

CITY OF ST. FRANCIS

CITY COUNCIL AGENDA

**February 3, 2014**

ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)  
4115 Ambassador Blvd. NW

6:00 PM

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
  - a. City Council Minutes –January 21, 2014
  - b. Extending EDA Commission Member Chris McClish’s term until January 2015.
  - c. Enter into a 2014 Animal Control Contract with Marline Skinner
  - d. Enter into an Agreement for Residential Recycling Program with the County of Anoka
  - e. Payment of Claims
5. Meeting Open to the Public - *Open Forum is an opportunity for citizens to present an issue or concern to City Council. Each presentation should be limited to no more than four minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
7. Ordinances & Resolution
  - a. Resolution 2014-02 : End of Year Transfers
  - b. Resolution 2014-03 : Surplus Property
  - c. Ordinance 193, Second Series: Approving the Sale of City Owned Real Estate (Second Reading)
8. Reports of Consultants & Staff Members
  - a. Engineer: Aztec Street Improvement – Resolution 2014-04: Receiving Report and Calling for a Hearing
  - b. Attorney:
  - c. Staff:
    - Building Official:
    - Finance Director: Continuing Disclosure Document
    - Fire Dept.:
    - Public Works:
    - Liquor Store:
    - Police:
    - City Administrator Report: City owned Property Update
    - Setting Work Session Date
    - Wastewater Feasibility Report Update
9. Reports from Council Members
10. Report from Mayor:
11. Old Business
12. New Business
13. Adjournment

**Calendar of Event**

- Jan 31: St. Francis Chamber Annual Dinner @ Refuge Golf Club 6 pm Social Hour 7 pm Dinner/Show  
Feb 1: Area Mayors Snowmobile Trail Ride - Registration begins at 10 am Anoka County Fairgrounds  
Feb 3: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm  
Feb 4: Political Party Caucuses @ 7 pm. Locations will be finalized mid-January  
Feb 17: Presidents Day Holiday – City Offices Closed  
Feb 18 (Tues): City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm  
Feb 19: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm

TO: Mayor & City Council

FROM: Matthew L. Hylan,  
City Administrator



RE: Agenda Memorandum – February 3, 2014 Meeting

**NOTE: Mayor Tveit would like to remind the Council of the Mayor's Snowmobile Ride on Saturday, February 1, 2014**

**Agenda Items:**

**4. Consent Agenda:**

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

**7. Ordinances & Resolutions**

- a. *Resolution 2014-02:* Attached is Resolution 2014-02 adopting the 2013 End of Year Transfers. A motion would be in order to approve this Resolution.
- b. *Resolution 2014-03:* Attached is Resolution 2014-03 declaring surplus property of the Council computers. A motion would be in order to approve this Resolution.
- c. *Ordinance 193, Second Series, Second Reading:* Attached is Ordinance 193 authorizing the sale of city real estate. These lots are the townhome lots in the Meadows of St. Francis which Council acquired last summer/fall. This Ordinance is needed, per City Charter, to sell city real estate. A roll call vote would be in order to approve Ordinance 193, Second Series, second reading.

**8. Reports:**

- a. **Engineer: Attorney:** *Aztec Street Improvement Project & Resolution 2014-04:* Attached is a memorandum explaining the Aztec Street Improvement Project from City Engineer Jared Voge. Additionally, Resolution 2014-04 receiving the report and calling for the Hearing on this improvement. A motion would be in order to approve Resolution 2014-04.

b. **Staff:**

**Finance Director:** Attached is an agenda report from Finance Director Darcy Mulvihill regarding the continuing disclosure document. The continuing disclosure document is also attached.

**Building Official:**

**Fire:**

**Public Works:**

**Liquor Store:**

**Police:**

**City Administrator:** *City Owned Property Maps:* Updated maps are being prepared for a report to Council at the February 18<sup>th</sup> meeting. This report will include all government owned property (city, county, school, state).

*Work Session Date:* Mayor Tveit and I have discussed holding a 5:15pm work session for February 18<sup>th</sup> to further discuss Council direction on community engagement.

*Wastewater Treatment Feasibility Report Update:* City Engineer Jared Voge has informed staff the report will be ready for Council review for the March 3, 2014 meeting.

**11. Old Business:**

**12. New Business:**

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

CITY COUNCIL MINUTES

January 21, 2014

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Amy Lazere, Tim Brown and Chris McClish. Also present were Fire Chief Dean Kapler, Building Official Andy Schreder, Police Chief Jeff Harapat, Police Sergeant Jake Rehling, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, and City Clerk Barb Held.
3. **Adopt Agenda:** Mayor Tveit asked to add Public Works Department Report. MOTION BY LAZERE SECOND McCLISH TO ADOPT THE JANUARY 21, 2014 CITY COUNCIL AGENDA AS AMENDED. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY McCLISH SECOND BROWN TO APPROVE THE JANUARY 21, 2014 CITY COUNCIL CONSENT AGENDA AS A – D AS FOLLOWS:
  - a. Approve the City Council Minutes of January 6, 2014.
  - b. Receive and File Work Session Note of January 6, 2014
  - c. Final Pay Request from Amcon Construction Management for a total of \$938.00 to Olympus Lockers and storage.
  - d. Payment of Claims \$1,411,967.04 (Check #66724-66788 \$141,143.47 and ACH 80E \$1,270,823.57)Motion carried 4-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
  - a.
7. **Ordinances & Resolution:**
  - a. **Ordinance 193, Second Series: Approving the Sale of City Owned Real Estate (First Reading):** Mayor Tveit said if the City chooses to sell any land we have to approve the sale by ordinance. The property noted in the ordinance are the townhome lots in the Meadows of St. Francis. MOTION BY BROWN SECOND McCLISH APPROVING THE FIRST READING OF ORDINANCE 193, SECOND SERIES APPROVING THE SALE OF CITY OWNED REAL ESTATE. Roll Call: Ayes: Brown, Lazere, McClish and Tveit. Nays: None.
8. **Reports of Consultants & Staff Members:**
  - a. **Engineer:**
  - b. **Attorney:**
  - c. **Staff:**

**Building Official:** Building Official Andy Schreder provided the city council with an agenda report outlining the activity for 2013. Schreder stated he would like to continue with a seasonal inspector during peak building times of the year. Schreder also noted that the vehicle was a good purchase and was paid for with money generated through building permits.

**Fire Dept.: Department Report:** Chief Kapler thanked the city council for their time by taking a tour of the fire station before the meeting. Chief Kapler reported there were approximately twelve people who attended the fire fighter informational recruitment meeting this last Saturday. Applications will be taken until February 3, 2014.

**Public Works:** Public Works Director Paul Teicher reported he has been in contact with the Home Run Club, the organization staffing the warming house during the winter months. They were not able to open the warming house during the very cold days and would like to extend the contract that is to be ending February 2, 2013. The cost for this extension is minimal at around \$430. Tveit asked that council if they wanted to address this tonight or place it on the next city council agenda. The council agreed to act on this tonight and extend the contract to February 9, 2014. Lazere said she has used the facility a number of times this year and the staff has been very nice and friendly. MOTION BY McCLISH SECOND LAZERE TO EXTEND THE CONTRACT WITH THE HOMERUN CLUB UNTIL FEBRUARY 9, 2014. Motion carried 4-0.

**Liquor Store:**

**Police Dept.:** Sgt. Jake Rehling reported the 2014 Squad a AWD Dodge Charger was ordered and expect delivery sometime this spring. Rehling also reported that two of the tazers the police department currently uses are closing in on ten years old and need to be replaced. The model the police department uses is being discontinued. We will be replacing the two with newer models and continue replacing them when they no longer work. Tveit stated a number of years ago you had a tazer training where you invited the city council to attend. Tveit asked if they still have them. Sgt. Rehling said they do have them annually and the city council is always welcome to attend those trainings. Tveit said he did get tazed at the training he attended and asked if any of the city council wanted to attend. MOTION BY BROWN SECOND McCLISH APPROVING THE MAYOR TO ATTEND THE TRAINING AND GETTING TAZED . Motion carried 4-0.

**City Administrator:**

9. **Reports from Council Members:** Lazere reported the St. Francis Area Chamber will be having a board meeting tomorrow (January 22, 2014) at 11:00 am and Pioneer Days will be discussed at that meeting. All are welcome to attend and are looking for volunteers for Pioneer Days.

10. **Report from Mayor:** Tveit reported that City Administrator Matt Hysten was excused to attend his son's basketball game and was parent's night tonight.

Metro Cities will be holding a meeting on January 30, 2014 in regards to Water Supply issues.

One more plug for the Mayors Snowmobile Trail Ride on February 1, 2014 starting at the Anoka County Fairgrounds at 10:00 am.

I have been invited to be one of the speakers at the State of the Cities event on February 11, 2014, hosted by the Anoka Area Chamber of Commerce.

11. **Old Business:** Lazere asked for a list of all the City owned properties and what the plans are for the parcels.

Tveit also wanted to thank staff for helping the city council receive new computers and McClish for the quick training. I know Matt (Hysten) delivered them late on Thursday night so we would be able to have them to look at the packet and for tonight's meeting.

12. **New Business:** Tveit reported that Steve Kane was appointed to fill the City Council vacancy. He was unable to attend tonight's meeting because of a conflict that we were aware of prior to tonight.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:25 pm.

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Barbara I. Held, City Clerk

## ANIMAL CONTROL OFFICER AGREEMENT

THIS AGREEMENT, made this 1st day of January, 2014, by and between Marline Skinner, 28901 Dahlia Street, Isanti, Minnesota 55040, hereinafter referred to as "Contractor", and the City of St. Francis, Minnesota, hereinafter referred to as "City".

WITNESSETH, that the Contractor and the City, for the consideration stated herein, mutually agree as follows:

1. Statement of Work. Contractor shall furnish all labor, equipment and services performed for the jobs of dog catcher and confining dogs for the City, as set forth below in an efficient and workmanlike manner in accordance with this Agreement. Contractor shall comply with all federal, state and local laws and ordinances in performing the duties as specified herein.

2. Contractor's Duties. Contractor shall, upon request of the members of the Police Department or the City Clerk's office, take all reasonable and necessary steps to catch and take into custody any dog determined to be in violation of any City Ordinance or Minnesota State Statute. All apprehensions of dogs directed by members of the Police Department or the City Clerk's office shall be in an efficient, workmanlike and humane manner. Contractor agrees to use snares to capture the dogs. Contractor shall supervise the drafting and service of appropriate notice when a dog has been picked up, and deliver notice to the City Clerk for further posting, as required, pursuant to St. Francis Code 8.05, Subd. 8.

Contractor shall take all reasonable and necessary steps to control, kennel and care for dogs taken into custody by the City in a humane manner. The Contractor agrees to comply with all state laws regarding waiting periods on dogs taken into custody. It is specifically made part of this Agreement that the nature of services to be provided by Contractor shall include providing a place for each dog to stay; together with the provision of food, water and walking/exercising the dogs. Contractor shall also provide medication for the needs of any dogs in its care. Contractor will also transport all dogs to the veterinarian or rescue party at the end of the five day period each unclaimed dog is required to be held pursuant to City Ordinance. The five day holding period shall not include weekends or holidays. If a dog that has bitten a person is impounded, that dog must be kept apart from other animals and observed for a period of 10 days, during which time Contractor shall notify the City of signs of any transmittable diseases.

It is understood, pursuant to this Agreement, that Contractor shall bring all dogs caught directly to Contractor's kennel in Isanti, Minnesota. Contractor will provide services for the City of St. Francis seven days a week, twenty-four hours per day.

3. Compensation. Contractor shall receive a fixed monthly sum from the City of Five Hundred Dollars (\$500.00) for any and all services related to the pick-up, board and transport of dogs. Additionally, Contractor shall also receive Twenty Dollars (\$20.00) per day for boarding a dog that has been subjected to a "Declaration of Dangerous Dog," or a dog that needs to be

quarantined for any reason. Contractor will provide the City with a monthly expense sheet showing:

- a) the number of animal pickups in that month;
- b) the number of late animal pickups (defined as pick ups occurring between 6 p.m. and 8 a.m.)
- c) the number of animals and days that Contractor boarded animals in that month that have not been subjected to a “Declaration of Dangerous Dog,” or a dog that needs to be quarantined for any reason;

This monthly report will also calculate animal pickups at \$60 per animal pick up from 8 a.m. to 6 p.m.; \$75 per animal for late pick up; \$20 per day for boarding each animal that has not been subjected to a “Declaration of Dangerous Dog” or a quarantined dog. This amount will not constitute additional payments however, in the event that this calculation exceeds five hundred dollars (\$500) for three consecutive months, the fixed monthly sum from the City will increase to Six Hundred Dollars (\$600.00) for the balance of the Agreement. Contractor shall receive no benefits other than the above-referenced dollar amounts. In the event Contractor finds a home for an unclaimed dog after its required holding period, Contractor shall contact City as to required charges to release said dog. Contractor must instruct a person claiming a dog to pay fees directly to City and show a paid receipt to Contractor prior to picking up the dog during regular business hours. The Contractor will be closed the same Holidays as City Hall.

4. Licensing and Certification. Contractor hereby agrees to maintain all Professional Licensing and Certification required by local, state and federal law, and/or Association for Dog Catchers and Dog Kennels.

5. Relationship of Parties. The parties intend that an independent contractor relationship will be created by this Agreement. The City is interested only in the results to be achieved, specifically; the caring for dogs not restrained with City limits, and the conduct and control of the work will rest solely with the Contractor. Contractor is not to be considered an agent or employee of the City for any purpose, and the employees of Contractor, if any, are not to be considered employees of the City, and are not entitled to any of the benefits that the City provides its employees. It is understood that the City does not agree to use Contractor exclusively. It is further understood that Contractor may perform services for other entities, as long as such relationship does not impede, or prohibit, the provision of services for City pursuant to this Agreement.

6. Liability Insurance and Indemnification. The services to be performed by Contractor pursuant to this Agreement will be performed entirely at Contractor’s risk, and Contractor assumes all responsibility for the use and condition of tools and equipment used in the performance of Contractor’s duties, efforts and work as a dog care provider. Contractor further agrees to indemnify City for any and all liability or loss arising in any way out of the performance of this Agreement, including costs and attorney’s fees.

7. Insurance. Contractor agrees to maintain in full force and effect general liability coverage in the amount of \$400,000 per occurrence, \$75,000 aggregate naming City as an additional insured on the policy. The policy must state that the insurance company must give written notice to the City thirty (30) days prior to canceling the insurance contract. The initial policy and any subsequent changes in the insurance policy must be approved by the City.

8. Termination. City and Contractor may terminate this Agreement at any time with or without cause by providing written notice to the other party no later than thirty (30) days prior to the termination date. City and Contractor may immediately terminate this Agreement upon breach of any of the material terms herein by providing written notice of the termination. Such notice shall be given to the City at City offices. Such notice shall be given to Contractor at its place of business.

9. Facilities and Equipment. Contractor shall be responsible for providing all tools and equipment necessary to perform its duties as the City dog kennel. The City will not provide office space to Contractor for services as dog care provider. Contractor shall also provide appropriate kennels for the retention of dogs caught by Contractor until appropriate disposition can be made for each such dog retained.

10. Accounting and Billing. The City agrees to pay for such services each month within twenty (20) days of its receipt of each month's billing from Contractor. The City shall be responsible for collecting payments from any individual, or individuals, for retrieving their dog during regular business hours.

11. Business Records. At all times during the course of this Agreement, and upon termination of this Agreement by either party, all files, documents and records relating to performance of dog caring by Contractor shall remain the property of City, and shall be provided to City at any time upon its request to Contractor. Contractor shall maintain records as required by St. Francis Ordinance 8.05.

12. Audit of Records. The books, records, documents and accounting procedures and practices of Contractor relevant to the Agreement are subject to the examination by County representatives and either the legislative auditor or the state auditor as appropriate pursuant to Minn. Stat. §16B.06, Subd. 4. and any amendments there under.

13. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all other agreements or representations, whether written or oral.

14. Headings. Headings are for convenience only and are not a part of this Agreement.

CITY OF ST. FRANCIS

By: \_\_\_\_\_  
Jerry Tveit, Mayor

CONTRACTOR

Dated: \_\_\_\_\_, 2014

By: Marline Skinner  
Marline Skinner

308355\_1

**AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM**

**THIS AGREEMENT** made and entered into on the 1st day of January, 2014, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF ST. FRANCIS, hereinafter referred to as the "MUNICIPALITY".

**WITNESSETH:**

**WHEREAS**, Anoka County will receive \$818,365 in funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") and \$270,984 in funding pursuant to Minn. Stat. § 473.8441 (hereinafter "LRDG funds ") during 2014 and

**WHEREAS**, Anoka County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs; and

**WHEREAS**, the County wishes to assist the Municipality in meeting recycling goals established by the Anoka County Board of Commissioners by providing said SCORE and LRDG funds to cities and townships in the County for solid waste recycling programs.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality.
2. **TERM.** The term of this Agreement is from January 1, 2014 through December 31, 2014, unless earlier terminated as provided herein.
3. **DEFINITIONS.**
  - a. "Problem material" shall have the meaning set forth in Minn. Stat. § 115A.03, subdivision 24a.
  - b. "Multi-unit households" means households within apartment complexes, condominiums, townhomes, mobile homes and senior housing complexes.
  - c. "Opportunity to recycle" means providing recycling and curbside pickup or collection centers for recyclable materials as required by Minn. Stat. § 115A.552.
  - d. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.
  - e. "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling, including paper, glass, plastics, metals, fluorescent lamps, major appliances and vehicle batteries.
  - f. Refuse derived fuel or other material that is destroyed by incineration is not a recyclable material.
  - g. "Yard waste" shall have the meaning set forth in Minn. Stat. § 115A.03, subdivision 38.

4. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 682 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.
- a. The Municipal recycling program shall include the following components:
    - i. Each household (including multi-unit households) in the Municipality shall have the opportunity to recycle at least four broad types of materials, such as paper, glass, plastic, metal and textiles.
    - ii. The recycling program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.
    - iii. The Municipality shall implement a public information program that contains at least the following components:
      - (1) One promotion is to be mailed to each household focused exclusively on the Municipality's recycling program;
      - (2) One promotion advertising recycling opportunities available for residents is to be included in the Municipality's newsletter or local newspaper; and
      - (3) Two community outreach activities at municipal events to inform residents about recycling opportunities.The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle within the Municipality.
    - iv. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents.
    - v. The Municipality shall regularly attend the monthly Solid Waste Abatement Advisory Team meetings.
  - b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.
    - i. Organize either 1) spring and fall clean-up/recycling drop-off events, or 2) monthly (at least 8 during the course of the year) recycling drop offs which can be held in conjunction with a neighboring municipality on a cooperative basis for the citizens of both Municipalities.
    - ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored events and festivals. The feasibility of adding organics collection at the event may also be explored and added to the event as an enhancement to the waste abatement program.
    - iii. Provide the opportunity for citizens to engage in recycling activities at municipal parks.
    - iv. Organize and manage a Full Service Recycling Drop-off Center.
    - v. Develop enhanced recycling promotion and assistance for multi-units.
  - c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.

5. **REPORTING.** The Municipality shall submit the following reports semiannually to the County no later than July 20, 2014 and January 20, 2015:
- a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this agreement. The Municipality shall also report the number of cubic yards or tons of yard waste collected for composting or land spreading, together with a description of the methodology used for calculations. Any other material removed from the waste stream by the Municipality, i.e. tires and used oil, shall also be reported separately.
  - b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs.
  - c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling programs.

The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

6. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semiannually to the County for abatement activities no later than July 20, 2014 and January 20, 2015. Costs not billed by January 20, 2015 will not be eligible for funding. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.
7. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum as computed below, which shall not exceed \$43,258. The project maximum for eligible expenses shall be computed as follows:
- a. A base amount of \$10,000.00 for recycling activities only; and
  - b. \$5.00 per household for recycling activities only; and
  - c. As provided according to the schedule in Attachment A for each of the following services: Full Service Recycling Drop-off Center, Spring/Fall or Monthly Drop-off events; Municipal Park Recycling; Community Event Recycling; and Multi-unit Recycling; and
  - d. After considering the 2014 Municipal Funding Request (Attachment B) designating the additional Grant Projects that the City will undertake in the upcoming year; and
  - e. Including an additional change order contingency of up to 10% of the total of the first four items in this list.

Notwithstanding any provision to the contrary, the County reserves the right to reduce the funding provided hereunder in the event the City does not undertake and complete the additional Grant Projects referenced in Attachment B.

8. **RECORDS.** The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
9. **AUDIT.** Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.
10. **GENERAL PROVISIONS.**
  - a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement.
  - b. No person shall illegally, on the grounds of race, creed, color, religion, sex, marital status, public assistance status, sexual preference, handicap, age or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to unlawful discrimination under any program, service or activity hereunder. The Municipality agrees to take affirmative action so that applicants and employees are treated equally with respect to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, selection for training, rates of pay, and other forms of compensation.
  - c. The Municipality shall be responsible for the performance of all subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The Agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
  - d. The Municipality agrees that the Municipality's employees and subcontractor's employees who provide services under this agreement and who fall within any job classification established and published by the Minnesota Department of Labor &

Industry shall be paid, at a minimum, the prevailing wages rates as certified by said Department.

- e. It is understood and agreed that the entire Agreement is contained herein and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
  - f. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
  - g. Contracts let and purchases made under this Agreement shall be made by the Municipality in conformance with all laws, rules, and regulations applicable to the Municipality.
  - h. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
  - i. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.
11. **PUBLICATION.** The Municipality shall acknowledge the financial assistance of the County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE funds (Select Committee on Recycling and the Environment).
12. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.
- The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.
- The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.
13. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as

said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

IN WITNESS WHEREOF, the parties hereunto set their hands as of the dates first written above:

**CITY OF ST. FRANCIS**

**COUNTY OF ANOKA**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Rhonda Sivarajah, Chair  
Anoka County Board of Commissioners

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Jerry Soma  
County Administrator

Municipality's Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form and legality:

Approved as to form and legality:

\_\_\_\_\_

\_\_\_\_\_  
Assistant County Attorney

**2014 Municipal Funding Request  
Attachment B**

The City of St. Francis is requesting the following funding for their municipal efforts in 2014.

Grant Projects	Eligible Allocations	Amount Requested
Municipal Grant Funding Allocation	\$22,715	\$22,715
Full Service Drop-off Center Allocation (Staffed recycling center, open a minimum of 3 days per week, collecting mattresses, traditional recyclables, scrap metal, carpet, etc.)	\$30,000.00	
Monthly Drop-off Center (at least 8 per year)	\$10,000	\$
Municipal Park/Community Event Recycling	\$4,000	\$
Multi-Unit /Curbside Recycling	\$4,000	\$
Recycling Enhancement Grant (Additional promotion efforts, multi-units, organics program) Insert a description of the efforts being proposed below.	\$2,543	\$
<b>Total Amount Eligible Being Requested for 2014</b>	<b>\$43,258</b>	<b>\$ *</b>

A description of the efforts being proposed for the Recycling Enhancement Grant.

The City of St. Francis requests \* \_\_\_\_\_ for 2014 Municipal Funding.

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

\*these amounts should match and may not exceed eligible allocation total. This amount will be 10% less than the contract maximum for the grant.



PAYMENT BATCH AP 02-03-14

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<b>ANDERSON, LAVERNE</b>				
	G 803-22108	ESC-Anderson L (Driveway)	REFUND ESCROW	200.00
				\$200.00

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<b>ANOKA COUNTY</b>					
01/24/2014	H140124A	E 101-43100-408	Ice& Snow Removal	SALT	34.47
				\$34.47	

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<b>ASSURANT EMPLOYEE BENEFITS</b>					
01/22/2014	5447229.0214	E 101-41400-130	Employer Paid Insurance	02/01/14 - 02/28/14	162.47
01/22/2014	5447229.0214	E 101-41500-130	Employer Paid Insurance	02/01/14 - 02/28/14	61.85
01/22/2014	5447229.0214	E 101-42110-130	Employer Paid Insurance	02/01/14 - 02/28/14	633.27
01/22/2014	5447229.0214	E 101-42400-130	Employer Paid Insurance	02/01/14 - 02/28/14	55.60
01/22/2014	5447229.0214	E 101-43100-130	Employer Paid Insurance	02/01/14 - 02/28/14	107.76
01/22/2014	5447229.0214	E 101-43210-130	Employer Paid Insurance	02/01/14 - 02/28/14	23.95
01/22/2014	5447229.0214	E 101-45200-130	Employer Paid Insurance	02/01/14 - 02/28/14	107.76
01/22/2014	5447229.0214	E 601-49440-130	Employer Paid Insurance	02/01/14 - 02/28/14	72.91
01/22/2014	5447229.0214	E 602-49490-130	Employer Paid Insurance	02/01/14 - 02/28/14	72.91
01/22/2014	5447229.0214	E 609-49750-130	Employer Paid Insurance	02/01/14 - 02/28/14	106.53
				\$1,405.01	

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<b>BELLBOY CORPORATION</b>					
01/16/2014	41441000	E 609-49751-251	Liquor For Resale	LIQUOR	349.50
				\$349.50	

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<b>BIRCHWOOD CONSTRUCTION</b>					
12/30/2013	2922	E 101-41940-401	Repairs/Maint Buildings	DROP BOX @ CITY HALL	775.00
01/29/2014	2926	E 101-42110-401	Repairs/Maint Buildings	PUBLIC WORKS DOORS	37.00
01/29/2014	2926	E 101-43100-401	Repairs/Maint Buildings	PUBLIC WORKS DOORS	37.00
01/29/2014	2926	E 101-45200-401	Repairs/Maint Buildings	PUBLIC WORKS DOORS	37.00
01/29/2014	2926	E 601-49440-401	Repairs/Maint Buildings	PUBLIC WORKS DOORS	37.00
01/29/2014	2926	E 602-49490-401	Repairs/Maint Buildings	PUBLIC WORKS DOORS	37.00
				\$960.00	

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<b>CENTERPOINT ENERGY</b>					
01/17/2014	5944643-5.0114	E 609-49750-383	Gas Utilities	LIQUOR	391.90
01/17/2014	5945449-6.0114	E 101-42210-383	Gas Utilities	FIRE	2,007.20
01/17/2014	5963820-5.0114	E 101-45200-383	Gas Utilities	WARMING HOUSE	324.26
01/17/2014	6002544-2.0114	E 601-49440-383	Gas Utilities	PUBLIC WORKS	188.22
01/17/2014	6002544-2.0114	E 602-49490-383	Gas Utilities	PUBLIC WORKS	188.22
01/17/2014	6002548-3.0114	E 602-49490-383	Gas Utilities	WWTP	1,017.52
01/17/2014	6886465-1.0114	E 101-41940-383	Gas Utilities	CITY HALL	56.84
01/17/2014	6886468-5.0114	E 101-41940-383	Gas Utilities	CITY HALL	40.69
01/17/2014	6886472-7.0114	E 101-41940-383	Gas Utilities	CITY HALL	47.71
01/17/2014	6886475-0.0114	E 101-41940-383	Gas Utilities	CITY HALL	63.14

01/17/2014	7900331-5.0114	E 601-49440-383	Gas Utilities	WATER	1,080.46
01/17/2014	8964221-9.0114	E 602-49490-383	Gas Utilities	LIFT STATION	39.28
01/17/2014	9680285-5.0114	E 101-42110-383	Gas Utilities	POLICE/PW	2,330.33
01/17/2014	9680285-5.0114	E 101-43100-383	Gas Utilities	POLICE/PW	582.58
01/17/2014	9680285-5.0114	E 101-45200-383	Gas Utilities	POLICE/PW	582.58
01/17/2014	9680285-5.0114	E 601-49440-383	Gas Utilities	POLICE/PW	582.58
01/17/2014	9680285-5.0114	E 602-49490-383	Gas Utilities	POLICE/PW	582.59
					\$10,106.10

**COCA COLA REFRESHMENTS**

01/14/2014	138096126	E 609-49751-254	Miscellaneous Merchandise	MISC	296.72
01/14/2014	138096127	E 609-49751-254	Miscellaneous Merchandise	MISC	(9.34)
01/14/2014	138096128	E 609-49751-254	Miscellaneous Merchandise	MISC	(11.92)
					\$275.46

**COLONIAL INSURANCE**

01/25/2014	7129661-0205617	G 101-21712	Colonial Insurance	FEBRUARY INS	226.96
					\$226.96

**CONSTRUCTION & GENERAL**

		G 101-21707	Union Dues	FEBRUARY DUES	200.00
					\$200.00

**CRAWFORD EQUIPMENT**

01/18/2014	35205	E 101-43100-218	Equipment Repair & Maintenance	FUEL FILTER	9.32
01/18/2014	35205	E 101-45200-218	Equipment Repair & Maintenance	FUEL FILTER	9.31
01/22/2014	35213	E 101-43100-218	Equipment Repair & Maintenance	PICK UP BOBCAT	50.00
01/22/2014	35213	E 101-45200-218	Equipment Repair & Maintenance	PICK UP BOBCAT	50.00
					\$118.63

**CRYSTAL SPRINGS ICE**

01/14/2014	31683	E 609-49751-254	Miscellaneous Merchandise	MISC	46.72
					\$46.72

**DAHLHEIMER DIST. CO. INC.**

01/15/2014	1090386	E 609-49751-252	Beer For Resale	BEER	3,121.40
01/15/2014	1090386	E 609-49751-254	Miscellaneous Merchandise	MISC	136.00
01/22/2014	1093628	E 609-49751-252	Beer For Resale	BEER	2,722.25
01/22/2014	1093628	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00
01/22/2014	1093628	E 609-49751-255	N/A Products	N/A	15.50
					\$6,037.15

**DAY DISTRIBUTING CO.**

01/17/2014	735839	E 609-49751-252	Beer For Resale	BEER	1,675.20
					\$1,675.20

**DEHN OIL**

01/28/2014	24690	E 101-42110-212	Motor Fuels	DIESEL	843.60
01/28/2014	24690	E 101-43100-212	Motor Fuels	DIESEL	843.60
01/28/2014	24690	E 101-45200-212	Motor Fuels	DIESEL	843.60
01/28/2014	24690	E 601-49440-212	Motor Fuels	DIESEL	843.60
01/28/2014	24690	E 602-49490-212	Motor Fuels	DIESEL	843.60
					\$4,218.00

**DELTA DENTAL**

01/15/2014	5381448	G 101-21711	Dental Insurance	FEBRUARY	512.50
					\$512.50

**EAGLE GARAGE DOOR CO.**

01/16/2014	3600	E 101-42110-401	Repairs/Maint Buildings	REPAIRS	59.80
01/16/2014	3600	E 101-43100-401	Repairs/Maint Buildings	REPAIRS	59.80
01/16/2014	3600	E 101-45200-401	Repairs/Maint Buildings	REPAIRS	59.80
01/16/2014	3600	E 601-49440-401	Repairs/Maint Buildings	REPAIRS	59.80
01/16/2014	3600	E 602-49490-401	Repairs/Maint Buildings	REPAIRS	59.80
					\$299.00

**ECM PUBLISHERS, INC.**

01/10/2014	63761	E 101-41400-351	Legal Notices Publishing	ORD 191	112.75
01/10/2014	63762	E 101-41400-351	Legal Notices Publishing	ORD 192	82.00
					\$194.75

**ELITE SANITATION**

01/21/2014	21619	E 101-45200-402	Janitorial Service	TOILET RENTAL	289.00
					\$289.00

**F.I.R.E.**

01/15/2014	490	E 101-42210-208	Training and Instruction	TRAINING	700.00
					\$700.00

**FAANES, JOHN**

		E 101-42210-331	Travel Expenses	REIMB FOR OAK GROVE COVER	59.56
					\$59.56

**FERGUSON WATERWORKS**

01/08/2014	66781	E 601-49440-259	Water Meters	PARTS	2,726.76
					\$2,726.76

**G&K SERVICES, INC**

01/14/2014	1043618667	E 609-49750-219	Rug Maintenance	RUGS	13.23
01/28/2014	1043629278	E 101-41940-219	Rug Maintenance	CITY HALL RUGS	16.96
					\$30.19

**GRANITE CITY JOBBING CO.**

01/14/2014	796648	E 609-49750-210	Operating Supplies	OPERATING	61.82
01/14/2014	796648	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
01/14/2014	796648	E 609-49751-254	Miscellaneous Merchandise	MISC	15.64
01/14/2014	796648	E 609-49751-256	Tobacco Products For Resale	TOBACCO	516.95
01/14/2014	796648	G 101-20810	Sales Tax Payable	TAX	(0.44)
01/21/2014	797463	E 609-49750-210	Operating Supplies	OPERATING	102.74
01/21/2014	797463	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.59
01/21/2014	797463	E 609-49751-254	Miscellaneous Merchandise	MISC	40.76
01/21/2014	797463	E 609-49751-256	Tobacco Products For Resale	TOBACCO	623.63
01/21/2014	797463	G 101-20810	Sales Tax Payable	TAX	(0.88)
					\$1,371.06

**HACH COMPANY**

01/23/2014	8664298	E 602-49490-235	Lab Supplies	SUPPLIES	84.02
					\$84.02

**HAWKINS, INC.**

01/16/2014	3554185	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	2,179.42
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01/16/2014	3554186	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	280.60
					\$2,460.02

**INNOVATIVE OFFICE SOLUTIONS, L**

01/14/2014	445613	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	48.97
					\$48.97

**ISD #15**

07/11/2013	1100R	E 101-42110-221	Vehicle Repair & Maintenance	12 CHARGER	60.00
01/22/2014	1345R	E 101-43100-221	Vehicle Repair & Maintenance	07 INTERNATIONAL	53.85
					\$113.85

**JJ TAYLOR DISTRIBUTING**

01/15/2014	2128737	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
01/15/2014	2128737	E 609-49751-252	Beer For Resale	BEER	407.80
					\$410.80

**JOHNSON BROS WHLSE LIQUOR**

01/15/2014	1761471	E 609-49751-206	Freight and Fuel Charges	FREIGHT	166.09
01/15/2014	1761471	E 609-49751-251	Liquor For Resale	LIQUOR	7,294.50
01/15/2014	1761472	E 609-49751-206	Freight and Fuel Charges	FREIGHT	36.75
01/15/2014	1761472	E 609-49751-253	Wine For Resale	WINE	1,953.35
01/22/2014	1766528	E 609-49751-206	Freight and Fuel Charges	FREIGHT	45.57
01/22/2014	1766528	E 609-49751-251	Liquor For Resale	LIQUOR	704.00
01/22/2014	1766529	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.11
01/22/2014	1766529	E 609-49751-253	Wine For Resale	WINE	484.35
01/24/2014	606948	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.47)
01/24/2014	606948	E 609-49751-251	Liquor For Resale	WINE	(40.00)
					\$10,662.25

**KIMS KLEANING**

01/29/2014	2647	E 101-41940-402	Janitorial Service	CITY HALL	120.00
01/29/2014	2648	E 101-45000-402	Janitorial Service	COMMUNITY CENTER	100.00
01/29/2014	2649	E 101-43100-402	Janitorial Service	PUBLIC WORKS	725.00
01/29/2014	2650	E 601-49440-233	Water Treatment Plant Maint	WATER PLANT	160.00
01/29/2014	2651	E 101-42110-402	Janitorial Service	POLICE	900.00
01/29/2014	2652	E 101-42210-402	Janitorial Service	FIRE	300.00
					\$2,305.00

**LAW ENFORCEMENT LABOR SVCS.**

		G 101-21707	Union Dues	FEBRUARY DUES	360.00
					\$360.00

**MCDONALD DIST CO.**

01/02/2014	346900	E 609-49751-252	Beer For Resale	BEER	1,216.00
01/16/2014	347710	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
01/16/2014	347710	E 609-49751-252	Beer For Resale	BEER	6,857.90
01/16/2014	347710	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
01/16/2014	347710	E 609-49751-255	N/A Products	N/A	18.55
01/23/2014	348163	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
01/23/2014	348163	E 609-49751-252	Beer For Resale	BEER	2,679.30
01/23/2014	348163	E 609-49751-255	N/A Products	N/A	69.75
01/27/2014	348100	E 609-49751-252	Beer For Resale	BEER	840.00
11/25/2014	342897R	E 609-49751-252	Beer For Resale	CREDIT	(100.00)

					\$11,621.50
<b>MN NCPERS LIFE INSURANCE</b>					
01/22/2014	7334214	G 101-21713	MN Life	FEBRUARY INS	32.00
					\$32.00
<b>MY ALARM CENTER</b>					
02/01/2014	02914663	E 609-49750-445	Security	FEBRUARY MONITORING	29.94
					\$29.94
<b>NORTHERN AIR CORPORATION</b>					
01/17/2014	98706	E 101-42210-401	Repairs/Maint Buildings	REPAIR-RADIANT HEATERS	1,310.34
					\$1,310.34
<b>PACE ANALYTICAL SERVICES</b>					
01/17/2014	141236286	E 601-49440-313	Sample Testing	TESTING	120.00
					\$120.00
<b>PAUSTIS &amp; SONS</b>					
01/13/2014	8432718	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.75
01/13/2014	8432718	E 609-49751-253	Wine For Resale	WINE	640.00
					\$658.75
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>					
01/15/2014	2546300	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.96
01/15/2014	2546300	E 609-49751-251	Liquor For Resale	LIQUOR	1,587.07
01/15/2014	2546301	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.41
01/15/2014	2546301	E 609-49751-253	Wine For Resale	WINE	119.45
01/22/2014	2549554	E 609-49751-206	Freight and Fuel Charges	FREIGHT	91.14
01/22/2014	2549554	E 609-49751-251	Liquor For Resale	LIQUOR	5,044.05
01/22/2014	2549555	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.23
01/22/2014	2549555	E 609-49751-253	Wine For Resale	WINE	503.50
01/24/2014	3520313	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.47)
01/24/2014	3520313	E 609-49751-206	Freight and Fuel Charges	LIQUOR	(50.00)
					\$7,331.34
<b>PRINTING UNLIMITED</b>					
01/20/2014	6973	E 101-42400-200	Office Supplies	SUPPLIES	96.65
					\$96.65
<b>RAMSEY, CITY OF</b>					
01/28/2014	012814	E 101-42210-311	Contract	FEBRUARY-CHIEF	666.00
					\$666.00
<b>ROYAL SUPPLY</b>					
01/16/2014	14100	E 101-42110-200	Office Supplies	SUPPLIES	70.00
01/27/2014	14128	E 101-42110-217	Other Operating Supplies	PLATES	21.00
01/27/2014	14128	E 101-43100-217	Other Operating Supplies	PLATES	7.00
01/27/2014	14128	E 101-45200-217	Other Operating Supplies	PLATES	7.00
01/27/2014	14128	E 601-49440-217	Other Operating Supplies	PLATES	7.00
01/27/2014	14128	E 602-49490-217	Other Operating Supplies	PLATES	7.00
					\$119.00
<b>SKINNER, MARLINE</b>					
01/31/2014	.0114	E 101-42700-311	Contract	JANUARY	500.00

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\$500.00

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**SOUTHERN WINE & SPIRITS OF MN**

01/16/2014	1122243/42	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.00
01/16/2014	1122243/42	E 609-49751-251	Liquor For Resale	LIQUOR	418.26
01/16/2014	1122243/42	E 609-49751-253	Wine For Resale	WINE	632.00
01/23/2014	1124372	E 609-49751-206	Freight and Fuel Charges	FREIGHT	43.96
01/23/2014	1124372	E 609-49751-251	Liquor For Resale	LIQUOR	5,964.01
					<hr/>
					\$7,078.23

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**ST. FRANCIS COLLISION & GLASS**

01/21/2014	7180	E 101-43100-221	Vehicle Repair & Maintenance	12 FORD INSURANCE	1,197.28
					<hr/>
					\$1,197.28

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**THE AMERICAN BOTTLING COMPANY**

01/27/2014	2449722761	E 609-49751-254	Miscellaneous Merchandise	MISC	235.84
					<hr/>
					\$235.84

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**THORPE DISTRIBUTING COMPANY**

01/17/2014	800388	E 609-49751-252	Beer For Resale	BEER	97.08
01/17/2014	800389	E 609-49751-253	Wine For Resale	WINE	25.10
					<hr/>
					\$122.18

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**TWIN CITIES FLAG SOURCE, INC**

01/24/2014	26280	E 101-45200-441	Miscellaneous	FLAGS	258.00
					<hr/>
					\$258.00

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**USABLUEBOOK**

01/22/2014	250347	E 602-49490-235	Lab Supplies	VARIABLE MICRO PIPETTOR	118.44
					<hr/>
					\$118.44

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**VESSCO, INC.**

01/20/2014	59171	E 602-49490-229	Project Repair & Maintenance	TUBE ELEMENT	397.65
					<hr/>
					\$397.65

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**WILSON DEVELOPMENT SERVICES**

01/13/2014	22817	E 101-49200-441	Miscellaneous	ABBEEYFIELDS APTS	48.00
					<hr/>
					\$48.00

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**WINE MERCHANTS**

01/15/2014	488086	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.41
01/15/2014	488086	E 609-49751-253	Wine For Resale	WINE	210.00
					<hr/>
					\$214.41

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**WIRTZ BEVERAGE MN**

01/16/2014	1080133092	E 609-49751-206	Freight and Fuel Charges	FREIGHT	177.14
01/16/2014	1080133092	E 609-49751-251	Liquor For Resale	LIQUOR	11,414.88
01/16/2014	1080133092	E 609-49751-253	Wine For Resale	WINE	126.00
01/23/2014	1080135512	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.26
01/23/2014	1080135512	E 609-49751-251	Liquor For Resale	LIQUOR	1,001.64
01/23/2014	1080135512	E 609-49751-254	Miscellaneous Merchandise	MISC	100.86
					<hr/>
					\$12,841.78

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**ZIEGLER INC.**

01/14/2014	50212195	E 602-49490-228	Equipment Maintenance	RIVERS EDGE REPAIRS	1,042.01
					<hr/>
					\$1,042.01

\$94,520.27

FUND SUMMARY

101 GENERAL FUND	\$20,016.79
601 WATER FUND	\$5,878.33
602 SEWER FUND	\$6,950.06
609 MUNICIPAL LIQUOR FUND	\$61,475.09
803 ESCROW	\$200.00
Total	<u>94,520.27</u>

CITY OF ST. FRANCIS  
2/3/2014

Checks cut since last Council Meeting

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
		TOTAL		<u>0.00</u>

Disbursements via Debits to 4M Account

	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
2/20/2014	MN PFA	BOND PAYMENT	96,894.22
	TOTAL		<u>96,894.22</u>

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

**RESOLUTION 2014-02**

**END OF YEAR TRANSFERS  
FOR THE YEAR 2013**

BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the following transfers of funds:

	<u>FROM</u>	<u>TO</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
1	General Fund	EDA Lease Revenue	Debt Service	\$10,000.00
2	Water Fund	GO Bonds 2007A	Debt Service	\$18,580.00
3	Sewer Fund	GO Bonds 2007A	Debt Service	\$21,300.00

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

and the following voted against the same:

and the following abstained:

and following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd  
DAY OF FEBRUARY, 2014.

APPROVED:

\_\_\_\_\_  
Jerry Tveit, Mayor

ATTEST:

\_\_\_\_\_  
Barbara I. Held, City Clerk

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

**RESOLUTION 2014-03**

**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:

City Council Computers:	Estimated Value
Acer-Aspire One Notebook Computer (4)	< \$ 50 ea.
Shipping Storage Containers (3)	< \$2,000 ea.

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 3<sup>rd</sup> DAY OF FEBRUARY, 2014

APPROVED:

ATTEST:

\_\_\_\_\_  
Jerry Tveit, Mayor of St. Francis

\_\_\_\_\_  
Barbara I. Held, City Clerk

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

**ORDINANCE 193, SECOND SERIES**

**AN ORDINANCE APPROVING THE SALE OF  
CITY OWNED REAL ESTATE**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. The City is hereby authorized and shall sell the following described real property at such time, under such terms and for amounts that the City Council deems appropriate at the time of sale:

Townhome lots within the Meadows of St. Francis described as Lots 1-22 and 43-66, Block 1, City of St. Francis, Anoka County, Minnesota;

Section 2. The Mayor and the City Clerk are hereby authorized to execute the necessary documents to convey the interest of the City of St. Francis to said property.

Section 3. That pursuant to Section 12.03 of the City Charter, any net cash proceeds of the sale of said property shall be used to retire any outstanding indebtedness incurred by the City in the acquisition or improvement of the property. Any remaining proceeds shall be used to finance other improvements in the capital improvement budget or to retire any other bonded indebtedness.

Section 4. Effective Date. This Ordinance shall take effect thirty (30) days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS  
\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

APPROVED:

\_\_\_\_\_  
Jerry Tveit, Mayor of St. Francis

ATTEST:

\_\_\_\_\_  
Barbara I. Held, City Clerk



# BOLTON & MENK, INC.

Consulting Engineers & Surveyors

7533 Sunwood Drive NW, Suite 206 • Ramsey, MN 55303

Phone (763) 433-2851 • Fax (763) 427-0833

www.bolton-menk.com

## MEMORANDUM

**Date:** January 30, 2014  
**To:** Honorable Mayor Tveit  
Members of the City Council  
**From:** Jared Voge, P.E.  
City Engineer  
**Subject:** Aztec Street Improvements  
St. Francis, Minnesota  
BMI Project No.: R18.107800

---

### INTRODUCTION:

As authorized by City Council at the January 6, 2014 Council meeting, a Preliminary Engineering Report has been prepared for the above referenced project.

### BACKGROUND:

O'Reilly is currently constructing a facility located south of the City municipal liquor store on the south side of 233<sup>rd</sup> Avenue. During the development process, O'Reilly platted the property and dedicated right-of-way to the City of St. Francis. The dedicated right-of-way does not line up with the existing right-of-way of Aztec Street located north of 233<sup>rd</sup> Avenue. In order to provide the safest intersection possible, the City Council authorized City Staff to work with the Abby Field Townhomes property owner to obtain the property necessary to ensure that Aztec Street south of 233<sup>rd</sup> aligns with Aztec Street north of 233<sup>rd</sup>. The attached Preliminary Engineering Report is provided to identify project costs, estimated land acquisition impacts, and assessments related to the extension of Aztec Street.

### RECOMMENDATION:

Since the project funding will include assessments to private property owners, Minnesota State Statute Chapter 429 procedures must be followed. Chapter 429 requirements indicate that a public hearing is required to be held for the project. Staff recommends that the City Council call for a Public Hearing on March 3, 2014 at 6:00 p.m. at the St. Francis Independent School District No. 15 District Office. An example resolution receiving the report and calling for the Public Hearing is attached. In addition, a copy of the Public Hearing Notice is attached.

### BUDGET IMPACT:

The costs associated with the Aztec Street Improvements and property acquisition have been identified in the Preliminary Engineering Report. The project costs are proposed to be assessed to the benefiting properties.

If you have any questions on the above, please call.

JAV/nh

Enclosures

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Anoka County, Minnesota, was duly called and held at the St. Francis Independent School District Office, 4115 Ambassador Boulevard NW, in said City on the 3<sup>rd</sup> day of February, 2014, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**RESOLUTION RECEIVING REPORT AND  
CALLING HEARING ON IMPROVEMENT  
CITY OF ST. FRANCIS, MINNESOTA  
RESOLUTION 2014-04**

WHEREAS, pursuant to resolution of the council adopted January 6, 2014, a report has been prepared by the City Engineer with reference to the improvement of Aztec Street NW between the south line of 233<sup>rd</sup> Avenue NW and approximately 550 feet south of 233<sup>rd</sup> Avenue NW by the construction of street, sidewalk, and utilities and this report was received by the council on February 3, 2014.

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

1. The Council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a parting of the cost of the improvement pursuant to Minnesota Statutes Chapter 429 at an estimated total cost of the improvement of \$242,990.00.
2. A public hearing shall be held on such proposed improvement on the 3<sup>rd</sup> day of March, 2014 at the St. Francis Independent School District No. 15 District Office, 4115 Ambassador Boulevard NW, in the City of St. Francis at 6:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council the 3<sup>rd</sup> day of February, 2014.

\_\_\_\_\_  
Jerry Tveit, Mayor of St. Francis

\_\_\_\_\_  
Barbara I. Held, City Clerk

STATE OF MINNESOTA  
CITY OF ST. FRANCIS  
COUNTY OF ANOKA

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

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

WITNESS my hand and the seal of said City this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City Clerk

(SEAL)

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

Notice is hereby given that the City Council of St. Francis will meet in the St. Francis Independent School District No. 15 District Office, 4115 Ambassador Blvd. NW, at 6:00 p.m. on Monday, March 3, 2014, to consider making improvements on Aztec Street NW between the south line of 233<sup>rd</sup> Avenue NW and approximately 550 feet south of 233<sup>rd</sup> Avenue NW by the construction of street, sidewalk, and utilities, pursuant to Minnesota Statutes, sections 429.011 to 429.111. The area proposed to be assessed for such improvements consists of all properties abutting the improvements. The estimated cost of the improvements is \$242,990.00. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons desiring to be heard with reference to the proposed improvements will be heard at this meeting.

Barb Held  
City Clerk

Published in the Anoka County Union on February 14, 2014 and February 21, 2014.

**BOLTON & MENK, INC.**

Consulting Engineers & Surveyors



Preliminary Engineering Report:  
Aztec Street  
Improvements



January, 2014

BMI Project No.: R18.107800

Bolton & Menk, Inc.

7533 Sunwood Drive NW

Suite 206

Ramsey, MN 55303

# Preliminary Engineering Report

## AZTEC STREET IMPROVEMENTS

City of St. Francis, Minnesota

BMI Project No. R18.107800

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

By:  \_\_\_\_\_  
Jared Voge, P.E.  
License No. 45063

Date: 1-30-14

## TABLE OF CONTENTS

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III.	STREET IMPROVEMENTS .....	2
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VI.	COST ESTIMATE.....	3
VII.	FUNDING/ASSESSMENTS .....	3
VIII.	PROJECT SCHEDULE .....	4
IX.	RECOMMENDATION .....	5

## APPENDIX

### Attachments:

Exhibit A: Preliminary Quantity & Cost Estimate

Exhibit B: Easement Acquisition Cost Estimate

### Figures:

Figure No. 1 – Project Area

Figure No. 2 – Street Improvements

Figure No. 3 – Typical Section

Figure No. 4 – Storm Sewer Improvements

Figure No. 5 – Proposed Easement Acquisition

Figure No. 6 – Proposed Assessments

**I. PROJECT INTRODUCTION**

This Preliminary Engineering Report has been prepared at the direction of the City Council to identify project costs and assessments related to the extension of Aztec Street south of 233<sup>rd</sup> Avenue. The project limits are illustrated in Figure No. 1, included in the Appendix of this report. The project scope includes construction of a new street segment including concrete curb & gutter, bituminous pavement, sidewalk, driveways, and turf restoration. In addition, storm sewer is proposed to be constructed to collect surface water generated by the new street.

**II. BACKGROUND**

During the planning stages for the development of the property located in the southeast corner of 233<sup>rd</sup> Avenue NW and Trunk Highway 47, the need for a safe access to the property was discussed. The property which was platted into two lots by O'Reilly Automotive Stores, Inc. does not have access to Trunk Highway 47, and access to 233<sup>rd</sup> Avenue NW is not desirable since it would not line up with the existing Aztec Street to the north. Any access along the north property line creates a safety concern. As part of the Aztec Commercial Park plat, a 50-foot Right-of-Way was dedicated to the City. The platted Right-of-Way does not line up with Aztec Street located north of 233<sup>rd</sup> Avenue NW. In order to provide the safest intersection possible, the City Council authorized staff to approach the adjacent Abbey Field Townhomes property owner regarding the acquisition of property to ensure that Aztec Street south of 233<sup>rd</sup> Avenue aligns with Aztec Street north of 233<sup>rd</sup> Avenue. During initial discussions with the Abbey Fields Townhomes property owner, he indicated that he was potentially interested in constructing garages on the south side of the property. Without the construction of Aztec Street along the Abbey Field west property line, the construction of garages would not be possible since there is no access along the south side of the property. In addition in its current configuration, the property does not have a secondary access for emergency vehicles. The existing configuration of the Abbey Fields Townhomes property can be seen on Figure No. 1, included in the Appendix. In order to access future garages, Aztec Street must be extended south of the south lot line of Lot 1 Block 1 Aztec Commercial Park to the south lot line of Lot 2 Block 1 Aztec Commercial Park. The City Council authorized the preparation of this Preliminary Engineering Report in January 2014. Construction for a new O'Reilly Automotive Stores is currently underway on Lot 1 Block 1 of the Aztec Commercial Park plat.

### **III. STREET IMPROVEMENTS**

The proposed street improvements consist of constructing a new 32-foot wide urban section street with bituminous surfacing. Surfacing improvements will include removal of the in-place topsoil, installation of aggregate base, construction of concrete curb and gutter, sidewalk installation, and bituminous surfacing.

Concrete driveway pavement will be constructed to reconfigure the existing property access and to provide additional access to the Abbey Field Townhomes property at locations noted on the attached Figure No. 2. Turf areas will be re-graded to facilitate drainage. All turf disturbed by construction will be restored with topsoil, seed, and hydromulch or erosion control blanket.

The proposed street improvements, driveway layout, and typical sections are shown in Figure Nos. 2 and 3, in the Appendix of this report.

### **IV. STORM SEWER IMPROVEMENTS**

The proposed storm sewer improvements include the construction of a new storm sewer network consisting of manholes, catch basins, and storm sewer pipes ranging in size from 12 inches to 15 inches in diameter. Catch basins will be installed at strategic locations to adequately collect stormwater runoff. The proposed storm sewer system will include new storm sewer pipes, manholes, and catch basins to manage the stormwater within the project area. The stormwater generated by the new street surfacing will be collected by the new storm network and will outlet to a pond located on the boundary between Lot 1 Block 1 and Lot 2 Block 1 Aztec Commercial Park.

Best Management Practices (BMP's) will be utilized during construction to minimize erosion and sediment runoff from the construction site. These BMP's will include silt fence, storm water structure inlet protection, and appropriate turf reinforcement and turf establishment.

Figure No. 4, included in the Appendix, illustrates the proposed storm sewer improvements.

### **V. LAND ACQUISITION**

As noted previously, the right-of-way dedicated as Aztec Street does not line up with the existing right-of-way of Aztec Street, located north of 233rd Avenue. In order to provide the safest intersection possible, City Staff is working with the Abbey Field Townhomes property owner to obtain the property necessary to ensure that Aztec Street south of 233<sup>rd</sup> Avenue aligns with Aztec

Street to the north of 233<sup>rd</sup> Avenue. The easement acquisition necessary to construct the improvements include permanent roadway easement, slope easement for grading adjacent areas to facilitate drainage, and temporary construction easements for construction. Easement acquisition costs have not been finalized and have been estimated for the purposes of this report. Discussions with the property owner of the Abbey Field Townhomes property regarding easement acquisition costs are on-going. An Easement Acquisition Cost Estimate for the project is included in Appendix A.

Figure No. 5, included in the Appendix, illustrates the easements required to construct the improvements.

## VI. COST ESTIMATE

The table below summarizes the estimated costs for the project. The costs represented in this section are based on projects similar in nature and are subject to change. A contingency factor of 10% has been included to account for construction items not included, and variances in unit prices. Easement acquisition, engineering, and administrative fees have also been included in these preliminary costs. A Preliminary Quantity & Cost Estimate for the project is included in Appendix A.

### COST SUMMARY

ITEM	AMOUNT
STREET	\$171,500.00
STORM SEWER	\$59,685.00
EASEMENT ACQUISITION	\$11,805.00

**\$242,990.00**

## VII. FUNDING/ASSESSMENTS

The project will be funded by special assessments levied to the adjacent benefitting property owners. Since assessment agreements have not been completed with each of the affected property owners, the City must follow the Minnesota State Statute Chapter 429 process to notify property owners and conduct meetings on the proposed assessments.

Assessment calculations for the project were completed based on the City's Assessment Policy and consider the benefits as a result of the improvements to each adjacent property. The amount assessed to each adjacent property is noted in the following table.

**ASSESSMENT SUMMARY:**

PROPERTY DESCRIPTION	PID #	ASSESSED AMOUNT
O'Reilly Parcel (Lot 1, Block 1)	32-34-24-32-0072	\$75,221.00
O'Reilly Parcel (Lot 2, Block 1)	32-34-24-32-0073	\$86,768.00
Abbey Field LTD Partnership	32-34-24-32-0015	\$81,001.00

Figure No. 5 illustrates the assessed parcels for this project.

**VIII. PROJECT SCHEDULE**

A summary of the proposed schedule for the project is identified in the table below.

<b>PROPOSED SCHEDULE</b>	
Present Preliminary Engineering Report to Council for Consideration	February 3, 2014
Council Call for Public Hearing for the Project	February 3, 2014
Hold Public Hearing for the Project	March 3, 2014
Council Authorize Preparation of Plans and Specifications	March 3, 2014
Project Design	March 2014 - April 2014
Present Plans and Specifications to Council for Authorization to Advertise	April 21, 2014
Advertise for Bids	April 25; May 2; May 9, 2014
Open Bids	May 14, 2014
Award Contract	May 19, 2014
Begin Construction	June, 2014
Complete Construction	August, 2014

**IX. RECOMMENDATION**

Based on the findings presented in this report, the proposed improvements are feasible from an engineering perspective and are practical for meeting the needs of the adjacent property owners and the City. The proposed improvements will benefit adjacent properties by improving the access to properties within the project area. Bolton & Menk, Inc. recommends that, if these improvements are determined to be financially feasible, the City Council approve this report and proceed to order the preparation of final plans and specifications.

## **APPENDIX**

**EXHIBIT A:**  
**PRELIMINARY QUANTITY & COST ESTIMATE**

AZTEC STREET EXTENSION- 233rd AVENUE TO SOUTH  
 ST. FRANCIS, MINNESOTA  
 BMI PROJECT NO. R18.107800

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT
1	MOBILIZATION	1	LUMP SUM	\$7,900.00	\$7,900.00
2	TRAFFIC CONTROL	1	LUMP SUM	\$1,400.00	\$1,400.00
3	SAW CUT BITUMINOUS PAVEMENT	150	LIN FT	\$4.30	\$645.00
4	REMOVE BITUMINOUS PAVEMENT	740	SQ YD	\$4.00	\$2,960.00
5	REMOVE CURB & GUTTER	65	LIN FT	\$6.60	\$429.00
6	COMMON EXCAVATION	780	CU YD	\$13.00	\$10,140.00
7	COMMON BORROW	800	CU YD	\$9.00	\$7,200.00
8	AGGREGATE BASE, CL 5	585	CU YD	\$28.00	\$16,380.00
9	TOPSOIL BORROW	150	CU YD	\$20.00	\$3,000.00
10	BITUMINOUS BASE COURSE	385	TON	\$85.00	\$32,725.00
11	BITUMINOUS WEARING COURSE	255	TON	\$89.00	\$22,695.00
12	BITUMINOUS TACK COAT	105	GAL	\$3.00	\$315.00
13	CONSTRUCT CONCRETE CURB AND GUTTER	1271	LIN FT	\$14.00	\$17,794.00
14	CONSTRUCT CONCRETE DRIVEWAY	290	SQ YD	\$67.00	\$19,430.00
15	CONSTRUCT CONCRETE WALK	3530	SQ FT	\$5.00	\$17,650.00
16	TRUNCATED DOMES	32	SQ FT	\$59.00	\$1,888.00
17	12" STORM PIPE	405	LIN FT	\$41.00	\$16,605.00
18	15" STORM PIPE	295	LIN FT	\$43.00	\$12,685.00
19	12" APRON	2	EACH	\$853.00	\$1,706.00
20	15" APRON	1	EACH	\$980.00	\$980.00
21	STORM CATCH BASIN	7	EACH	\$1,310.00	\$9,170.00
22	STORM MANHOLE	4	EACH	\$1,575.00	\$6,300.00
23	STORM CASTING	11	EACH	\$720.00	\$7,920.00
24	SALVAGE & RELOCATE HYDRANT	1	EACH	\$1,840.00	\$1,840.00
25	6" WATERMAIN	22	LIN FT	\$40.00	\$880.00
26	SIGN PANELS, TYPE C	12	SQ FT	\$71.00	\$852.00
27	TURF RESTORATION (SEED FERTILIZE AND BLANKET)	2424	SQ YD	\$4.00	\$9,696.00
LAND ACQUISITION COSTS:					
1	EASEMENT ACQUISITION	1	LUMP SUM	\$11,805.00	\$11,805.00

**TOTAL ESTIMATED PROJECT COST: \$242,990.00**

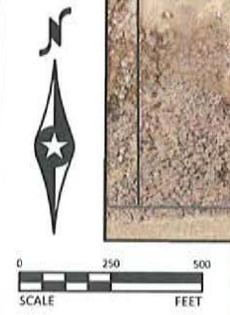
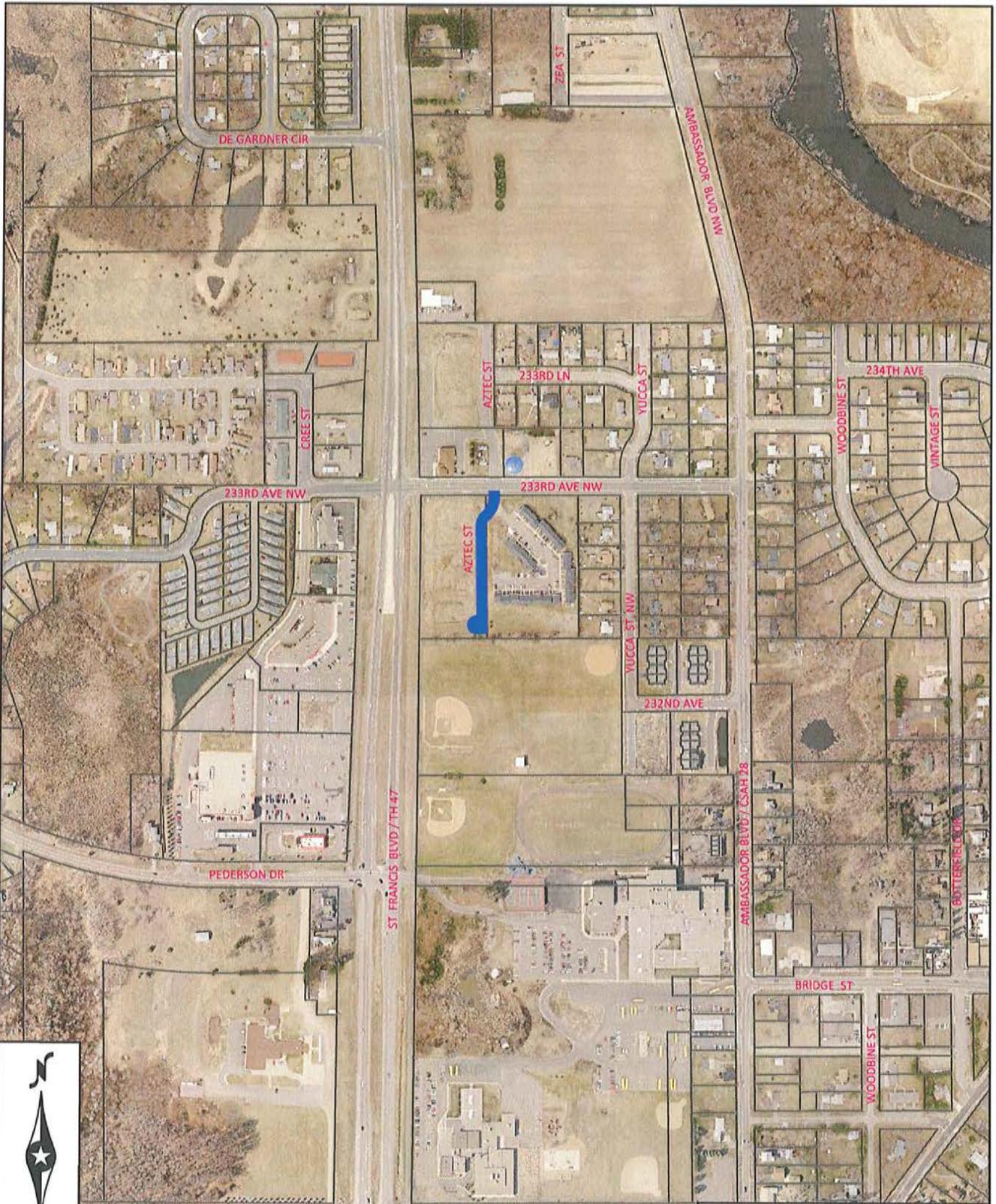
**EXHIBIT B:**

**EASEMENT ACQUISITION COST ESTIMATE**

AZTEC STREET EXTENSION- 233rd AVE TO SOUTH  
ST. FRANCIS, MINNESOTA  
BMI PROJECT NO. R18.107800

DESCRIPTION	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT
TEMPORARY EASEMENT	11,824	SQ FT	\$0.50	\$5,912.00
PERPETUAL ROADWAY EASEMENT	4042	SQ FT	\$1.00	\$4,042.00
SLOPE EASEMENT	1851	SQ FT	\$1.00	\$1,851.00

**TOTAL ESTIMATED EASEMENT ACQUISITION COST: \$11,805.00**



**LEGEND**

PROJECT AREA

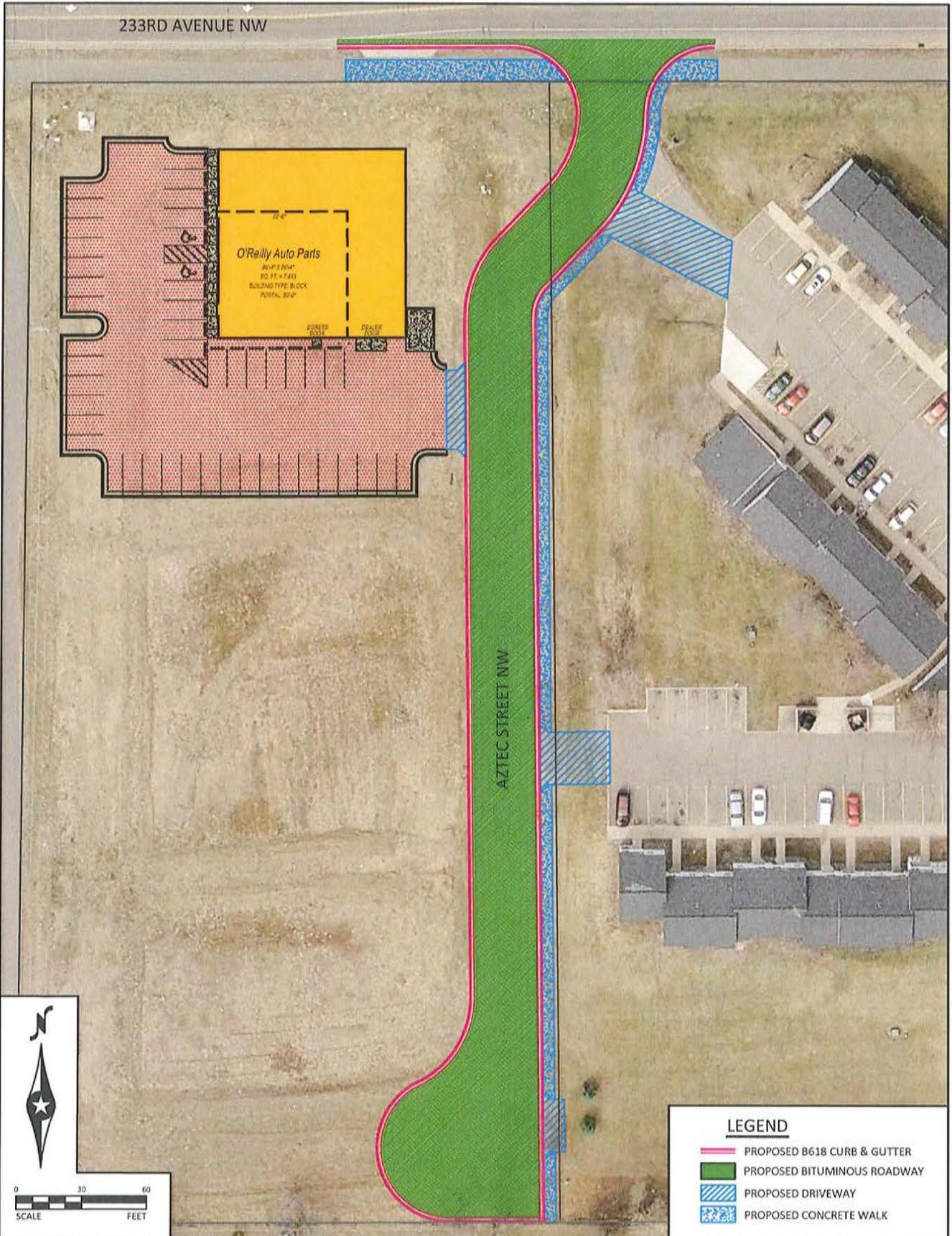
**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN  
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN  
 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

**CITY OF ST. FRANCIS, MINNESOTA**  
**AZTEC STREET NW**  
**PROJECT AREA**

JANUARY, 2014 FIGURE NO. 1

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233RD AVENUE NW



**LEGEND**

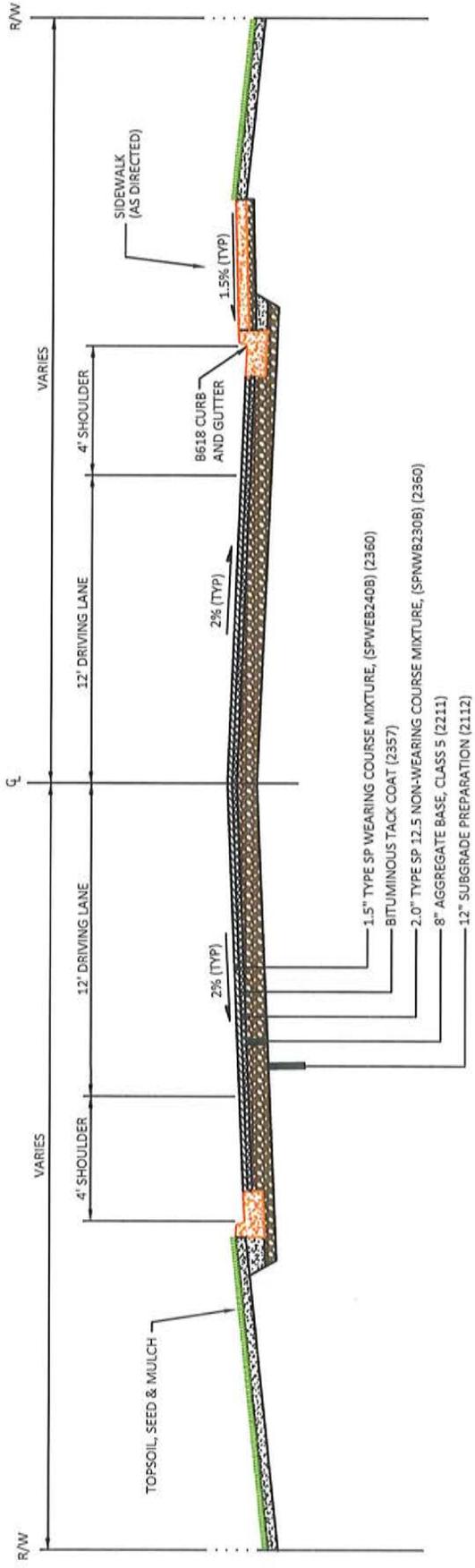
- PROPOSED B618 CURB & GUTTER
- PROPOSED BITUMINOUS ROADWAY
- PROPOSED DRIVEWAY
- PROPOSED CONCRETE WALK

**BOLTON & MENK, INC.**  
Consulting Engineers & Surveyors  
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN  
CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN  
AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

CITY OF ST. FRANCIS, MINNESOTA  
AZTEC STREET NW  
STREET IMPROVEMENTS

JANUARY, 2014

FIGURE NO. 2



AZTEC STREET NW

CITY OF ST. FRANCIS, MINNESOTA  
 AZTEC STREET NW  
 TYPICAL SECTION

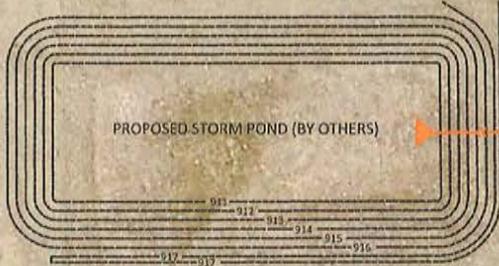
**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MAHATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN  
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN  
 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

FIGURE NO. 3

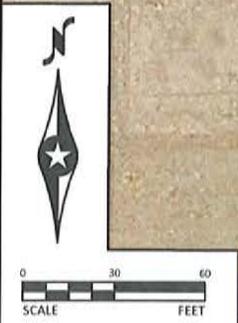
JANUARY, 2014

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233RD AVENUE NW



AZTEC STREET NW

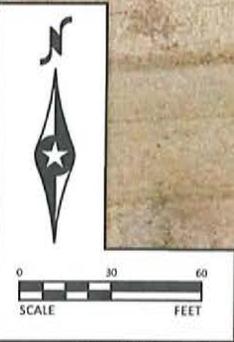
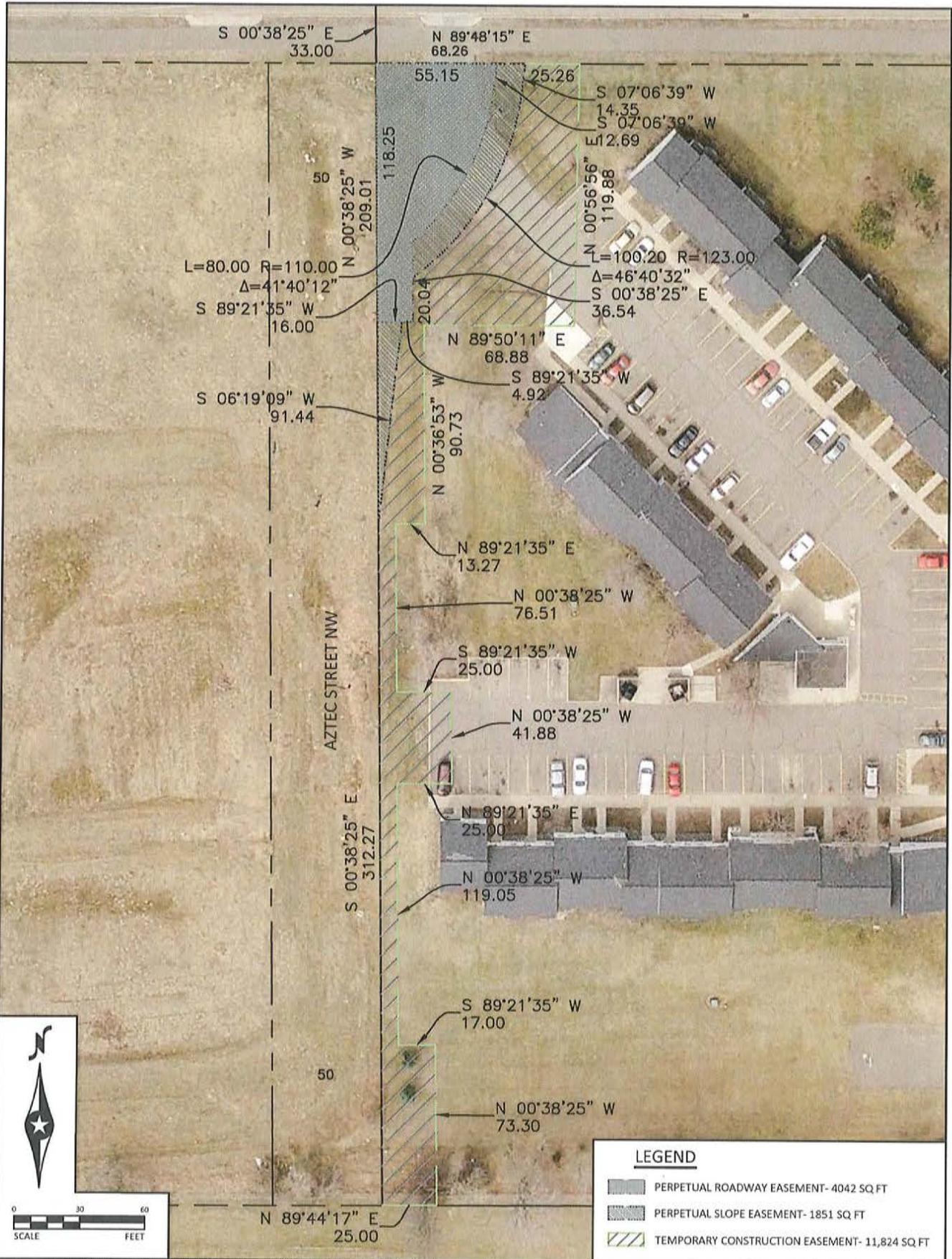


**LEGEND**

- PROPOSED B618 CURB & GUTTER
- PROPOSED BITUMINOUS ROADWAY
- PROPOSED DRIVEWAY
- PROPOSED CONCRETE WALK
- PROPOSED CATCH BASIN
- PROPOSED STORM MANHOLE
- PROPOSED STORM SEWER PIPE
- PROPOSED FLARED END SECTION

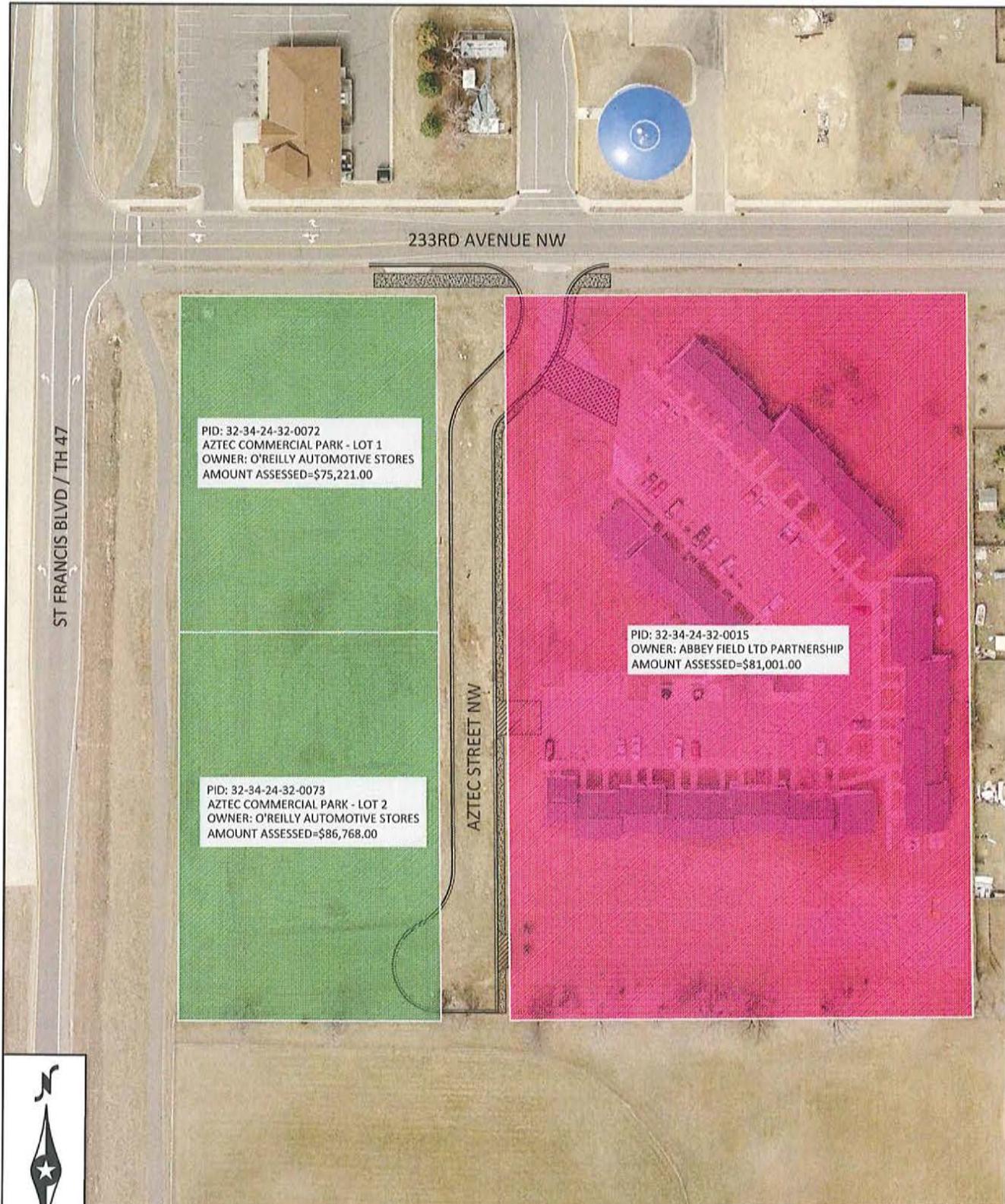
**BOLTON & MENK, INC.**  
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 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN  
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN  
 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

CITY OF ST. FRANCIS, MINNESOTA  
 AZTEC STREET NW  
 STORM SEWER IMPROVEMENTS  
 JANUARY, 2014



**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN  
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN  
 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

CITY OF ST. FRANCIS, MINNESOTA  
 AZTEC STREET NW  
 PROPOSED EASEMENT ACQUISITION  
 JANUARY, 2014



PID: 32-34-24-32-0072  
 AZTEC COMMERCIAL PARK - LOT 1  
 OWNER: O'REILLY AUTOMOTIVE STORES  
 AMOUNT ASSESSED=\$75,221.00

PID: 32-34-24-32-0073  
 AZTEC COMMERCIAL PARK - LOT 2  
 OWNER: O'REILLY AUTOMOTIVE STORES  
 AMOUNT ASSESSED=\$86,768.00

PID: 32-34-24-32-0015  
 OWNER: ABBEY FIELD LTD PARTNERSHIP  
 AMOUNT ASSESSED=\$81,001.00

**LEGEND**

- AZTEC COMMERCIAL PARK/O'REILLY PARCELS
- ABBEY FIELD LTD PARTNERSHIP PARCEL

**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN  
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN  
 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

CITY OF ST. FRANCIS, MINNESOTA  
 AZTEC STREET NW  
 PROPOSED ASSESSMENT FIGURE

JANUARY, 2014 FIGURE NO. 6

H:\STFR\18107800\CAD\Concepts-Displays\PER FIG 6.dwg

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## **AGENDA REPORT**

**TO:** Matt Hysten, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Continuing Disclosure Document  
**DATE:** January 29, 2014

### **INTRODUCTION**

The Securities and Exchange Commission requires any government issuing bonds to meet specific continuing disclosure standards. The enclosed document is the filing for 2013.

### **BACKGROUND**

The attached document was filed on the cities behalf to meet its continuing disclosure requirements. The document was filed by Northland Securities, the city's bond consultant on December 26, 2013. The city is required to annually submit this document and also to file material event notices within 10 business days. This document can be viewed by investors to see the financial and operating condition of the bond issuer.

### **RECOMMENDATION**

No recommendation, this is for informational purposes only.

### **BUDGET IMPACT**

None.

Attachments:

1. Continuing Disclosure Statement-2013

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**CITY OF  
ST. FRANCIS, MINNESOTA**

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Continuing Disclosure  
Document

Prepared By:

NORTHLAND  SECURITIES

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## CUSIP NUMBERS

### City of St. Francis, Minnesota

1) \$1,600,000 General Obligation Sewer Revenue Bonds, Series 2010A, dated September 1, 2010

<u>Cusip Number</u>	<u>Maturity Date</u>	<u>Par Amount</u>	<u>Cusip Number</u>	<u>Maturity Date</u>	<u>Par Amount</u>
789457-JB-5	02/01/14	\$60,000	789457-JK-5	02/01/22	\$ 80,000
789457-JC-3	02/01/15	60,000	789457-JL-3	02/01/23	80,000
789457-JD-1	02/01/16	60,000	789457-JM-1	02/01/24	85,000
789457-JE-9	02/01/17	65,000	789457-JN-9	02/01/25	90,000
789457-JF-6	02/01/18	65,000	789457-JP-4	02/01/26	95,000
789457-JG-4	02/01/19	70,000	789457-JS-8	02/01/29	315,000 <sup>(1)</sup>
789457-JH-2	02/01/20	70,000	789457-JU-3	02/01/31	240,000 <sup>(2)</sup>
789457-JJ-8	02/01/21	75,000			

2) \$2,730,000 General Obligation Crossover Refunding Bonds, Series 2013A

<u>Cusip Number</u>	<u>Maturity Date</u>	<u>Par Amount</u>	<u>Cusip Number</u>	<u>Maturity Date</u>	<u>Par Amount</u>
789457-JV-1	02/01/18	\$275,000	789457-KB-3	02/01/24	\$200,000
789457-JW-9	02/01/19	275,000	789457-KC-1	02/01/25	205,000
789457-JX-7	02/01/20	280,000	789457-KD-9	02/01/26	205,000
789457-JY-5	02/01/21	285,000	789457-KE-7	02/01/27	210,000
789457-JZ-2	02/01/22	285,000	789457-KF-4	02/01/28	215,000
789457-KA-5	02/01/23	295,000			

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<sup>(1)</sup> Bonds maturing in the year 2029 shall be redeemed by lot on February 1 at their principal amount, without any premium, plus accrued interest thereon to such redemption date in the following years and principal amounts or, if less than such amount is then outstanding, an amount equal to the aggregate principal amount of the Bonds then outstanding: (i) February 1, 2027 \$100,000, (ii) February 1, 2028 \$105,000 and (iii) February 1, 2029 \$110,000.

<sup>(2)</sup> Bonds maturing in the year 2031 shall be redeemed by lot on February 1 at their principal amount, without any premium, plus accrued interest thereon to such redemption date in the following years and principal amounts or, if less than such amount is then outstanding, an amount equal to the aggregate principal amount of the Bonds then outstanding: (i) February 1, 2030 \$115,000 and (ii) February 1, 2031 \$125,000.

**CUSIP NUMBERS—CONT.**

**EDA of the City of St. Francis, Minnesota**

1) \$8,200,000 Public Project Lease Revenue Bonds, Series 2012A, dated January 1, 2012

<u>Cusip Number</u>	<u>Maturity Date</u>	<u>Par Amount</u>	<u>Cusip Number</u>	<u>Maturity Date</u>	<u>Par Amount</u>
789462-AB-4	02/01/14	\$225,000	789462-AK-4	02/01/22	\$ 275,000
789462-AC-2	02/01/15	230,000	789462-AL-2	02/01/23	285,000
789462-AD-0	02/01/16	235,000	789462-AM-0	02/01/24	295,000
789462-AE-8	02/01/17	240,000	789462-AN-8	02/01/26	620,000 <sup>(1)</sup>
789462-AF-5	02/01/18	245,000	789462-AP-3	02/01/28	670,000 <sup>(2)</sup>
789462-AG-3	02/01/19	250,000	789462-AQ-1	02/01/30	730,000 <sup>(3)</sup>
789462-AH-1	02/01/20	260,000	789462-AR-9	02/01/33	1,230,000 <sup>(4)</sup>
789462-AJ-7	02/01/21	265,000	789462-AS-7	02/01/37	1,950,000 <sup>(5)</sup>

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- (1) Bonds maturing in the year 2026 shall be redeemed by lot on February 1 at their principal amount, without any premium, plus accrued interest thereon to such redemption date in the following years and principal amounts or, if less than such amount is then outstanding, an amount equal to the aggregate principal amount of the Bonds then outstanding: (i) February 1, 2025 \$305,000 and (ii) February 1, 2026 \$315,000.
- (2) Bonds maturing in the year 2028 shall be redeemed by lot on February 1 at their principal amount, without any premium, plus accrued interest thereon to such redemption date in the following years and principal amounts or, if less than such amount is then outstanding, an amount equal to the aggregate principal amount of the Bonds then outstanding: (i) February 1, 2027 \$330,000 and (ii) February 1, 2028 \$340,000.
- (3) Bonds maturing in the year 2030 shall be redeemed by lot on February 1 at their principal amount, without any premium, plus accrued interest thereon to such redemption date in the following years and principal amounts or, if less than such amount is then outstanding, an amount equal to the aggregate principal amount of the Bonds then outstanding: (i) February 1, 2029 \$355,000 and (ii) February 1, 2030 \$375,000.
- (4) Bonds maturing in the year 2033 shall be redeemed by lot on February 1 at their principal amount, without any premium, plus accrued interest thereon to such redemption date in the following years and principal amounts or, if less than such amount is then outstanding, an amount equal to the aggregate principal amount of the Bonds then outstanding: (i) February 1, 2031 \$390,000; (ii) February 1, 2032 \$410,000 and (iii) February 1, 2033 \$430,000.
- (5) Bonds maturing in the year 2037 shall be redeemed by lot on February 1 at their principal amount, without any premium, plus accrued interest thereon to such redemption date in the following years and principal amounts or, if less than such amount is then outstanding, an amount equal to the aggregate principal amount of the Bonds then outstanding: (i) February 1, 2034 \$450,000; (ii) February 1, 2035 \$475,000; (iii) February 1, 2036 \$500,000 and (iv) February 1, 2037 \$525,000.

**CITY OF ST. FRANCIS, MINNESOTA**

**GENERAL INFORMATION**

**Building Permits**

Building permits issued for the past nine years and a portion of the current year have been as follows:

<u>Year</u>	<u>Commercial/ Industrial Number of Permits</u>	<u>Residential Number of Permits</u>	<u>Total Number of Permits</u>	<u>Approximate Total Permit Valuation</u>
2013 (as of 10/30/13)	0	228	228	\$ 2,839,116
2012	0	407	407	4,011,981
2011	4	1	311	9,769,502
2010	0	9	232	1,314,000
2009	0	10	254	2,244,439
2008	0	4	445	2,590,400
2007	1	27	454	6,682,660
2006	7	43	50	9,472,793
2005	3	97	100	15,666,915
2004	4	105	109	19,707,127

**Major/Leading Employers<sup>1</sup>**

The following is a list of the major/leading employers within the City:

<u>Commercial/Industrial</u>	<u>Product/Service</u>	<u>Number of Employees</u>
ISD No. 15 (St. Francis)	Public Education	832
King's Supermarket, Inc. (dba County Market)	Grocery Store	85
Temperature Specialists	Electronic Sensor Manufacturing	57
McDonald's Restaurant	Fast Food Restaurant	54
Beef O'Brady's	Bar & Grill	40
Northland Screw Products, Inc.	Component Machine Parts Manufacturing	38
City of St. Francis	City Government	33
The Ponds Golf Course LLC	Golf Course & Restaurant	29
Kids Country	Day Care	26
Rum River Inn	Full Service Restaurant	25
St. Francis Foods, Inc.	Grocery Store	23
Village Bank	Bank	13
Fairview Clinic	Health Care	10
St. Francis Physical Therapy	Health Care	8

<sup>1</sup> Sources: City of St. Francis and 2013 Minnesota Manufacturers Register.

## Largest Taxpayers<sup>1</sup>

Following are the ten largest taxpayers within the City:

<u>Name</u>	<u>Classification</u>	<u>2012/2013 Taxable Market Value</u>	<u>2012/2013 Net Tax Capacity</u>	<u>Percent to Total Tax Capacity (\$3,944,533)<sup>2</sup></u>
Alliant Techsystems Inc.	Industrial	\$12,086,300	\$ 175,977	4.46%
ALS Properties Woodhaven LLC	Residential	8,154,700	101,934	2.58
St. Francis Realty LLC	Commercial	4,670,400	92,167	2.34
Connexus Energy	Utility	3,475,600	69,512	1.76
King Exchange LLC	Commercial	3,145,800	61,416	1.56
Minnegasco Inc.	Utility	2,634,800	52,696	1.34
Northern Capital Investments	Residential	2,000,000	25,000	.63
Village Bank	Commercial	1,195,200	23,024	.58
Jensen Family LTD Partnership	Commercial	1,116,600	21,582	.55
Abbey Field LTD Partnership	Apartment	2,279,800	<u>17,099</u>	<u>.43</u>
			<u>\$ 640,407</u>	<u>16.23%</u>

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<sup>1</sup> Reported by Anoka and Isanti Counties.

<sup>2</sup> Before tax increment and fiscal disparity adjustments.

**CITY OF ST. FRANCIS, MINNESOTA**

**ECONOMIC AND FINANCIAL INFORMATION<sup>1</sup>**

**Valuations**

	<i>Estimated Market Value 2012/2013</i>	<i>Net Tax Capacity 2012/2013</i>
Real Property	\$ 406,273,000	\$ 3,814,201
Personal Property	6,596,600	130,332
Less: Tax Increment Deduction		( 11,899)
Fiscal Disparity Contribution		( 310,154)
Add Fiscal Disparity Distribution	_____	1,320,087
Total Valuation	<b>\$ 412,869,600</b>	<b>\$ 4,942,567</b>

**Economic Market Value**

Economic market value has been calculated as shown below, and is also used in the “Summary of Debt and Debt Statistics.”

\$ 406,273,000		Estimated Market Value of real property (2012/2013)
÷ _____	103.8% <sup>2</sup>	Minnesota Department of Revenue 2012 Sales Assessment Ratio
= \$ 391,399,807		Economic Market Value of real property
+ _____	6,596,600	Estimated Market Value of personal property
= <u>\$ 397,996,407</u>		Economic Market Value of real and personal property used in “Summary of Debt and Debt Statistics”

**Sales Assessment Ratios**

Sales assessment ratios over the past eight years have been as follows:

<u>Year</u>	<u>Ratio</u>	<u>Year</u>	<u>Ratio</u>
2012	103.8%	2008	96.7%
2011	103.2	2007	92.0
2010	101.9	2006	91.9
2009	102.1	2005	90.4

<sup>1</sup> Property valuations, tax rates, and tax levies and collections are provided by Anoka and Isanti Counties.

<sup>2</sup> The Sales Ratio of 103.8% means the County Auditor’s recorded real property market value is 103.8% of the probable selling price of the property.

## Valuation Trends (Real and Personal Property)

In 2011, the State Legislature eliminated the Homestead Market Value Credit for homestead residential property and replaced it with "Homestead Market Value Exclusion". Beginning with taxes payable in 2012, this results in a reduction in the Taxable Market Value of residential homestead property and, consequently, also in the Indicated Market Value.

Valuation trends over the past nine years have been as follows:

<i>Levy Year/ Collection Year</i>	<i>Economic Market Value</i>	<i>Indicated Market Value</i>	<i>Estimated Market Value</i>	<i>Taxable Market Value</i>	<i>Tax Capacity Before Tax Increments</i>	<i>Tax Capacity After Tax Increments</i>
2012/2013	\$397,996,407	N/A	\$412,869,600	\$361,177,080	\$3,944,533	\$4,936,867
2011/2012	N/A	\$399,249,358	N/A	411,814,985	4,494,833	5,542,281
2010/2011	N/A	452,734,781	N/A	461,213,200	5,011,077	6,188,437
2009/2010	N/A	507,098,392	N/A	517,621,700	5,598,450	6,674,749
2008/2009	N/A	574,727,404	N/A	555,761,400	6,035,911	7,048,466
2007/2008	N/A	606,300,761	N/A	557,796,700	6,063,788	6,902,178
2006/2007	N/A	576,680,903	N/A	530,492,500	5,756,643	6,490,658
2005/2006	N/A	528,986,947	N/A	478,204,200	5,184,545	5,632,580
2004/2005	N/A	530,672,770	N/A	413,563,100	4,511,808	4,977,228

## Breakdown of Valuations

2012/13 Tax Capacity, Real and Personal Property (before tax increment adjustment):

Residential Homestead	\$ 2,408,895	61.07%
Agricultural	215,957	5.47
Commercial & Industrial	563,227	14.28
Public Utility	9,280	.24
Railroad	2,270	.06
Residential Non-Homestead	614,572	15.58
Personal Property	<u>130,332</u>	<u>3.30</u>
Total	<u>\$ 3,944,533</u>	<u>100.00%</u>

## Tax Capacity Rates

Tax capacity rates over the past five-assessable/collection years have been as follows:

<i>Levy Year/ Collection Year</i>	<i>2008/09 Tax Capacity Rates</i>	<i>2009/10 Tax Capacity Rates</i>	<i>2010/11 Tax Capacity Rates</i>	<i>2011/12 Tax Capacity Rates</i>	<i>2012/13 Tax Capacity Rates</i>
Anoka County	32.078%	35.189%	39.952%	41.146%	41.411%
City of St. Francis	38.401	44.266	47.139	53.406	63.026
ISD No. 15, St. Francis	20.965	24.859	28.793	32.835	33.707
Metropolitan Council	.797	.811	.854	.983	1.053
Mosquito Control	.476	.471	.508	.559	.587
County Railroad Authority	1.148	1.281	1.332	.650	.777
County HRA	<u>1.235</u>	<u>1.754</u>	<u>1.784</u>	<u>1.683</u>	<u>1.677</u>
Totals:	<u>95.100%</u>	<u>108.631%</u>	<u>120.362%</u>	<u>131.262%</u>	<u>142.238%</u>

**Tax Levies and Collections<sup>1</sup>**

<i>Levy Year/ Collection Year</i>	<i>2008/ 2009</i>	<i>2009/ 2010</i>	<i>2010/ 2011</i>	<i>2011/ 2012</i>
Original Gross Tax Levy	\$ 2,720,548	\$ 2,868,330	\$ 2,868,463	\$ 2,868,747
Property Tax Credits <sup>2</sup>	( 144,346)	( 160,082)	( 168,767)	( 3,559)
Levy Adjustments	<u>30</u>	<u>62</u>	<u>13</u>	<u>48</u>
Net Tax Levy	\$ 2,576,232	\$ 2,708,310	\$ 2,699,709	\$ 2,865,236
Amount Collected during Collection Year	\$ 2,495,462	\$ 2,631,974	\$ 2,643,614	\$ 2,825,136
Percent of Net Tax Levy Collected	96.86%	97.18%	97.92%	98.60%
Amount Delinquent at end of Collection Year	\$ 80,770	\$ 76,336	\$ 56,095	\$ 40,100
Delinquencies Collected as of (06/09/13)	( 65,170)	( 47,896)	( 30,830)	( 10,533)
Delinquencies Abated or Cancelled as of (06/09/13)	( <u>13,175</u> )	( <u>14,746</u> )	( <u>9,779</u> )	( <u>6,384</u> )
Total Delinquencies Outstanding as of (06/09/13)	\$ 2,425	\$ 13,694	\$ 15,486	\$ 23,183
Percent of Net Tax Levy Collected	99.91%	99.49%	99.43%	99.19%
Note: 2012/2013 Gross Tax Levy	\$2,984,493			
2012/2013 Net Tax Levy	2,981,048			

<sup>1</sup> 2012/2013 property taxes are currently in the process of collection/reporting and no updated figures are available from Anoka County.

<sup>2</sup> Property tax credits are aids provided by the State of Minnesota and paid directly to the City.

**Indirect Debt\***

<u>Issuer</u>	<u>2012/2013 Tax Capacity Value<sup>(1)</sup></u>	<u>2012/2013 Tax Capacity Value in City<sup>(1)</sup></u>	<u>Percentage Applicable in City</u>	<u>Outstanding General Obligation Debt</u>	<u>Taxpayers' Share of Debt</u>
Anoka County	\$ 268,455,126	\$4,936,867	1.84%	\$131,210,000 <sup>(2)</sup>	\$ 2,414,264
Isanti County	25,542,653	5,700	.02	7,605,000 <sup>(3)</sup>	1,521
ISD No. 15, St. Francis	23,144,230	4,936,867	21.33	36,235,000 <sup>(4)</sup>	7,728,926
Metropolitan Council	2,705,979,151	4,936,867	.18	618,674 <sup>(5)</sup>	1,114
Metro Transit	2,371,125,078	4,936,867	.21	317,355,092 <sup>(6)</sup>	<u>666,446</u>
				<i>Total Indirect Debt:</i>	<u>\$ 10,812,271</u>

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\* Only those taxing jurisdictions with general obligation debt outstanding are included. Debt figures do not include non-general obligation debt, short-term general obligation debt, or general obligation tax/aid anticipation certificates of indebtedness.

(1) Tax Capacity Value is after tax increment deduction and fiscal disparity contribution value but before fiscal disparity distribution value.

(2) Anoka County has bond indebtedness of \$131,210,000, as of December 2, 2013.

(3) Isanti County has bond indebtedness of \$7,605,000, as of December 2, 2013.

(4) ISD No. 15, St. Francis, has general obligation bond indebtedness of \$36,235,000 as of December 2, 2013.

(5) Deductions: (A) \$1,078,268,995 Metropolitan Waste Control Commission Debt as of December 31, 2012.

Note 1: Debt Service on (A) above is 100% self supported from revenues of the Metro Sanitary Sewer System, although the bonds are full faith and credit bonds.

Note 2: The only tax supported bond indebtedness is \$10,975,000 as of December 31, 2012, less non-escrowed funds for debt of \$10,356,326 as of December 31, 2012.

(6) Metro Transit has bond indebtedness of \$380,605,000 as of December 31, 2012, less non-escrowed funds for debt service of \$63,249,908 as of December 31, 2012. This debt is issued by the Metropolitan Council for all public transit operations in the transit district, of which Metro Transit is the largest public transit provider, and is payable from ad valorem taxes levied on all taxable property within the Metropolitan Transit District.

**CITY OF ST. FRANCIS, MINNESOTA**  
**GENERAL OBLIGATION DEBT PAYABLE FROM SPECIAL ASSESSMENTS**  
*(As of December 2, 2013)*

Purpose:	<i>G.O. Improvement and Utility Revenue Bonds, Series 2007A</i>	<i>G.O. Crossover Refunding Bonds, Series 2013A</i>			
Dated:	12/01/07	03/01/13			
Original Amount:	\$1,110,000	\$560,000			
Maturity:	1-Feb	1-Feb	<i>TOTAL</i>	<i>TOTAL</i>	
Interest Rates:	4.00-4.30%	1.00-2.30%	<i>PRINCIPAL:</i>	<i>PRIN &amp; INT:</i>	
2013	\$0	\$0	\$0	\$0	2013
2014	70,000	0	70,000	102,483	2014
2015	70,000	0	70,000	99,683	2015
2016	75,000	0	75,000	101,783	2016
2017	75,000	0	75,000	92,098	2017
2018	0	90,000	90,000	98,463	2018
2019	0	90,000	90,000	97,450	2019
2020	0	95,000	95,000	101,175	2020
2021	0	95,000	95,000	99,631	2021
2022	0	95,000	95,000	97,850	2022
2023	0	95,000	95,000	95,950	2023
	\$290,000	\$560,000	\$850,000	\$986,564	
	(1)	(2) (3)			

**NOTE: 89% OF GENERAL OBLIGATION DEBT PAYABLE FROM SPECIAL ASSESSMENTS WILL BE RETIRED WITHIN TEN YEARS.**

- (1) This schedule represents a portion of the \$4,225,000 General Obligation Improvement and Utility Revenue Bonds, Series 2007A, dated December 1, 2007, consisting of \$1,110,000 backed by special assessments and \$3,115,000 backed by net revenues of the municipal sewer and water utility system.
- (2) These bonds will crossover refund \$530,000 of the special assessment portion and \$2,030,000 of the sewer and water revenue portion of the \$1,110,000 General Obligation Improvement and Utility Revenue Bonds, Series 2007A, dated December 1, 2007. Maturities 2018 through 2028, inclusive, will be called for redemption on February 1, 2017 at a price of par plus accrued interest.
- (3) This schedule represents a portion of the \$2,730,000 General Obligation Crossover Refunding Bonds, Series 2013A, dated February 1, 2013, consisting of \$560,000 backed by special assessments and \$2,170,000 backed by net revenues of the municipal sewer and water utility system.

**CITY OF ST. FRANCIS, MINNESOTA**  
**GENERAL OBLIGATION DEBT PAYABLE FROM REVENUES**  
*(As of December 2, 2013)*

Purpose:	<i>G.O. Water and Sewer Revenue Crossover Re- funding Bonds, Series 2006A</i>	<i>G.O. Improvement and Utility Revenue Bonds, Series 2007A</i>	<i>G.O. Water Revenue Note, Series 2007</i>	<i>G.O. Sewer Revenue Bonds, Series 2010A</i>	<i>G.O. Crossover Refunding Bonds, Series 2013A</i>	
Dated:	02/01/06	12/01/07	12/18/07	09/01/10	02/01/13	
Original Amount:	\$2,840,000	\$3,115,000	\$9,013,468	\$1,600,000	\$2,170,000	
Maturity:	1-Feb	1-Feb	20-Aug	1-Feb	1-Feb	
Interest Rates:	3.15-4.00%	4.00-4.375%	2.563%	2.00-3.50%	1.00-2.30%	
2013	\$0	\$0	\$0	\$0	\$0	2013
2014	505,000	125,000	310,000	60,000	0	2014
2015	535,000	130,000	318,000	60,000	0	2015
2016	560,000	135,000	327,000	60,000	0	2016
2017	0	145,000	527,000	65,000	0	2017
2018	0	0	541,000	65,000	185,000	2018
2019	0	0	555,000	70,000	185,000	2019
2020	0	0	569,000	70,000	185,000	2020
2021	0	0	584,000	75,000	190,000	2021
2022	0	0	599,000	80,000	190,000	2022
2023	0	0	614,000	80,000	200,000	2023
2024	0	0	630,000	85,000	200,000	2024
2025	0	0	646,000	90,000	205,000	2025
2026	0	0	662,000	95,000	205,000	2026
2027	0	0	679,000	100,000	210,000	2027
2028	0	0		105,000	215,000	2028
2029	0	0	0	110,000	0	2029
2030	0	0	0	115,000	0	2030
2031	0	0	0	125,000	0	2031
	\$1,600,000	\$535,000	\$7,561,000	\$1,510,000	\$2,170,000	
	(1) (2)	(1) (3)	(1) (4)	(1)	(1) (5) (6)	

**CITY OF ST. FRANCIS, MINNESOTA**  
**GENERAL OBLIGATION DEBT PAYABLE FROM REVENUES**  
*(As of December 2, 2013)*

**Purpose:**

<b>Dated:</b>			
<b>Original Amount:</b>			
<b>Maturity:</b>	<i>TOTAL</i>	<i>TOTAL</i>	
<b>Interest Rates:</b>	<i>PRINCIPAL:</i>	<i>PRIN &amp; INT:</i>	
2013	\$0	\$0	2013
2014	1,000,000	1,394,317	2014
2015	1,043,000	1,402,272	2015
2016	1,082,000	1,405,487	2016
2017	737,000	1,011,317	2017
2018	791,000	1,023,100	2018
2019	810,000	1,024,634	2019
2020	824,000	1,020,291	2020
2021	849,000	1,025,970	2021
2022	869,000	1,025,499	2022
2023	894,000	1,029,107	2023
2024	915,000	1,027,995	2024
2025	941,000	1,031,173	2025
2026	962,000	1,028,591	2026
2027	989,000	1,031,002	2027
2028	320,000	336,357	2028
2029	110,000	120,256	2029
2030	115,000	121,388	2030
2031	125,000	127,188	2031
	<u>\$13,376,000</u>	<u>\$16,185,941</u>	

**NOTE: 60% OF GENERAL OBLIGATION DEBT PAYABLE FROM REVENUES WILL BE RETIRED WITHIN TEN YEARS.**

- (1) These bonds are payable primarily from net revenues of the municipal sewer and water utility systems and additionally secured by ad valorem taxes on all taxable property within the City and without limitation of amount.
- (2) These bonds crossover refunded \$640,000 of the \$765,000 General Obligation Water and Sewer Revenue Bonds, Series 1997, dated May 1, 1997. Maturities 2008 through 2014, inclusive, were called for redemption on February 1, 2007, at a price of par plus accrued interest. The bonds also crossover refunded \$2,150,000 of the \$3,335,000 General Obligation Wastewater Revenue Bonds, Series 2000, dated December 1, 2000. Maturities 2010 through 2016, inclusive, were called for redemption on February 1, 2009, at a price of par plus accrued interest.
- (3) This schedule represents a portion of the \$4,225,000 General Obligation Improvement and Utility Revenue Bonds, Series 2007A, dated December 1, 2007, consisting of \$1,110,000 backed by special assessments and \$3,115,000 backed by net revenues of the municipal sewer and water utility system.
- (4) These bonds were purchased through a private placement agreement through the Minnesota Public Facilities Authority.
- (5) These bonds will crossover refund \$530,000 of the special assessment portion and \$2,030,000 of the sewer and water revenue portion of the \$1,110,000 General Obligation Improvement and Utility Revenue Bonds, Series 2007A, dated December 1, 2007. Maturities 2018 through 2028, inclusive, will be called for redemption on February 1, 2017 at a price of par plus accrued interest.
- (6) This schedule represents a portion of the \$2,730,000 General Obligation Crossover Refunding Bonds, Series 2013A, dated February 1, 2013, consisting of \$560,000 backed by special assessments and \$2,170,000 backed by net revenues of the municipal sewer and water utility system.

**CITY OF ST. FRANCIS, MINNESOTA**  
**LEASE OBLIGATION DEBT**  
*(As of December 2, 2013)*

<b>Purpose:</b>	<b>Governmental Lease- Purchase Master Agreement of 2000</b>				
<b>Dated:</b>	___/___/00				
<b>Original Amount:</b>	\$310,000				
<b>Maturity:</b>	15-Feb	15-Aug	<b>TOTAL</b>	<b>TOTAL</b>	
<b>Interest Rates:</b>	6.72%		<b>PRINCIPAL:</b>	<b>PRIN &amp; INT:</b>	
2013	\$0.00	\$0.00	\$0.00	\$0.00	2013
2014	14,997.64	15,501.56	30,499.20	33,121.54	2014
2015	16,022.41	0.00	16,022.41	16,560.76	2015
	\$31,020.05	\$15,501.56	\$46,521.61	\$49,682.30	
	<i>(1) (2)</i>				

**NOTE: 100% OF LEASE OBLIGATION DEBT WILL BE RETIRED WITHIN TEN YEARS.**

- (1) These bonds are payable from annual appropriations to be made by the city's governing body. The full faith and credit of the City IS NOT pledged for the payment of principal and interest on the obligations.
- (2) These bonds were issued to finance the purchase of a pumper fire truck and related equipment.

**ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY OF ST. FRANCIS, MINNESOTA**  
**SPECIAL OBLIGATION DEBT**  
*(As of December 2, 2013)*

Purpose:	Public Project Leases Revenue Bonds, Series 2012A		
Dated:	01/01/12		
Original Amount:	\$8,200,000		
Maturity:	1-Feb		
Interest Rates:	1.00-5.00%		
		<i>TOTAL</i>	<i>TOTAL</i>
		<i>PRINCIPAL:</i>	<i>PRIN &amp; INT:</i>
2013	\$0	\$0	\$0
2014	225,000	225,000	547,383
2015	230,000	230,000	548,395
2016	235,000	235,000	548,510
2017	240,000	240,000	548,045
2018	245,000	245,000	546,980
2019	250,000	250,000	545,295
2020	260,000	260,000	547,895
2021	265,000	265,000	544,755
2022	275,000	275,000	545,909
2023	285,000	285,000	546,315
2024	295,000	295,000	545,870
2025	305,000	305,000	544,313
2026	315,000	315,000	541,913
2027	330,000	330,000	543,600
2028	340,000	340,000	539,363
2029	355,000	355,000	538,706
2030	375,000	375,000	541,369
2031	390,000	390,000	537,956
2032	410,000	410,000	538,456
2033	430,000	430,000	537,981
2034	450,000	450,000	536,250
2035	475,000	475,000	538,125
2036	500,000	500,000	538,750
2037	525,000	525,000	538,125
	\$8,005,000	\$8,005,000	\$13,030,258
	(1)		

**NOTE: 28% OF SPECIAL OBLIGATION DEBT WILL BE RETIRED WITHIN TEN YEARS.**

(1) These bonds are payable solely from the rental payments to be provided by the City pursuant to the Lease Agreement and does not give charge against the general credit of the City. Since the bond issue is equal to or greater than \$1,000,000, pursuant to Minnesota Statutes 465.71, the bonds are subject to the statutory debt limit. According to the provisions of the Lease Agreement, if the City fails to appropriate moneys to pay Rental Payments for the succeeding Fiscal Year the EDA has the right to terminate the Lease at the end of any fiscal year. The bonds shall not constitute indebtedness of the State of Minnesota, the City or any political subdivision, nor shall the bonds be payable out of any funds of the State, the City or other political subdivision other than the City. No holder of this bond shall ever have the right to compel to exercise the full faith and credit and taxing power of the State of Minnesota, the City or the City other than the rental payments so pledged.

**SUMMARY OF DEBT AND DEBT STATISTICS**

**General Obligation Debt**

Bonds secured by special assessments	\$ 850,000
Bonds secured by revenues	<u>13,376,000</u>
Subtotal	\$ 14,226,000
Less: bonds secured by revenues	<u>( 13,376,000)</u>
<i>Direct General Obligation Debt</i>	850,000
Add taxpayers' share of indirect debt	<u>10,812,271</u>
<i>Direct and Indirect Debt</i>	<u>\$ 11,662,271</u>

**Special Obligation Debt**

\$8,200,000 Public Project Lease Revenue Bonds, Series 2012A	\$ 8,005,000
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**Lease Obligation Debt**

\$310,000 Governmental Lease-Purchase Master Agreement of 2000	\$ 46,522
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**Facts for Ratio Computations**

2012/2013 Economic Market Value (real and personal property)	\$397,996,407
Population (2013 estimate)	7,277

**Debt Ratios Including Revenue-Supported Debt**

	<i>Direct Debt</i>	<i>Indirect Debt</i>	<i>Direct and Indirect Debt</i>
To Economic Market Value	3.57%	2.72%	6.29%
Per Capita	\$1,955	\$1,486	\$3,441

**Debt Ratios Excluding Revenue-Supported Debt**

	<i>Direct Debt</i>	<i>Indirect Debt</i>	<i>Direct and Indirect Debt</i>
To Economic Market Value	.21%	2.72%	2.93%
Per Capita	\$117	\$1,486	\$1,603