

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
**November 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 – October 20, 2014
  - b. Enter into a Management Agreement with the St. Francis Homerun Club for the staffing and maintenance of the Warming House/Rinks this season
  - c. St. Francis Lions Club – One Day Gambling Permit (Bingo) @ St. Francis Am Legion for 11/22/14
  - d. Payment of Claims
5. Meeting Open to the Public - *Open Forum is an opportunity for citizens to sign up before the Council meeting and present an issue or concern to City Council. Each presentation should be limited to no more than four minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
  - a. Public Hearing: Certifying Assessments for Delinquent Utilities, Miscellaneous Invoices and Administrative Fines: Resolution 2014-35
  - b. Public Hearing: Certifying Assessments for the Aztec Street Improvement: Resolution 2014-36
7. Ordinances & Resolution
  - a. Ordinance 200, Second Series: Amending Section 7-4 of the City Code Regarding Winter Parking Restrictions & Parking Violations (Second Reading)
  - b. Resolution 2014-37: Authorizing Summary Publication of Ordinance No. 200, Second Series Amending the City Code Regarding Winter Parking Restrictions and Violations
  - c. Resolution 2014-38: Approving Transfer of Master Declarant Rights and First Amendment
8. Reports of Consultants & Staff Members
  - a. Engineer: Water System Model Memorandum
  - b. Attorney: Closed meeting pursuant to Minn. Stat. Sec. 13D.05 to discuss allegations or charges against individual subject to council authority
  - c. Staff:
    - Building Official:
    - Finance Dept. City received the 2013 Certificate of Achievement for Excellence in Financial Reporting
    - Fire Dept.: Department Update
    - Public Works:
    - Liquor Store:
    - Police:
    - City Administrator Report:
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

*Calendar of Event*

Nov 4: General Election: Polls open from 7 am to 8 pm  
Nov 17: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm  
Nov 19: Planning Comm. Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm  
Nov 27: City Offices closed for the Thanksgiving Day Holiday

TO: Mayor & City Council  
FROM: Paul Teicher, Acting City Administrator  
RE: Agenda Memorandum – November 3, 2014 Meeting

**Agenda Items:**

**4. Consent Agenda:**

b. *Enter into a Management Agreement with the St. Francis Homerun Club for the staffing and maintenance of the Warming House/Rinks this season:* Recommendation would be to enter into an agreement with the Home Run Club for this year's winter season.

c. *St. Francis Lions Club – One Day Gambling Permit (Bingo) @ St. Francis Am Legion for 11/22/14:* The Lions Club is asking for approval to conduct a one-day Bingo event at the St. Francis American Legion on Saturday, November 22, 2014.

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

a. *Public Hearing: Proposed Lien/Special Assessments:* Mayor Tveit will open the Public Hearing for anyone wishing to be heard on the proposed special assessment/lien on properties regarding unpaid utility, unpaid bills on maintenance of private property, and our civil notice fees. Once the public has spoken, Mayor Tveit will close the hearing and Council will give consideration to Resolution 2014-35.

b. *Public Hearing: Aztec Street Improvements/Special Assessments:* Mayor Tveit will open the Public Hearing for anyone wishing to be heard on the proposed special assessment on the Aztec Street Improvement. Once the public has spoken, Mayor Tveit will close the hearing and Council will give consideration to Resolution 2014-36.

**7. Ordinances & Resolutions:**

a. *Ordinance 200, Second Series: Amending Section 7-4 of the City Code Regarding Winter Parking Restrictions & Parking Violations (Second Reading):* Attached is Ordinance 200, Second Series (second reading). The ordinance requires cars to be removed from the streets if the snow depth exceeds two inches. This ordinance amendments clarifies who makes the determinations of the two-inch snowfall was not defined. A motion would be in order to approve the second reading of this ordinance with a roll call vote to follow.

b. *Resolution 2014-37: Authorizing Summary Publication of Ordinance No. 200, Second Series amending the City Code Regarding Winter Parking Restrictions & Violations:* Resolution 2014-37 allows the City to publish a summary of Ordinance No. 200, Second Series. A motion would be in order to adopt Resolution 2014-37 authorizing the Summary Publication of Ordinance No. 220 Second Series.

c. *Resolution 2014-38: Approving Transfer of Master Declarant Rights and First Amendment:* This Resolution Approving the Transfer of Master Declarant Rights and First Amendment is the same action previously approved by the City Council by motion. The Recorder's Office would like this in a Resolution format to assist with recording these documents. A motion would be in order to adopt Resolution 2014-38.

**8. Reports:**

a. **Engineer:** *Water System Model Memorandum:* Attached is a memorandum from the City Engineer on developing a Water System Model for St. Francis. With the discussion of expanding the City's water service area this document would be used to evaluate the existing system and developing the best value plan for implementing future capital improvements for a safe and reliable water supply. A motion would be in order to authorizes the preparation of a Water system Model for the City of St. Francis if the council feels this would be a good tool to have.

b. **Attorney:** *Closed meeting pursuant to Minn. Stat. Sec. 13D.05 to discuss allegations or charges against individual subject to council authority:* City Attorney will be requesting to go into a closed meeting.

c. **Staff:**

**Building Official:**

**Finance Department:** *2013 Certificate of Achievement for Excellence in Financial Reporting:* St. Francis received a Certificate of Achievement for Excellence in Financial Reporting on our comprehensive annual financial report (CAFR) for the fiscal year ended December 31, 2014. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual or department designated by the government as primarily responsible for its having earned the Certificate. Therefore, Finance Director Darcy Mulvihill was awarded the AFRA.

**Fire:**

**Public Works:**

**Liquor Store:**

**Police:**

**City Administrator:**

11. **Old Business:**

12. **New Business:**

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

CITY COUNCIL MINUTES

October 20, 2014

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:03 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Steve Kane, Amy Lazere, Tim Brown, and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Building Official Andy Schreder, Finance Director Darcy Mulvihill, and City Clerk Barb Head.
3. **Adopt Agenda:** MOTION BY LAZERE SECOND KANE TO ADOPT THE OCTOBER 20, 2014 CITY COUNCIL AGENDA. Tveit stated he needs to leave early tonight so I ask if we can move City Attorney to before Meeting Open to the Public. Motion carried 5-0.
4. **Consent Agenda:** Add 4e. Letter of Resignation from Part Time Liquor Store Clerk Katie Rextraw. MOTION BY KANE SECOND McCLISH TO APPROVE THE OCTOBER 20, 2014, CITY COUNCIL CONSENT AGENDA AS A-E AS FOLLOWS:
  - a. City Council Minutes – October 6, 2014
  - b. Receive and File Economic Development Authority Meeting Minutes – August 4, 2014
  - c. Pay Estimate No. 2 in the amount of \$102,996.63 to North Pine Aggregate, Inc. of Forest Lake for the Aztec Street Improvements
  - d. Payment of Claims for \$ (Check numbers 68000- and ACH \$103,595.83)
  - e. Accept Letter of Resignation from Part Time Liquor Store Clerk Katie Rextraw  
Motion carried 5-0.

8. b. **Attorney: Closed meeting pursuant to Minn. Stat. Sec. 13D.05 to discuss allegations or charges against individual subject to council authority:** Motion by Tveit second Kane to go into a closed meeting at 6:08 pm. Motion carried 5-0.

The City Council was back in session at 6:39 pm. Lepak stated he had nothing further to report out of the closed meeting. Lepak asked the remainder of the Attorney Report be kept at 8b.

Mayor Tveit left the meeting at 6:40 pm.

Mayor Pro Tem Tim Brown presided over the remainder of the meeting.

5. **Meeting Open to the Public:** Troy Ferguson, Acting Superintendent for ISD #15 stated he just wanted to take a minute to welcome back Chief Harapat. I would also like to mention what a wonderful job Sgt. Rehling did during Chief Harapat's absence. We have nothing but positive things to say about the police department. Ferguson thanked the City Council for their time.

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

7. **Ordinances & Resolution:**

a. **Ordinance 200, Second Series: Amending Section 7-4 of the City Code Regarding Winter Parking Restrictions & Parking Violations (First Reading):** The City's Winter Parking Ordinance recently was reviewed and the section regarding restriction of on-street parking after larger snowfalls is somewhat vague. The ordinance requires cars to be removed from the streets if the snow depth exceeds two inches. However, who makes the determinations of the two-inch snowfall was not defined. MOTION BY LAZERE SECOND McClish TO APPROVE THE FIRST READING OF ORDINANCE 200, SECOND SERIES AMENDING SECTION 7-4 OF THE CITY CODE REGARDING WINTER PARKING RESTRICTIONS & PARKING VIOLATIONS. Roll Call: Ayes: Kane, Lazere, McClish, and Brown. Nays: None. Motion carried 4-0.

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

a. **Engineer:**

b. **Attorney: 1. Transfer of Master Declarant Rights from Master Meadows of St. Francis to the Economic Development Authority:** Lepak reported the prior documents approved by the council were submitted to the County to be recorded. Upon proof that the documents were accepted and recorded by the County, transfer of the townhome lots can be accomplished by executing two documents. If the council wishes to accomplish this transfer a motion would be in order. MOTION BY LAZERE SECOND KANE TO TRANSFER THE MEADOWS OF ST. FRANCIS TOWNHOME LOTS TO THE EDA A NO COST TO THE EDA AND AUTHORIZE THE MAYOR AND CITY STAFF TO SIGN THE ATTACHED QUIT CLAIM DEED, TRANSFER OF MASTER DECLARANT RIGHTS DOCUMENT AND ANY OTHER DOCUMENTS NECESSARY TO ACCOMPLISH SUCH TRANSFER UPON PROOF OF RECORDING OF THE RECORDED TRANSFER OF SPECIAL DECLARANT RIGHTS AND FIRST AMENDMENT TO DECLARATION. McClish stated as the EDA president the EDA is in full support of this transfer. Motion carried 4-0.

c. **Staff:**

**Building Official: Rental Housing Ordinance Update:** Building Official Andy Schreder stated he appreciated the opportunity to update the City Council. At the October 6, 2014 City Council meeting staff was asked to bring back a comparison of Rental Licensing programs from neighboring municipalities including the fees charged after two property owners raised concerns over our fees. St. Francis' Rental Ordinance became effective January 2014. This ordinance required owners of rental property in the City to obtain a rental license and conform to details of the programs. The program summary and a comparison page was provided to the City Council. It takes a fair amount of staff time to implement this program at the front end. Letters were sent out and if there is no response another set of letters are mailed along with phone calls to set up the inspections. The inspector then goes out for the inspection and documents the findings. We were directed to make this program self-sufficient. After the initial two years when you look at the renewal fees, we are similar to other communities. I just want to clarify if there was any miss understanding on the license programing and how it works. Kane said the Mayor Tveit said he has received a number of calls from Mr. Weaver regarding the fees. Schreder said I too have spoken with Mr. Weaver. Lazere said we do want multifamily

homes in St. Francis. Some cities have per building instead of per unit. Schreder said that was discussed during the research stage of the program. Brown said he really doesn't know the best way to proceed. It does keep a lot of buildings up to code. Schreder said it does take time to administer this program. Brown asked about a tiered program. Schreder said we have talked at the staff level and we do have one property owner that approached us. We have agreed to work with them on payments. Once we get past the implementation of the program, we will be similar to most communities.

**Update on Building Activity:** Building Official Andy Schreder gave a brief summary of the Building Permit activity for year to date. Duties of the Building Department includes providing permit plan reviews, issuance and inspections for projects including building, plumbing, heating and on-site septic on commercial and residential properties in the cities of St. Francis and Nowthen. Staff also conducts code enforcement follow ups for resident complaints in both cities. However, rental dwelling and vacant property registration activities are enforced in accordance with City Ordinances only in St. Francis. Another County identified 250 homes as non-homestead tax status and of those 100 are rental dwellings, 20 are vacant and another 90 are yet to be classified. Some of the non-homestead properties have been determined to be sold through contract for deed, relative rental or seasonal properties that do not qualify as a rental property or vacant. To date 218 building permits have been issued in St. Francis and approximately 175 in Nowthen. As of October 14, 2014 fifteen (15) new home permits were issued in St. Francis comparing to eight (8) at this time last year. Today we started with a non-paid intern that is a student at North Hennepin for building inspection. There is no budget impact with the internship as it is a non-paid position as the student gains experience in a municipal setting and the City benefits from additional help.

**Finance Dept.:**

**Fire Dept.:**

**Public Works:**

**Liquor Store:**

**Police Dept.:**

**City Administrator:**

9. **Reports from Council Members:** McClish attended the Fire Prevention Open House on Saturday, October 11 at the fire station. Thank you to the Fire Department, St. Francis Lions and the Boy Scouts for volunteering.

Jane reported the St. Francis Rec Committee met with the EDA and the space needs study contract should be at city hall this week for signatures.

10. **Report from Mayor:** None.

11. **Old Business:** McClish would like to bring up the parking problem along 235<sup>th</sup> East of Rum River Blvd. During soccer games, you can hardly get traffic through. I believe we have discussed this before. Council asked staff to see what could be done to solve this problem.

12. **New Business:** Brown stated he overheard a conversation before the meeting with council member Lazere and some students who are in the audience. Lazere stated they would

like to do a Community Garden in the city of St. Francis. Brown thanked them for coming forward and this will be placed on a future agenda.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:07 pm.

---

Barbara I. Held, City Clerk

UNAPPROVED

## AGENDA REPORT

**TO:** City Council

**FROM:** Public Works Director; Paul Teicher

**SUBJECT:** Rink Management

**DATE:** 11-3-2014

**INTRODUCTION:** Based on last year's successful ice skating season, we would like to again partner with the St Francis Home Run Club manage our ice skating facilities. Our goals continue to be; 1. Follow Council direction to stay within our operation and maintenance budget for our parks. 2. Continue to manage overtime while maintaining the highest quality standard for snow and ice removal on our City streets.

**BACKGROUND:** Last year, we had a successful 44 day season. This season we again have The St Francis Home Run Club, a Insured Local Non Profit Charitable Organization that would like to manage the warming house, provide rink attendants, care for the rinks/facility, provide snow removal for the facility for a fee and provide snack vending with a small portion of the proceeds coming back to the City to cover any additional cost we may incur. Our Public Works Team will work with the organization to flood and maintain the ice. We are proposing a 51 day season. This will run from 12-20-2014 to 2-8-2015, weather permitting. The time allowed for this season will allow ice making to happen during what should be the "optimum weather period", thus further reducing the amount of man hours it will take to make and maintain the ice. Of course, only if the weather permits.

**RECOMMENDATION:** A motion to authorize the Mayor to sign Management Agreement entering the City into a contract with The St Francis Home Run Club to manage the outdoor Ice Skating Facility.

**BUDGET IMPACT:** The payment the Home Run Club would receive is approximately \$7,370.00 weather permitting. This is based on a 51 day season (12-20-2014 to 2-8-2015). This would be paid out of our Parks operation and maintenance budget.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. Management Agreement

## MANAGEMENT AGREEMENT

THIS MANAGEMENT AGREEMENT is made and entered into this 3rd day of November, 2014, by and between the City of St. Francis, a Minnesota municipal corporation (the "City"), and St Francis Homerun Club, a Minnesota Nonprofit 501 C3 Charitable Organization (the "Contractor").

WHEREAS, Contractor is in the business of providing management services at recreational facilities including ice arenas and outdoor skating rinks; and

WHEREAS, the City desires to retain the services of Contractor to manage its outdoor skating rinks.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants and conditions set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. MANAGEMENT SERVICES. The City hereby retains Contractor to provide management services at the City's outdoor skating rinks. In connection with the foregoing, Contractor shall be responsible for the following:
  - (A) Contractor shall provide all operational staff and shall be exclusively responsible for the management of such personnel and the payment of all wages and withholdings in connection therewith. Contractor shall provide site-specific training to all staff members with a focus on providing excellent customer service.
  - (B) Contractor shall maintain all ice surfaces and keep the same free from snow and debris.
  - (C) Contractor shall keep all walkways free from ice and snow.
  - (D) Contractor shall clean and maintain the interior of the warming house and provide all supplies in connection therewith. Contractor's duties shall include, without limitation, vacuuming, cleaning bathrooms, cleaning windows, restocking toilet paper, hand soap, and hand towels, and providing basic first aid supplies.
  - (E) Contractor shall keep all outdoor areas free from trash and debris.
  - (F) Contractor shall ensure that all City ordinances, rules, and regulations are followed and enforced.
  - (G) Contractor shall ensure that the ice rinks are used only by members of the public and for no private purpose or event without the City's prior written consent.
  - (H) Contractor shall immediately notify the City in the event repairs are required to any building, equipment, or area.

- (I) Contractor shall secure all buildings and equipment when not in use and will be liable for any damages, thefts or other costs resulting from the failure to properly secure any building or equipment.
- (J) Contractor shall manage and take full responsibility for all concession activities, including obtaining all necessary licenses and permits and providing all concession merchandise and supplies. On a monthly basis, Contractor shall provide the City with a written report showing concession revenues, product costs, and the gross margin for each month. Along with such report, Contractor shall pay the City an amount equal to ten percent (10%) of the gross margin shown on such report. Contractor shall be entitled to retain the balance of concession proceeds, which amounts shall be in addition to the Management Fee paid hereunder.
- (K) Contractor shall ensure that any costs incurred in connection with the maintenance or operation of the ice rinks, above and beyond the Management Fee, are within budgeted amounts or otherwise approved in advance by the City.

2. CITY RESPONSIBILITIES. Notwithstanding any language in this Agreement to the Contrary, the City shall be responsible for the following:

- (A) The City shall perform all building and grounds repairs.
- (B) The City shall plow all parking areas.
- (C) The City shall provide basic utilities, including water, sewer, garbage, and local phone service (no long distance).
- (D) The City shall provide one (1) handicapped-accessible toilet (mini-biff) and shall be responsible for cleaning and maintaining the same.
- (E) The City shall provide blue hand towel service.
- (F) The City's Public Works Department shall work with the Contractor to make ice for the purpose of skating as weather and time permits. The Contractor must have all snow and debris removed from the ice surface before City Staff will attempt to make ice.

3. MANAGEMENT FEE.

- (A) For all services provided pursuant to this Agreement, the City shall pay Contractor the sum of One Hundred forty four and 58/100 Dollars (\$144.58) per day (the "Management Fee").
- (B) Contractor acknowledges and agrees that the Management Fee shall constitute Contractor's entire compensation hereunder. All expenses of every kind incurred by Contractor in its performance under this Agreement shall be the sole responsibility of and be promptly paid by Contractor.

- (C) All keys, property, and equipment must be returned by Contractor and a final inspection/inventory of the property must be performed by the City prior to the payment of the final installment of the Management Fee.

4. TERM. The term of this Agreement will be for the duration of the 2014-2015 ice skating season, which is anticipated to run approximately 51 days from December 20, 2014, through February 8, 2015, weather permitting. Notwithstanding the foregoing, this Agreement may be terminated at any time:

- (A) Upon the mutual written agreement of the parties;
- (B) By the City in the event the Contractor fails to fully and satisfactorily perform in accordance with the terms and conditions of this Agreement; provided, the City must provide Contractor with written notice and ten (10) days to correct the failure prior to termination.
- (C) By the City, immediately and without prior notice, in the event Contractor (i) files bankruptcy or becomes insolvent, (ii) sells all or substantially all of its assets, or (iii) dissolves or files a notice of intent to dissolve.

5. CONTRACTOR'S REPRESENTATIONS. In order to induce the City to enter into this Agreement, Contractor makes the following representations to the City:

- (A) The Contractor has visited the City's outdoor ice skating rinks and has had the opportunity to become familiar with and is satisfied as to the conditions that may affect its ability to perform under this Agreement.
- (B) The Contractor is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect its ability to perform under this Agreement.

6. INDEPENDENT CONTRACTOR STATUS. Contractor shall perform under this Agreement as an independent contractor and nothing contained herein is intended or shall be construed to make or constitute Contractor as the agent, employee, partner, joint venturer, or representative of the City, but rather Contractor shall act and perform hereunder according to its own means and methods, which means and methods shall at all times be under its exclusive charge and control.

7. INSURANCE. During the term of this Agreement, Contractor will maintain the following insurance: (1) commercial general liability insurance with coverage in the minimum coverage amount of \$1,500,000 per occurrence; and (2) workers compensation insurance. All policies of insurance shall name the City as an additional insured and shall require the insurance provider to provide the City with written notice at least thirty (30) days prior to any reduction or termination of such insurance coverage. Upon the execution of this Agreement, and any time thereafter upon demand of the City, Contractor shall provide a certificate of insurance showing the required coverage.

8. INDEMNIFICATION. Contractor shall defend, hold harmless and indemnify the City from and against any claims, damages, losses, and expenses (including reasonable attorneys' fees) arising out of the activities of Contractor (and its employees, officers, agents, and representatives) during the term of this Agreement, whether such activities were rendered pursuant to this Agreement or otherwise.

9. REMEDIES. In the event of the breach of this Agreement by Contractor, the City shall be entitled to seek all remedies available at law, in equity, or otherwise. Contractor shall pay the City's costs and expenses, including reasonable attorneys' fees, incurred by the City in order to enforce this Agreement. Contractor expressly agrees that any remedies available to the City are cumulative and in no way exclusive. The seeking or exercising by the City of a particular remedy does not constitute a waiver or relinquishment by the City of its right to seek or exercise any other remedy available to it at law, in equity, or otherwise.

10. MISCELLANEOUS.

- (A) Governing Law. This Agreement has been executed in the State of Minnesota and shall be governed by the laws of said state, without regard to the conflict of laws rules thereof.
- (B) Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties. There are no warranties, representations or agreements among the parties in connection with the subject matter hereof, except as set forth or referred to herein.
- (C) Amendment. No amendment or modification of this Agreement shall be deemed effective unless made in writing and signed by both parties.
- (D) Waiver. No waiver of any of the provisions of this Agreement shall constitute a waiver of any other provision, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided in writing.
- (E) Assignment. Except as otherwise provided for herein, no party may assign this Agreement without the consent of the other party. All of the terms and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective transferees, successors and permitted assigns.
- (F) Severability. In the event any provision of this Agreement is found invalid or unenforceable by a court of competent jurisdiction, such provision will be deemed stricken. The remaining provisions of this Agreement will continue to be valid and binding and the Agreement will be reformed to replace the stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

- (G) Captions and Headings. The captions and paragraph headings used in this Agreement are for convenience of reference only, and shall not affect the construction or interpretation of this Agreement or any of the provisions thereof.
- (H) Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned, intending to be legally bound, have executed this Agreement as of the date first above written.

**CITY:**

CITY OF ST. FRANCIS

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

**CONTRACTOR:**

ST FRANCIS HOMERUN CLUB

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

514843\_1

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization name: St. Francis Lions; Previous gambling permit number: B-02688-XB2; Minnesota tax ID number: 41-1622197; Federal employer ID number: 602738531; Type of nonprofit organization: Fraternal; Mailing address: 30 BOX 173, St. Francis, MN 55070, Anoka; Name of chief executive officer: Kevin Schudt; Daytime phone number: 1-763-753-1205; E-mail address: timhden@gmail.com

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status. [X] Nonprofit Articles of Incorporation OR a current Certificate of Good Standing. Don't have a copy? This certificate must be obtained each year from: Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103 Phone: 651-296-2803

EXCLUDED BINGO ACTIVITY

1. [X] No \_\_\_ Yes Has your organization held a bingo event in the current calendar year? If yes, list the dates when bingo was conducted. 2. The proposed bingo event will be: [X] one of four or fewer bingo events held this year. Dates 11-22-14 OR \_\_\_ conducted on up to 12 consecutive days in connection with a: \_\_\_ county fair. Dates \_\_\_ \_\_\_ civic celebration. Dates \_\_\_ \_\_\_ Minnesota state fair. Dates \_\_\_ 3. Person in charge of bingo event Tim Hden Daytime phone 763 753 1265 4. Name of premises where bingo will be conducted St. Francis Am Legion 5. Premises street address 3073 Bridge St. NW 6. City St. Francis If township, township name County Anoka

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.gcb.state.mn.us and click on Distributors under the WHO'S WHO? LIST OF LICENSEES, or call 651-539-1900. Be sure to complete page 2

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

The information provided in this application is complete and accurate to the best of my knowledge.

Chief executive officer's signature Kevin Scheldt Date 10-29-14  
 Print name Kevin Scheldt

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print city name \_\_\_\_\_

Signature of city personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Local unit of government must sign**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print county name \_\_\_\_\_

Signature of county personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP - If required by the approving county.**

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. [A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166, Subd 2.]

Print township name \_\_\_\_\_

Signature of township officer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**MAIL APPLICATION AND ATTACHMENT**

Fax the application and a copy of your proof of nonprofit status to (651) 639-4032 or mail to:  
 Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

You will receive a document from the Gambling Control Board with your excluded permit number for the bingo activity. Your organization must keep its bingo records for 3-1/2 years.

**Questions?**

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



PAYMENT BATCH AP 11-03-14

**ANOKA COUNTY CENTRAL COMM.**

10/22/2014	2014-353	E 101-42110-321	Telephone	3RD QUARTER	180.00
					\$180.00

**ASPEN MILLS**

10/21/2014	156396	E 101-42110-437	Uniform Allowance	REHLING-UNIFORMS	189.00
10/24/2014	156395	E 101-42110-437	Uniform Allowance	REHLING-UNIFORMS	76.99
					\$265.99

**ASSURANT EMPLOYEE BENEFITS**

10/22/2014	5447229.1014	E 101-41400-130	Employer Paid Insurance	NOVEMBER INSURANCE	171.80
10/22/2014	5447229.1014	E 101-41500-130	Employer Paid Insurance	NOVEMBER INSURANCE	65.92
10/22/2014	5447229.1014	E 101-42110-130	Employer Paid Insurance	NOVEMBER INSURANCE	778.42
10/22/2014	5447229.1014	E 101-42400-130	Employer Paid Insurance	NOVEMBER INSURANCE	98.69
10/22/2014	5447229.1014	E 101-43100-130	Employer Paid Insurance	NOVEMBER INSURANCE	136.03
10/22/2014	5447229.1014	E 101-43210-130	Employer Paid Insurance	NOVEMBER INSURANCE	30.22
10/22/2014	5447229.1014	E 101-45200-130	Employer Paid Insurance	NOVEMBER INSURANCE	136.03
10/22/2014	5447229.1014	E 601-49440-130	Employer Paid Insurance	NOVEMBER INSURANCE	50.62
10/22/2014	5447229.1014	E 602-49490-130	Employer Paid Insurance	NOVEMBER INSURANCE	50.62
10/22/2014	5447229.1014	E 609-49750-130	Employer Paid Insurance	NOVEMBER INSURANCE	111.45
					\$1,629.80

**BAUER BUILT INC.**

10/21/2014	940026595	E 101-42400-221	Vehicle Repair & Maintenance	REPAIRS	470.80
					\$470.80

**BELLBOY CORPORATION**

10/21/2014	45295500	E 609-49751-206	Freight and Fuel Charges	FREIGHT	35.65
10/21/2014	45295500	E 609-49751-251	Liquor For Resale	LIQUOR	1,775.80
					\$1,811.45

**BERNICK COMPANIES, THE**

10/20/2014	170911	E 609-49751-252	Beer For Resale	BEER	72.00
10/21/2014	170910	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	34.00
					\$106.00

**BROTHERS FIRE PROTECTION CO**

10/23/2014	94064	E 101-42110-401	Repairs/Maint Buildings	SERVICE CALL	55.00
10/23/2014	94064	E 101-43100-401	Repairs/Maint Buildings	SERVICE CALL	55.00
10/23/2014	94064	E 101-45200-401	Repairs/Maint Buildings	SERVICE CALL	55.00
10/23/2014	94064	E 601-49440-401	Repairs/Maint Buildings	SERVICE CALL	55.00
10/23/2014	94064	E 602-49490-401	Repairs/Maint Buildings	SERVICE CALL	55.00
					\$275.00

**CDW GOVERNMENT, INC.**

10/11/1941	99508	E 101-42110-217	Other Operating Supplies	ADAPTER	131.24
10/07/2014	PX54882	E 101-42110-217	Other Operating Supplies	CABLE	131.24
					\$262.48

**CENTERPOINT ENERGY**

10/19/2014	5944643-5.1014	E 609-49750-383	Gas Utilities	LIQUOR	34.60
10/19/2014	5945449-6.1014	E 101-42210-383	Gas Utilities	FIRE	276.31
10/19/2014	5963820-5.1014	E 101-45200-383	Gas Utilities	WARMING HOUSE	70.41
10/19/2014	6002544-2.1014	E 601-49440-383	Gas Utilities	PUBLIC WORKS	9.44
10/19/2014	6002544-2.1014	E 602-49490-383	Gas Utilities	PUBLIC WORKS	9.44
10/19/2014	6002548-3.1014	E 602-49490-383	Gas Utilities	WWTO	81.70
10/19/2014	6886465-1.1014	E 101-41940-383	Gas Utilities	CITY HALL	13.98
10/19/2014	6886468-5.1014	E 101-41940-383	Gas Utilities	CITY HALL	13.98
10/19/2014	6886472-7.1014	E 101-41940-383	Gas Utilities	CITY HALL	14.68
10/19/2014	6886475-0.1014	E 101-41940-383	Gas Utilities	CITY HALL	17.21
10/19/2014	7900331-5.1014	E 601-49440-383	Gas Utilities	WATER	528.61
10/19/2014	8964221-9.1014	E 602-49490-383	Gas Utilities	LIFT STATION	27.99
10/19/2014	9680285-5.1014	E 101-42110-383	Gas Utilities	POLICE/PW	156.78
10/19/2014	9680285-5.1014	E 101-43100-383	Gas Utilities	POLICE/PW	39.19
10/19/2014	9680285-5.1014	E 101-45200-383	Gas Utilities	POLICE/PW	39.19
10/19/2014	9680285-5.1014	E 601-49440-383	Gas Utilities	POLICE/PW	39.19
10/19/2014	9680285-5.1014	E 602-49490-383	Gas Utilities	POLICE/PW	39.20
10/19/2014	9878416-8.1014	E 101-42210-383	Gas Utilities	FIRE-GENERATOR	27.02
					\$1,438.92

**CENTURY LINK**

10/07/2014	4102.1014	E 601-49440-321	Telephone	PHONE	61.47
10/07/2014	4102.1014	E 602-49490-321	Telephone	PHONE	61.47
					\$122.94

**CITY EMPLOYEES UNION, LOCAL #3**

10/28/2014	102814	G 101-21707	Union Dues	NOVEMBER DUES	200.00
					\$200.00

**CMI, INC.**

09/22/2014	803747	E 101-42110-217	Other Operating Supplies	MOUTHPIECE	83.68
					\$83.68

**COCA COLA REFRESHMENTS**

10/14/2014	158095821	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	270.52
					\$270.52

**COLONIAL INSURANCE**

10/25/2014	7129661-105322	G 101-21712	Colonial Insurance	MONTHLY PREMIUM	221.41
					\$221.41

**CONNEXUS ENERGY**

10/21/2014	.1014	E 101-41940-381	Electric Utilities	ELECTRIC	85.32
10/21/2014	.1014	E 101-41940-381	Electric Utilities	ELECTRIC	279.20
10/21/2014	.1014	E 101-42110-381	Electric Utilities	ELECTRIC	5.00
10/21/2014	.1014	E 101-42110-381	Electric Utilities	ELECTRIC	5.00
10/21/2014	.1014	E 101-42110-381	Electric Utilities	ELECTRIC	804.37
10/21/2014	.1014	E 101-42210-381	Electric Utilities	ELECTRIC	463.45
10/21/2014	.1014	E 101-43100-381	Electric Utilities	ELECTRIC	201.10
10/21/2014	.1014	E 101-43100-386	Street Lighting	ELECTRIC	3,451.43
10/21/2014	.1014	E 101-45200-381	Electric Utilities	ELECTRIC	201.10
10/21/2014	.1014	E 101-45200-381	Electric Utilities	ELECTRIC	272.81
10/21/2014	.1014	E 601-49440-380	Electric-System	ELECTRIC	4,697.74
10/21/2014	.1014	E 601-49440-381	Electric Utilities	ELECTRIC	201.10
10/21/2014	.1014	E 602-49451-381	Electric Utilities	ELECTRIC	6,539.89
10/21/2014	.1014	E 602-49451-381	Electric Utilities	ELECTRIC	201.10
10/21/2014	.1014	E 609-49750-381	Electric Utilities	ELECTRIC	1,096.71

---

\$18,505.32

---

**CORPORATE CONNECTION**

10/23/2014	10967	E 101-41400-437	Uniform Allowance	SHIRTS	101.62
					<hr/>
					\$101.62

---

**CRYSTAL SPRINGS ICE**

10/14/2014	115665	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	87.84
					<hr/>
					\$87.84

---

**DAHLHEIMER DIST. CO. INC.**

10/15/2014	98933	E 609-49751-252	Beer For Resale	BEER	2,265.75
10/15/2014	98933	E 609-49751-255	N/A Products	N/A	65.20
10/22/2014	1128368	E 609-49751-252	Beer For Resale	BEER	5,822.80
10/22/2014	1128368	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	391.20
10/23/2014	99561	E 609-49751-252	Beer For Resale	BEER	79.00
					<hr/>
					\$8,623.95

---

**DAY DISTRIBUTING CO.**

10/24/2014	775539	E 609-49751-252	Beer For Resale	BEER	1,604.40
					<hr/>
					\$1,604.40

---

**DEHN OIL**

10/20/2014	32307	E 601-49440-212	Motor Fuels	DYED DIESEL	2,482.00
10/20/2014	32307	E 602-49490-212	Motor Fuels	DYED DIESEL	2,482.00
					<hr/>
					\$4,964.00

---

**DELTA DENTAL**

10/15/2014	5724413	G 101-21711	Dental Insurance	NOVEMBER INSURANCE	586.80
					<hr/>
					\$586.80

---

**ECM PUBLISHERS, INC.**

10/24/2014	155184	E 101-41400-351	Legal Notices Publishing	NOV 3 HEARING	241.25
10/24/2014	155185	E 101-41410-351	Legal Notices Publishing	MUNICIPAL ELECTION	135.00
10/24/2014	155186	E 101-41400-351	Legal Notices Publishing	NOV 3 HEARING	67.50
10/24/2014	155187	E 101-41410-351	Legal Notices Publishing	PUBLIC ACCURACY TEST	28.13
					<hr/>
					\$471.88

---

**ELITE SANITATION**

10/13/2014	22178	E 101-45200-402	Janitorial Service	PORTABLE TOILET	531.50
					<hr/>
					\$531.50

---

**ESS BROTHERS & SONS INC.**

10/07/2014	6835	E 101-43100-414	Storm Sewers	SEALANT KITS	3,900.00
					<hr/>
					\$3,900.00

---

**G&K SERVICES, INC**

10/21/2014	1043830702	E 609-49750-219	Rug Maintenance	RUG MAINT	11.23
10/21/2014	1043830703	E 601-49440-402	Janitorial Service	RUGS	27.84
10/21/2014	1043830705	E 101-42210-402	Janitorial Service	RUGS	8.52
10/21/2014	1043830705	E 101-43100-402	Janitorial Service	RUGS	8.52
10/21/2014	1043830705	E 101-45200-402	Janitorial Service	RUGS	8.52
10/21/2014	1043830705	E 601-49440-402	Janitorial Service	RUGS	8.52
10/21/2014	1043830705	E 602-49490-402	Janitorial Service	RUGS	8.52
10/21/2014	1043830706	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.20
10/21/2014	1043830706	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.20
10/21/2014	1043830764	E 101-41940-219	Rug Maintenance	RUGS	16.96
					<hr/>
					\$107.03

**GERDIN AUTO SERVICE, INC.**

10/20/2014	74246	E 208-42110-436	Towing Charges	FORFEITURE	141.00
10/27/2014	74327	E 208-42110-436	Towing Charges	1999 FORD CONTOUR	129.00
					\$270.00

**GRABER, BRIAN**

		E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #1008	89.63
					\$89.63

**GRANITE CITY JOBBING CO.**

10/14/2014	833168	E 609-49750-210	Operating Supplies	OPERATING	41.77
10/14/2014	833168	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
10/14/2014	833168	E 609-49751-256	Tobacco Products For Resale	TOBACCO	446.70
10/14/2014	833168	G 101-20810	Sales Tax Payable	TAX	(0.88)
10/21/2014	833982	E 609-49750-210	Operating Supplies	OPERATING	80.87
10/21/2014	833982	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.01
10/21/2014	833982	E 609-49751-256	Tobacco Products For Resale	TOBACCO	627.95
					\$1,206.67

**INNOVATIVE OFFICE SOLUTIONS, L**

10/21/2014	639722	E 101-41400-200	Office Supplies	SUPPLIES	31.80
					\$31.80

**INTERSTATE POWER SYSTEMS, INC.**

10/21/2014	1094464	E 101-42210-401	Repairs/Maint Buildings	REPAIRS	535.00
					\$535.00

**ISANTI COUNTY TREASURER**

10/28/2014	527796.1014	E 602-49490-441	Miscellaneous	SECOND 1/2 TAX	4,173.00
					\$4,173.00

**ISD #15**

10/21/2014	1705	E 101-42110-221	Vehicle Repair & Maintenance	2014 DODGE	58.22
10/23/2014	1708	E 101-42110-221	Vehicle Repair & Maintenance	2012 CHARGER	158.87
					\$217.09

**JJ TAYLOR DISTRIBUTING**

10/22/2014	2267412	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
10/22/2014	2267412	E 609-49751-252	Beer For Resale	BEER	476.80
					\$479.80

**JOHNSON BROS WHLSE LIQUOR**

10/15/2014	5003772	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.12
10/15/2014	5003772	E 609-49751-251	Liquor For Resale	LIQUOR	558.00
10/15/2014	5003773	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.16
10/15/2014	5003773	E 609-49751-253	Wine For Resale	WINE	370.25
10/17/2014	500938	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(3.04)
10/17/2014	500938	E 609-49751-251	Liquor For Resale	LIQUOR	(144.00)
10/21/2014	501115	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)
10/21/2014	501115	E 609-49751-251	Liquor For Resale	LIQUOR	(72.00)
10/22/2014	5009091	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.19
10/22/2014	5009091	E 609-49751-251	Liquor For Resale	LIQUOR	515.89
10/22/2014	5009092	E 609-49751-206	Freight and Fuel Charges	FREIGHT	115.52
10/22/2014	5009092	E 609-49751-253	Wine For Resale	WINE	3,024.00
					\$4,390.57

**KRUGER DIVERSIFIED INC**

10/13/2014	50854	E 602-49490-229	Project Repair & Maintenance	REPAIR	645.00
------------	-------	-----------------	------------------------------	--------	--------

					\$645.00
<b>LAW ENFORCEMENT LABOR SVCS.</b>					
10/28/2014	102814	G 101-21707	Union Dues	NOVEMBER DUES	405.00
					\$405.00
<b>LEAGUE OF MN CITIES</b>					
10/16/2014	204419	E 101-41400-208	Training and Instruction	CLASSES	15.00
10/16/2014	204419	E 101-42110-208	Training and Instruction	CLASSES	30.00
10/16/2014	204419	E 601-49440-208	Training and Instruction	CLASSES	7.50
10/16/2014	204419	E 602-49490-208	Training and Instruction	CLASSES	7.50
					\$60.00
<b>MCDONALD DIST CO.</b>					
10/16/2014	133250	E 609-49751-252	Beer For Resale	BEER	3,872.20
10/16/2014	133250	E 609-49751-255	N/A Products	N/A	92.80
10/17/2014	135233	E 609-49751-252	Beer For Resale	BEER	529.50
10/23/2014	134707	E 609-49751-252	Beer For Resale	BEER	5,744.20
					\$10,238.70
<b>MIDWEST TESTING LLC</b>					
10/22/2014	3368	E 601-49440-259	Water Meters	TESTING	2,190.00
10/22/2014	3368	E 602-49490-228	Equipment Maintenance	TESTING	630.00
					\$2,820.00
<b>MINNETONKA GAME &amp; FISH</b>					
		G 803-22116	Esc-Minnetonka Game & Fish	REFUND ESCROW	215.00
					\$215.00
<b>MN NCPERS LIFE INSURANCE</b>					
10/22/2014	73341114.1014	G 101-21713	MN Life	PREMIUM NOVEMBER	16.00
					\$16.00
<b>MY ALARM CENTER</b>					
10/28/2014	4053284	E 609-49750-445	Security	NOVEMBER SECURITY	31.28
					\$31.28
<b>NORTH ANOKA PLUMBING</b>					
10/12/2014	9661	E 101-45200-217	Other Operating Supplies	TEST GAUGE HOSES	262.00
10/12/2014	9661	E 601-49440-217	Other Operating Supplies	TEST GAUGE HOSES	262.00
10/20/2014	10004	E 101-45200-401	Repairs/Maint Buildings	WINTERIZE PARK BUILDING	85.00
					\$609.00
<b>NORTH METRO TREE SERVICE INC.</b>					
10/19/2014	101914	E 101-43100-311	Contract	CUT BACK TREES	655.00
10/19/2014	101914	E 101-45200-311	Contract	CUT BACK TREES	655.00
					\$1,310.00
<b>NORTHERN AIR CORPORATION</b>					
10/22/2014	107631	E 101-41940-401	Repairs/Maint Buildings	PM-MECHANICAL	167.80
10/22/2014	107631	E 101-42210-401	Repairs/Maint Buildings	PM-MECHANICAL	167.80
10/22/2014	107631	E 101-45200-401	Repairs/Maint Buildings	PM-MECHANICAL	167.80
10/22/2014	107631	E 601-49440-233	Water Treatment Plant Maint	PM-MECHANICAL	167.80
10/22/2014	107631	E 609-49750-401	Repairs/Maint Buildings	PM-MECHANICAL	167.80
					\$839.00
<b>PACE ANALYTICAL SERVICES</b>					
10/17/2014	141244089	E 602-49490-229	Project Repair & Maintenance	PLANT EXPANSION	80.00
10/21/2014	141244147	E 602-49490-313	Sample Testing	TESTING	66.00

10/21/2014	141244148	E 602-49490-313	Sample Testing	TESTING	45.00
10/21/2014	141244161	E 602-49490-313	Sample Testing	TESTING	108.60
10/23/2014	141244243	E 602-49490-229	Project Repair & Maintenance	PLANT EXPANSION	186.50
					\$486.10

**PAUSTIS & SONS**

10/22/2014	8471261	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.50
10/22/2014	8471261	E 609-49751-253	Wine For Resale	WINE	522.34
10/23/2014	8471352	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.25
10/23/2014	8471352	E 609-49751-253	Wine For Resale	WINE	655.00
					\$1,199.09

**PHILLIPS WINE & SPIRITS CO.**

10/15/2014	2683375	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.62
10/15/2014	2683375	E 609-49751-251	Liquor For Resale	LIQUOR	1,621.45
10/15/2014	2683376	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.32
10/15/2014	2683376	E 609-49751-253	Wine For Resale	WINE	1,324.50
10/22/2014	2686874	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.88
10/22/2014	2686874	E 609-49751-251	Liquor For Resale	LIQUOR	1,453.55
10/22/2014	2686875	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.28
10/22/2014	2686875	E 609-49751-253	Wine For Resale	WINE	947.90
					\$5,440.50

**PRINTING UNLIMITED**

10/22/2014	7276	E 101-41400-200	Office Supplies	WINDOW ENVELOPES	88.50
					\$88.50

**RAMSEY, CITY OF**

10/28/2014	102814	E 101-42210-311	Contract	CHIEF KAPLER'S SERVICES	666.00
					\$666.00

**SOUTHERN WINE & SPIRITS OF MN**

10/16/2014	1214468	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.00
10/16/2014	1214468	E 609-49751-251	Liquor For Resale	LIQUOR	480.57
10/23/2014	1216863	E 609-49751-206	Freight and Fuel Charges	FREIGHT	42.50
10/23/2014	1216863	E 609-49751-251	Liquor For Resale	LIQUOR	5,366.47
10/23/2014	1216864	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.00
10/23/2014	1216864	E 609-49751-253	Wine For Resale	WINE	746.00
					\$6,660.54

**ST. FRANCIS COLLISION & GLASS**

10/06/2014	7768	E 101-42110-221	Vehicle Repair & Maintenance	PARTS	52.70
					\$52.70

**STREICHER S**

10/20/2014	11118293	E 101-42110-437	Uniform Allowance	REHLING-UNIFORMS	27.99
					\$27.99

**T.H. CONSTRUCTION**

10/29/2014	.1014	G 803-22000	Deposits	ESC-23935 NORWAY	5,300.00
					\$5,300.00

**THECO INC.**

10/16/2014	22502	E 101-43100-408	Ice & Snow Removal	POWERSCREEN	2,900.00
					\$2,900.00

**THORPE DISTRIBUTING COMPANY**

10/24/2014	855954	E 609-49751-252	Beer For Resale	BEER	67.57
------------	--------	-----------------	-----------------	------	-------

\$67.57

**TOTAL CONTROL SYSTEMS, INC.**

10/17/2014	7104	E 601-49440-229	Project Repair & Maintenance	WELL #4	924.96
10/24/2014	7121	E 601-49440-233	Water Treatment Plant Maint	INSURANCE CLAIM	9,318.66
10/24/2014	7122	E 602-49490-229	Project Repair & Maintenance	AMBASSADOR PROBE	1,252.50
					<u>\$11,496.12</u>

**TWIN CITIES FLAG SOURCE, INC**

10/15/2014	27273	E 101-45200-217	Other Operating Supplies	FLAGS	157.00
					<u>\$157.00</u>

**USABLUBOOK**

10/14/2014	474542	E 602-49490-217	Other Operating Supplies	GLOVES	185.20
10/17/2014	478201	E 602-49490-235	Lab Supplies	SUPPLIES	150.85
					<u>\$336.05</u>

**VINOCOPIA, INC.**

10/17/2014	109103	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.50
10/17/2014	109103	E 609-49751-251	Liquor For Resale	LIQUOR	448.00
					<u>\$460.50</u>

**WIRTZ BEVERAGE MN**

10/16/2014	1080240765	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.60
10/16/2014	1080240765	E 609-49751-251	Liquor For Resale	LIQUOR	297.49
10/16/2014	1080240765	E 609-49751-253	Wine For Resale	WINE	180.00
10/16/2014	1080240765	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	94.33
10/23/2014	1080243696	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.31
10/23/2014	1080243696	E 609-49751-251	Liquor For Resale	LIQUOR	449.33
10/10/2021	2080061921	E 609-49751-251	Liquor For Resale	LIQUOR	(768.43)
					<u>\$269.63</u>

\$111,014.16

FUND SUMMARY

101 GENERAL FUND	\$22,639.92
208 POLICE FORFEITURE	\$270.00
601 WATER FUND	\$21,126.28
602 SEWER FUND	\$17,091.28
609 MUNICIPAL LIQUOR FUND	\$44,371.68
803 ESCROW	\$5,515.00
Total	<u>111,014.16</u>

CITY OF ST. FRANCIS  
11/3/2014

Checks cut since last Council Meeting

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
10/23/14	68076	US Dept of Education	Wage Levy	303.00
		TOTAL		<u>303.00</u>

		TOTAL		<u>0.00</u>
--	--	-------	--	-------------

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

**RESOLUTION 2014-35**

**A RESOLUTION AUTHORIZING AND DIRECTING  
CERTIFICATION OF MUNICIPAL UTILITY SERVICES, MAINTENANCE OF  
PRIVATE PROPERTY, ADMINISTRATIVE CIVIL NOTICE FEES AND REPAIR OF  
LEAKS AS A LIEN UPON PREMISES**

WHEREAS, the City of St. Francis Code Section 3-1-4: H provides as follows:

3-1-4: RULES AND REGULATIONS RELATING TO MUNICIPAL UTILITIES:

H. Municipal Utility Services and Charges a Lien:

1. Payment for all municipal utility (as that term is defined in City Code, Section 3.01) service and charges shall be the primary responsibility of the owner of the premises served and shall be billed to him unless otherwise contracted for and authorized in writing by the owner and the tenant, as agent for the owner, and consented to by the City of St. Francis, Minnesota. The City may collect the same in a civil action or, in the alternative and at the option of the City, as otherwise provided in this Subdivision.

2. Each such account is hereby made a lien upon the premises served. All such accounts which are more than thirty (30) days past due may, when authorized by resolution of the Council, be certified by the City Clerk of the City of St. Francis, Minnesota, to the County Auditor, and the City Clerk\ in so certifying shall specify the amount thereof, the description of the premises served, and the name of the owner thereof. The amount so certified shall be extended by the Auditor on the tax rolls against such premises in the same manner as other taxes, and collected by the County Treasurer, and paid to the City along with other taxes.

and

WHEREAS, the City of St. Francis Code Section 8-2-3: A and B provides as follows:

8-2-3: MAINTENANCE OF PRIVATE PROPERTY:

A. It is the primary responsibility of any owner or occupant of any lot or parcel of land to maintain any weeds or grass growing thereon at a height of not more than six inches; to remove all public health or safety hazards there from; to install or repair water service lines thereon; and to treat or remove insect-infested or diseased trees thereon.

B. If any such owner or occupant fails to assume the primary responsibility described in Subdivision of this Section, and after notice given by the City Clerk has not within seven days of such notice complied, the City may cause such work to be done and the expense thus incurred shall be a lien upon such real estate. The City Clerk shall certify to the County Auditor of Anoka County a Statement of the Amount of the cost incurred by the City. Such amount together with the interest shall be entered as a special assessment against such lot or parcel of land and be collected in the same manner as real estate taxes.

and

WHEREAS, THE City of St. Francis Code Section 2-11-3: E. 3(a)

2-11-3: ADMINISTRATIVE ENFORCEMENT OF CODE REGULATIONS-  
PROCEDURE

E. PAYMENT AND PENALTY:

3. No Payment of Penalty and No Correction of Violation. If the owner fails to pay the administrative civil penalty but fails to correct the City Code violation, the City may do any of the following, or any combination thereof:

a. Assess the administrative civil penalty against the property pursuant to Minnesota Statutes Chapter 429.

and

WHEREAS, THE City of St. Francis Code Section 10-3-7 and 2-7-5

10-3-7: COST RECOVERY:

A. Purpose. The costs of the City for receiving, analyzing, processing, hearing and final process for requests of changes, modification, or special consideration under this Ordinance, such as requests for amendments (map or text), site and building plan reviews, conditional use permits, interim use permits, and variances are considered to be unique to the applicant requesting such consideration, and it is the intent of this section to provide that all costs of the City occasioned by such requests shall be borne by the applicant. The reimbursement to the City shall be limited to actual costs of the City. Actual costs shall include all engineering, legal, planning, or other consultant fees or costs paid by the City for other consultants for expert review of a development application.

2-7-5: SPECIAL ASSESSMENT FOR COST RECOVERY.

B. Assessment. Charges for any services unpaid after billing for at least ninety (90) days, and after notice and hearing, may be certified to the County Auditor and collected as any other special assessment.

WHEREAS, the following accounts are more than thirty (30) days past due:

<u>Parcel Number</u>	<u>Property Address</u>	<u>Amount Owed</u>
See Exhibit A - Section 3-1-4	Delinquent Utility Bills	One Year Assessment
See Exhibit B - Section 8-2-3	Delinquent Misc. Invoices	One Year Assessment
See Exhibit C - Section 2-11-3	Delinquent Administrative Civil Penalty	One Year Assessment
See Exhibit D - Section 10-3-7 & 2-7-5	Delinquent Escrow Acct.	One Year Assessment

NOW, THEREFORE, BE IT RESOLVED by the City of St. Francis that the City Clerk of the City of St. Francis certify to the County Auditor of the County of Anoka, State of Minnesota, the amounts thereof, the description of the premises served and the name of the owner thereof.

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 NOVEMBER, 2014.

APPROVED:

ATTEST:

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

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

Attachments:  
Exhibits A, B, C & D

## 2014 Utility Bills

## Exhibit A

PID	Property Address 1	Amount	10%	Total
33-34-24-31-0088	2828 233RD LN NW	315.49	31.55	347.04
05-33-24-24-0029	3717 225TH LN NW	71.88	7.19	79.07
05-33-24-23-0002	3908 225TH LN NW	298.49	29.85	328.34
33-34-24-14-0005	2586 234TH CT NW	122.31	12.23	134.54
33-34-24-23-0035	3073 234TH LN NW	53.58	5.36	58.94
31-34-24-11-0035	4140 236TH LN NW	89.13	8.91	98.04
33-34-24-21-0018	2929 237TH AVE N	306.43	30.64	337.07
31-34-24-34-0078	4462 230TH LN NW	218.85	21.89	240.74
05-33-24-24-0098	3739 227TH CT NW	29.76	2.98	32.74
32-34-24-31-0009	23255 AMBASSADOR BLVD NW	490.45	49.05	539.50
32-34-24-23-0008	23390 AMBASSADOR BLVD NW	373.60	37.36	410.96
31-34-24-34-0094	4421 231ST AVE	655.14	65.51	720.65
33-34-24-42-0048	23255 ARROWHEAD ST NW	353.11	35.31	388.42
33-34-24-42-0032	2759 232ND LN NW	686.38	68.64	755.02
31-34-24-31-0014	4524 231ST AVE NW	353.62	35.36	388.98
33-34-24-42-0031	2743 232ND LN	297.78	29.78	327.56
33-34-24-43-0082	2694 230TH CT NW	167.39	16.74	184.13
33-34-24-43-0073	2714 230TH CT NW	256.85	25.69	282.54
31-34-24-11-0047	23645 ELDORADO ST NW	327.84	32.78	360.62
31-34-24-11-0028	23501 DEGARDNER CIR	400.42	40.04	440.46
31-34-24-11-0013	23524 DEGARDNER CIR NW	445.70	44.57	490.27
31-34-24-14-0030	4000 DEGARDNER CIR NW	304.88	30.49	335.37
31-34-24-11-0018	4103 DEGARDNER CIR NW	29.46	2.95	32.41
33-34-24-23-0047	23297 IVYWOOD ST NW	37.55	3.76	41.31
33-34-24-23-0016	23366 IVYWOOD ST NW	34.98	3.5	38.48
33-34-24-23-0008	23367 IVYWOOD ST NW	34.22	3.42	37.64
31-34-24-42-0015	23110 GAURANI ST NW	479.07	47.91	526.98
31-34-24-42-0012	23144 GUARANI ST NW	315.14	31.51	346.65
31-34-24-43-0026	23035 JIVARO ST NW	293.00	29.3	322.30
33-34-24-21-0011	23618 HEATHER ST NW	132.84	13.28	146.12
33-34-24-33-0014	23085 IVYWOOD ST NW	286.09	28.61	314.70
33-34-24-23-0043	23322 JONQUIL ST	315.65	31.57	347.22
33-34-24-23-0039	23368 JONQUIL ST	411.64	41.16	452.80
33-34-24-33-0053	23090 KERRY ST NW	692.01	69.2	761.21
31-34-24-34-0088	22953 MAKAH ST NW	198.84	19.88	218.72
33-34-24-32-0035	23255 KERRY ST NW	537.95	53.8	591.75
33-34-24-32-0039	23270 KERRY ST NW	99.98	10	109.98
31-34-24-34-0050	23081 NAVAJO ST NW	261.46	26.15	287.61
31-34-24-31-0004	23142 NAVAJO ST	287.20	28.72	315.92
05-33-24-21-0020	22733 RUM RIVER BLVD NW	231.13	23.11	254.24
31-34-24-31-0078	23266 NAVAJO ST NW	197.62	19.76	217.38
32-34-24-32-0038	23226 YUCCA ST NW	191.56	19.16	210.72
32-34-24-32-0036	23242 YUCCA ST NW	81.03	8.1	89.13
05-33-24-23-0026	22546 ZEA ST NW	383.50	38.35	421.85
32-34-24-23-0015	23391 YUCCA ST NW	384.00	38.4	422.40
33-34-24-12-0103	23563 CROCUS ST NW	118.27	11.83	130.10
33-34-24-21-0116	2824 235TH AVE NW	198.55	19.86	218.41
33-34-24-21-0096	2834 236TH CT	425.57	42.56	468.13
33-34-24-24-0033	23453 EIDELWEISS ST NW	314.84	31.48	346.32
33-34-24-21-0103	23617 EIDELWEISS ST	319.29	31.93	351.22
33-34-24-21-0106	23649 EIDELWEISS ST NW	410.12	41.01	451.13

06-33-24-11-0025	4154 228TH AVE NW	47.05	4.71	51.76
33-34-24-21-0051	23641 FLORA CT NW	45.71	4.57	50.28
32-34-24-13-0002	3608 232ND CT NW	151.39	15.14	166.53
32-34-24-23-0031	3925 233RD LN NW	82.03	8.2	90.23
32-34-24-23-0029	3936 233RD LN NW	251.23	25.12	276.35
32-34-24-34-0059	22935 RUM RIVER BLVD NW	101.33	10.13	111.46
33-34-24-24-0024	2819 234TH LN NW	226.64	22.66	249.30
33-34-24-24-0034	2834 234TH LN	67.86	6.79	74.65
33-34-24-31-0030	2813 232ND LN NW	473.52	47.35	520.87
31-34-24-34-0091	22991 MAKAH ST NW	402.03	40.2	442.23
32-34-24-24-0006	23267 AMBASSADOR BLVD NW	58.48	5.85	64.33
31-34-24-41-0008	4185 232ND AVE NW	92.64	9.26	101.90
32-34-24-32-0032	23225 YUCCA ST NW	35.80	3.58	39.38
31-34-24-41-0095	23131 DAKOTAH ST NW	35.77	3.58	39.35
33-34-24-31-0036	2868 233RD LN	72.91	7.29	80.20
33-34-24-43-0221	2653 230TH CT NW	241.35	24.14	265.49
33-34-24-31-0087	2840 233RD LN	342.09	34.21	376.30
31-34-24-31-0043	23241 LIPAN ST NW	283.24	28.32	311.56
06-33-24-11-0031	4178 228TH AVE NW	371.40	37.14	408.54
33-34-24-23-0030	3050 234TH LN NW	356.65	35.67	392.32
05-33-24-24-0028	3725 225TH LN NW	312.54	31.25	343.79
33-34-24-21-0065	23628 EIDELWEISS ST NW	313.20	31.32	344.52
33-34-24-42-0073	23117 ARROWHEAD ST NW	401.67	40.17	441.84
05-33-24-23-0050	3812 227TH AVE NW	284.71	28.47	313.18
33-34-24-43-0164	23006 BITTERSWEET ST NW	107.11	10.71	117.82
32-34-24-43-0013	3410 BRIDGE ST NW	430.02	43	473.02
05-33-24-12-0046	22792 POPPY ST	360.03	36	396.03
33-34-24-31-0095	2851 233RD LN NW	164.93	16.49	181.42
33-34-24-23-0042	23334 JONQUIL ST	198.38	19.84	218.22
32-34-24-23-0020	23311 YUCCA ST NW	104.41	10.44	114.85
32-34-24-34-0033	3765 BRIDGE ST	418.56	41.86	460.42
31-34-24-34-0007	23021 KIOWA ST NW	289.85	28.99	318.84
33-34-24-33-0035	3103 230TH LN NW	49.85	4.99	54.84
32-34-24-34-0020	3709 229TH LN NW	44.32	4.43	48.75
31-34-24-43-0004	23071 GAURANI ST NW	370.94	37.09	408.03
33-34-24-43-0059	2725 230TH CT NW	267.95	26.8	294.75
31-34-24-31-0062	4560 232ND LN NW	232.61	23.26	255.87
31-34-24-41-0090	23163 DAKOTAH ST NW	69.21	6.92	76.13
05-33-24-22-0013	22708 RUM RIVER BLVD NW	268.86	26.89	295.75
33-34-24-31-0010	23200 GLADIOLA ST NW	264.66	26.47	291.13
33-34-24-24-0019	2875 234TH LN NW	123.64	12.36	136.00
32-34-24-24-0026	3705 234TH AVE NW	86.31	8.63	94.94
31-34-24-31-0045	23150 LIPAN ST NW	126.16	12.62	138.78
05-33-24-23-0042	3780 227TH CT NW	271.81	27.18	298.99
31-34-24-11-0053	23606 ST FRANCIS BLVD NW	354.64	35.46	390.10
33-34-24-21-0100	2823 236TH CT NW	314.06	31.41	345.47
33-34-24-42-0069	23165 ARROWHEAD ST NW	28.62	2.86	31.48
05-33-24-12-0058	22795 SILVEROD ST NW	27.32	2.73	30.05
33-34-24-33-0025	3106 230TH LN NW	269.39	26.94	296.33
31-34-24-31-0018	23123 NAVAJO ST NW	114.52	11.45	125.97
05-33-24-12-0063	3443 228TH AVE NW	41.00	4.1	45.10
31-34-24-31-0081	23236 NAVAJO ST	609.79	60.98	670.77
05-33-24-24-0010	3662 225TH LN NW	73.47	7.35	80.82
32-34-24-24-0011	23348 WOODBINE ST NW	174.46	17.45	191.91
32-34-24-24-0035	23291 UNDERCLIFT ST	79.73	7.97	87.70

32-34-24-43-0013	3414 BRIDGE ST NW	86.43	8.64	95.07
33-34-24-43-0204	23060 BITTERSWEET ST NW	48.32	4.83	53.15
32-34-24-24-0027	3703 234TH AVE NW	120.09	12.01	132.10
33-34-24-43-0196	2769 230TH LN NW	214.35	21.44	235.79
33-34-24-33-0035	3103 230TH LN NW	558.05	55.81	613.86
32-34-24-43-0023	22918 POPPY ST NW	56.59	5.66	62.25
32-34-24-34-0001	22909 AMBASSADOR BLVD NW	324.79	32.48	357.27
32-34-24-34-0020	3709 229TH LN NW	66.67	6.67	73.34
33-34-24-43-0065	2737 230TH CT NW	32.88	3.29	36.17
32-34-24-11-0014	3392 235TH AVE NW	280.46	28.05	308.51
31-34-24-14-0018	4010 DEGARDNER CIR NW	129.11	12.91	142.02
32-34-24-22-0009	23647 AMBASSADOR BLVD NW	367.20	36.72	403.92
32-34-24-34-0018	22950 WOODBINE ST NW	224.54	22.45	246.99
33-34-24-21-0116	2824 235TH AVE NW	196.58	19.66	216.24
31-34-24-31-0015	4532 231ST AVE NW	30.43	3.04	33.47
<b>Total</b>		<b>28,445.98</b>	<b>2,844.64</b>	<b>31,290.62</b>

2014 Curb Stop Repairs

Exhibit B

Parcel ID	Address	Amount	10%	Total
05-33-24-23-0002	3908 225th Lane Nw	\$ 550.00	\$ 55.00	\$ 605.00
05-33-24-12-0063	3443 228th Ave NW	\$ 593.00	\$ 59.30	\$ 652.30
32-34-24-34-0018	22950 Woodbine	\$ 1,056.25	\$ 105.63	\$ 1,161.88
<b>Total</b>		<b>\$ 2,199.25</b>	<b>\$ 219.93</b>	<b>\$ 2,419.18</b>

2014 Administrative Notice Fees

Exhibit C

<b>Tax ID</b>	<b>Address</b>	<b>Amount</b>	<b>10%</b>	<b>Total</b>
31-34-24-31-0045	23150 Lipan Street	\$ 175.00	\$ 17.50	\$ 192.50
32-34-24-22-0012	23611 Ambassador Blvd	\$ 550.00	\$ 55.00	\$ 605.00
33-34-24-24-0034	2834 234th Lane NW	\$ 175.00	\$ 17.50	\$ 192.50
05-33-24-23-0008	3814 225th Lane NW	\$ 175.00	\$ 17.50	\$ 192.50
32-34-24-31-0064	3652 232nd Avenue NW	\$ 7,375.00	\$ 737.50	\$ 8,112.50
35-34-24-12-0004	23612 Tamarack St	\$ 1,875.00	\$ 187.50	\$ 2,062.50
33-34-24-32-0027	23292 Ivywood Street	\$ 775.00	\$ 77.50	\$ 852.50
32-34-24-34-0018	22950 Woodbine	\$ 175.00	\$ 17.50	\$ 192.50
05-33-24-21-0020	22733 Rum River Blvd	\$ 4,075.00	\$ 407.50	\$ 4,482.50
05-33-24-22-0013	22708 Rum River Blvd	\$ 3,775.00	\$ 377.50	\$ 4,152.50
35-34-24-12-0005	1054 237th Avenue	\$ 875.00	\$ 87.50	\$ 962.50
<b>Total</b>		<b>\$ 20,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 22,000.00</b>

2014 Escrow Balance

Exhibit D

<b>Tax ID</b>	<b>Address</b>	<b>Description</b>	<b>Amount</b>	<b>10%</b>	<b>Total</b>
28-34-24-44-0006	2546 239th Avenue NW	Escrow Balance	\$ 2,780.75	\$ 278.08	\$ 3,058.83
<b>Total</b>			<b>\$ 2,780.75</b>	<b>\$ 278.08</b>	<b>\$ 3,058.83</b>



# 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:** October 27, 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:

At the March 3, 2014 City Council meeting a public hearing was held regarding the Aztec Street Improvements. Following the close of the public hearing, the City Council adopted a resolution authorizing the preparation of plans and specifications. At the April 16, 2014 City Council meeting the plans and specifications were approved. A contract was awarded for the improvements at the June 16, 2014 City Council meeting. Construction has been completed and at the October 6, 2014 City Council meeting, council adopted Resolution 2014-34, Calling Hearing on Proposed Assessment for Improvement.

### BACKGROUND:

O'Reilly constructed a facility located south of the City Municipal Liquor Store on the south side of 233rd Avenue. As part of the development process, O'Reilly platted property and dedicated right-of-way to the City of St. Francis. Since the dedicated right-of-way did not line up with the existing right-of-way of Aztec Street north of 233rd Avenue and in order to construct the safest intersection possible, the City Council authorized staff to work with the adjacent Abbeyfield Townhomes property owner to obtain property to facilitate a safe intersection. Subsequently, the City Council authorized the preparation of a Preliminary Engineering Report, called for a public hearing on the improvements to satisfy Minnesota Statute Chapter 429 requirements, held the public hearing, ordered the preparation of plans and specifications, and awarded a contract. Construction was completed in October and Council adopted Resolution 2014-34 on October 6, 2014 which called for a Public Hearing to be held at the November 3, 2014 City Council meeting. Minnesota Statute Chapter 429 requires that a final assessment hearing be held for the project.

### RECOMMENDATION:

We recommend that the City Council adopt the enclosed resolution Adopting Assessment.

### BUDGET IMPACT:

The costs associated with the Aztec Street Improvements and property acquisition are proposed to be assessed to the benefiting properties.

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

JAV/kg

Enclosure

*DESIGNING FOR A BETTER TOMORROW*  
Bolton & Menk is an equal opportunity employer.

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Minnesota, was duly called and held at the St. Francis School District Office, 4115 Ambassador Boulevard NW in said City on the 3rd day of November, 2014, at 6:00 p.m.

The following members were present:

and the following were absent:

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

**RESOLUTION ADOPTING ASSESSMENT  
CITY OF ST. FRANCIS, MINNESOTA  
RESOLUTION NO. 2014-36**

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passes upon all objections to the proposed assessment for the improvement of 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.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvements in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January, 2015 and shall bear interest at the rate of 4.50 percent annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2014. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Clerk of the City of St. Francis, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he may, at any time thereafter pay the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31

of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

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

Adopted by the city council this 3rd day of November, 2014.

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

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

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA  
CITY OF ST. FRANCIS  
COUNTY OF ANOKA

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

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

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

(SEAL)

Final Assessment Roll  
Aztec Street NW Improvements  
St. Francis, Minnesota  
BMI Project No. R18.107800  
Date: 10/27/14

**ASSESSMENT SUMMARY:**

PROPERTY DESCRIPTION	OWNER'S NAME	OWNER'S ADDRESS	PID #	ASSESSED AMOUNT
O'Reilly Parcel (Lot 1, Block 1)	O'Reilly Automotive Stores, Inc.	233 South Patterson Avenue PO Box 1156 Springfield MN, 65802	32-34-24-32-0072	\$193,200.00
O'Reilly Parcel (Lot 2, Block 1)	O'Reilly Automotive Stores, Inc.	234 South Patterson Avenue PO Box 1156 Springfield MN, 65802	32-34-24-32-0073	\$48,300.00
Abbey Field LTD. Partnership	Abbey Field LTD Partnership	470 West 78th Street, Suite 260 Chanhassen, MN 55317	32-34-24-32-0015	\$25,000.00



**PLANNING MEMO**

TO: St. Francis City Council  
FROM: Nate Sparks  
DATE: October 15, 2014 & November 3, 2014  
RE: Winter Parking Ordinance Amendment

**BACKGROUND**

Upon a recent review of the City's Winter Parking Ordinance, it was noted that the restriction of on-street parking after larger snowfalls was somewhat vague. The ordinance requires cars to be removed from the streets if the snow depth exceeds two inches. However, the determination of a two-inch snowfall was not defined.

**ORDINANCE REVISION**

The following is the draft ordinance revision. Deleted language has a strike-through while added language is underlined.

7-4-3: WINTER PARKING.

A. Generally. Winter Parking Restrictions.

1. During the winter months, commencing on the first day of November of any year, to and including the first day of May of the following year, it is unlawful for any person to stop, park or leave standing a vehicle on any street or highway between the hours of 1:00 AM to 11:00 AM.
2. Vehicles shall also be removed from any street or highway when the snow depth exceeds two (2) inches until that time that the street has been completely plowed. Snow depth shall be determined by one of the following methods:
  1. As reported by the National Weather Service.
  2. As measured and documented by an officer or duly appointed representative of the City.

B. Snow Emergency Declaration. Whenever, in the opinion of the Mayor, an emergency exists in the City because of snow, freezing rain, sleet, ice, snow drives, or other natural phenomena, which create or are likely to create hazardous road conditions impeding or likely to impede, the free movement of fire, health, police emergency or other vehicular traffic, or the safety and welfare of the community, the Mayor may declare an emergency to exist for a seventy- two (72) hour period, or for such shorter period if sooner terminated. Notice of such snow emergency

shall be given by radio, television or press. Said notice shall specify the hour that said emergency commences and there shall be an interval of at least six (6) hours between the first time that such notice is given and the commencement of such emergency.

C. Snow Emergency Routes. The Council shall determine by resolution which streets in the City shall be designated as Snow Emergency Routes, and shall direct that signs indicating that parking is prohibited on such streets during a snow emergency be posted on the streets.

D. Parking During Snow Emergency. During the period of a declared emergency, it is unlawful to park or leave standing any vehicle on any portion of the posted snow emergency streets until they have been cleared. Parking may be resumed on individual streets in this area as soon as the snow has been removed from these streets, ~~except as may be otherwise restricted by City Code provisions~~ except in areas where parking is otherwise prohibited.

### **VIOLATIONS**

The winter parking ordinance currently states that the proper remedy is the removal and impounding of vehicles. The general traffic ordinance states that a remedy may be to charge violators with a petty misdemeanor or misdemeanor. To clarify that the City may use either method to remedy winter parking issues, the following addition to the code is proposed:

7-4-16: VIOLATIONS. Any violation of this section may result in removal and/or impounding of vehicles as set forth in Section 7-4-13, a citation notifying of a violation as set forth in Section 7-1-4, and/or any other procedure permitted in the City Code.

### **RECOMMENDED ACTION**

City Staff recommends approval of the attached ordinance with any modifications that may be desired by the Council.

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

ORDINANCE 200, SECOND SERIES

AN ORDINANCE AMENDING SECTION 7-4 OF THE CITY CODE  
REGARDING WINTER PARKING RESTRICTIONS & PARKING VIOLATIONS

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 7-4-3-A shall hereby be amended to read as follows:

A. Winter Parking Restrictions.

1. During the winter months, commencing on the first day of November of any year, to and including the first day of May of the following year, it is unlawful for any person to stop, park or leave standing a vehicle on any street or highway between the hours of 1:00 AM to 11:00 AM.
2. Vehicles shall also be removed from any street or highway when the snow depth exceeds two (2) inches until that time that the street has been completely plowed. Snow depth shall be determined by one of the following methods:
  - a. As reported by the National Weather Service.
  - b. As measured and documented by an officer or other duly appointed representative of the City.

Section 2. Code Amended. That Section 7-4-3-D shall hereby be amended to read as follows:

- D. Parking During Snow Emergency. During the period of a declared emergency, it is unlawful to park or leave standing any vehicle on any portion of the posted snow emergency streets until they have been cleared. Parking may be resumed on individual streets in this area as soon as the snow has been removed from the streets, except in areas where parking is otherwise prohibited.

Section 3. Code Added. That Section 7-4-16 shall hereby be added to read as follows:

7-4-16: VIOLATIONS. Any violation of this section may result in removal and/or impounding of vehicles as set forth in Section 7-4-13, a citation notifying of a violation as set forth in Section 7-1-4, and/or any other procedure permitted in the City Code.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3<sup>rd</sup> DAY OF NOVEMBER, 2014.

APPROVED:

ATTEST:

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

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

(seal)

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

**RESOLUTION 2014-37**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE  
NO. 200, SECOND SERIES AMENDING THE CITY CODE REGARDING WINTER  
PARKING RESTRICTIONS & VIOLATIONS**

**WHEREAS**, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance No. 200, Second Series will clearly inform the public of the intent and effect of the Ordinance; and

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

**NOW THEREFORE, BE IT RESOLVED** that the following summary of Ordinance No. 200, Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA  
ORDINANCE NO. 200, SECOND SERIES**

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

Section 7-4-3 is amended to state the determination of snow depth for parking restrictions and to establish that a citation may be issued.

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

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3<sup>rd</sup> DAY OF NOVEMBER, 2014.

APPROVED

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

Attest:

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

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

**RESOLUTION 2014-38**

**Resolution Approving the First Amendment to Declaration of Master Meadows of St. Francis and Transfer of Master Declarant Rights for Master Meadows of St. Francis**

BE IT RESOLVED THAT, the City Council of the City of St. Francis, Minnesota hereby approves the First Amendment to Declaration of Master Meadows of St. Francis and Transfer of Master Declarant Rights for Master Meadows of St. Francis. This includes approval of the form of the First Amendment to Declaration of Master Meadows of St. Francis and Transfer of Master Declarant Rights for Master Meadows of St. Francis as attached to this Resolution.

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:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3<sup>rd</sup> DAY OF NOVEMBER, 2014.

APPROVED:

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

ATTEST:

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

**TRANSFER OF MASTER DECLARANT RIGHTS  
FOR  
MASTER MEADOWS OF ST. FRANCIS**

THIS TRANSFER OF MASTER DECLARANT RIGHTS (the "Transfer") is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the City of St. Francis, a public body corporate and politic created pursuant to the laws of Minnesota (the "Transferor"), in favor of the Economic Development Authority for the City of St. Francis, a public body corporate and politic created pursuant to the laws of Minnesota (the "Transferee"), located at 23340 Cree Street N.W., St. Francis, MN 55070, for the purpose of transferring all Master Declarant Rights for Master Meadows of St. Francis pertaining to real property legally described as:

Lots 1 through 22, inclusive, Block 1, and Lots 43 through 66, inclusive, Block 1;  
Meadows of St. Francis,  
Anoka County, Minnesota

(collectively, the "Property"); and

WHEREAS, the Master Declarant Rights arise under the declaration for Master Meadows of St. Francis, dated May 4, 2006, recorded as Document No. 1805012 in the Office of the County Registrar in and for Anoka County, Minnesota (the "Master Declaration"); and

WHEREAS, the initial master declarant transferred all Master Declarant Rights to the Transferor pursuant to that Transfer of Master Declarant Rights dated May 22, 2014, and recorded as Document No. \_\_\_\_\_.

WHEREAS, pursuant to the Master Declaration and common law authority, Transferor has obtained unconditional authority to exercise certain Master Declarant Rights identified in the Master Declaration or pursuant to common law authority; and

WHEREAS, Transferee has acquired the Property; and

WHEREAS, Transferor is desirous of transferring to Transferee all Master Declarant Rights set forth in the Master Declaration or pursuant to common law, solely as they relate to the Property; and

WHEREAS, Transferee is desirous of obtaining the transfer of all Master Declarant Rights set forth in the Master Declaration or pursuant to common law, solely as they relate to the Property.

NOW, THEREFORE, for good and valuable consideration, Transferor and Transferee herewith voluntarily agree to the transfer of all Master Declarant Rights, all as more fully set forth herein below.

1. Transferor hereby transfers and conveys to Transferee all Master Declarant Rights set forth in the Master Declaration, or pursuant to common law, relating to the Property.
2. Transferee, by signature hereupon, expressly accepts the transfer of Master Declarant Rights relating to the Property as set forth herein.
3. Some or all of the rights transferred by the Transferor to the Transferee pursuant to this document may be voluntarily transferred, temporarily or permanently, by the Transferee by a separate instrument signed by the Transferee and the person or entity receiving the transferred rights, and recorded against the portions of the Property owned by the Transferee or the person or entity receiving the transferred rights and affected by the transfer.

IN WITNESS WHEREOF, Transferor and Transferee have caused this document to be executed as of the day and year first above written.

TRANSFEROR:  
The City of St. Francis,  
a public body corporate and politic created  
pursuant to the laws of Minnesota

---

By: Jerry Tveit  
Its: Mayor

---

By: Barbara Held  
Its: Clerk

STATE OF MINNESOTA )  
 )  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Jerry Tveit, the Mayor, and by Barbara Held, the Clerk, of The City of St. Francis, a public body corporate and politic created pursuant to the laws of Minnesota, on behalf of the public body corporate and politic.

\_\_\_\_\_  
Notary Public

TRANSFeree:  
The Economic Development Authority  
for the City of St. Francis,  
a public body corporate and politic created  
pursuant to the laws of Minnesota

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: President

STATE OF MINNESOTA )  
 )  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, the President of The Economic Development Authority for the City of St. Francis, a public body corporate and politic created pursuant to the laws of Minnesota, on behalf of the public body corporate and politic.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT DRAFTED BY:  
BARNA, GUZY & STEFFEN, LTD.  
400 Northtown Financial Plaza  
200 Coon Rapids Boulevard  
Minneapolis, MN 55433  
(763) 780-8500 (TDE)  
637518-v1

**EXHIBIT A**

[this Transfer of Special Declarant Rights shall be recorded against all units within the common interest community legally described below]

Lots 1 through 67, inclusive, Block 1,  
MEADOWS OF ST. FRANCIS,  
Anoka County, Minnesota.

(Top 3 inches reserved for recording data)

**QUIT CLAIM DEED**

**Business Entity to Business Entity**

eCRV number: n/a

DEED TAX DUE: \$1.65

DATE: \_\_\_\_\_, 20\_\_

FOR VALUABLE CONSIDERATION, the City of St. Francis a public body corporate and politic under the laws of Minnesota ("Grantor"), hereby conveys and quitclaims to the Economic Development Authority for the City of St. Francis a public body corporate and politic under the laws of Minnesota ("Grantee"), real property in Anoka County, Minnesota, legally described as follows:

**Lots 1 through 22, inclusive, and Lots 43 through 66, inclusive, Block 1, MEADOWS OF ST. FRANCIS, Anoka County, Minnesota,**

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto. This deed conveys after acquired title. The total consideration for this transfer is less than \$500.

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: [...].)
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

**The City of St. Francis**

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

**Jerry Tveit**

Its: **Mayor**

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

**Barbara Held**

Its: **Clerk**

State of Minnesota, County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_, by Jerry Tveit as mayor and by Barbara Held as city clerk of The City of St. Francis.

(Stamp)

\_\_\_\_\_  
*(signature of notarial officer)*

Title (and Rank): \_\_\_\_\_

My commission expires: \_\_\_\_\_  
*(month/day/year)*

THIS INSTRUMENT WAS DRAFTED BY:  
**Barna, Guzy & Steffen, Ltd. (TDE)**  
200 Coon Rapids Blvd., Suite 400  
Minneapolis, MN 55433-5894

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:  
**The Economic Development Authority for the City of St. Francis**  
23340 Cree Street N.W.  
St. Francis, MN 55070



# BOLTON & MENK, INC.<sup>®</sup>

## Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303  
Phone (763) 433-2851 • Fax (763) 427-0833  
www.bolton-menk.com

### MEMORANDUM

**Date:** October 29, 2014

**To:** Honorable Mayor Tveit  
Members of the City Council

**From:** Jared Voge, P.E.  
City Engineer

**Subject:** Water System Model  
St. Francis, Minnesota  
BMI Project No.: R18.107704

---

#### **INTRODUCTION:**

The driving factor for economic development within a community is the availability of city water and sanitary sewer utilities. As noted by the commercial and residential construction projects during the past few years, development continues within the City of St. Francis. The City's utility data is stored on the City's GIS system. One of the most common inquiries associated with the city's water system is static pressure and fire flow volume. Developers and their engineers utilize this information to determine the suitability of a site for fire protection and insurance requirements. Currently when a request is made for such information, staff must look through old records to provide static and fire flow information to prospective developers or have a flow test and pressure test conducted for every request. All of this information could be available for the entire City and at employees fingertips if a Water System Model were completed and incorporated into the City's GIS system.

#### **BACKGROUND:**

Interest from developers looking to develop property within the City of St. Francis continues. In addition, the City Council has been discussing future growth and planning within the community. Through the Capital Improvement Plan planning process, a number of areas within the community have been identified for improvements. Historically, an individual project approach has been utilized for planning public infrastructure within the City, whereby a project is identified and the infrastructure is evaluated primarily for the project area while considering and anticipating the overall impact to the system based on experience and judgment. When considering future Capital Improvement Projects, growth and proper planning, it is important to have accurate and comprehensive information regarding the city's water system.

A Water System Model is a tool used for evaluating the existing system and developing the best value plan for implementing future capital improvements for a safe and reliable water supply. The water distribution system model will provide information regarding static water pressures, fire flow volumes, and will provide instant and interactive information regarding pipe sizes required to accommodate future growth of the system.

#### **RECOMMENDATION**

City Staff recommends that the City Council authorize the preparation of a Water System Model for the City of St. Francis.



Memo to Mayor Tveit, Members of the City Council

October 29, 2014

Page 2

**BUDGET IMPACT**

The estimated cost associated with the preparation of a Water System Model for the City of St. Francis is \$17,500. The Water Operation and Maintenance Budget has been identified as a source of funding for the water model. The Water Operations and Maintenance budget has adequate monies for the estimated expenditure.

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

JAV/kg

Enclosure



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

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

October 21, 2014

Matthew L. Hylan  
City Administrator  
City of St. Francis  
23340 Cree Street NW  
St. Francis MN55070

Dear Mr. Hylan:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended December 31, 2013, qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

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

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

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

**Darcy Mulvihill, Finance Director**

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

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

In order to expedite your submission we have enclosed a Certificate of Achievement Program application form to facilitate a timely submission of your next report. This form should be completed and sent (postmarked) with three copies of your report, three copies of your application, three copies of your written responses to the program's comments and suggestions for improvement from the prior year, and any other pertinent material with the appropriate fee by June 30, 2015.

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

Sincerely,  
Government Finance Officers Association



Stephen J. Gauthier, Director  
Technical Services Center

SJG/ds



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**City of St. Francis  
Minnesota**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**December 31, 2013**

Executive Director/CEO



The Government Finance Officers Association  
of the United States and Canada

*presents this*

# AWARD OF FINANCIAL REPORTING ACHIEVEMENT

*to*

**Darcy Mulvihill**  
Finance Director  
City of St. Francis, Minnesota



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

Executive Director

Date October 21, 2014