

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
November 17, 2014
ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW
6:00 pm

1. Call to Order
2. Roll Call
 - a. City Council Minutes – November 3, 2014
 - b. Special City Council Minutes – November 12, 2014 - Resolution 2014-39
- Oath of Office for Council member filling Unexpired Term – Richard Orpen
3. Adopt Agenda
4. Consent Agenda
 - a. 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. Tammy Omdal of Northland Securities: Long Range Financial Planning
7. Ordinances & Resolution
 - a. Resolution 2014-35: Certifying Assessments for Delinquent Utilities, Miscellaneous Invoices, Administrative Fines and unpaid Escrow Accounts
8. Reports of Consultants & Staff Members
 - a. Engineer: 1) New Kerry Street alignment associated with the Bridge Street project – “Municipal State Aid Designation” – Resolution 2014-40 and Resolution 2014-41
2) Miscellaneous Updates: School Speed Zone and the Waste Water Treatment Facility Project
3) Joint Powers Agreement with Stanford Township regarding 245th
 - 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.
 - 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 Events

- | | |
|---------|---|
| Nov 19: | Planning Comm. Meeting @ Police/Public Works Building 4058 SF Blvd 7:00 pm |
| Nov 27: | City Offices closed for the Thanksgiving Day Holiday |
| Dec 1: | City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm |
| Dec 6: | Fire Department Informational Meeting for potential new fire fighters. |
| Dec 15: | City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm |

TO: Mayor & City Council
FROM: Paul Teicher, Acting City Administrator
RE: Agenda Memorandum – November 17, 2014 Meeting

Agenda Items:

After the roll call and approval of minutes, Richard Orpen will be sworn in. Richard is filling the remaining two years of Mike Haggard's seat due to his resignation.

6. Petitions, Requests, Applications:

a. *Tammy Omdal of Northland Securities: Long Range Financial Planning:* At the budget work session the City Council did show interest in hearing about a long range financial plan. Tammy Omdal from Northland Securities will be present to explain the scope of services this plan has to offer.

7. Ordinances & Resolutions:

a. *Proposed Lien/Special Assessments:* At the last City Council meeting, Roger Hjellming addressed the City Council during the public hearing questioning the fines he received from the City. This item was tabled for clarification on his fines. In the packet is an inspection recap from June 20, 2013 through November 21, 2013. Just a reminder the fee that is being assessed is from 2013 only. Building Official Andy Schreder will be at the meeting to answer any questions. Attached is Resolution 2014-35 which certifies the special assessments for unpaid utilities, administrative fines and invoices. A motion is in order to approve this Resolution.

8. Reports:

a. **Engineer:** 1) *New Kerry Street alignment associated with the Bridge Street project – "Municipal State Aid Designation" – Resolution 2014-40:* Attached is a memorandum from the City Engineer in regards to Municipal State Aid Street. The roundabout construction will affect the Kerry Street designation as a MSA street. Adoption of the two resolution will enable the City to utilize State Aid funds for the City's portion of the costs associated with the Kerry Street re-alignment which is part of Anoka County's 2015 Bridge Street Improvement Project. A motion is in order to approve Resolution 2014-40 Revoking Municipal State Aid Streets.
and; *Resolution 2014-41:* A motion would be in order to approve Resolution 2014-41 establishing Municipal State Aid Streets.

2) *Miscellaneous Updates: School Speed Zone and the Waste Water Treatment Facility Project:* City Engineer will give verbal updates on these two projects.

3) *Joint Powers Agreement with Stanford Township regarding 245th:* Attached is a memorandum from City Planner Nate Sparks on the 245th Avenue Easements. The City has been working with Stanford Township on a Joint Powers agreement regarding the sharing of maintenance responsibilities for 245th Avenue NW (East of Nacre Street). During this process it was discovered that the right-of-way easements for 245th East of Nacre were not completely recorded. Staff is requesting permission to acquire the easements needed and continue working with Stanford Township Board on defining the right-of-way and the Joint Powers Agreement.

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:

Fire: *Department Update*

Public Works:

Liquor Store:

Police:

11. Old Business:

12. New Business:

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

CITY COUNCIL MINUTES

November 3, 2014

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Steve Kane, Amy Lazere, Tim Brown, and Chris McClish. Also present were City Attorney Scott Lopak (Barna, Guzy & Steffen), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Building Official Andy Schreder, Finance Director Darcy Mulvihill, and City Clerk Barb Hurd.
3. **Adopt Agenda:** MOTION BY LAZERE SECOND KANE TO ADOPT THE NOVEMBER 3, 2014 CITY COUNCIL AGENDA. Add 8. Police Department: Authorization to order 2015 Police Squad Motion carried 5-0.
4. **Consent Agenda:** MOTION BY KANE SECOND McCLISH TO APPROVE THE NOVEMBER 3, 2014, CITY COUNCIL CONSENT AGENDA AS A-D AS FOLLOWS:
 - 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/Rings this season.
 - c. St. Francis Lions Club – One Day Gambling Permit (Bingo) @ St. Francis Am Legion for 11/22/14.
 - d. Payment of Claims \$167,863.94 (check #68076-68152)
Motion carried 5-0
5. **Meeting Open to the Public:** Roger Hjellming signed up before the meeting but would like to address the city council on his fines. Therefore, the council will hear from Mr. Hjellming during the public hearing.
6. **Petitions, Requests, Applications:**
 - a. **Public Hearing: Certifying Assessments for Delinquent Utilities, Miscellaneous Invoices and Administrative Fines: Resolution 2014-35:** Mayor Tveit opened the Public Hearing at 6:03 pm.

Roger Hjellming, 23612 Tamarack Street stated he has lived at that location about 30 years. Wondering why I am on this list (delinquent invoices). I have been working on cleaning up my property. I am older now and want to know why my fines are so high and I have been trying to work with you. Is the person here from the City that I get the letters from? I gave up finally talking to him. I don't know how to do it any faster by mine means. Tveit said let us ask our building official about the background information. Building Official Andy Schreder said, unfortunately I did not bring the supporting documents with me tonight. I had tried on a great number of occasions to contact him. He did not return my attempts to contact me. I have been to the property a several different times. There have been some removal of items but still has numerous items. We do go on complaint basis. Roger Hjellming said I have talked to him and

tried to stay in touch. I still have stuff to be removed but why do you want to beat me up with the fines. These notices didn't start until I had a fire a couple years. Plus now being sued by my neighbor. I will just go sit down. Why is it someone unanimous can make a complaint and you act on it. It is not right. Tveit said we are not attacking your character and your bad luck. Hjellming said I do not have one neighbor that would have complained. If I paid the fine, can I leave it there for a while? I guess it is whatever you decide. Good luck on the election. No one else was in attendance to address the city council on the assessments.
Mayor Tveit closed the Public Hearing at 6: 20 pm

MOTION BY McCLISH SECOND KANE TO ADOPT RESOLUTION 2014-37 A RESOLUTION CERTIFYING ASSESSMENTS FOR DELINQUENT UTILITIES, MISCELLANEOUS INVOICES AND ADMINISTRATIVE FINES. Tveit asked when does this need to be certified. Mulvihill said by the end of the month. Tveit would like some background information on the fines. I ask that we pull his name from the list at this time. Mulvihill said these citations are from 2013 roughly a year and half ago. McClish and Kane agreed to withdraw the motion and table this until the November 17, 2014 City Council meeting.
MOTION BY McCLISH SECOND LAZERE TO TABLE THE CONSIDERATION OF RESOLUTION 2014-35 UNTIL THE NEXT REGULAR CITY COUNCIL MEETING NOVEMBER 17, 2015. Motion carried 5-0.

b. Public Hearing: Certifying Assessments for the Aztec Street Improvement: Resolution 2014-36: Voge reported this is the final step in the Aztec Street Improvement using the MN 429 Process. Voge gave a power point presentation on the proposed assessment. Mayor Tveit opened the Public Hearing at 6:31 pm. No one was in the audience to address the Aztec Street Improvement.
Mayor Tveit closed the Public Hearing at 6:37 pm.

MOTION BY KANE SECOND BROWN TO ADOPT RESOLUTION 2014-36 A RESOLUTION CERTIFYING ASSESSMENTS FOR THE AZTEC STREET IMPROVEMENT. Motion carried 5-0.

7. Ordinances & Resolution:

a. Ordinance 200, Second Series: Amending Section 7-4 of the City Code Regarding Winter Parking Restrictions & Parking Violations (Second Reading): MOTION BY KANE SECOND LAZERE TO APPROVE THE SECOND READING OF ORDINANCE 200, SECOND SERIES AMENDING SECTION 7-4 OF THE CITY CODE REGARDING WINTER PARKING RESTRICTIONS & PARKING VIOLATIONS. Kane said he has a couple of questions regarding the winter parking ordinance. In the ordinance, it states we can order emergency snow routes. Teicher said as the city grows we will determine what those routes will be. We wanted to make sure it was in our ordinance so when we did need to determine the routes it was already in place. In addition, it states with the mayor's determination of calling a snow emergency. Teicher again we are not to that point but want the wording in the ordinance. Kane said in the city of Isanti they have signs stating when you cannot park on the streets during certain times of the year. Teicher said we too have streets posted. Roll Call: Ayes: Lazere, Brown, McClish, Kane and Tveit. Nays: None. Motion carried 5-0.

b. Resolution 2014-37: Authorizing Summary Publication of Ordinance No. 200 Second Series Amending the City Code Regarding Winter Parking Restrictions and Violations: MOTION BY McCLISH SECOND LAZERE TO ADOPT RESOLUTION 2014-37 A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE NO. 200, SECOND SERIES AMENDING THE CITY CODE REGARDING WINTER PARKING RESTRICTIONS AND VIOLATIONS. Motion carried 5-0.

c. Resolution 2014-38: Approving Transfer of Master Declarant Rights and First Amendment: This Resolution Approves the Transfer of Master Declarant Rights and First Amendment (The Meadows of St. Francis) 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. MOTION BY LAZERE SECOND McCLISH TO ADOPT RESOLUTION 2014-38 A RESOLUTION APPROVING TRANSFER OF MASTER DECLARANT RIGHTS AND FIRST AMENDMENT. Motion carried 5-0.

8. Reports of Consultants & Staff Members:

a. Engineer: Water System Model Memorandum: City Engineer Jared Voge provided a memorandum on developing a Water System Model for St. Francis after staff discussion. 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. The estimated cost for the Water System Model is \$17,500. MOTION BY KANE SECOND LAZERE AUTHORIZING THE PREPARATION OF A WATER SYSTEM MODEL FOR THE CITY OF ST. FRANCIS. Tveit asked who makes the update on this model. Voge said the model drawings are completed the same as the record drawing. Kane said look at this as another tool to help future businesses. Motion carried 5-0.

Miscellaneous Item: 35th Avenue Parking: I have been informed that parking along 235th is problem during school sporting events. We will look at the various options.

Voge also reported the Pedersen Drive pedestrian crossing should be at a future meeting.

School Speed Zone: Have been in contact with MnDOT and should have more information on this item too in the near future.

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 McClish to go into a closed meeting at 6:51 pm. Motion carried 5-0.

The City Council was back in session at 8:04 pm. Lepak stated he had nothing further to report.

c. Staff:

Building Official:

Finance Dept.: 2013 Certificate of Achievement for Excellence in Financial

Reporting: Mayor Tveit presented Finance Director Darcy Mulvihill the 2013 Certificate of Achievement. 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. Mulvihill acknowledges the auditing firm of Abdo, Eick and Meyers for all their help.

Fire Dept.: Department Update: Tabled

Public Works:

Liquor Store:

Police Dept.: 2015 Police Squad: Chief Harapat said they have heard that Dodge is going to be making some changes to the 2015 squads. Chief Harapat was informed by the dealership; the waiting time may be longer, so Chief Harapat asked the City Council authorization to be placed on the waiting list for 2015 squads. We have budgeted buying two for 2015. They more than likely will not be here until March or April of 2015. MOTION BY BROWN SECOND KANE TO AUTHORIZE THE POLICE DEPARTMENT TO ORDER TWO NEW 2015 POLICE SQUADS. Motion carried 5-0.

City Administrator:

9. **Reports from Council Members:** Lazere stated don't forget to vote tomorrow.

Kane stated he is honored to be a part of the strategic plan process for ISD #15. There are three essential teams; Core Planning, Action Planning and Measurement Design. I am on the core planning committee. This is the first for ISD #15. It is a ten-year plan with a five-year action plan. There is also an action plan committee. This plan should be implemented for the 2015-2016 school year. I really enjoyed this experience.

Kane also stated I will be done with this council seat after tomorrow's election. I will not be at the next meeting.

10. **Report from Mayor:** Mayor Tveit reminded everyone to vote. There is a special two-year election on the ballot. Richard Orpen is running unopposed. Assuming he wins, Orpen will then take over the remaining two years of the term (Mike Haggard's). Therefore, I would like to thank Kane for his service.

We need to set a date to certify the election results. I would like set that date tonight so I will bring it back up in New Business. I also got a call from a person about the rapid flashing lights on Hwy 47. This person said it was not working one morning. In addition, could we get more lighting at that intersection?

11. **Old Business:** None.

12. **New Business:** McClish would like to address the EDA committee membership. After the election tomorrow, we may have three councilmembers on the board. Tveit said I would resign from the Economic Development Authority board.

Tveit said I received a letter from the American Legion in regards to the gambling proceeds. Lepak said what we are doing is the same as a number of other cities. We can contact the attorney general's office for their opinion.

The date to certify the election will be set for Wednesday, November 12, 2014 at 4:30 pm. This meeting will take place at city hall.

13. **Adjournment:** The Regular City Council meeting adjourned at 8:23 pm.

Barbara I. Held, City Clerk

UNAPPROVED

CITY OF ST. FRANCIS
ST. FRANCIS, MN

SPECIAL CANVASSING BOARD MINUTES

NOVEMBER 12, 2014

1. **Call to Order:** Mayor Jerry Tveit called the Canvassing Board to order at 4:31 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Steve Kane, and Tim Brown. Councilmember Chris McClish and Amy Lazere excused. Also present were Acting City Administrator Paul Teicher and City Clerk Barb Held.
3. **Resolution 2014-39: Accepting the Results of the St. Francis Municipal Races in the 2014 State General Election:** MOTION BY BROWN SECOND KANE TO ADOPT RESOLUTION 2014-39 A RESOLUTION TO ACCEPT THE RESULTS OF THE 2014 GENERAL ELECTION HELD ON NOVEMBER 4, 2014. Motion carried 3-0.

Mayor Tveit adjourned the Canvassing Board meeting at 4:32 pm.

Barbara I. Held
City Clerk

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

RESOLUTION 2014-39

**A RESOLUTION TO ACCEPT THE RESULTS OF THE 2014 GENERAL
ELECTION HELD TUESDAY, NOVEMBER 4, 2014**

WHEREAS, the City of St. Francis held the State General Election on Tuesday, November 4, 2014; and

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby accepts the results of the 2014 General Election as follows:

Exhibit A: Abstract of Votes Cast in the Precincts of the City of St. Francis

The motion for the adoption of the foregoing resolution was made by Councilmember Brown and was duly seconded by Councilmember Kane and upon vote being taken thereon, the following voted in favor: Tim Brown, Steve Kane and Jerry Tveit.

and the following voted against the same: None.

and the following abstained: None.

and the following were absent: Amy Lazere, Chris McClish

Whereupon said resolution was declared duly passed and adopted by the St. Francis City Council this 12th day of November, 2014.


Jerry Tveit, Mayor

ATTEST:


Barbara I. Held, City Clerk



Abstract of Votes Cast
In the Precincts of the City of St. Francis
State of Minnesota
at the 2014 State General Election
Held Tuesday, November 4, 2014
as compiled from the official returns.

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Summary of Totals
City of St. Francis
Tuesday, November 4, 2014 2014 State General Election

Number of persons registered as of 7 a.m.	4011
Number of persons registered on Election Day	121
Number of accepted regular, military, and overseas absentee ballots and mail ballots	146
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	2060

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Summary of Totals
City of St. Francis
Tuesday, November 4, 2014 2014 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Mayor (St. Francis)

NP	WI
STEVE KANE	WRITE-IN**
1350	59

Council Member at Large (St. Francis) (Elect 2)

NP	NP	WI
CHRIS MCCLISH	RICH SKORDAHL	WRITE-IN**
985	985	46

Special Election for Council Member at Large (St. Francis)

NP	WI
RICHARD ORPEN	WRITE-IN**
1309	26

CITY QUESTION 1 (St. Francis)

NP	NP
YES	NO
690	1164

Detail of Election Results
City of St. Francis
Tuesday, November 4, 2014 2014 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
02 3005 : SAINT FRANCIS P-1	2282	70	1173
02 3010 : SAINT FRANCIS P-2	1729	51	887
30 0057 : SAINT FRANCIS P-3	0	0	0
City of St. Francis Total:	4011	121	2060

Detail of Election Results
 City of St. Francis
 Tuesday, November 4, 2014 2014 State General Election

Office Title: Mayor (St. Francis)

Precinct	NP STEVE KANE	WI WRITE-IN**
02 3005 : SAINT FRANCIS P-1	772	39
02 3010 : SAINT FRANCIS P-2	578	20
30 0057 : SAINT FRANCIS P-3	0	0
Total:	1350	59

Office Title: Council Member at Large (St. Francis) (Elect 2)

Precinct	NP CHRIS MCCLISH	NP RICH SKORDAHL	WI WRITE-IN**
02 3005 : SAINT FRANCIS P-1	573	569	25
02 3010 : SAINT FRANCIS P-2	412	416	21
30 0057 : SAINT FRANCIS P-3	0	0	0
Total:	985	985	46

Office Title: Special Election for Council Member at Large (St. Francis)

Precinct	NP RICHARD ORPEN	WI WRITE-IN**
02 3005 : SAINT FRANCIS P-1	755	15
02 3010 : SAINT FRANCIS P-2	554	11
30 0057 : SAINT FRANCIS P-3	0	0
Total:	1309	26

Detail of Election Results
City of St. Francis
Tuesday, November 4, 2014 2014 State General Election

Office Title: CITY QUESTION 1 (St. Francis)

Precinct	NP YES	NP NO
02 3005 : SAINT FRANCIS P-1	395	658
02 3010 : SAINT FRANCIS P-2	295	506
30 0057 : SAINT FRANCIS P-3	0	0
Total:	690	1164

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the 2014 State General Election held on Tuesday, November 4, 2014

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of St. Francis Clerk. Witness our official signature at _____ in _____ County this _____ day of _____, 2014.

Member of canvassing board

State of Minnesota
City of St. Francis

I, _____, Clerk of the City of St. Francis do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of St. Francis 2014 State General Election held on Tuesday, November 4, 2014.

Witness my hand and official seal of office this _____ day of _____, 2014.

CITY OF ST. FRANCIS
11/17/2014

Checks cut since last Council Meeting

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

Disbursements via Debits to 4M Account

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
		0.00

Disbursements via Debits to Checking Account

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Federal Tax	Payroll10/9/2014	16,505.98
PERA	Payroll10/9/2014	12,793.32
ING	Payroll10/9/2014	770.00
ICMA	Payroll10/9/2014	720.00
State Tax	Payroll10/9/2014	3,297.95
MSRS	Payroll10/9/2014	732.25
Visa		8,392.65
Village Bank	Returned ACH-SMITH	63.48
Sales Tax		17,088.00
Federal	Payroll 10/21/14	1,118.57
PERA	Payroll 10/21/14	340.17
State	Payroll 10/21/14	128.22
Federal Tax	Payroll 10/23/14	17,754.23
PERA	Payroll 10/23/14	13,568.52
ING	Payroll 10/23/14	1,050.00
ICMA	Payroll 10/23/14	720.00
State Tax	Payroll 10/23/14	3,609.11
MSRS	Payroll 10/23/14	724.87
Village Bank	NSF-Reiter	104.00
Village Bank	Returned-Standridge	404.00
Village Bank	October Fees	84.10
PSN	October Fees	162.95
TOTAL		100,132.37
Total All		100,132.37



PAYMENT BATCH AP 11-17-14

ACE SOLID WASTE, INC.

11/01/2014	274940	E 101-42110-384	Refuse/Garbage Disposal	SOLID WASTE	68.82
11/01/2014	274940	E 101-42210-384	Refuse/Garbage Disposal	SOLID WASTE	35.15
11/01/2014	274940	E 101-43100-384	Refuse/Garbage Disposal	SOLID WASTE	17.21
11/01/2014	274940	E 101-43100-384	Refuse/Garbage Disposal	SOLID WASTE	45.54
11/01/2014	274940	E 101-43210-384	Refuse/Garbage Disposal	SOLID WASTE	42.91
11/01/2014	274940	E 101-45200-384	Refuse/Garbage Disposal	SOLID WASTE	17.20
11/01/2014	274940	E 101-45200-384	Refuse/Garbage Disposal	SOLID WASTE	45.54
11/01/2014	274940	E 601-49440-384	Refuse/Garbage Disposal	SOLID WASTE	17.20
11/01/2014	274940	E 601-49440-384	Refuse/Garbage Disposal	SOLID WASTE	65.07
11/01/2014	274940	E 602-49490-384	Refuse/Garbage Disposal	SOLID WASTE	17.20
11/01/2014	274940	E 602-49490-384	Refuse/Garbage Disposal	SOLID WASTE	65.07
11/01/2014	274940	E 609-49750-384	Refuse/Garbage Disposal	SOLID WASTE	139.75
					\$576.66

AIRGAS NORTH CENTRAL

10/31/2014	9922843115	E 101-43100-217	Other Operating Supplies	SUPPLIES	5.19
10/31/2014	9922843115	E 101-43210-217	Other Operating Supplies	SUPPLIES	5.19
10/31/2014	9922843115	E 101-45200-217	Other Operating Supplies	SUPPLIES	5.19
10/31/2014	9922843115	E 601-49440-217	Other Operating Supplies	SUPPLIES	5.19
10/31/2014	9922843115	E 602-49490-217	Other Operating Supplies	SUPPLIES	5.19
					\$25.95

ANOKA COUNTY CENTRAL COMM.

10/30/2014	2014-373	E 101-42110-321	Telephone	SEPTEMBER 2014	210.06
					\$210.06

ARTISAN BEER COMPANY

10/29/2014	3003334	E 609-49751-252	Beer For Resale	BEER	48.00
					\$48.00

ASPEN MILLS

10/31/2014	156677	E 101-42210-437	Uniform Allowance	MCDONOUGH	193.35
10/31/2014	156677	E 101-42210-437	Uniform Allowance	MCDONOUGH	0.00
					\$193.35

B&B PRODUCTS / RIGS & SQUADS

10/12/2014	4137	E 101-42110-550	C-O-L Motor Vehicles	SET UP 2014 CHARGER	7,842.50
					\$7,842.50

BARGEN INC.

10/29/2014	214124	E 101-43100-406	Asphalt Repair & Maint	REPAIRS	1,995.00
					\$1,995.00

BERNICK COMPANIES, THE

11/03/2014	174407	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	40.00
11/03/2014	174408	E 609-49751-252	Beer For Resale	BEER, N/A	79.95
11/03/2014	174408	E 609-49751-255	N/A Products	BEER, N/A	20.50

\$140.45

BOLTON & MENK, INC.

10/23/2014	141595	E 420-43000-303	Engineering Fees	RUM RIVER BLUFFS DEVELOP	156.00
10/23/2014	171596	E 601-49440-303	Engineering Fees	WELLHEAD PROTECTION PLAN	1,143.86
10/23/2014	171598	E 602-49490-303	Engineering Fees	2015 BRIDGE ST IMPROVEMENT	14,090.00
10/23/2014	171600	E 101-43100-303	Engineering Fees	2014 STATE AID	35.00
10/23/2014	171609	E 415-43100-303	Engineering Fees	AZTEC ST IMPROVEMENTS	3,574.00
10/23/2014	171611	E 101-43100-303	Engineering Fees	PEDERSON DR STUDY	125.00
10/23/2014	171613	E 101-43100-303	Engineering Fees	2014 ST MAINTENANCE	2,497.50
					<hr/>
					\$21,621.36

BRAUN INTERTECCORPORATION

10/13/2014	11270	E 420-43000-303	Engineering Fees	PRO SERVICES 9/23/14 - 9/29/14	741.00
10/21/2014	12052	E 420-43000-303	Engineering Fees	PROF SERVICES THROUGH 9/6/	752.75
					<hr/>
					\$1,493.75

BROCK WHITE CO. LLC

10/24/2014	12442621-00	E 410-45203-232	Site Prep for Events	SANDBLASTING	25.75
10/24/2014	12453214-00	E 410-45203-232	Site Prep for Events	SANDBLASTING	38.50
					<hr/>
					\$64.25

COCA COLA REFRESHMENTS

11/04/2014	158097429	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	439.72
					<hr/>
					\$439.72

COUNTY MARKET - CITY ACCOUNT

10/25/2014	224.1014	E 101-42210-212	Motor Fuels	FUEL	65.43
10/25/2014	224.1014	E 101-42210-221	Vehicle Repair & Maintenance	FUEL	6.43
					<hr/>
					\$71.86

COURIER, THE

11/06/2014	65763	E 101-41400-441	Miscellaneous	AD	40.00
11/06/2014	65763	E 101-43210-439	Recycling Days	AD	89.00
					<hr/>
					\$129.00

DAHLHEIMER DIST. CO. INC.

10/28/2014	99826	E 609-49751-252	Beer For Resale	BEER	(311.00)
10/29/2014	1132230	E 609-49751-252	Beer For Resale	BEER	6,432.00
11/05/2014	1133272	E 609-49751-252	Beer For Resale	BEER	2,504.70
11/05/2014	1133272	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	42.00
					<hr/>
					\$8,667.70

DAVIS, JUANITA

11/12/2014	111414	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	159.56
					<hr/>
					\$159.56

DE LAGE LANDEN

11/08/2014	43360015	E 101-42110-200	Office Supplies	11/01/14 - 11/30/14	237.00
					<hr/>
					\$237.00

DEX MEDIA EAST LLC

11/05/2014	110097517.1114	E 609-49750-340	Advertising	AD	74.00
					<hr/>
					\$74.00

DRESSEN, RANDY

11/12/2014	111214	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	70.00
					<hr/>
					\$70.00

DUBOIS, CAROLE

11/12/2014	111214	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	70.00
					<u>\$70.00</u>

ECM PUBLISHERS, INC.

11/07/2014	159332	E 101-41410-351	Legal Notices Publishing	CANVASSING BD	28.13
					<u>\$28.13</u>

EMERGENCY AUTOMOTIVE TECH. INC

11/05/2014	RS4174	E 101-42110-221	Vehicle Repair & Maintenance	REPAIRS	1,651.32
					<u>\$1,651.32</u>

ESS BROTHERS & SONS INC.

10/24/2014	TT7480	E 602-49490-229	Project Repair & Maintenance	REPAIRS	166.50
					<u>\$166.50</u>

F.I.R.E.

11/01/2014	880	E 101-42210-208	Training and Instruction	TRAINING	1,600.00
					<u>\$1,600.00</u>

FELDMAN, SUSAN

11/12/2014	111214	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	159.56
					<u>\$159.56</u>

FREEDOM SERVICES, INC.-FD

11/07/2014	16944	G 101-21706	Flex Account	DEC 2014 MONTHLY FUND DEPO	287.50
					<u>\$287.50</u>

FREEDOM SERVICES, INC-MA

11/07/2014	16945	E 101-41540-301	Auditing and Acct g Services	DEC 2014 MONTHLY ADMINISTR	79.20
					<u>\$79.20</u>

G&K SERVICES, INC

11/04/2014	1043841370	E 609-49750-219	Rug Maintenance	RUGS	11.23
11/04/2014	1043841371	E 101-41940-219	Rug Maintenance	RUGS	16.96
11/04/2014	1043841372	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.20
11/04/2014	1043841372	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.20
					<u>\$36.59</u>

GENERAL REPAIR SERVICE

10/30/2014	54906	E 602-49490-229	Project Repair & Maintenance	REPAIR HOFFMAN BLOWER	5,674.83
					<u>\$5,674.83</u>

GOPHER STATE ONE-CALL

10/31/2014	126734	E 601-49440-442	Gopher State	OCTOBER 2014	41.33
10/31/2014	126734	E 602-49490-442	Gopher State	OCTOBER 2014	41.32
					<u>\$82.65</u>

GRAINGER, INC.

10/28/2014	9580398437	E 601-49440-233	Water Treatment Plant Maint	PARTS	58.13
					<u>\$58.13</u>

GRANITE CITY JOBBING CO.

10/28/2014	834816	E 609-49750-210	Operating Supplies	OPERATING	207.47
10/28/2014	834816	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.38
10/28/2014	834816	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	50.84
10/28/2014	834816	E 609-49751-256	Tobacco Products For Resale	TOBACCO	839.73
10/28/2014	834816	G 101-20810	Sales Tax Payable	TAX	(0.86)
11/04/2014	835547	E 609-49750-210	Operating Supplies	OPERATING	45.54

11/04/2014	835547	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
11/04/2014	835547	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	14.15
11/04/2014	835547	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,076.94
					\$2,250.44

HANSON, ELEANOR

11/12/2014	111214	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	59.06
					\$59.06

HAWKINS, INC.

10/28/2014	3660956	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	2,401.36
					\$2,401.36

HEIFORT, JULIE

11/12/2014	111214	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	140.00
					\$140.00

HELEY, ANITA

11/12/2014	111214	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	61.25
					\$61.25

INFRASTRUCTURE TECHNOLOGIES

09/25/2014	140771	E 602-49490-229	Project Repair & Maintenance	JET/VAC CLEANING	2,350.00
					\$2,350.00

INNOVATIVE OFFICE SOLUTIONS, L

10/30/2014	647262	E 101-42110-200	Office Supplies	SUPPLIES	59.35
					\$59.35

INSIGNIA SYSTEMS INC

11/04/2014	200717	E 609-49750-210	Operating Supplies	SUPPLIES	837.25
					\$837.25

ISD #15

11/03/2014	1720	E 101-42110-221	Vehicle Repair & Maintenance	2012 DODGE CHARGER	17.98
11/04/2014	1721	E 101-42110-221	Vehicle Repair & Maintenance	2011 CHEVROLET TAHOE	132.00
11/06/2014	1722	E 101-42110-221	Vehicle Repair & Maintenance	2010 DODGE CHARGER	58.22
					\$208.20

JOHNSON BROS WHLSE LIQUOR

10/29/2014	5014541	E 609-49751-206	Freight and Fuel Charges	FREIGHT	80.56
10/29/2014	5014541	E 609-49751-251	Liquor For Resale	LIQUOR	5,420.85
10/29/2014	5014542	E 609-49751-206	Freight and Fuel Charges	FREIGHT	86.64
10/29/2014	5014542	E 609-49751-253	Wine For Resale	WINE	3,713.35
10/29/2014	5014543	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
10/29/2014	5014543	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	32.25
11/05/2014	5020029	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.72
11/05/2014	5020029	E 609-49751-251	Liquor For Resale	LIQUOR	1,539.72
11/05/2014	5020030	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.72
11/05/2014	5020030	E 609-49751-253	Wine For Resale	WINE	481.30
					\$11,389.63

LMC INSURANCE TRUST

11/01/2014	C0028440.1014	E 101-42110-160	Work Comp Insurance	WC DEDUCTIBLE	454.50
11/06/2014	48329	E 101-41110-360	Insurance	QUARTERLY	45.14
11/06/2014	48329	E 101-41120-360	Insurance	QUARTERLY	2.08
11/06/2014	48329	E 101-41400-360	Insurance	QUARTERLY	526.78
11/06/2014	48329	E 101-41410-360	Insurance	QUARTERLY	10.72
11/06/2014	48329	E 101-41500-360	Insurance	QUARTERLY	183.93

11/06/2014	48329	E 101-41600-360	Insurance	QUARTERLY	165.87
11/06/2014	48329	E 101-41910-360	Insurance	QUARTERLY	133.01
11/06/2014	48329	E 101-41940-360	Insurance	QUARTERLY	568.43
11/06/2014	48329	E 101-42110-360	Insurance	QUARTERLY	3,717.19
11/06/2014	48329	E 101-42210-360	Insurance	QUARTERLY	1,768.03
11/06/2014	48329	E 101-42400-360	Insurance	QUARTERLY	209.06
11/06/2014	48329	E 101-43100-360	Insurance	QUARTERLY	2,616.55
11/06/2014	48329	E 101-43210-360	Insurance	QUARTERLY	68.87
11/06/2014	48329	E 101-45000-360	Insurance	QUARTERLY	0.76
11/06/2014	48329	E 101-45200-360	Insurance	QUARTERLY	3,616.07
11/06/2014	48329	E 101-49200-360	Insurance	QUARTERLY	8.40
11/06/2014	48329	E 601-49440-360	Insurance	QUARTERLY	3,483.59
11/06/2014	48329	E 602-49490-360	Insurance	QUARTERLY	2,598.65
11/06/2014	48329	E 609-49750-360	Insurance	QUARTERLY	3,157.87
11/06/2014	48330	E 609-49750-360	Insurance	ANNUAL PAY PLAN	2,355.00
					\$25,690.50

MCDONALD DIST CO.

10/30/2014	136186	E 609-49751-252	Beer For Resale	BEER	6,688.20
10/30/2014	136186	E 609-49751-255	N/A Products	N/A	73.75
11/06/2014	137561	E 609-49751-252	Beer For Resale	BEER	7,432.05
11/06/2014	137561	E 609-49751-254	Miscellaneous Merchandise	MISC	204.00
11/06/2014	137561	E 609-49751-255	N/A Products	N/A	108.05
					\$14,506.05

MEDTOX LABORATORIES, INC.

10/31/2014	10201495907	E 101-43100-441	Miscellaneous	TESTING	6.25
10/31/2014	10201495907	E 101-45200-441	Miscellaneous	TESTING	6.25
10/31/2014	10201495907	E 601-49440-441	Miscellaneous	TESTING	6.25
10/31/2014	10201495907	E 602-49490-441	Miscellaneous	TESTING	6.25
					\$25.00

MINKLER, KATHY

11/12/2014	111214	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	131.25
					\$131.25

MINKLER, MICHAEL

11/12/2014	111214	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	140.00
					\$140.00

MN DEPT OF LABOR & INDUSTRY

11/01/2014	ABR01054761	E 602-49490-401	Repairs/Maint Buildings	PRESSURE VESSEL	20.00
					\$20.00

NESS, MAUREEN

11/12/2014	111214	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	129.06
					\$129.06

NORTHWEST ASSOC. CONSULTANTS

11/04/2014	21539	E 101-41910-311	Contract	CITY PROJECTS	5,855.65
					\$5,855.65

OREILLY AUTO PARTS

10/21/2014	1539328362	E 101-43100-221	Vehicle Repair & Maintenance	TRUCK #16	36.59
11/05/2014	1539-331752	E 602-49490-221	Vehicle Repair & Maintenance	PARTS	4.27
					\$40.86

PACE ANALYTICAL SERVICES

10/29/2014	141244450	E 602-49490-229	Project Repair & Maintenance	PLANT EXPANSION COOLER #3	186.50
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10/31/2014	141244539	E 602-49490-313	Sample Testing	QUARTERLY WELLS	472.80
11/03/2014	141244653	E 602-49490-229	Project Repair & Maintenance	PLANT EXPANSION #2	80.00
					\$739.30

PERRY, JENNY

11/12/2014	111214	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	70.00
					\$70.00

PETERSON, HELEN

11/12/2014	111214	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	70.00
					\$70.00

PHILLIPS WINE & SPIRITS CO.

10/29/2014	2690487	E 609-49751-206	Freight and Fuel Charges	FREIGHT	94.24
10/29/2014	2690487	E 609-49751-251	Liquor For Resale	LIQUOR	4,500.49
10/29/2014	2690488	E 609-49751-206	Freight and Fuel Charges	FREIGHT	27.86
10/29/2014	2690488	E 609-49751-253	Wine For Resale	WINE	1,648.50
10/31/2014	201794	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(0.25)
10/31/2014	201794	E 609-49751-253	Wine For Resale	WINE	(33.32)
11/05/2014	2694162	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.14
11/05/2014	2694162	E 609-49751-251	Liquor For Resale	LIQUOR	1,707.60
11/05/2014	2694163	E 609-49751-206	Freight and Fuel Charges	FREIGHT	33.44
11/05/2014	2694163	E 609-49751-253	Wine For Resale	WINE	1,165.00
11/06/2014	2694558	E 609-49751-251	Liquor For Resale	LIQUOR	424.90
					\$9,588.60

ROSEVILLE, CITY OF

11/06/2014	219425	E 101-41110-310	Computer Consulting Fees	IT SERVICES NOV 2014	192.03
11/06/2014	219425	E 101-41400-310	Computer Consulting Fees	IT SERVICES NOV 2014	640.11
11/06/2014	219425	E 101-42110-310	Computer Consulting Fees	IT SERVICES NOV 2014	864.16
11/06/2014	219425	E 101-42210-310	Computer Consulting Fees	IT SERVICES NOV 2014	160.02
11/06/2014	219425	E 101-43100-310	Computer Consulting Fees	IT SERVICES NOV 2014	160.02
11/06/2014	219425	E 101-45200-310	Computer Consulting Fees	IT SERVICES NOV 2014	160.02
11/06/2014	219425	E 601-49440-310	Computer Consulting Fees	IT SERVICES NOV 2014	160.02
11/06/2014	219425	E 602-49490-310	Computer Consulting Fees	IT SERVICES NOV 2014	160.02
11/06/2014	219425	E 609-49750-310	Computer Consulting Fees	IT SERVICES NOV 2014	192.10
11/07/2014	219488	E 101-41110-310	Computer Consulting Fees	PHONE NOV 2014	36.44
11/07/2014	219488	E 101-41400-310	Computer Consulting Fees	PHONE NOV 2014	121.48
11/07/2014	219488	E 101-42110-310	Computer Consulting Fees	PHONE NOV 2014	164.00
11/07/2014	219488	E 101-42210-310	Computer Consulting Fees	PHONE NOV 2014	30.37
11/07/2014	219488	E 101-43100-310	Computer Consulting Fees	PHONE NOV 2014	30.37
11/07/2014	219488	E 101-45200-310	Computer Consulting Fees	PHONE NOV 2014	30.37
11/07/2014	219488	E 601-49440-310	Computer Consulting Fees	PHONE NOV 2014	30.37
11/07/2014	219488	E 602-49490-310	Computer Consulting Fees	PHONE NOV 2014	30.37
11/07/2014	219488	E 609-49750-310	Computer Consulting Fees	PHONE NOV 2014	36.48
					\$3,198.75

RUSSELL SECURITY RESOURCE INC.

10/30/2014	A24301	E 101-41940-401	Repairs/Maint Buildings	KEYPAD LOCK	892.50
					\$892.50

SMALL, KENT

		E 101-41410-100	Wages and Salaries	ELECTION	157.50
		E 101-41410-441	Miscellaneous	MILEAGE	31.36
					\$188.86

SOUTHERN WINE & SPIRITS OF MN

10/30/2014	1219475	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.25
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10/30/2014	1219476	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.00
10/30/2014	1219476	E 609-49751-251	Liquor For Resale	LIQUOR	1,075.10
11/06/2014	1222111	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.25
11/06/2014	1222112	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.50
11/06/2014	1222113	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.25
11/06/2014	1222113	E 609-49751-251	Liquor For Resale	LIQUOR	1,011.66
11/06/2014	1222114	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.50
11/06/2014	1222114	E 609-49751-253	Wine For Resale	WINE	152.00
					\$2,267.51

ST. FRANCIS TRUE VALUE HARDWAR

10/16/2014	30506	E 101-42210-401	Repairs/Maint Buildings	MOP BUCKET	47.49
					\$47.49

STEINKE, RAY

11/12/2014	111214	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	63.44
					\$63.44

STERLING TROPHY

09/26/2014	16497	E 101-42210-437	Uniform Allowance	NAME BADGES	28.80
					\$28.80

STONECASH, LINDA

11/12/2014	111214	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	63.44
					\$63.44

SUPER AMERICA

02/01/2014	21114	E 101-42210-212	Motor Fuels	FUEL	80.37
					\$80.37

THE AMERICAN BOTTLING COMPANY

11/06/2014	2449811715	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	100.40
					\$100.40

THOMPSON, NANCY

11/12/2014	111214	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	148.00
					\$148.00

US DEPT OF EDUCATION

		G 101-21716	Other Deductions	PAYROLL 11-06-14	283.59
					\$283.59

UTILITY SERVICE CO., INC.

11/01/2014	354316	E 601-49440-234	Water Tower Maintenance	HYDROPILLAR - QTLY	23,511.75
					\$23,511.75

VINOCOPIA, INC.

10/24/2014	109642	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.50
					\$2.50

WELANDER, ELLSWORTH

11/12/2014	111214	E 101-41410-100	Wages and Salaries	ELECTION JUDGE	70.00
					\$70.00

WIRTZ BEVERAGE MN

10/30/2014	1080246360	E 609-49751-206	Freight and Fuel Charges	FREIGHT	51.59
10/30/2014	1080246360	E 609-49751-251	Liquor For Resale	LIQUOR	2,449.36
10/30/2014	1080246360	E 609-49751-253	Wine For Resale	WINE	296.00
10/30/2014	1080246360	E 609-49751-254	Miscellaneous Merchandise	MISC	67.24

11/06/2014	1080249344	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.10
11/06/2014	1080249344	E 609-49751-251	Liquor For Resale	LIQUOR	1,800.57
11/06/2014	1080249344	E 609-49751-253	Wine For Resale	WINE	108.00
					<u>4,798.86</u>

\$166,463.65

FUND SUMMARY

101 GENERAL FUND	\$43,269.76
410 WOODBURY PARK PROJECT	\$64.25
415 Aztec Street Improvements	\$3,574.00
420 RUM RIVER BLUFFS DEVELOPMENT	\$1,649.75
601 WATER FUND	\$28,526.96
602 SEWER FUND	\$28,374.53
609 MUNICIPAL LIQUOR FUND	\$61,004.40
Total	<u>166,463.65</u>

FINANCIAL PLANNING AGREEMENT

BY AND BETWEEN
THE CITY OF ST. FRANCIS, MINNESOTA
AND
NORTHLAND SECURITIES, INC.

FINANCIAL PLANNING SERVICES

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

WITNESSETH

WHEREAS, the City desires to use the services of NSI for financial planning for the following City funds as listed below, including planning for user charges and rates for the utility funds (hereinafter the "Project"):

General Fund

Special Revenue Funds:

- Rum River Bluffs Development Fund
- Police Forfeiture Fund
- Turtle Ridge Tax Increment Fund

Debt Service Funds

- G.O. Bonds 2007A Fund
- EDA Lease Revenue Bonds Fund

Proprietary Funds:

- Water Utility Fund
- Sanitary Sewer Utility Fund
- Liquor Fund

Capital Project Funds:

- Charitable Gambling Fund
- Park Improvements Fund
- Capital Projects Fund
- Fire Truck Replacement Fund
- River's Edge Truck Utility Improvement Fund
- Watermain Looping Fund
- Creekview Estate Street and Utility Improvement Fund
- Ivywood and 230th Lane Improvement Fund

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

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

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

SERVICES TO BE PROVIDED BY NSI

The scope of work to be performed by NSI is based on the following factors:

1. User charges for water, sanitary sewer services needs to be reviewed to ensure adequate operating revenues and reserves are maintained.
2. The analysis of user charges for the utility funds must consider current and future capital improvements.
3. The impacts of changes to user utility charges on customers must be clearly understood and managed.
4. The analysis of options for charging for the cost of providing storm water management services and the establishment of a utility fund for accounting for this service.
5. The analysis of the capital funds must consider current and future capital improvements and a recommended approach for funding improvements (including the possible issuance of debt) and maintaining adequate balances within the funds.
6. Analysis that results in the consideration of issuance of debt must also include an analysis of estimated debt service and recommended approach for payment of debt service.

NSI will undertake the following tasks:

1. Meet with City staff to conduct kick off meeting to review project objectives, set meeting schedule, define parameters for scenarios to be reviewed, and collect background data.
2. Review and analyze background information for the Project. The City has the responsibility for collecting and providing NSI with information needed to conduct the study.
Information sought by NSI for the Project includes the following:

- a. Annual financial statements for years 2010 through 2013.
- b. Preliminary year 2014 financial statements.
- c. Certified property tax levy by Fund for Pay 2014 and Pay 2015.
- d. Operating budgets for years 2013 and 2014.
- e. Prior year and current year user rate schedules.
- f. Water system and sanitary sewer system operating data including number of customers (by type) and quantity of water purchased and water sold in 2012 through 2014.

- g. Plans for capital improvements in years 2015 through 2019 (and future years if available) including type of improvement, estimated cost, funding source, and timing.
 - h. Schedule of outstanding and current estimated funding sources.
3. Create a spreadsheet model for projecting the flow of funds for the General Fund, Special Revenue Funds, Proprietary Funds, Capital Projects Funds, and Debt Service Funds. The model shall include annual source and use of funds and balance sheet information. A minimum of two years of "actual" history shall be included and five years of future "projected" years.
 - a. Key variables in the model, specific to the utility funds, will be number of residential equivalent billing units, amount of utility charge, cost of system improvements, timing of improvements, means of funding improvements and annual operations/maintenance expense.
 4. Prepare a scenario for each Fund that achieves the City's objectives and illustrates the key financial issues.
 5. Prepare memorandum that explains the assumptions used in the scenario and observations from the analysis and provide memorandum and financial plans to City.
 6. Meet with City staff to review information, to identify other funding scenarios to be analyzed and to determine approach for meeting with City Council.
 7. Perform additional funding analysis, as needed.
 8. Prepare draft report with initial findings and recommendations and submit to City staff.
 9. Meet with City staff to review and obtain feedback on findings and recommendations.
 10. Conduct follow up analysis and investigations as needed from City staff input.
 11. Prepare final report for consideration by City Council. Report will contain findings and recommendations and a summary of the work performed in the study.
 12. Present report to City Council.

The scope of work includes four (4) meetings: three with City staff and one to present results to the City Council.

NSI will provide the City with the following deliverables:

1. For Tasks 1 through 5 - Northland will provide the city a memorandum and financial plans for the Project.
2. For Tasks 6 – 12 - Northland will provide the city with a comprehensive report that includes conclusions and recommendations from the study. The reports will include a five-year financial plan for each of the Project funds, inclusive of projected sources and uses of funds and estimated assets and liabilities.

COMPENSATION

For the services specified, NSI shall be paid an amount not to exceed \$11,285. The amount is based on the estimated number of hours required to complete these tasks at an hourly billing rate of \$185 per hour plus reimbursable expenses for travel, printing, and mailing. NSI will bill on a monthly basis for actual services performed and reimbursable expenses. The actual amount billed may be less than \$11,285 but shall not exceed this amount.

The Client may at its discretion authorize NSI to undertake additional tasks, including meeting attendance and drafting of policies, beyond the tasks listed above. Additional financial planning services will be billed monthly at a rate of \$185 per hour.

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

ASSIGNED NORTHLAND EMPLOYEE

The NSI employees responsible for providing services pursuant to this agreement and for the services performed are Tammy Omdal and Peter Meidal.

SUCCESSORS OR ASSIGNS

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

DISCLAIMER

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

TERM OF THIS AGREEMENT

This Agreement may be terminated by thirty (30) days written notice by either the City or NSI. In the event of early termination by the City, NSI shall provide the City with an itemized hourly statement of services already provided. All billable hours by NSI shall be billed at the stated hourly rates should early termination occur.

Dated this ___ day of November, 2014.

Northland Securities, Inc.

By: JR Field Jr.
Director of Public Finance

City of St. Francis, Minnesota

By: _____
City Administrator

City of St. Francis, MN
Preliminary Proposed Scope of Services for Financial Management Plan
Services to be Performed by Northland Securities

Tasks		Estimated Hours	Rate Per Hour	Total	Cumulative Total
1	Meet with City staff to conduct kick off meeting to review project objectives, set meeting schedule, define parameters for scenarios to be reviewed, and collect background data.	3	\$185	\$555	\$555
2	Review and analyze background information for city funds. The city has the responsibility for collecting and providing Northland with information needed to conduct the analysis. Information sought by Northland will include capital improvement planning documents, current financial management plan (spreadsheet), financial statements (years 2011 to 2013), budget documents, general ledger transaction detail, and special assessment data.	5	\$185	\$925	\$1,480
3	Complete and update financial models for seventeen (17) city funds. Northland will rely on its spreadsheets that model the revenues, expenditures, principal and interest schedule of payments, and other important financial data that may be unique to the debt service funds. The model will be used to analyze and explain possible financial challenges (conclusions) and recommend preliminary management strategies.	15	\$185	\$2,775	\$4,255
4	Prepare a scenario for each Fund that achieves the City's objectives and illustrates the key financial issues.	8	\$185	\$1,480	\$5,735
5	Prepare memorandum that explains the assumptions used in the scenario and observations from the analysis and provide memorandum and financial projections to City.	3	\$185	\$555	\$6,290
6	Meet with City staff to review information, to identify other funding scenarios to be analyzed and to determine approach for meeting with City Council.	2	\$185	\$370	\$6,660
7	Perform additional funding analysis, as needed.	2	\$185	\$370	\$7,030
8	Prepare preliminary draft report for presentation of preliminary results. Report shall include conclusions and recommendations and five-year financial plan each city fund.	9	\$185	\$1,665	\$8,695
9	Meet with City staff to review and obtain feedback on findings and recommendations.	2	\$185	\$370	\$9,065
10	Update financial models (plans) and draft report. Based on discussion and review with city staff, Northland shall update the financial models (plans) and report.	2	\$185	\$370	\$9,435
11	Prepare final report for consideration by City Council. Report will contain findings and recommendations and a summary of the work performed in the study.	5	\$185	\$925	\$10,360
12	Prepare for and present report, including conclusions and recommendations, to city council.	5	\$185	\$925	\$11,285
Total		61			

Deliverables	
Steps 1 - 7	Northland will provide the city with financial plans for each fund (the "Project").
Steps 8 - 13	Northland will provide the city with a comprehensive report that includes conclusions and recommendations from the study. The reports will include a five-year financial plan for each of the Project funds, inclusive of projected sources and uses of funds and estimated assets and liabilities.

23612 Tamarack Street

6/20/2013: I inspected the property and took pictures. I verified that there are numerous vehicles and misc. debris on the property. Jeremy

6/26/2013: I drove by this property and took pictures. I verified there are numerous vehicles; I could not see any type of previous fire issues as stated in the complaint. Jeremy

7/16/2013 I inspected the property and took photos. I observed no changes to resolve the issues from my last visit on 6/26/13. 1st occurrence citation will be issued. Jeremy

7/29/13 I received a handwritten note from Barb that Roger was in the office on the 23rd to request an extension. He left a number of 763-587-1133. I tried to call but no answer and "a voicemail box that has not been set up". When we do make contact with him make sure to mention that the 1st occurrence of a citation has already been issued. An extension request must be received in writing in addition to the citation fee being paid. Andy

7/30/13 I spoke with Roger by phone. He indicated that he did not know how to set up his voicemail box that is why I was unable to leave a message for him. I told him that we sent out an Administrative Notice and Citation but never heard from him, he responded that he was on vacation and that is why he did not respond. I told him that we needed an extension request in writing and this was necessary before we could stop the citation proceedings. Andy

8-1-2013 received hand written note as an extension request from the homeowner. See file. I tried to call him to inform him that I would grant a 30 day extension but his voice mailbox has not been set up and I was unable to leave a message. I will put this on the schedule to re-inspect 30 days from now. Andy

8-19-2013 received a handwritten note to inspect progress at this address. Barb indicated that the owner was in the office to let us know that he has removed several cars and is in the process of cleaning the rest of the property. We granted an extension and are scheduled to inspect the property again on September 2nd. Andy

9/3/2103 I inspected the property and took pictures. I verified that there are numerous vehicles and misc. debris on the property. I reviewed the last photos taken with the new photos and it appears they may have moved some vehicles. Jeremy

9/9/13 I tried to call Roger at the number we have for him of 763-587-1133. No one answered and I am unable to leave a message as "the voicemail box has not been set up". I will ask Jeremy to issue the next citation. Citation is being issued 9-10-13. Jeremy

9/24/2013 I inspected the property and took photos. There is no change from last visit. Jeremy

9/25/13 I issued an Administrative citation, 3rd offense for 9/30/2013. Jeremy

10/16/2013 I inspected the property and took photos. I observed no change from my 10/24/2013 inspection. I issued the 4th administrative citation 10/17/13. Jeremy

10/22/2013 I tried to contact Rodger at #763-753-2185. I left a message regarding the property issues and requesting a time to meet. I stopped in at the property and nobody answered the door. I will visit the property again tomorrow in hopes to inspect the property with Rodger. Jeremy

10/23/13 Andy and I went to the property and talked with Ray who was in the house at this time. We requested to speak with Rodger but he was still sleeping. We stated we will visit the property later in the afternoon in hopes to do a site inspection. I took photos during this visit. Jeremy

10/23/2013 I met Rodger on site this afternoon to view the progress he has made in cleaning up the property. He stated that he has removed approximately 8 vehicles including a Ford Ranger, ¾ ton Ford truck, a 1 ton Ford truck, a 2000 Pontiac Grand Prix and a few loads of junk to the landfill. He asked that if we need to contact him to use the number of 763-587-1133. I told him to document the progress he is making and that we do need to get the property into compliance. He doesn't think he will get much done over the winter but expects to be completely compliant by June or July of 2014. Andy

11/21/13 Rodger came in to the office on 11/20 asking to talk with me. Amy left a note on my desk, I tried to return the call on this date but no answer, no ability to leave a message as the voicemail box has not been set up. Andy

**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, REPAIR OF LEAKS
AND UNPAID ESCROW ACCOUNTS 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 17th 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
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
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
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
05-33-24-24-0106	22645 VINTAGE ST NW	50.70	5.07	55.77
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
33-34-24-43-0221	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
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	213.66	21.37	235.03
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
33-34-24-42-0069	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
32-34-24-43-0013	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
Total		27,220.89	2,722.12	29,943.01

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
Total		\$ 2,199.25	\$ 219.93	\$ 2,419.18

2014 Administrative Notice Fees

Exhibit C

Tax ID	Address	Amount	10%	Total
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
Total		\$ 20,000.00	\$ 2,000.00	\$ 22,000.00

2014 Escrow Balance

Exhibit D

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



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

To: Honorable Mayor Tveit
Members of the City Council
City of St. Francis

Date: November 12, 2014

From:  Jared Voge, P.E.
City Engineer

Subject: Municipal State Aid Street System
St. Francis, Minnesota
BMI Project No. R18.107705

INTRODUCTION:

Each year as part of our Municipal State Aid System (MSAS), the City of St. Francis is allowed to designate 20% of our total road mileage as Municipal State Aid Streets. In order for a street to be added to our Municipal State Aid System, it must connect to a Trunk Highway, County State Aid Highway, or other Municipal State Aid Street. The City has 11.94 miles available to designate as MSAS routes.

BACKGROUND:

Anoka County will be completing improvements to Bridge Street during the 2015 construction season. The improvements consist of the construction of round-a-bouts at the intersections of Rum River Boulevard and County Road 9. As a result of the round-a-bout construction, Kerry Street will be converted to a cul-de-sac and realigned to extend west to the school then south to Bridge Street. The existing Kerry Street alignment is designated as one of the City's Municipal State Aid Routes (MSAS 148). In order to be eligible for State Aid Funding, streets must be designated as a MSA street. Since the City has entered into a Cooperative Agreement with Anoka County which identifies costs to be borne by the City associated with the new Kerry Street alignment, and since the City intends to use State Aid funds for the improvements, MSAS 148 should be revoked as a MSA street and the new alignment (MSAS 154) should be designated. Please see the attached figure which illustrates the proposed MSA changes.

RECOMMENDATION:

1. Adopt the enclosed Resolution Revoking Municipal State Aid Streets.
2. Adopt the enclosed Resolution Establishing Municipal State Aid Streets.

BUDGET IMPACT:

Adoption of the enclosed Resolutions will enable the City to utilize State Aid funds for the City's portion of the costs associated with the Kerry Street re-alignment which is part of Anoka County's 2015 Bridge Street Improvements Project.

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

JAV/kg
Enclosure

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

RESOLUTION 2014-40

RESOLUTION REVOKING MUNICIPAL STATE AID STREETS

WHEREAS, it appears to the City Council of the City of St. Francis that the streets hereinafter described as Municipal State Aid Streets under the provisions of Minnesota Law.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of St. Francis that the streets described as follows, to-wit:

Part of MSAS 148 Kerry Street Northwest-Bridge Street N.W. (CSAH 24) to 0.08 miles north of Bridge Street N.W. (CSAH 24)

be, and hereby are revoked as Municipal State Aid Streets of said City subject to the approval of the Commissioner of Transportation of the State of Minnesota.

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for his consideration.

ADOPTED _____, 2014

Mayor

ATTEST:

City Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the City Council of said City on November 17, 2014.

City Clerk

(SEAL)

City of St. Francis

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

RESOLUTION 2014- 41

RESOLUTION ESTABLISHING MUNICIPAL STATE AID STREETS

WHEREAS, it appears to the City Council of the City of St. Francis that the streets hereinafter described should be designated Municipal State Aid Streets under the provisions of Minnesota Law.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of St. Francis that the streets described as follows, to-wit:

MSAS 154 Unnamed Street – From intersection of CSAH 9 and Bridge Street (CSAH 24) to an intersection on Kerry Street 0.08 miles north of Bridge Street N.W. (CSAH 24)

be, and hereby are established, located, and designated Municipal State Aid Streets of said City subject to the approval of the Commissioner of Transportation of the State of Minnesota.

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for his consideration, and that upon his approval of the designation of said streets or portions thereof, that same be constructed, improved and maintained as Municipal State Aid Streets of the City of St. Francis, to be numbered and known as Municipal State Aid Streets.

ADOPTED _____, 2014

Mayor

ATTEST:

City Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the City Council of said City on November 17, 2014.

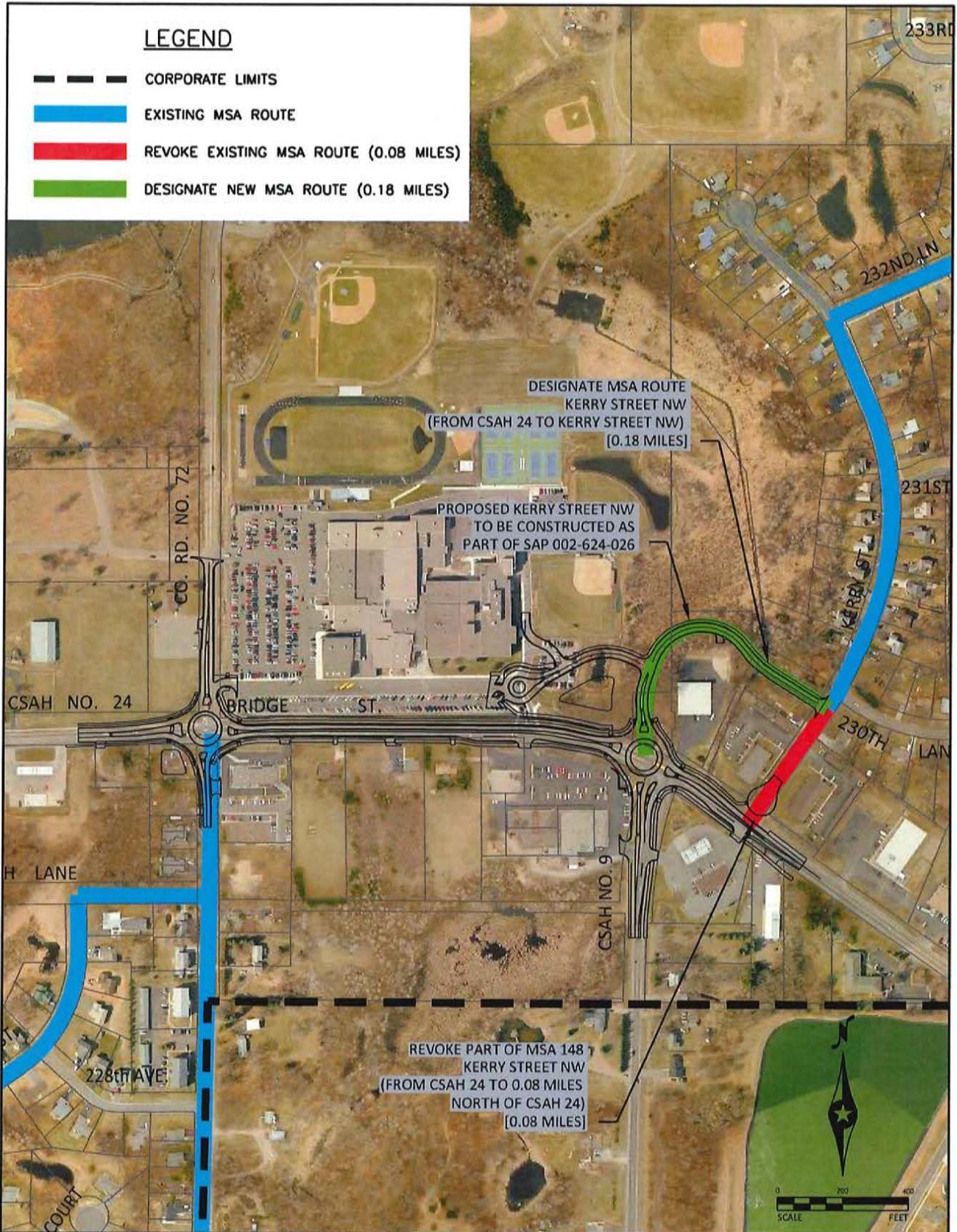
City Clerk

(SEAL)

City of St. Francis

LEGEND

-  CORPORATE LIMITS
-  EXISTING MSA ROUTE
-  REVOKE EXISTING MSA ROUTE (0.08 MILES)
-  DESIGNATE NEW MSA ROUTE (0.18 MILES)



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

CITY OF ST. FRANCIS, MINNESOTA
 SAP 002-624-026
 MSAS SYSTEM REVISIONS

NOVEMBER, 2014 FIGURE NO. 1

H:\STFR\18107795\CAD\Concepts\Display\Kerry Street MSAS Rev\kerry.dwg 11/12/14 10:42 am Bolton & Menk, Inc. 2014, All Rights Reserved



STAFF MEMO

To: St. Francis City Council
From: Nate Sparks
Date: November 13, 2014
Re: 245th Avenue Easements

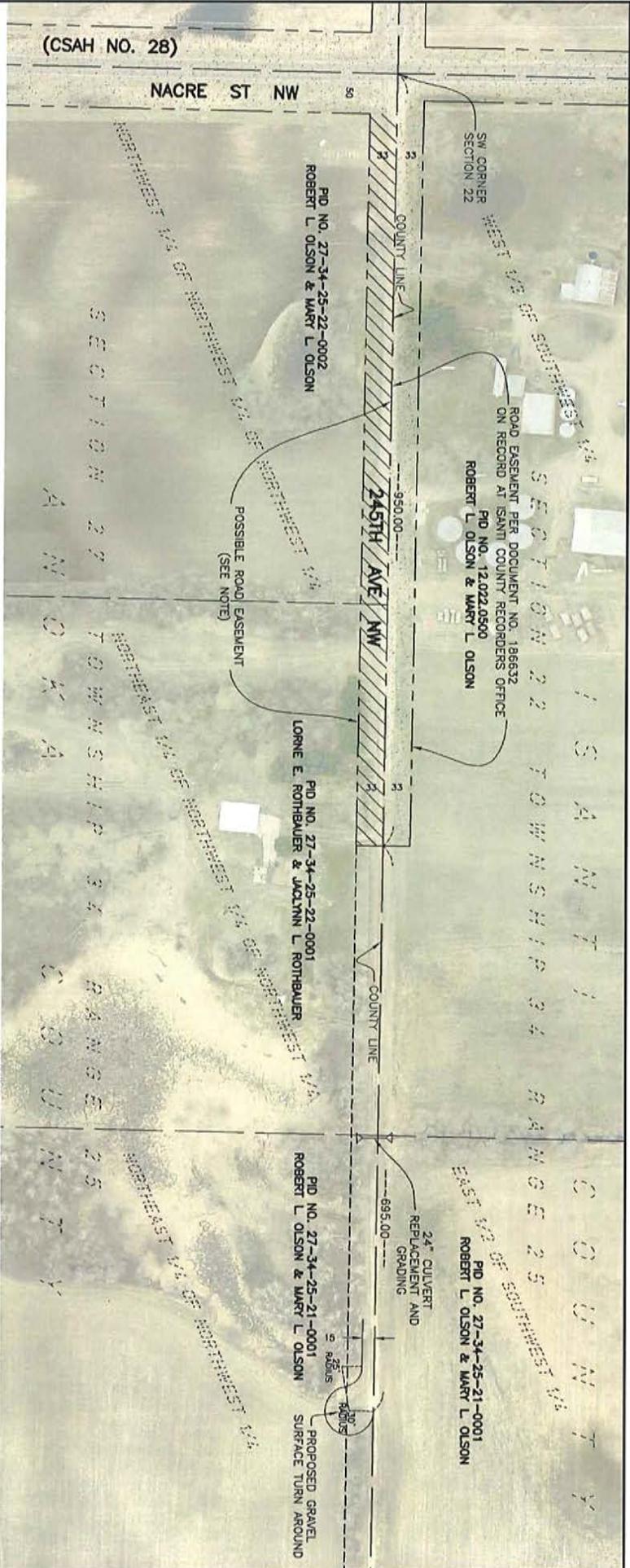
BACKGROUND

The City has been working with Stanford Township on a Joint Powers Agreement regarding the sharing of maintenance responsibilities for 245th Avenue. 245th Avenue is on the boundary of the two jurisdictions. For the last several years there has been an informal arrangement by which the City maintains certain sections of the road and the Town maintains others. The JPA would mainly memorialize this arrangement. The agreement will be brought to the Council at a future date.

During this process, the City and Town have discovered that the right-of-way easements for 245th Avenue east of Nacre were not completely recorded. The City was attempting to define the end of the right-of-way for the purposes of putting in a turnaround for snowplows, as the City is responsible for maintenance of this section of road in the informal agreement. In 1988, the Town recorded a document in Isanti County stating that the easement runs 950 feet east of Nacre and is 66 feet wide. The document was not recorded in Anoka County meaning the southern half of the road right-of-way is unrecorded. Also, the Town Board and two Town residents have expressed a desire to have the road right-of-way extend further eastward than what is represented in the document. This would make the end of the right-of-way about 700 feet further east. The Town Board stated that if the City assists in acquiring the necessary easements the Town will take over the maintenance of this portion of 245th. This would mean that the City would not have any maintenance responsibilities for this portion of the road unless the road agreement were to be terminated (except as may be outlined in the JPA).

REQUESTED ACTION

City Staff is requesting permission from the City Council to acquire these easements for the 245th right-of-way and to continue working with the Town Board on defining the right-of-way and the Joint Powers Agreement.



NOTE:
 THE CENTERLINE OF 245TH AVENUE NW IS ON THE COUNTY LINES BETWEEN ANOKA AND ISANTI COUNTIES. PER DOCUMENT NO. 186623, THE RIGHT OF WAY FOR 245TH AVE NW IS DEEMED TO BE 66 FEET IN WIDTH, HOWEVER THE DOCUMENT IS RECORDED AND FILED IN ISANTI COUNTY ONLY. NO DOCUMENTS WERE FOUND TO BE RECORDED FOR THE RIGHT OF WAY OF 245TH AVE NW IN ANOKA COUNTY. THE RIGHT OF WAY FOR THE NORTH HALF OF 245TH AVE NW IS SHOWN PER SAID DOCUMENT NO. 186623, THE SOUTH HALF OF 245TH AVE NW IS SHOWN PER AVAILABLE MAPS.

EXHIBIT	
CITY OF ST. FRANCIS, ANOKA COUNTY, MN	
BOLTON & MENK, INC.	
Consulting Engineers & Surveyors	
7533 SUNWOOD DR NW, SUITE 206 RAMSEY, MINNESOTA 55303 (763) 433-2851	
P/O NW 1/4 SEC-27 TWN-34 RING-25 ANOKA COUNTY P/O SW 1/4 SEC-22 TWN-34 RING-25 ISANTI COUNTY	FOR: CITY OF ST FRANCIS

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JOB NUMBER: R18.106098

FIELD BOOK: N/A

DRAWN BY: JGM

R25-134-S27-20
 R25-134-S22-30