /19:00 hrs

Meeting called to Order at _____ Hours.

Topics:

1. **Safety Concerns**
2. Asst. Chief Report/Fire Inspections/Tours.
3. Officer Reports/Truck/Building Maint./Training this weekend.
4. Truck Maintenance /
5. Call reviews
6. new gear and air packs
7. Open house and French toast breakfast.
8. Chief Conf.
9. Sog's
10. Oak grove standby the 22nd 4-8
11. New business:
12. Old business:

Adjourn @____Hours.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
Fire Report

TO: Joe Kohlmann, City Administrator

FROM: Matt Kohout, Fire Chief

SUBJECT: **Succession Plan Update**

DATE: 12-5-2016

OVERVIEW:

Last Fall the City Council was provided with a Succession Plan in order to provide opportunities for the potential to promote a Fire Chief from within the organization. Attached you will find a report with some of the actions that have been taken to fulfill the Succession Plan effort. I have provided my updates to the plan in **bold underline**.

Overall, I think that the organization has been improving. I encourage active participation and allow firefighters the chance to step up and "take the lead" on various initiatives. Firefighters are encouraged to participate in any and all activities that they are interested in from attending event functions, attending or conducting trainings, and actively discuss issues at the Fire Meetings.

As Chief, I've tried to address the points numbered in the Succession Plan while effectively managing the Fire Department.

ACTION TO BE CONSIDERED:

No action. Any questions you may have can be addressed.

Succession Plan

Succession training for those interested to become a Chief Officer for the City of St. Francis Fire Department has been, and is, an ongoing process. Chief Kohout has been helping firefighters work through the change of new leadership, and observing behavior in the last four months. Those interested, have been advised to take it upon themselves to demonstrate interest, training, skill levels, questions, etc., in order to progress within the Department. As the budget allows, those interested are able to attend training classes to meet qualifications for succession. Some things the Department has done so far include:

1. Chief Kohout introduced the officers to the Minnesota Fire Chiefs Association Conference. St. Francis Fire Department has never attended this event in the past. Chief Kohout and Assistant Chief Barry McDonough attended the event this year. The conference is held every October, rotating between Duluth, Rochester, and St. Cloud. Barry attended New Chief Officer classes, met vendors, and networked with state fire professionals. Next year, all Fire Officers will be offered to attend the conference.

   A) Chief Kohout and Assistant Chief McDonough attended Chief's Conference in 2015.

   B) Chief Kohout, Assistant Chief McDonough, and Captain Faanes attended in 2016.

   C) Lt. Bichler attended some of the Conference and met with vendors in 2016.

2. Chief Kohout and the members of the Department went over the budget, how it works, and the importance of following the budget. Related discussions included what needs to be added or changed in the Department, truck replacement in the CIP, the benefits of adding gear now, and radio replacement.

   A) Budgets were discussed at Officer Meeting on 1/12/16

   B) Budgets were discussed at Officer Meeting on 4/4/16

   C) 2017 Budget was discussed at Officer Meeting on 5/16/16

   D) Budget discussions involve CIP, training issues/needs, and personnel.

3. Chief Kohout started to implement in-house training rather than paying an instructor for the same training. Training done in-house includes how to drive, instruct a training drill, take the lead, etc. Training occurs every Wednesday for 2 hours at 0900 or 1800 hours.

   A) A snapshot into some of the training topics is below. Most Officers have instructor certification, however we still sometimes rely on outside trainers:

Month	Date	Training
July	7/29/2015	LP Emergencies
	7/29/2015	LP Emergencies
Oct		Chiefs Conference
Dec	12/15/2015	Hazmat Refresher
	12/15/2015	Hazmat Refresher
April		Rochester Sectional School
May	5/25/2016	Ladders/Ropes/Knots
	5/25/2016	Ladders/Ropes/Knots
June	6/15/2016	Railway/Pipeline Ops - 1
	6/15/2016	Railway/Pipeline Ops - 1
	6/22/2016	Railway/Pipeline Ops - 2
	6/22/2016	Railway/Pipeline Ops - 2
	6/29/2016	Relay Pumping
	6/29/2016	Relay Pumping
Sept	9/7/2016	Confined Space Trailer
	9/7/2016	Confined Space Trailer
	9/24/2016	
Nov	11/2/2016	Car Fire,pumping, command
	11/2/2016	Car Fire,pumping, command
	11/23/2016	Emergency Driving
	11/23/2016	Emergency Driving
	11/30/2016	hose testing
	11/30/2016	hose testing
Dec	12/7/2016	Modern Fire Attack - SLICE-RS
	12/7/2016	Modern Fire Attack - SLICE-RS

4. Chief Kohout took advantage of the new fire truck to teach the officers what it takes to obtain new equipment. Following the process start to finish, officers were involved with the development of specifications, made aware of associated costs, how to process change orders, bringing needed items in front of council, and the final inspection of the fire truck.

   A) This provided the opportunity for the Fire Department to work through change orders, putting trucks in service, and the Agenda Report for the City Council. Most Officers were involved on some level in this process.

5. Chief Kohout encourages all firefighters to attend as many of the free Homeland Security Emergency Management, state, or federal training classes for continued development. Free training is offered to all firefighters and officers. These trainings come up throughout the year.

A) Assistant Chief and Captain have attended "open for all"

B) One Firefighter attended training in New Mexico for free

C) All training opportunities get forwarded to all Officers or all personnel, budget allowing.

D) Several have taken extra trainings on their own or in groups.

E) A large group attended training at Camp Ripley (Fire apparatus operator)

F) Emergency driving training for all firefighters (Captain Faanes has taken the lead on this)

G) Cevo Driving class for drill from St. Cloud and internally

H) Lt. Carl Johnson is attempting to attend National Fire Academy this fall (if accepted)

I) State Fire Training Board reimburses training up to a certain percentage on some trainings. Each year all invoices are sent to them.

6. Chief Kohout explained the process for becoming a Certified Emergency Manager for the State of Minnesota.

   A) Chief Kohout has discussed this process with interested Officers, most notably Captain Faanes has shown interest. Dave Jorgenson has his certification already.

7. Chief Kohout has been driving to start and continue a fire inspection program for the City. Selected Officers will ride along in a larger city in the next couple of weeks to observe experienced fire inspectors, and learn different techniques related to fire inspection. Fire inspections have not been up to date on most records since 2013. This was handled by personnel that is no longer employed by the city, and others who have stepped down.

   A) Assistant Chief McDonough has done a ride along with Coon Rapids. Other Officers were encouraged to do the same.

   B) Trying to advance the inspection program. Assistant Chief McDonough has been working through commercial properties starting in the east part of the City and working his way west.

   C) Chief Kohout is doing spot inspections and responding to issues as they come.

   D) Actively encouraging and seeking more participation in this area.

8. Officers began attending Anoka County Fire Protection meetings which are held once every 3 months.

   A) We had one officer attend one meeting for this.

9. Chief Kohout finished training on how to use and implement the Mobile 911 Computer Aided Dispatch (CAD) in the fire trucks. Chief Kohout is currently teaching the rest of the Department.

A) Chief Kohout has put on a class for entire department 9/30/15. Also got all fire trucks working with the Cad in a wireless form for use at calls.

B) Discussed at Officer Meeting on 1/12/16

C) Discussed at Officer Meeting on 2/15/16

D) Discussed at Officer Meeting on 3/7/16

E) Discussed at Officer Meeting on 3/21/16

F) Discussed at Officer Meeting on 4/4/16

G) Discussed at Officer Meeting on 5/2/16

H) Lt. Sam Strasburg has been a leader in this effort.

10. With Chief Kohout as the mediator, Officers began to run officer meetings and some business meetings.

    A) Still working on this – actively encourage discussion at these meetings to work through all initiatives as a team while allowing Officers the room to step up to address issues.

11. Tabletop exercises have been implemented to discuss emergency management and command within scenes, ranging in difficulty and complexity.

    A) Table Top scene size up, risk analysis, emergency management thoughts and tactics, command drill with scenario pictures of buildings. All fire attended on 12/2/15.

12. Firefighters started to implement weekly training without the Chief present.

    A) Chief Kohout has attended most trainings. Most Officers are certified instructors. We continue to move in this direction.

13. Firefighters are encouraged to attend or watch council meetings to observe proceedings.

    A) This continues as firefighters have the availability. Council Meetings are open to all.

14. At fire scenes, Chief Kohout shadows Officers in command. Chief Kohout guides Officers through decision making processes, while allowing the officer to have ultimate control of the scene. Chief Kohout critiques the Officers post-incident to improve their skills in future scenes.

    A) Continuing to shadow, mentor, and critique as needed.

    B) We discuss in depth topics our calls and our general business operations in order to provide a better service to the community.

15. Chief Kohout urges firefighters to participate in City functions and City meetings when the Chief is absent. For example, Officers attended the initial meeting to start the planning of a mock car crash for the High School in the spring.

A) Captain Faanes, Lt. Sam Strasburg, and Chief Kohout participated in the mock car crash.

Captain Faanes, was in charge of this event for the fire side of it.

B) Firefighters are encouraged to attend all meetings that interest them.

16. Firefighters are encouraged to attend public events and be visible in the public to build community relations.

A) Football games have had a Fire presence

B) Pioneer Days has had a strong Fire presence

C) Night to Unite had a strong Fire presence

D) Various Fire Department functions

E) Mock Car Crash

17. The Fire Department and the Police Department have begun to work on various public safety matters to better serve the citizens efficiently and cohesively.

A) Police and Chief Kohout are working to update the Emergency Management Plan

B) Mock car crash between Police and Fire

C) Football games working together there.

As with any change of leadership, there have been varying opinions on how to structure meetings, run scenes, select gear or equipment, and decide who is best fit to make these decisions. Relations in the Department since Chief Kohout's appointment have dramatically improved. Chief Kohout remains positive and enthusiastic about the future of the Department and the development of his officers.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
Administrator

TO: Honorable Mayor & Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Police Chief**

DATE: 12-5-2016

OVERVIEW:

On April 20th, 2016 the City Council interviewed two candidates for the Chief of Police position left vacant by the retirement of Chief Harapat. At that time, Sergeant Rehling was appointed as the Chief of Police. Both candidates successfully completed and were recommended for hiring by the City's workplace assessment consultant. At the July 5th, 2016 City Council Meeting, the City Council appointed Sergeant Schwieger as Acting Police Chief.

With the passing of Chief Rehling, the City now has to look to fill the permanent Chief of Police position. The City has two options:

1) Appoint Acting Chief Schwieger as Chief of Police
2) Some other method of recruitment/selection

With the permanent appointment of Acting Chief Schwieger, the City will need a motion to delete Section D of the attached personnel policy excerpt since Acting Chief Schwieger's brother Nate Schwieger works as the City's Investigator.

ACTION TO BE CONSIDERED:

Consider the appointment of Acting Chief Schwieger to Chief of Police; if so, also make a motion to delete Section D of the attached Personnel Policy.

Attached is an excerpt of the Personnel Policy regarding section of candidate that are related.

Where these exams are required, they will be required of all candidates who are conditionally offered employment for a given job class. The information obtained during the medical exam will be treated as confidential medical records.

The exam will be conducted by a licensed physician designated by the City and the cost of the exam will be paid by the City. The physician will notify the City Administrator that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed the drug test if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator will confer with the physician and candidate regarding reasonable and acceptable accommodations.

The physician will inform the candidates of the results of their examination. If a candidate is rejected for employment based on the results, he/she will be notified of this determination and may request further explanation from the physician.

SELECTION

A. The selection process will be a cooperative effort between the City Council, City Administrator, and the department head, subject to final hiring approval of the City Council. For regular full-time positions, the department head will normally recommend the top candidate or candidates to the City Administrator who will make recommendations to the City Council for all hires and promotions. The City Administrator and Council may elect to interview any or all of the candidates.

B. Hiring of seasonal, part-time (casual), intermittent and temporary employees may be delegated to the department heads or their designee upon approval of the City Council. These latter appointments may be terminated by the supervisor at any time, subject to department head approval.

C. The City will normally not employ two members of the same family under any of the following circumstances:

- Where one employee would supervise, evaluate, or participate in the disciplinary action of his/her family member;
- Where one family member may significantly influence the work or working conditions of another family member;
- Where one employee would be responsible for auditing the work of another family member; or
- Where confidentiality of the City would be compromised.

For purposes of this policy only, family members include: parent, stepparent, parent-in-law, child, stepchild, son- or daughter-in-law, sibling or sibling-in-law, grandparent, grandchild, legal guardian, or ward of an employee or elected official.

This policy does not apply to the hiring of casual part-time, seasonal, or temporary positions or to paid-on-call firefighters unless one family member will be supervised either directly or indirectly by another. All appointments of family members in the same department must be approved by the City Administrator, including any exceptions to this policy.

D. Relatives may be hired only if they are the most qualified and they will not be supervised by another relative. In addition, relatives may not work in the same department unless at least one of the two positions is a temporary or seasonal position and the appointment is approved by the City Administrator. Regular full-time and part-time employees may not be hired to work in the same department. For this policy only, relative does not include spouses.

PROBATIONARY PERIOD

All newly hired full-time and part-time (benefit-earning) and paid-on-call employees will serve a minimum of a six (6) month probationary period in the position, unless covered by a collective bargaining agreement stating a different time frame.

This period will be considered a training period. The training period is an integral part of the selection process, and will be used for observing the employee's work, or training the employee in work expectations, for assessing the employee's abilities, skills, and interest, and for rejecting any employee whose performance does not meet the required work standards or is otherwise not a good fit for the position.

Employees may be dismissed at any time during the initial probationary period. An employee so dismissed will not have the right to appeal unless the employee is covered by the Veteran's Preference Law, in which case the employee may request a hearing pursuant to Minnesota Statute 197.46. Probationary periods may be extended beyond six (6) months upon approval of the City Administrator.

Regular employees who are promoted, granted transfers or reassignments, or voluntarily demote, will be required to serve an additional probationary period up to six (6) months. Benefits will not be affected by the additional probationary period or by an extension of the probationary period.

Prior to the end of the probationary period, the immediate supervisor, with concurrence of the department head, will document the probationary employee's performance and will recommend that the employee either pass probation or be rejected for the position. This documentation should be submitted to the City Administrator at least two (2) weeks prior to the end of the probationary period and will be placed in the employee's personnel file. The City Administrator will make the final decision on whether the employee will become a regular employee or will be terminated.