

CITY OF ST. FRANCIS CITY
COUNCIL AGENDA

August 17, 2015

ISD #15 CENTRAL SERVICES CENTER (DISTRICT
OFFICES)

4115 Ambassador Blvd. NW

6:00 pm

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes – August 3, 2015
 - b. Acknowledgement of Gambling Exempt Permit for the SF Youth Hockey, January 1, 2016
 - c. St. Francis Lions Club: Temporary 3.2 Permit for CornFest September 12, 2015 in Comm Park
 - 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 three minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
 - a.
7. Ordinances & Resolution
 - a. Resolution 2015-39: Providing for an Extension of the Existing Cable Franchise Agreement
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney: Herbst Annexation
 - c Staff:
 - Fire Dept.:
 - Public Works:
 - Liquor Store:
 - Police:
 - City Administrator: Community/Economic Development Director
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

Calendar of Events

- Aug 19: Planning Comm. Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
Aug 21: Movies in the Park @ Community Park starting at dusk “Mr. Peabody and Sherman”
Sept 7: Labor Day – City office Closed
Sept 8: School starts for ISD #15
Sept 8: (Tues) City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Sept 12: St. Francis Lions – Cornfest in Community Park
Sept 12: Citywide Garage Sale

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – August 17th, 2015 Meeting

Agenda Items:

4. Consent Agenda:

- a. City Council Minutes – August 3rd, 2015
- b. Acknowledgement of Gambling Exempt Permit for SF Youth Hockey - Lawful Gambling Permit Application is attached.
- c. St Francis Lion's Club – Application for temporary 3.2 malt liquor beverages. For Cornfest and Punt, Pass, Kick on September 12th.
- d. Payment of Claims

6. Petitions, Requests, Applications:

None

7. Ordinances & Resolutions:

- a. Resolution Providing for an Extension of the Existing Cable Franchise Agreement– Grants a month extension from the September 15th expiration date. Negotiations are ongoing.

8. Reports:

- a. **Engineer:**
- b. **Attorney:** Herbst Annexation Petition- This memo is requesting the City Council establish a public hearing date that is at least 30 days following notice to all property owners. Scott Lepak will elaborate on this process.
- c. **Staff:**
 - Building Official:**
 - Fire:**
 - Public Works:**
 - Liquor Store:**
 - Police:**
 - City Administrator:** Community/Economic Development Director – This memo outlines a proposal for a newly created department. Staff is looking for direction to proceed with the job advertisement and to prepare a draft Ordinance Amendment creating the department.

11. Old Business:

12. New Business:

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

CITY COUNCIL MINUTES

AUGUST 3, 2015

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

2. **Roll Call:** Present were Mayor Steve Kane, Council members Richard Orpen, Rich Skordahl, and Tim Brown. Chris McClish excused. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), Police Chief Jeff Harapat, Public Works Director Paul Teicher, City Administrator Joe Kohlmann, and Recording Secretary Anna Anderson.

3. **Adopt Agenda:** MOTION BY BROWN SECOND SKORDAHL TO ADOPT THE AUGUST 3, 2015 CITY COUNCIL AGENDA. Motion carried 4-0.

4. **Consent Agenda:** MOTION BY SKORDAHL SECOND BROWN TO APPROVE THE AUGUST 3, 2015, CITY COUNCIL CONSENT AGENDA A-C AS FOLLOWS:

a. City Council Minutes – July 20, 2015

b. St. Francis Physical Therapy: 5k Permit for October 10, 2015

c. Approve the Payment of Claims for \$511,050.53 (ACH 124E \$410,921.57 and Checks 69387-69447 \$100,128.96)

Motion carried 4-0.

5. **Meeting Open to the Public:**

Leroy Schaffer, 4526 234th Ave NW, I wanted to know what the metropolitan commission INAUDIBLE 1:47 what is required and all this sort of thing. I was wondering if any of you fellas detected a certain amount of animosity. I almost felt like we were going to be divided from our (INAUDIBLE) because it was pretty threatening and I don't INAUDIBLE not in compliance with stuff like this and I don't know how most people feel and that but I don't like being threatened, the citizens of St. Francis don't like being threatened. Did you detect any emotionalism in that? Maybe I'm INAUDIBLE, I'm sure they did it very polite and whatever, reasonable INAUDIBLE, but there's always an element of doubt INAUDIBLE situation, where you're questioning the defendant. The other defendant. They come into a small town, INAUDIBLE doesn't have a lot of resources. So Matt asked that, is – any comments from you folks, I would appreciate it. I will say that—whatever happened to Matt Hylen? No, nothing? Nothing written, nothing mentioned about why he left St. Francis—City of St. Francis. I'm kind of wondering why because he was a very important and influential person in this city, I am sure people have opinions on that subject matter, I am hoping that you will come forward and mention that to him and clear up any misunderstandings people might have or whatever. I would like to know what happened to Matt Hylen. He's basically a decent person, but we had our differences and I hope you don't—I'm kind of curiosity, could somebody let me know what happened to Matt Hylen? Okay, could you maybe put something out in the paper or

something like that, I'd appreciate it. Kane, INAUDIBLE city staff. Leroy: Okay, city staff. Could you do that for me? And if you don't INAUDIBLE city staff, I will find some legal ways to do it because I'm sure there is INAUDIBLE and it wasn't his fault. Nobody asked him any questions. To keep my job I would lie too. You know what I mean. Or not lie INAUDIBLE so I'd like to know.

Joseph Muehlbauer, 3459 228th Avenue NW. First of all, it's nothing personal on you guys. I know it kind of seems like that sometimes. I have a few things that I took a little personal for-- Mr. Skordahl you never responded to my email whatsoever. Mr. Brown, last meeting that I missed, I read the minutes that you brought up the town hall meeting. It took you two months to get back to me and you didn't respond in a timely manner so that we could address the issues that we were INAUDIBLE. You responded first with it was a great idea, it was a great idea. I should say that. But to bring it up to Council, it took you two months to do so. I read that the YMCA is a grassroots organization, it's not city driven. As far as I'm concerned, the city can go on record as supporting them, or did you mean to giving a grassroots organization \$35,000 to support? As I recall, one of the mayor's goals he reported to the paper when he was elected was to build a rec center. Also, Mr. McClish is on the rec center website with a quote stating, "Our awesome city needs this." And I know Mr. Orpen's wife is in support of the rec center. We have three of five members that are openly supportive of the rec center, which I'm not against it, however, to use public money to fund a private project—that bothers me a little bit regardless of what fund it comes out of. Especially with the fact that we have these rather than luxury items. You know, to address Mr. Brown again on the town hall meetings, you put it on the citizens. We've had town hall meetings, anybody's invited to be a part of the city, you're welcome to come. Saying how it's costly, but I kind of feel like you're talking out both sides of your mouth and I don't really appreciate that. I feel like there's a lot of animosity, especially from you, Mr. Kane, throughout this whole thing. You guys haven't really worked with the public. There's been a few small steps that you finally made just tonight, but why we've had to battle with you, and when you guys are our representatives that were elected to represent the people and when the people spoke, anything that the people have spoken against, I haven't seen you guys vote again. So how to you claim to represent us when you don't represent us? I just don't understand that. And last but not least, I'm really confused as to how the—under what authority the wastewater treatment facility was approved. Because the Charter states that any improvement has to be done by ordinance and everything was done by resolution, other than the rate hike. So I'm confused on that if I could get some sort of clarification from you guys. Appreciate it.

Angie Bray, 22901 Rum River Blvd NW, When I look at--when I come to these meetings for the last eight weeks or so-- last meeting I missed. I was on a business trip and I see that there were two reports from councilmembers. I think that was the first time that I've ever heard you guys, in the amount of time I've been coming, make a report. I know that you, Mayor, have been out in the community visiting different things. I've seen you at one of the events that we had and you're always welcome, this is business outside of here, awesome. I'd love to see you again. But I have to make a report, as I'm sure all of you at work have to make reports of what you're doing. You guys, I would love to see, make a report here saying hey, I was out and I did this, I did that, I researched this or I researched that. We all want to hear what you guys are

doing. We don't want you to just say nope, I have nothing to report. So I'd appreciate it if you guys would maybe say something of what you were doing, so we know what you're doing as councilmembers and as our mayor, just to keep that communication open and that might help to create more trust between you guys and the community as well. So I'd like to urge you guys to do that. Also, I know Joe talked about this, but the rec center—we used community funds to help pay for the study that they're doing, I don't know how we can say that the city isn't behind it when we used community funds. I mean, that's what I understand because we took money from the liquor store to do this initial research. And is it a good thing for the city? It may be, however, I don't want to pay for it. So, and I can tell ya, nobody else does either. So, or should I say a large amount of our population probably doesn't want to pay for it because we can't afford to. There's all kinds of things happening, we're not going to be able to afford to pay for that as well. The YMCA, let them pay for it. They have supporters. Let them pay for it. I can't support us as a city paying for it. As far as the town hall meeting, just reading the minutes, this is the first time that I've heard that you guys have talked about doing it. You know, you might think that the community will come to you guys and just hound you and give you guys a really hard time, people want answers. That's why we have been begging for a town hall meeting, is we want answers. We want to know some things and we haven't been getting answers. So I think it would be a good idea and it would show that you guys want to work with us as well. So thank you.

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

a. **Commercial Horse Stable CUP – 23525 Variolite – Cheryl Kilpela – Resolution 2015-35:** Cheryl Kilpela has made an application for a conditional use permit (CUP) to allow for a commercial horse stable at 23525 Variolite Street. The applicant is setting the maximum number of horses on site at seven: currently two for personal use, up to five for clients. The property is allowed up to seven horses total in the City's animal ordinance. A memorandum was provided to the city council outlining the guidelines and requirements for this type of an operation. They have provided a large amount of information showing their qualifications and ability to operate this facility and provided that they allow for the parking area on site and proper management of the manure and insurance information, it would them meet the requirements. The Planning Commission found that the CUP application meets the criteria in the ordinance, held a public hearing and recommended approval of the request with the conditions noted within the resolution provided. Skordahl asked, where do we stand with the conditions that deal with the building code issue? Nate said this application came to be because there was some work being done on the building without a permit and through the discussion with the applicant about that, they expressed interest in having this horse-based business. They're still working with the building official on that matter. Kane says, all I can say is that I'm extremely impressed. When I was INAUDIBLE I had horses and I understand a lot of the INAUDIBLE that they're talking about and I'm very impressed, very proud to see such a fine facility in our city. **MOTION BY SKORDAHL SECOND BROWN TO ADOPT RESOLUTION 2015-35 A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A COMMERCIAL HORSE STABLE FOR CHERYL KILPELA AT 23525 VARIOLITE STREET NW.** Brown says he did drive by the site and look it over. Motion carried 4-0.

b. WJM Enterprises-Auto Sales CUP, 23405 St. Francis Blvd– Resolution 2015-36:

Wayne Milinkovich of WJM Enterprises made an application for a conditional use permit (CUP) to allow for auto sales at the site of the former O'Reillys store located at 23405 St. Francis Blvd.. The applicant wishes to use a portion of the former retail store parking lot and one section of the building for auto sales. The applicant operates Frontier Auto Sales in Zimmerman. A memorandum was provided to the city council outlining the guidelines and requirements for this type of an operation. The building on the site would be used partially for storage, partially for an indoor showroom, and then partially for auto sales office space. They would like to use the parking area from the old retail store as the display area for the automobiles. This is possible because the ordinance has different requirements for the amount of parking to be provided for different types of uses and auto sales has a much lower parking rate of supply than what a retail store has, so they can convert several of the parking stalls existing on the site into a display area and still be meeting the requirements of the parking ordinance. They're also asked for permission to do a future expansion, which is identified on the site plan as a future expansion area, and to have that incorporated into their CUP approval. Generally the Planning Commission was okay with that provided that the applicant proceed through with the administrative site plan review procedure which is the city's procedure by which the applicant would pay for the engineer and city staff to review the plans and make sure that it conforms to all required codes, including landscaping, parking, and INAUDIBLE standards. Because it is a CUP, it has a set period of time before they would have to initiate on that, otherwise it would require a CUP amendment in three years. They have also asked for the ability to provide lighting, if they so desire, on the south side of the property, and if they can provide a photo metric plan showing that it meets the minimum standards of the lighting ordinance, the planning commission felt that that would be acceptable as well. The Planning Commission found this proposal is generally consistent with the City's CUP review criteria and recommended approval of the request with the conditions noted in the resolution.

MOTION BY BROWN SECOND ORPEN TO ADOPT RESOLUTION 2015-36 A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR AN AUTO SALES BUSINESS FOR WJM ENTERPRISES AT 23405 ST. FRANCIS BLVD. NW. Brown took a couple hours off of his day job last weekend and drove up there, took a tour of their facility in Zimmerman, chatted with the owner, and thinks it would be a great fit for St. Francis. Motion carried 4-0.

7. Ordinances & Resolution:

a. Resolution 2015-37: Declaring Surplus Property and Authorizing the Disposal of said Property: This resolution includes additional irrigation equipment that is associated with the 183 acres the City owns in Isanti County. MOTION BY SKORDAHL SECOND ORPEN TO ADOPT RESOLUTION 2015-37 A RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL OF SAID PROPERTY. Motion carried 4-0.

8. Reports of Consultants & Staff Members:

a. Engineer: Kerry St, 232nd Lane and Ivywood Street Improvements: Kohlmann reporting on behalf of the city engineer. Mayor, members of the Council, we received bids for the improvements on Kerry, 232nd, and Ivywood. They came in substantially lower than we

had anticipated. In the memorandum from City Engineer Voge, he noted on July 22, 2015 three bids were received for the street improvement. The three bids were North Valley Inc, Nowthen, MN \$209,085.35; Rum River Contracting Company, Princeton, MN \$239,486.75; and Hardrives Inc., Rogers MN \$239,749.53. The improvements are identified in the City's Financial Management Plan, which identifies General Obligation Bonds and assessments as the funding sources for the improvements. Voge stated they are recommending the council accept the bids received by passing motion and a motion adopting the resolution awarding the project to North Valley Inc. of Nowthen MN in the amount of \$209,085.35. Orpen asks, what was our estimate for this project? Kohlmann responded saying, I have the estimate from Northland Securities; they had it at \$340,000. I think it came down since they had originally anticipated; I want to say around \$260,000 or somewhere in that ballpark. MOTION BY BROWN SECOND SKORDAHL TO ACCEPT THE THREE BIDS RECEIVED FOR THE KERRY STREET, 232nd AND IVYWOOD STREET IMPROVEMENT AS PRESENTED. Motion carried 4-0.

MOTION BY ORPEN SECOND BROWN TO ADOPT RESOLUTION 2015-38 A RESOLUTION RECEIVING BIDS AND AWARDED CONTRACT FOR THE KERRY STREET, 232nd, AND IVYWOOD STREET IMPROVEMENT. Motion carried 4-0.

b. Attorney:

c. Staff:

Bldg. Official:

Fire Dept.:

Public Works:

Liquor Store:

Police Dept:

City Administrator:

9. **Reports from Council Members:** Skordahl is going to be on travel August 17 so he will miss the next meeting. Orpen reminds us that tomorrow is National Night Out; it is a chance for people to get with their neighbors. Brown says we were supposed to have a fire department meeting last night but it was cancelled.

10. **Report from Mayor:** Night to Unite tomorrow night in Community Park. The Ambassadors are going to be there, they have a bunch of things going on out there so come on out to Community Park tomorrow night.

11. **Old Business:**

12. **New Business:**

13. **Adjournment:** Mayor Kane adjourned at 6:24 pm.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name
St. Francis Youth Hockey Association

Previous gambling permit number
x-03126-15-003

Minnesota tax ID number, if any
8193886

Federal employer ID number (FEIN), if any
31-1650347

Type of nonprofit organization. Check one.

Fraternal Religious Veterans Other nonprofit organization

Mailing address
Po Box 79

City
Cedar

State
MN

Zip code
55070

County
Anoka

Name of chief executive officer [CEO]
Jen Smith

Daytime phone number
612.803.8683

E-mail address
smithj17@live.com

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

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

IRS income tax exemption [501(c)] letter in your organization's name.

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]

If your organization falls under a parent organization, attach copies of **both** of the following:

- a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
St. Francis Community Center

Address [do not use PO box]
23340 Cree Street NW

City or township
St. Francis

Zip code
55070

County
Anoka

Date[s] of activity. For raffles, indicate the date of the drawing.
January 1-2016 1200 PM

Check each type of gambling activity that your organization will conduct.

Bingo* Raffle [total value of raffle prizes awarded for year \$ 12,000.00] Paddlewheels* Pull-tabs* Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

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.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- The application is denied.

Print city name City of St. Francis
Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

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

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name _____
Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____
Signature of township officer _____
Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature Jen Smith Date 1/21/15
Print name Jen Smith

REQUIREMENTS

Complete a separate application for:

- all non-consecutive days, or
- all gambling conducted on one day (at multiple locations).

Send application with:

a copy of your proof of nonprofit status, and
 application fee (non refundable). Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be included with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

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.



23340 Cree Street NW 763-753-2630

APPLICATION for TEMPORARY 3.2 MALT LIQUOR BEVERAGES

Date of Application: 8-3-15

NAME OF ORGANIZATION: ST. FRANCIS LIONS

PERSON RESPONSIBLE: John Fraune

ADDRESS: 22853 Rum River Blvd PHONE: 763-607-3900

DATE OF EVENT: 9-12-15

TYPE OF EVENT: Cornfest & Punt Pass & Kick

LOCATION OF EVENT: Community Park

NAME OF INSURANCE COMPANY: Willis

Liability \$25,000/\$50,000

Property Damage \$5,000

*Copy of insurance must be attached to application

SIGNATURE OF APPLICANT: John Fraune

FEE: \$25.00

Receipt # _____

Council Approval: _____

License # _____

Council Stipulations: _____

INSURED MEMBER GENERAL LIABILITY DECLARATIONS CERTIFICATE

Insurance Company: GREAT AMERICAN E&S INSURANCE COMPANY

Address: RICHMOND, VA

Policy Number: PL 1944671

Certificate Number: 0590-V

Policyholder: Sports And Special Event Risk Purchasing Group, Inc. A Risk Retention
Purchasing Group Filed Under The Risk Retention Purchasing Group Act
Of 1986.

Address: P.O. Box 1250, Midlothian, VA 23113-1250

INSURED MEMBER AND ADDRESS

Lions Club of Minnesota/St. Francis Lions Club
c/o the Christensen Group
11100 Bren Road West
Minnetonka, MN 55343

Coverage Effective Date: 01/01/15
Coverage Expiration Date: 01/01/16
Both At 12:01 AM At The Address Of
The Insured Member.

Insured Operations: Fraternal Meetings

Location: Various

\$2,000,000	General Aggregate Per Participating Member
\$2,000,000	Products-Completed Operations Aggregate Limit
\$1,000,000	Each Occurrence Limit
\$1,000,000	Personal And Advertising Injury Liability Limit
\$ 100,000	Damage to Rented Premises
\$ 5,000	Medical Expense Limit Any One Person
\$ 0	Deductible Each Claim
\$1,000,000	Liquor Legal - \$1,000,000 OCC/\$2,000,000 AGG

The Coverage Afforded Is Subject To Policy Limits, Terms And Conditions. The Above Is A Recitation.
And Does Not Provide Separate, Increased Or Additional Limits. This Certificate Evidences That
Coverage Exists For The Insured Operations.

Additional Insured: St. Francis City Hall
23340 St. Francis Blvd.
St. Francis, MN 55070

This Endorsement/Certificate Is Issued At The Request Of: USG Insurance Services, Inc.

Dated At Richmond, Virginia
01/02/2015

John W. Frazier

John W. Frazier, Authorized Representative

SSERPG-01-GL (01/05)

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SPORTS & SPECIAL EVENT RISK PURCHASING GROUP, INC.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/23/2015

J. MILLER KLOPPINSKI, CO. 800-316-6705

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis of Illinois, Inc. 425 N. Martingale Road, Suite 1100 Schaumburg, IL 60173	CONTACT NAME: John Adams	FAX (A/C, No): 1-888-467-2378	
	PHONE (A/C, No, Ext): 1-800-316-6705	E-MAIL ADDRESS: lionsclubs@willis.com	
INSURED St. Francis/ 5M7 St. Francis Minnesota	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: ACE American Insurance Company		22667
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC			HDOG27336395	09/01/2014	09/01/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISAH08827552	09/01/2014	09/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101. Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insured's participation in the following activity during the policy period shown above: St. Francis Lions Event
PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES.

CERTIFICATE HOLDER

CANCELLATION

John Fraune PO 171 St. Francis Minnesota 55070	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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PAYMENT BATCH AP 08-17-15

ACE SOLID WASTE, INC.

08/01/2015	1022095	E 101-42110-384	Refuse/Garbage Disposal	August Garbage	98.12
08/01/2015	1022095	E 101-42210-384	Refuse/Garbage Disposal	August Garbage	35.15
08/01/2015	1022095	E 101-43100-384	Refuse/Garbage Disposal	August Garbage	24.53
08/01/2015	1022095	E 101-43100-384	Refuse/Garbage Disposal	August Garbage	45.54
08/01/2015	1022095	E 101-43210-384	Refuse/Garbage Disposal	August Garbage	42.91
08/01/2015	1022095	E 101-45200-384	Refuse/Garbage Disposal	August Garbage	24.53
08/01/2015	1022095	E 101-45200-384	Refuse/Garbage Disposal	August Garbage	45.54
08/01/2015	1022095	E 601-49440-384	Refuse/Garbage Disposal	August Garbage	65.07
08/01/2015	1022095	E 601-49440-384	Refuse/Garbage Disposal	August Garbage	24.53
08/01/2015	1022095	E 602-49490-384	Refuse/Garbage Disposal	August Garbage	65.07
08/01/2015	1022095	E 602-49490-384	Refuse/Garbage Disposal	August Garbage	24.53
08/01/2015	1022095	E 609-49750-384	Refuse/Garbage Disposal	August Garbage	139.75
					\$635.27

AIRGAS NORTH CENTRAL

07/31/2015	9929382444	E 101-43100-217	Other Operating Supplies	SUPPLIES	5.28
07/31/2015	9929382444	E 101-43210-217	Other Operating Supplies	SUPPLIES	5.28
07/31/2015	9929382444	E 101-45200-217	Other Operating Supplies	SUPPLIES	5.28
07/31/2015	9929382444	E 601-49440-217	Other Operating Supplies	SUPPLIES	5.28
07/31/2015	9929382444	E 602-49490-217	Other Operating Supplies	SUPPLIES	5.28
					\$26.40

ANOKA COUNTY TREASURY DEPT.

08/04/2015	B150804M	E 101-42110-321	Telephone	SEPT 2015 BROADBAND	37.50
08/04/2015	B150804M	E 101-42210-321	Telephone	SEPT 2015 BROADBAND	37.50
08/04/2015	B150804M	E 101-43100-321	Telephone	SEPT 2015 BROADBAND	37.50
08/04/2015	B150804M	E 101-45200-321	Telephone	SEPT 2015 BROADBAND	37.50
08/04/2015	B150804M	E 601-49440-321	Telephone	SEPT 2015 BROADBAND	37.50
08/04/2015	B150804M	E 602-49490-321	Telephone	SEPT 2015 BROADBAND	37.50
					\$225.00

BARGEN INC.

07/28/2015	215405-1	E 101-43100-406	Asphalt Repair & Maint	REPAIR	21,690.00
					\$21,690.00

BELLBOY CORPORATION

07/28/2015	49296700	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.05
07/28/2015	49296700	E 609-49751-251	Liquor For Resale	LIQUOR	865.75
07/28/2015	92407100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.96
07/28/2015	92407100	E 609-49751-254	Miscellaneous Merchandise	MISC	98.18
07/30/2015	49404700	E 609-49751-251	Liquor For Resale	LIQUOR	12.92
					\$996.86

BGS (BARNA GUZY)

07/31/2015	148135	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	78.00
07/31/2015	148136	E 101-41600-304	Civil Legal Fees	CENTURY LINK LEASE	156.00
07/31/2015	148137	E 101-41600-304	Civil Legal Fees	FRANCHISES	3,064.50
07/31/2015	148138	E 101-41600-304	Civil Legal Fees	PW NEGOTIATIONS	229.50
07/31/2015	148139	E 101-41600-304	Civil Legal Fees	CITY ADMINSTRATOR SEARCH	20.90
07/31/2015	148140	E 101-41600-304	Civil Legal Fees	GENNARO	3,658.22
07/31/2015	148217	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,850.00
07/31/2015	148298	E 101-41600-312	Criminal Legal Fees	PROSECUTION	4,950.00
07/31/2015	148416	G 803-22102	Esc-Meridian Beh Health	MERIDIAN	819.00
07/31/2015	148456	E 101-41600-304	Civil Legal Fees	GERDIN ROADWAY	78.00

\$14,904.12

BROCK WHITE CO. LLC

07/15/2015	12525158	E 410-45203-232	Site Prep for Events	PAVERS	19.50
					<u>\$19.50</u>

BUCKET MAN

07/23/2015	230	E 101-42110-401	Repairs/Maint Buildings	REPAIRS	53.33
07/23/2015	230	E 101-43100-401	Repairs/Maint Buildings	REPAIRS	53.34
07/23/2015	230	E 101-45200-401	Repairs/Maint Buildings	REPAIRS	53.33
					<u>\$160.00</u>

CENTRAL WOOD PRODUCTS

07/18/2015	64710	E 101-45200-229	Project Repair & Maintenance	PARKS	862.50
					<u>\$862.50</u>

COCA COLA REFRESHMENTS

08/04/2015	118333118	E 609-49751-254	Miscellaneous Merchandise	MISC	307.36
					<u>\$307.36</u>

COUNTY MARKET - CITY ACCOUNT

08/01/2015	224.0715	E 101-42210-212	Motor Fuels	FUEL	178.09
					<u>\$178.09</u>

COURIER, THE

08/05/2015	73368	E 101-43210-439	Recycling Days	RECYCLING AD	89.00
					<u>\$89.00</u>

CRYSTAL SPRINGS ICE

07/28/2015	80786	E 609-49751-254	Miscellaneous Merchandise	MISC	151.48
08/01/2015	80686	E 609-49751-254	Miscellaneous Merchandise	MISC	161.14
08/04/2015	81402	E 609-49751-254	Miscellaneous Merchandise	MISC	74.18
08/08/2015	81306	E 609-49751-254	Miscellaneous Merchandise	MISC	133.98
					<u>\$520.78</u>

DAHLHEIMER DIST. CO. INC.

06/30/2015	111569	E 609-49751-251	Liquor For Resale	LIQUOR	(67.00)
07/29/2015	1165048	E 609-49751-252	Beer For Resale	BEER	7,912.70
07/29/2015	1165048	E 609-49751-254	Miscellaneous Merchandise	MISC	126.00
08/05/2015	1165093	E 609-49751-252	Beer For Resale	BEER	9,450.15
08/05/2015	1165093	E 609-49751-254	Miscellaneous Merchandise	MISC	147.00
08/05/2015	1165093	E 609-49751-255	N/A Products	N/A	16.80
					<u>\$17,585.65</u>

DAY DISTRIBUTING CO.

08/03/2015	814035	E 609-49751-252	Beer For Resale	BEER	3,144.80
08/03/2015	814087	E 609-49751-252	Beer For Resale	BEER	106.00
					<u>\$3,250.80</u>

DE LAGE LANDEN

08/08/2015	46629373	E 101-42110-200	Office Supplies	POLICE COPIER	237.00
					<u>\$237.00</u>

ECM PUBLISHERS, INC.

07/24/2015	240803	E 101-41400-351	Legal Notices Publishing	ORDINANCE 206	69.88
07/31/2015	242850	E 250-49200-441	Miscellaneous	TIF DISCLOSURE	64.50
08/07/2015	245069	E 101-41400-351	Legal Notices Publishing	B-3 DISTRICT USES	43.00
					<u>\$177.38</u>

ECO SHRED MN

11/05/1980	16426	E 101-43210-441	Miscellaneous	7/14/15 SHREDDING	150.00
					<u>\$150.00</u>

ELITE SANITATION

07/23/2015	22624	E 101-45200-402	Janitorial Service	RENTAL	678.00
					<u>678.00</u>

EMERGENCY AUTOMOTIVE TECH. INC

08/07/2015	RS4264	E 101-42110-221	Vehicle Repair & Maintenance	SQUAD 113	119.65
					<u>\$119.65</u>

F.I.R.E.

07/26/2015	1314	E 101-42210-208	Training and Instruction	TRAINING-CAR FIRE	900.00
08/03/2015	1320	E 101-42210-208	Training and Instruction	TRAINING-PROPANE TRAILER	1,100.00
					<u>\$2,000.00</u>

FAIRVIEW

07/29/2015	75002177	E 101-42110-305	Medical & Testing Fees	STEMME	244.00
					<u>\$244.00</u>

FERGUSON WATERWORKS

07/22/2015	152128	E 601-49440-229	Project Repair & Maintenance	REPAIR	4,900.00
					<u>\$4,900.00</u>

FERRELLGAS

07/30/2015	1088285567	E 601-49440-212	Motor Fuels	FUEL	64.54
					<u>\$64.54</u>

FREEDOM SERVICES, INC.-FD

08/07/2015	14510	G 101-21706	Flex Account	SEPT FLEX	100.00
					<u>\$100.00</u>

FREEDOM SERVICES, INC-MA

08/07/2015	14511	E 101-41540-301	Auditing and Acct g Services	ADMIN FEE	71.60
					<u>\$71.60</u>

G&K SERVICES, INC

07/28/2015	1043247170	E 609-49750-219	Rug Maintenance	RUGS	11.23
07/28/2015	1043247171	E 601-49440-402	Janitorial Service	RUGS	27.84
07/28/2015	1043247173	E 101-43100-402	Janitorial Service	RUGS	8.52
07/28/2015	1043247173	E 101-45200-402	Janitorial Service	RUGS	8.52
07/28/2015	1043247173	E 101-45200-402	Janitorial Service	RUGS	8.52
07/28/2015	1043247173	E 601-49440-402	Janitorial Service	RUGS	8.52
07/28/2015	1043247173	E 602-49490-402	Janitorial Service	RUGS	8.52
07/28/2015	1043247174	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
07/28/2015	1043247174	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
08/04/2015	1043252647	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
08/04/2015	1043252647	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
08/11/2015	1043258108	E 101-41940-219	Rug Maintenance	RUGS	16.96
					<u>\$118.23</u>

GOPHER STATE ONE-CALL

07/31/2015	139233	E 601-49440-442	Gopher State	JULY	35.53
07/31/2015	139233	E 602-49490-442	Gopher State	JULY	35.52
					<u>\$71.05</u>

GRANITE CITY JOBBING CO.

07/28/2015	865631	E 609-49750-210	Operating Supplies	OPERATING	55.07
07/28/2015	865631	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.01
07/28/2015	865631	E 609-49751-254	Miscellaneous Merchandise	MISC	49.50
07/28/2015	865631	E 609-49751-256	Tobacco Products For Resale	TOBACCO	785.69
07/31/2015	866414	E 609-49750-210	Operating Supplies	OPERATING	(36.38)
08/04/2015	866562	E 609-49750-210	Operating Supplies	OPERATING	92.18
08/04/2015	866562	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
08/04/2015	866562	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,105.38
08/04/2015	866562	G 101-20810	Sales Tax Payable	TAX	(0.88)
					<u>\$2,060.82</u>

GRATITUDE FARMS

07/01/2015	070115	E 101-42700-311	Contract	JULY 2015	350.00
					<u>\$350.00</u>

INNOVATIVE OFFICE SOLUTIONS, L

07/24/2015	853294	E 101-42110-200	Office Supplies	SUPPLIES	109.60
					<u>\$109.60</u>

ISANTI COUNTY EQUIPMENT, INC.

07/30/2005	P51233	E 101-45200-218	Equipment Repair & Maintenance	WHEEL/ROLLER	102.24
					<u>\$102.24</u>

ISD #15

07/30/2015	2074.073015	E 101-43100-221	Vehicle Repair & Maintenance	2009 DODGE PICKUP R3500	471.21
07/30/2015	2074.073015	E 101-45200-221	Vehicle Repair & Maintenance	2009 DODGE PICKUP R3500	471.22
07/30/2015	2096	E 101-43100-221	Vehicle Repair & Maintenance	2007 INTERNATIONAL 7400SBA	801.60
07/30/2015	2107	E 101-43100-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	5.15
07/30/2015	2107	E 101-45200-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	5.15
07/30/2015	2107	E 601-49440-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	5.15
07/30/2015	2107	E 602-49490-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	5.16
07/30/2015	2108	E 101-43100-218	Equipment Repair & Maintenance	2013 BIG TEX TANDEM AXLE TF	67.74
07/30/2015	2108	E 101-45200-218	Equipment Repair & Maintenance	2013 BIG TEX TANDEM AXLE TF	67.74
07/30/2015	2109	E 601-49440-228	Equipment Maintenance	2010 FELLING TRAILER	63.69
07/30/2015	2109	E 602-49490-228	Equipment Maintenance	2010 FELLING TRAILER	63.69
07/30/2015	2111	E 101-43100-221	Vehicle Repair & Maintenance	2004 INTERNATION 7400DT466	733.17
07/30/2015	2112	E 601-49440-221	Vehicle Repair & Maintenance	2007 DODGE CAB & CHASSIS R	117.46
07/30/2015	2112	E 602-49490-221	Vehicle Repair & Maintenance	2007 DODGE CAB & CHASSIS R	117.45
08/05/2015	2113	E 601-49440-221	Vehicle Repair & Maintenance	2011 DODGE - 2500	312.19
08/05/2015	2113	E 602-49490-221	Vehicle Repair & Maintenance	2011 DODGE - 2500	312.18
08/05/2015	2115	E 101-42400-221	Vehicle Repair & Maintenance	2007 FORD - CROWN VICTORIA	44.78
08/05/2015	2116	E 101-43100-218	Equipment Repair & Maintenance	2007 KUBOTA	338.42
08/05/2015	2117	E 101-43100-221	Vehicle Repair & Maintenance	2012 FORD SUPER DUTY F550	78.49
08/05/2015	2117	E 101-45200-221	Vehicle Repair & Maintenance	2012 FORD SUPER DUTY F550	78.49
08/06/2015	2122	E 101-43100-218	Equipment Repair & Maintenance	2012 CAT - 924K	438.69
08/06/2015	2122	E 101-45200-218	Equipment Repair & Maintenance	2012 CAT - 924K	438.68
08/06/2015	2123	E 101-43100-218	Equipment Repair & Maintenance	2002 CATAPILLAR	493.81
08/06/2015	2124	E 101-45200-218	Equipment Repair & Maintenance	2014 HUSTLER	92.52
08/06/2015	2125	E 101-45200-218	Equipment Repair & Maintenance	2005 JOHN DEERE 3720 TRACTO	70.50
08/06/2015	2125	E 602-49490-228	Equipment Maintenance	2005 JOHN DEERE 3720 TRACTO	70.51
08/06/2015	2126	E 101-43100-218	Equipment Repair & Maintenance	2006 CAT - C5000	16.88
08/06/2015	2126	E 101-45200-218	Equipment Repair & Maintenance	2006 CAT - C5000	16.88
08/06/2015	2126	E 601-49440-228	Equipment Maintenance	2006 CAT - C5000	16.87
08/06/2015	2126	E 602-49490-228	Equipment Maintenance	2006 CAT - C5000	16.87
09/30/2015	2110	E 601-49440-221	Vehicle Repair & Maintenance	2012 FORD PICKUP F250 SUPEF	95.74
09/30/2015	2110	E 602-49490-221	Vehicle Repair & Maintenance	2012 FORD PICKUP F250 SUPEF	95.73
					<u>\$6,023.81</u>

JOHNSON BROS WHLSE LIQUOR

07/29/2015	5221694	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.48
07/29/2015	5221694	E 609-49751-251	Liquor For Resale	LIQUOR	1,253.76
07/29/2015	5221695	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.32
07/29/2015	5221695	E 609-49751-253	Wine For Resale	WINE	906.30
07/29/2015	5221696	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.04
07/29/2015	5221696	E 609-49751-254	Miscellaneous Merchandise	MISC	69.50
08/05/2015	5227296	E 609-49751-206	Freight and Fuel Charges	FREIGHT	53.20
08/05/2015	5227296	E 609-49751-251	Liquor For Resale	LIQUOR	3,137.79
08/05/2015	5227297	E 609-49751-206	Freight and Fuel Charges	FREIGHT	33.44
08/05/2015	5227297	E 609-49751-253	Wine For Resale	WINE	1,390.00
					<u>\$6,888.83</u>

LMC INSURANCE TRUST

07/31/2015	200051129	E 101-42400-160	Work Comp Insurance	DAHLHEIMER	312.05
					<u>\$312.05</u>

MCDONALD DIST CO.

07/30/2015	197694	E 609-49751-252	Beer For Resale	BEER	9,926.10
07/30/2015	197694	E 609-49751-255	N/A Products	N/A	190.35

07/30/2015	199158	E 609-49751-252	Beer For Resale	BEER	433.65
08/06/2015	199284	E 609-49751-252	Beer For Resale	BEER	5,038.15
08/06/2015	199284	E 609-49751-255	N/A Products	N/A	37.10
					<hr/>
					\$15,625.35

MEDTOX LABORATORIES, INC.

07/31/2015	7201595907	E 101-43100-441	Miscellaneous	PROGRAM ADMIN	6.25
07/31/2015	7201595907	E 101-45200-441	Miscellaneous	PROGRAM ADMIN	6.25
07/31/2015	7201595907	E 601-49440-441	Miscellaneous	PROGRAM ADMIN	6.25
07/31/2015	7201595907	E 602-49490-441	Miscellaneous	PROGRAM ADMIN	6.25
					<hr/>
					\$25.00

MES-MIDAM

07/16/2015	00650986	E 101-42210-437	Uniform Allowance	UNIFORMS	249.28
07/31/2015	00655821	E 101-42210-437	Uniform Allowance	TITLE TAPE	18.69
					<hr/>
					\$267.97

MIDCONTINENT COMMUNICATIONS

08/01/2015	.0815	E 101-41940-321	Telephone	CITY HALL	35.38
08/01/2015	.0815	E 101-42110-321	Telephone	Police	32.05
08/01/2015	.0815	E 101-43100-321	Telephone	Public Works	32.05
08/01/2015	.0815	E 601-49440-321	Telephone	WELL HOUSE	95.00
08/01/2015	.0815	E 601-49440-321	Telephone	WATER PLANT	95.00
08/01/2015	.0815	E 609-49750-321	Telephone	LIQUOR STORE	95.00
					<hr/>
					\$384.48

NORTH METRO TREE SERVICE INC.

08/08/2015	080815	E 101-43100-311	Contract	TREE TRIMMING	1,225.00
08/08/2015	080815	E 101-45200-311	Contract	TREE TRIMMING	1,225.00
08/08/2015	081115	E 101-43100-311	Contract	TREE TRIMMING	1,287.50
08/08/2015	081115	E 101-45200-311	Contract	TREE TRIMMING	1,287.50
					<hr/>
					\$5,025.00

NORTHERN AIR CORPORATION

07/30/2015	117017	E 609-49750-228	Equipment Maintenance	FIX COOLERS	545.87
					<hr/>
					\$545.87

NORTHWEST ASSOC. CONSULTANTS

08/04/2015	21927	E 101-41910-311	Contract	JULY 2015	5,997.57
08/04/2015	21928	E 101-41910-311	Contract	2015 JULY	400.00
08/04/2015	21929	G 803-22102	Esc-Meridian Beh Health	JULY 2015	1,162.50
08/04/2015	21929	G 803-22133	ESC-Kipela 23525 Variolite St	JULY 2015	378.14
08/04/2015	21929	G 803-22134	WJM Enterprises	JULY 2015	491.96
					<hr/>
					\$8,430.17

OAIRE

06/24/2015	62315	E 101-42210-208	Training and Instruction	TRAINING 6/24/15	650.00
					<hr/>
					\$650.00

PACE ANALYTICAL SERVICES

07/31/2015	151252749	E 602-49490-313	Sample Testing	TESTING	45.00
08/03/2015	151252817	E 602-49490-313	Sample Testing	TESTING	345.50
					<hr/>
					\$390.50

PAUSTIS & SONS

08/03/2015	8509501	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.25
08/03/2015	8509501	E 609-49751-253	Wine For Resale	WINE	245.00
					<hr/>
					\$250.25

PHILLIPS WINE & SPIRITS CO.

07/24/2015	217496	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(3.04)
07/24/2015	217496	E 609-49751-251	Liquor For Resale	LIQUOR	(112.00)
07/29/2015	2827242	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.12
07/29/2015	2827242	E 609-49751-251	Liquor For Resale	LIQUOR	695.39
07/29/2015	2827243	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.60

07/29/2015	2827243	E 609-49751-253	Wine For Resale	WINE	231.45
07/29/2015	2827244	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
07/29/2015	2827244	E 609-49751-254	Miscellaneous Merchandise	MISC	41.95
07/31/2015	217872	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)
07/31/2015	217872	E 609-49751-251	Liquor For Resale	LIQUOR	(41.95)
08/05/2015	2830853	E 609-49751-206	Freight and Fuel Charges	FREIGHT	30.66
08/05/2015	2830853	E 609-49751-251	Liquor For Resale	LIQUOR	2,305.65
08/05/2015	2830854	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.04
08/05/2015	2830854	E 609-49751-253	Wine For Resale	WINE	148.80
08/05/2015	2830855	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
08/05/2015	2830855	E 609-49751-254	Miscellaneous Merchandise	MISC	41.95
					<hr/>
					\$3,360.14

PLAYPOWER LT FARMINGTON, INC.

07/14/2015	1400192099	E 101-45200-229	Project Repair & Maintenance	REPAIR	789.28
					<hr/>
					\$789.28

ROSEVILLE, CITY OF

08/01/2015	220482	E 101-41110-310	Computer Consulting Fees	IT SERVICES	244.78
08/01/2015	220482	E 101-41400-310	Computer Consulting Fees	IT SERVICES	897.61
08/01/2015	220482	E 101-42110-310	Computer Consulting Fees	IT SERVICES	1,101.55
08/01/2015	220482	E 101-42210-310	Computer Consulting Fees	IT SERVICES	195.83
08/01/2015	220482	E 101-42400-310	Computer Consulting Fees	IT SERVICES	40.79
08/01/2015	220482	E 101-43100-310	Computer Consulting Fees	IT SERVICES	261.10
08/01/2015	220482	E 101-45200-310	Computer Consulting Fees	IT SERVICES	342.70
08/01/2015	220482	E 601-49440-310	Computer Consulting Fees	IT SERVICES	326.38
08/01/2015	220482	E 602-49490-310	Computer Consulting Fees	IT SERVICES	326.38
08/01/2015	220482	E 609-49750-310	Computer Consulting Fees	IT SERVICES	326.38
08/01/2015	220519	E 101-41940-321	Telephone	PHONE	59.33
08/01/2015	220519	E 101-41940-321	Telephone	PHONE	59.33
08/01/2015	220519	E 101-42110-321	Telephone	PHONE	59.33
08/01/2015	220519	E 101-42110-321	Telephone	PHONE	59.33
08/01/2015	220519	E 101-42210-321	Telephone	PHONE	59.33
08/01/2015	220519	E 101-42210-321	Telephone	PHONE	59.33
08/01/2015	220519	E 101-43100-321	Telephone	PHONE	59.33
08/01/2015	220519	E 101-43100-321	Telephone	PHONE	59.33
08/01/2015	220519	E 101-45200-321	Telephone	PHONE	59.33
08/01/2015	220519	E 101-45200-321	Telephone	PHONE	59.33
08/01/2015	220519	E 601-49440-321	Telephone	PHONE	59.33
08/01/2015	220519	E 601-49440-321	Telephone	PHONE	59.33
08/01/2015	220519	E 602-49490-321	Telephone	PHONE	59.33
08/01/2015	220519	E 602-49490-321	Telephone	PHONE	59.33
08/01/2015	220519	E 609-49750-321	Telephone	PHONE	59.40
08/01/2015	220519	E 609-49750-321	Telephone	PHONE	59.33
					<hr/>
					\$5,012.85

SOUTHERN WINE & SPIRITS OF MN

07/30/2015	1311507	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.75
07/30/2015	1311507	E 609-49751-251	Liquor For Resale	LIQUOR	1,537.70
07/30/2015	1311508	E 609-49751-206	Freight and Fuel Charges	FREIGHT	53.75
07/30/2015	1311508	E 609-49751-253	Wine For Resale	WINE	1,752.00
08/06/2015	1313890	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.85
08/06/2015	1313890	E 609-49751-251	Liquor For Resale	LIQUOR	1,113.25
08/06/2015	1313891	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.75
08/06/2015	1313891	E 609-49751-253	Wine For Resale	WINE	321.00
					<hr/>
					\$4,809.05

ST. FRANCIS COLLISION & GLASS

07/30/2015	8287	E 101-42110-221	Vehicle Repair & Maintenance	REPAIRS	59.15
					<hr/>
					\$59.15

ST. FRANCIS TRUE VALUE HARDWAR

07/07/2015	31571	E 601-49440-217	Other Operating Supplies	SUPPLIES	28.51
07/07/2015	31571	E 602-49490-217	Other Operating Supplies	SUPPLIES	28.50
07/08/2015	31578	E 101-42210-401	Repairs/Maint Buildings	SUPPLIES	5.97
07/13/2015	31621	E 602-49490-217	Other Operating Supplies	SUPPLIES	7.59
07/13/2015	31623	E 602-49490-217	Other Operating Supplies	SUPPLIES	28.45

07/13/2015	31625	E 101-45200-217	Other Operating Supplies	SUPPLIES	9.49
07/13/2015	31628	E 602-49490-217	Other Operating Supplies	SUPPLIES	2.43
07/13/2015	31629	E 101-45200-217	Other Operating Supplies	SUPPLIES	18.98
07/13/2015	31633	E 602-49490-217	Other Operating Supplies	SUPPLIES	6.16
07/14/2015	31642	E 601-49440-217	Other Operating Supplies	SUPPLIES	17.08
07/23/2015	32687	E 101-45200-229	Project Repair & Maintenance	SUPPLIES	70.75
07/27/2015	31674	E 101-42210-237	Small Equipment	CHAINSAW	699.95
07/30/2015	31691	E 601-49440-217	Other Operating Supplies	SUPPLIES	17.79
07/30/2015	31691	E 602-49490-217	Other Operating Supplies	SUPPLIES	17.79
					\$959.44

STERICYCLE, INC

08/01/2015	4005721993	E 101-42110-311	Contract	COMPLIANCE	32.05
					\$32.05

TECH SALES CO.

07/27/2015	319797	E 602-49490-228	Equipment Maintenance	CALIBRATION	330.00
					\$330.00

THARP, STEVE

07/10/2015	.071015	E 602-49490-311	Contract	TILL PONDS	500.00
07/24/2015	.072415	E 602-49490-311	Contract	TILL PONDS	350.00
08/05/2015	.080515	E 602-49490-311	Contract	TILL PONDS	500.00
					\$1,350.00

THE AMERICAN BOTTLING COMPANY

08/06/2015	5449843412	E 609-49751-254	Miscellaneous Merchandise	MISC	129.20
					\$129.20

US DEPT OF EDUCATION

G 101-21716	Other Deductions	WAGE LEVY 08-13-2015	305.33
			\$305.33

UTILITY SERVICE CO., INC.

08/01/2015	374051	E 601-49440-234	Water Tower Maintenance	QUARTERLY	23,511.75
					\$23,511.75

VESSCO, INC.

07/25/2015	63943	E 601-49440-233	Water Treatment Plant Maint	5-WAY VALVE SYSTEM FUNCTIC	166.80
					\$166.80

WINE COMPANY, THE

06/08/2015	395400-00	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.00
06/08/2015	395400-00	E 609-49751-253	Wine For Resale	WINE	88.00
					\$93.00

WIRTZ BEVERAGE MN

07/30/2015	1080354447	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.21
07/30/2015	1080354447	E 609-49751-251	Liquor For Resale	LIQUOR	2,654.93
07/30/2015	1080354447	E 609-49751-253	Wine For Resale	WINE	60.00
08/06/2015	1080356929	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.91
08/06/2015	1080356929	E 609-49751-251	Liquor For Resale	LIQUOR	1,595.15
					\$4,346.20

\$163,078.96

FUND SUMMARY

101 GENERAL FUND	\$65,027.78
250 TURTLE RIDGE TIF	\$64.50
410 WOODBURY PARK PROJECT	\$19.50
601 WATER FUND	\$30,172.93

602 SEWER FUND	\$3,480.52
609 MUNICIPAL LIQUOR FUND	\$61,462.13
803 ESCROW	\$2,851.60
Total	<u>163,078.96</u>

CITY OF ST. FRANCIS
8/17/2015

Checks cut since last Council Meeting

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

Disbursements via Debits to 4M Account

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

Disbursements via Debits to Checking Account

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Federal Tax	Payroll 07/02/15	19,498.50
PERA	Payroll 07/02/15	14,667.80
ING	Payroll 07/02/15	1,500.00
ICMA	Payroll 07/02/15	634.01
State Tax	Payroll 07/02/15	3,850.29
MSRS	Payroll 07/02/15	572.47
Child Support	Payroll 07/02/15	158.92
Federal Tax	Payroll 07/02/15	307.15
PERA	Payroll 07/02/15	103.66
State Tax	Payroll 07/02/15	48.46
MSRS	Payroll 07/02/15	14.81
Liquor CC Fees	CC Fee	2,569.93
Visa CC Bill	VISA	4,361.39
Cayan	CC Fee	39.90
Federal Tax	Payroll 07/16/15	20,416.59
PERA	Payroll 07/16/15	15,507.99
ING	Payroll 07/16/15	1,560.00
ICMA	Payroll 07/16/15	635.19
State Tax	Payroll 07/16/15	4,076.97
MSRS	Payroll 07/16/15	607.04
MN Child Support	Payroll 07/16/15	158.92
State of MN	Sales Tax	19,332.00
Federal Tax	Payroll 07/21/15	1,405.56
PERA	Payroll 07/21/15	1,080.00
State Tax	Payroll 07/21/15	217.71
Village Bank	NSF Check	76.53
Federal Tax	Payroll 07/30/2015	17,202.13
PERA	Payroll 07/30/2015	14,746.25
ING	Payroll 07/30/2015	1,560.00
ICMA	Payroll 07/30/2015	636.50
State Tax	Payroll 07/30/2015	3,323.44
MSRS	Payroll 07/30/2015	603.12
MN Child Support	Payroll 07/30/2015	158.92
PSN	CC Fee	200.70
Village Bank	Fees	79.45
TOTAL		151,912.30

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

RESOLUTION 2015- 39

**Resolution Providing for
an Extension of the Existing Cable Franchise Agreement**

WHEREAS THE CITY OF ST. FRANCIS, MINNESOTA (“Grantor”) consented to and approved assigning in Resolution 2011-21 transferring the existing Cable Franchise System to Midcontinent Communications (“Grantee”) to own and operate a cable franchise television system in the municipality (“the Franchise”).

WHEREAS the City approved Resolution 2015-26 on June 1, 2015 granting a Franchise Agreement Extension to Grantee;

WHEREAS the Franchise Agreement Extension is set to expire by its terms on September 15, 2015;

WHEREAS the Grantor and Grantee are currently finalizing negotiations to potentially renew the Franchise Agreement;

WHEREAS additional time is required to satisfy the requirements of the City Charter, Section 10.03 to hold a public hearing on the potential adoption of the new franchise agreement by the City Council;

WHEREAS Section 5. D of the existing Franchise Agreement, as assigned to Midcontinent Communications, provides that, “Nothing in this Franchise shall be construed to prohibit an extension of the Franchise for any length of time, in the sole discretion of the City;”

WHEREAS, Resolution 2015-26 stated that it, “[did] not limit the Council’s ability or authority to take additional action to extend the Franchise in the future if so required in its sole discretion;”

NOW THEREFORE, BE IT RESOLVED THAT:

The City hereby as Grantor extends the term of the Franchise Agreement for one (1) months from the September 15, 2015 expiration date to continue to examine Grantee’s application to renew the Cable Franchise agreement. Staff is directed to post the public notice for a public hearing to be held on September 8, 2015 for the purpose of potentially adopting a new cable franchise agreement with Midcontinent Communications.

This Resolution does not limit the Council's ability or authority to take additional action to extend the Franchise in the future if so required in its sole discretion.

This Resolution does not serve to limit any of the Grantor's rights under the Franchise Agreement.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th DAY OF AUGUST, 2015.

APPROVED:

Steve Kane
Mayor of St. Francis

ATTEST:

Barb Held
City Clerk

643740-v3

JEFFREY S. JOHNSON
RUSSELL H. CROWDER
MICHAEL F. HURLEY
DOUGLAS G. SAUTER
HERMAN L. TALLE
CHARLES M. SEYKORA
DANIEL D. GANTER, JR.
BEVERLY K. DODGE
JAMES D. HOEFT
*JOAN M. QUADE
*JOHN T. BUCHMAN
SCOTT M. LEPAK
STEVEN G. THORSON



Barna, Guzy & Steffen, Ltd.

ATTORNEYS AT LAW
200 Coon Rapids Boulevard NW, Suite 400
Minneapolis, MN 55433-5894
(763) 780-8500 FAX (763) 780-1777
1-800-422-3486 www.bgs.com

ELIZABETH A. SCHADING
WILLIAM F. HUEFNER
BRADLEY A. KLETSCHER
KRISTI R. RILEY
TIMOTHY D. ERB
KAREN K. KURTH
ANGELA M. WOESSNER
ADRIEL B. VILLARREAL
TAMMY J. SCHEMMEL
JENNIFER C. MOREAU
DAVID R. SCHAPS
THOMAS R. WENTZELL

OF COUNSEL
JON P. ERICKSON
W. JAMES VOGL, JR.

* Also Licensed in Wisconsin

MEMORANDUM

TO: Joe Kohlmann, City Administrator
Nate Sparks, City Planner

FROM: Scott Lepak, City Attorney, and David Schaps, Assistant City Attorney

RE: Herbst Annexation Petition

DATED: August 11, 2015

We received a copy of the Property Owner Petition for Annexation by Ordinance from Joshua and Melissa Herbst dated August 5, 2015 from the City Planner Nate Sparks. The petition indicates that this is an approximately 20 acre parcel currently unincorporated and located in Athens Township, is signed by all of the property owners and abuts the City of St. Francis' north boundary. This is a residential zoned parcel. The property owners will also be applying for a driveway permit to provide access to a new house they plan to build off of Hummingbird Street NW.

The City Council action requested at this time is to establish a public hearing date that is at least thirty (30) days following notice to all of the property owners in the affected area (within and contiguous to the area to be annexed) and the town board.

Steps in the Annexation Process

Step 1. While not specifically required for an annexation by ordinance, we recommend that the City file copies of the petition and notice of annexation with the following entities to make sure that they are notified of the petition.

- a. Municipal Boundary Adjustments;
- b. Athens Township Board;
- c. Isanti County Board of Commissioners; and
- e. All contiguous property owners.

Step 2. The City must serve notice of intent to annex upon the Athens Township Board and all landowners within and contiguous to the area to be annexed and notify them of a public hearing on this matter. We have attached a sample Notice to the Township Board and landowners. This must be sent by certified mail.

Step 3. Wait. The City must then wait at least 30 days before it can hold the public hearing.

Step 4. Following that 30 days, the City must holding the public hearing noted above.

Step 5. At least 30 days prior to adopting the ordinance, the City must notify the petitioner that the cost of the electric utility service to the petitioner may change if the land is annexed to St. Francis. We have attached a sample notice.

Step 6. The City will need to adopt an ordinance annexing the property. Our office will draft this proposed ordinance when the parties are able to identify all of the issues that will need to be addressed by the information presented at the public hearing, issues identified by the property owner, staff and the township as well as addressing taxation related issues associated with the annexation. The ordinance can be introduced for a first reading that will require 4/5 vote in accordance with the City Charter Section 3.05.

Step 7. The ordinance will have a second reading that will require a 4/5 vote.

Step 8. The ordinance will need to be published in the same manner as other ordinances.

Step 9. The City's final step is to file copies of the ordinance with:

- a. Municipal Boundary Adjustments.
- b. Athens Township clerk
- c. Isanti County Auditor
- d. The Secretary of State

The annexation does not become effective until Municipal Boundary Adjustment approves the filing.

City Council action requested:

Motion to establish a public hearing on _____ beginning on or after ____ p.m. at the regularly scheduled city council meeting to consider the annexation petition by Joshua and Melissa Herbst.

- Legend**
- City Limits
 - Railroads
 - Parcels (5-1-2014)
 - Parcels Isanti
 - Ponds
 - Lakes
 - Rivers
 - State Land
 - City Parks
 - County Parks



Disclaimer:
 This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of St. Francis is not responsible for any inaccuracies herein contained.



0 474 Feet

NOTICE OF INTENT FOR ANNEXATION

IN THE MATTER OF THE NOTICE OF INTENT
FOR THE ANNEXATION OF CERTAIN LAND
TO THE CITY OF ST. FRANCIS PURSUANT TO
MINNESOTA STATUTES § 414.033, SUBD. 2(3)

TO: Athens Township Board
883-261st Avenue NE
Isanti, MN 55040

and

Office of Administrative Hearings
Municipal Boundary Adjustments
P. O. Box 64620
St. Paul, MN 55164-0620
651-361-7900

WHEREAS, the territory described below is not presently within the corporate limits of any incorporated city, and

WHEREAS, the area proposed for annexation is less than 120 acres and is not presently served by public wastewater facilities and public wastewater facilities are not otherwise available, and the municipality has received a petition for annexation by all property owners of the land.

WHEREAS, this property is not contiguous to any property owned by the same owners previously annexed under this clause within the preceding 12 months where the total annexation would exceed 120 acres; and

WHEREAS, the area proposed for annexation is described as follows:

The South 957.36 feet of the East 910 feet of the East Half of the Southeast Quarter of Section Twenty-two (22), Township Thirty-four (34) North, Range Twenty-four (24) West, Isanti County, Minnesota, as measured at right angles to the East line of said East Half of the Southeast Quarter.

WHEREAS, the area proposed for annexation abuts upon the corporate limits of the City of St. Francis, Minnesota; and

WHEREAS, the area proposed for annexation is unincorporated, abuts on the city's N S E W (circle one) boundary(ies), and is not included within any other municipality; and

WHEREAS, the area proposed for annexation is approximately twenty (20) acres in size; and

WHEREAS, the reason for the proposed annexation is to develop a land locked parcel for residential purposes; and.

WHEREAS, the nature of the area proposed for annexation is (residential, commercial, industrial, etc.): residential; and

WHEREAS, the area proposed for annexation is not included in any area that has already been designated for orderly annexation pursuant to Minnesota Statutes § 414.0325, nor in any other proceeding currently pending before the Office of Administrative Hearings - Municipal Boundary Adjustments; and

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF ST. FRANCIS, MINNESOTA that we hereby serve a Notice of Intent to annex the above-described property into the corporate limits of the City of St. Francis, Minnesota on:
Athens Township; Isanti County, Anoka County; and the Office of Administrative Hearings.

Adopted this ____ day of _____, 2015

Mayor

City Clerk/Administrator

MEMO

To: Mayor and Council

From: City Administrator

Date: 8/17/15

RE: Community/EDA Development Director

Staff is proposing the creation of a Community/EDA Development Director. This position will primarily work on managing the comprehensive planning, land-use, zoning, economic development and oversee the building inspection services.

This position is being proposed due to the amount of development, pending applications, and inquiries concerning potential development. In addition, the City has reached the threshold in their consultant billing. The City currently spends approximately **\$75,000** annually for services relating to this potential position. The salary range for this position in 2015 is **\$70,450 - \$88,088**.

If this position is approved, Staff is requesting the City proceed immediately to fill the position in 2015. Funding for this position will come from the current money that is already dedicated to these functions. In addition, Staff is preparing a 2016 Budget where this particular position will have a **0%** levy impact.

Attached is a sample job advertisement for the League of Minnesota Cities.

Attached is a job description for the Community/EDA Development Director.

Action to be Considered:

Motion to direct Staff to prepare an ordinance amendment establishing the department of Community/Economic Development Director and post the attached job advertisement to the League of Minnesota Cities.

City of St. Francis

Community/Economic Development Director

The City of St. Francis (population 7,300) is now accepting applications for the position of Community/Economic Development Director. St. Francis is located in the seven county metro area and blends rural and city living into a unique community of over 7,000. Located 30 miles north of Minneapolis, St. Francis has experienced its share of growth with a mix of urban style residential lots and large acreage hobby farms. The City serves as a regional commercial center for Northern Anoka County and Southern Isanti County. **Minimum Qualifications:** Bachelor's Degree in Public Administration, Planning, Urban Studies, or a related field and three years of professional planning, zoning, and land-use experience in municipal government. A Master's Degree in one of the above fields can substitute for one of the three required years of experience. **Starting Salary Range:** \$70,450 - \$88,088 DOQ. Recruitment period is August 18th – September 10th. Completed applications are due by **Thursday, September 10th at 2:00 p.m.** Please visit www.stfrancismn.org to obtain an application. Please submit cover letter, resume, and city application.

**City of
St. Francis**

POSITION PROFILE

Effective Date: January 2007

Position Title: Community/Economic Development Director **Status:** Exempt

Department: Community Development

Approved: _____

Accountable to: City Administrator

Primary Objectives

Performs supervisory and responsible professional work managing comprehensive planning, land-use, zoning, and economic development; oversees building inspection services and performs related duties as assigned.

Supervision Received

Receives administrative supervision from the City Administrator.

Supervision Exercised

Provides general supervision to the building official and work direction to administrative support staff involved with community development-related job functions.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Formulates, recommends and advises the City Administrator on economic and community development policies and programs.
- * 2. Assesses economic development needs, determines the extent and priority of needs, and works with Finance Director to determine current availability of funding.
- * 3. Develops long-term strategies designed to support and manage development and evaluates programs and initiatives annually.
- * 4. Assures that all required reports and documents are forwarded to the City Administrator and/or City Council, funding and regulatory agencies and that reports are timely and accurate; prepares and submits grant applications and administers grants received.
- * 5. Provides guidance to the public and responds to citizen questions, complaints, and information requests; investigates and resolves concerns as appropriate.

- * 6. Coordinates and facilitates City planning, economic development and community development initiatives with private sector groups, school district, professional organizations, adjacent communities, and relevant metropolitan, state and national organizations.
- * 7. Develops and submits the operational budget for the Community Development Department; manages finances and approves expenditures.
- * 8. Prepares, revises and implements the City's Comprehensive plan, Zoning, Subdivision and Environmental Ordinances to ensure consistency with orderly development and City policy.
- * 9. Reviews development proposals, plans, agreements and building permits to ensure they meet City ordinances, Council conditions and policies; prepares reports with sound recommendations.
- * 10. Provides staff support to Commissions, Committees and the City Council including preparing reports, attending meetings and making presentations as needed.
- * 11. Supervises staff and oversees operations of community development and building inspections; recommends hiring, reward and discipline; assigns, reviews and evaluates work; conducts performance evaluations and provides training and coaching as appropriate.
- * 12. Meets with applicants to review development proposals, provide information and suggests alternatives to resolve problems; conducts field inspections to review sites and enforce codes and ordinances.
- * 13. Responds to resident, developer and contractor concerns; explains policies and procedures; advises on code compliance and keeps all relevant parties informed of issues and plans.
- 14. Monitors and communicates new laws, rules and regulations affecting the City in relevant areas.
- * 15. Assists the City Administrator in preparing background information for the Capital Improvement Plan.
- * 16. Serves as the City's Americans with Disabilities Act (ADA) Coordinator with in the areas of services and facilities.
- * 17. Ensures union contracts, personnel policies and safety rules are followed.
- 18. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Considerable knowledge of principles and practices related to community and economic development, planning and zoning.
- * ➤ Considerable knowledge of state and federal laws, City ordinances and policies and regulations as they apply to economic development, planning, zoning, and land-use.
- * ➤ Considerable knowledge of program development and management and project management.
- * ➤ Considerable knowledge of budget development and administration.
- * ➤ Considerable knowledge of effective customer service practices.
- * ➤ Working knowledge of safety laws, regulations and practices that apply to the City as an employer.

- * ➤ Working knowledge of PC-based computers including a basic understanding of networks, hardware and software typically used in office environments.
- * ➤ Working knowledge of requirements of the Americans with Disabilities Act.
 - Working knowledge of building code enforcement programs, and requirements.
- * ➤ Considerable ability to communicate effectively, both orally and in writing, with elected officials, business leaders, developers, contractors, City staff, and the general public including making formal presentations.
- * ➤ Considerable ability to manage change and develop solutions to problems.
- * ➤ Considerable ability to develop, plan, organize, implement and monitor programs, policies, and projects.
- * ➤ Considerable ability to provide effective leadership and promote teamwork.
- * ➤ Considerable ability to deal effectively with people of all backgrounds and to maintain positive and effective working relationships with advisory groups, City officials, and the general public.
- * ➤ Considerable ability to involve the public in a positive and collaborative manner and to actively seek input on interests and preferences.
- * ➤ Considerable ability to research and analyze information, utilize resources and develop alternatives.
- * ➤ Considerable ability to use creativity and sound judgment to resolve differences and respond to challenges.
- * ➤ Considerable ability to see, read, understand a variety of written documents and computer screens.
- * ➤ Considerable ability to use fine motor skills to write and/or type and to operate a personal computer.
 - Working ability to supervise and motivate staff and volunteers either directly or through others.
 - Working ability to prepare and administer an annual budget.
 - Working ability to maintain a good driving record and drive safely and legally.
- * ➤ Working ability to hear and speak when communicating with a large variety of people and to sit for long periods of time.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Public Administration, Planning, Urban Studies or a related field and three years of professional planning, zoning and land-use experience in the municipal government. (A Master's degree in one of the above fields can substitute for one of the three required years of experience.)
- Must possess and maintain a valid Minnesota driver's license or equivalent out-of-state license.

* Note: Asterisked items are essential to the job.