

CITY OF ST. FRANCIS CITY
COUNCIL AGENDA

April 4, 2016

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 – March 21, 2016
 - b. Accept the Resignation of Police Records/Public Works Clerk Britny Schmitz
 - c. St. Francis Lions 3.2 Permit for Pioneer Days June 3-5 in Community Park and St. Francis Fire Station
 - d. St. Francis Physical Therapy 3rd Annual 5k Walk/Run October 15
 - e. Accept the \$2,000 donation from Blaines Blazin 4th Inc. for Pioneer Days
 - f. 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. Ordinance 218, Second Series: Amending City Code Chapter 2 Section 2 Entitled “Council Meeting-Time and Place (Second Reading)
8. Reports of Consultants & Staff Members
 - a. Engineer: Bridge Street Utility Improvements
 - b. Attorney:
 - c. Staff:
 - Finance:
 - Fire:
 - Public Works:
 - Liquor Store:
 - Police:
 - City Administrator: Fire Relief Association
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

Calendar of Events

Apr 18: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Apr 20: Planning Comm. Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
Apr 30: Recycling Day 8 am to 2 pm @ 4020 St. Francis Blvd.
May 2: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
May 7: Pet Clinic 9 am to noon @ St. Francis Fire Station 3740 Bridge Street

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – April 4th, 2016 Council Meeting

Agenda Items:

4. Consent Agenda:

- a. City Council Minutes – March 21st, 2016
- b. Accept Resignation of Police/Public Works Clerk Britny Schmitz
- c. St. Francis Lions 3.2 Permit for Pioneer Days June 3-5 in Comm. Park and Fire Station
- d. St. Francis Physical Therapy 3rd Annual 5k Walk/Run October 15
- e. Accept the \$2,000 donation from Blaines Blazin 4th for Pioneer Days
- f. Payment of Claims

6. Petitions, Requests, Applications:

- a. None

7. Ordinances & Resolutions:

- a. Ordinance 218, Second Series: (Second Reading) Amending City Code Chapter 2 Section 2 entitle "Council Meeting-Time and Place". This is in conjunction with the Charter Amendment with City Council meetings.

8. Reports:

- a. **Engineer:** Bridge Street Improvements – The City discovered additional needs to repair the City's water utilities in conjunction with the corridor project. The City Engineer's Memo outlines the water utility improvements and is requesting a change Order estimated at \$202,500.

b. **Attorney:**

c. **Staff:**

Finance:

Fire:

Public Works:

Liquor Store:

Police:

City Administrator: Fire Relief Association – City Staff is bringing back the requests from the Fire Relief. They are as follows:

- 1) **Increase per year benefit from \$2,100 to \$3,100**
- 2) **Join PERA**
- 3) **A municipal contribution of \$500 per fire fighter per year**

Review and discuss. Staff will provide an overview of the requests. Once the City Council provides formal direction for Staff, staff will bring back resolutions incorporating the direction.

11. Old Business:

12. New Business:

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

CITY COUNCIL MINUTES

MARCH 21, 2016

1. **Call to Order:** The regular City Council meeting was called to order by Mayor Steve Kane at 6:00 pm.
2. **Roll Call:** Present were Mayor Steve Kane, Council members Richard Orpen, Rich Skordahl, Chris McClish and Tim Brown. Also present were City Engineer Jared Voge (Bolton & Menk, Inc.), City Attorney Scott Lepak (Barna, Guzy & Steffen), Public Works Director Paul Teicher, Police Chief Jeff Harapat, Fire Chief Matt Kohout, City Finance Director Darcy Mulvihill, Community Development Director Kate Thunstrom, City Administrator Joe Kohlmann, and City Clerk Barb Held.
3. **Adopt Agenda:** Kane asked that 6a be moved before item 5. MOTION BY SKORDAHL SECOND McCLISH TO ADOPT THE MARCH 21, 2016 CITY COUNCIL AGENDA AS AMENDED. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND ORPEN TO APPROVE THE MARCH 21, 2016, CITY COUNCIL CONSENT AGENDA A-E AS FOLLOWS:
 - a. City Council Minutes – March 7, 2016
 - b. Pay Request No. 8 for \$559,195.16 to Gridor Construction, Inc. for the Wastewater Treatment Facility Improvements
 - c. Final Pay Request for \$10,103.19 and Change Order No. 1 for (\$-7,021.61) to North Valley Inc. for the Kerry Street, 232nd Lane & Ivywood Street Improvements
 - d. 2016 Agreement for Residential Recycling Program with Anoka County
 - e. Payment of Claims \$1,897,295.54 (ACH 143E-145E \$119,616.44 and Check #70424-70482)
6. **Petitions, Requests, Applications:**
 - a. **MS4 - Storm Water Fee Presentation:** City Engineer Jared Voge gave a power point presentation on the MS4 Regulations. (*Copy of the power point will be part of the City Council minutes.*)

After the presentation, Mayor Kane asked the City Council if they had any questions. Orpen asked how is this different from the watershed management plan. Voge said the URRWMO does not necessary meet the MS4 requirements. There are communities within the URRWMO they do not have the same requirement. Orpen why was the bill put out all at once instead on taxes. Finance Director Darcy Mulvihill explained the reasoning behind the one bill per parcel versus putting on the taxes. There will be a separate fund set up for the fees that are collected. Could there be a surplus in this fund and what would happen. Mulvihill the council can always review the fund and make changes accordingly. The fund will be part of the audit will be

handled just like any other enterprise fund. In the presentation it states an annual meeting must be held. How are the annual meetings done? Voge stated the annual meeting notice will be sent out to review the budget and annual report.

Skordahl asked, am I right that Ramsey, Andover, Anoka already charge the Stormwater fee? Yes, most cities put it on their utility bills. Is there another way to pay other than by check. The city can take checks or credit card. We could have done on the taxes but commercial properties would have been hit harder and this way it was spread out to all parcels.

Kane asked if they want to pay it over a couple payments. Mulvihill yes, basically they have until the beginning of November to pay.

5. **Meeting Open to the Public:** Mike Blood 24411 Riverbank Lane NW, I am here about the MS4. Some of my questions have been answer before the meeting. Developing the permit applicant and development A specific area of town has not been identified. Blood asked the Riverbank Lane be looked at first. It has not been touched in fifty years. Yards are flooding because there are no ditches. Up to this point nothing has been done in our area. In 2010, the city engineer and employees worked on the easement that runs over our property and since then I have been maintaining it. Just want you to know that now with this fee I will know longer be doing the maintenance.

Bob Olson, 7175 245th Avenue NW, owns property in rural part of St. Francis but lives in Isanti County. Therefore, we can't speak on behalf of the taxes. My wife and I do a lot of conservation on our property and have been recognized for that. You should have specific projects before you collect the money. Should have laid out the ground work first. Thank you for allowing us to speak.

Liz Fairbanks 24360 Yukon Street NW, I have been trying to study this and I am concerned with a lot of things. I have friends of mine that own their structure and belong to an association, so they are paying twice. Steve Weis from the MPCA said their goal is not to rack up the fines. Why are we being charged \$60 when the permit is only \$400? I am taking care of my property. Why do I have to pay you when I don't know what you are doing. I would rather pay the State. I heard you are upgrading Pederson Drive. What else are you guys going to throw at us. You are going to tear us apart.

Joseph Murrell 24360 Yukon Street NW, I am going to be speaking to Speaker Kurt Daudt tomorrow. We do have two round abouts going in. Commissioner Look said the council could have stopped that project. You have a wastewater treatment plant going in and our water rates are doubling. You need to listen to the people that are here. If I have to come to every meeting to babysit to make sure you don't kept spending our money, I will.

Kane said the money collected does go into a separate fund.

Ray Jones, 23725 Nacre Street NW, not here to take about the MS4 item but I would like to know how much are we going to collect. It was noted just under \$180,000. I am here about the council changing the meeting dates by resolution and I would like to speak on that.

Mark Vogel 2540 243rd Avenue NW, thank you for allowing me to speak. There is not one drop of my water going into the storm sewer. I take some pride on keeping up with what is going on in my city. It was not in the spring newsletter. Went on the website that sent me to the MPCA website. Thank Paul the public works director for taking my call and answer my questions. Paul also told me it was in the winter newsletter. The MS4 is just the tip of the iceberg. I cannot wait for the day when has the guts to tell MPCA that we will not comply. The \$60.00 per parcel I have not seen or heard where the number came from. I am looking for an answer to that questions. It would have been helpful to have more information on it. Why not put the time and expense to bill us separately. I don't believe Anoka County can't put it on the taxes. It doesn't make any sense and I am upset.

Charles Martin 2295 243rd Avenue NW, I have neither, culvert, storm sewer, or a ditch in my area. I live on a county road, they don't even maintain it. I have heard that ground water will eventually go in to the Rum River. I don't understand how you can just charge us \$60.00. Like Mr. Vogel stated I am also upset.

7. Ordinances & Resolution:

a. Ordinance 214, Second Series: Amending City Code Chapter 6 Section 3 entitled "Dances" (Second Reading): The city will no longer require a police officer at the dances. They have to submit a security plan. MOTION BY BROWN SECOND ORPEN APPROVING THE SECOND READING OF ORDINANCE 214, SECOND SERIES AMENDING CITY CODE CHAPTER 6, SECTION 3 ENTITLED "DANCES". Roll Call: Ayes: BROWN, McCLISH, SKORDAHL, ORPEN, AND KANE. Nays: None. Motion carried 5-0.

b. Ordinance 215, Second Series: Amending the City Charter Relating to "Council Meetings" (Second Reading): Ray Jones asked what exactly is the council going to do. Kohlmann said the reasoning to allow the city council to cancel a meeting such as the second meeting in December and around fourth of July by resolution instead of doing it by ordinance. Ray said there is no conflict in 2015 and one date in 2016. I don't know why you have to change any of the meetings. If there is a holiday have the meeting the following day. MOTION BY McCLISH SECOND BROWN APPROVING THE SECOND READING OF ORDINANCE 215, SECOND SERIES AMENDING THE CITY CHARTER RELATING TO "COUNCIL MEETINGS". Roll Call: Ayes: Brown , McClish, Skordahl, Orpen and Kane. Nays: None. Motion carried 5-0.

c. Ordinance 217, Second Series: Drug Paraphernalia (Second Reading): MOTION BY McCLISH SECOND ORPEN APPROVING THE SECOND READING OF ORDINANCE 217, SECOND SERIES ENACTS "OFFENSES RELATING TO DRUG PARAPHERNALIA, CHAPTER 8, SECTION 11. Roll Call: Ayes: Brown, Skordahl, McClish, Orpen and Kane Nays: None. Motion carried 5-0.

d. Ordinance 216, Second Series: Tobacco Ordinance (Second Reading):
MOTION BY SKORDAHL SECOND ORPEN APPROVING THE SECOND READING OF ORDINANCE 216, SECOND SERIES AMENDING CHAPTER 6, SECTION 4 ENTITLED “TOBACCO”. Roll Call: Ayes: Skordahl, Orpen, Brown, McClish and Kane. Nays: None. Motion carried -0.

e. Ordinance 218, Second Series: Amending City Code Chapter 2 Section 2 Entitled “Council Meeting-Time and Place (First Reading): With the Charter Amendment being approved the City Code does need to be amended to reflect the change. MOTION BY BROWN SECOND SKORDAHL TO APPROVE THE FIRST READING OF ORDINANCE 218, SECOND SERIES AMENDING CITY CODE CHAPTER 2, SECTION 2 ENTITLED “COUNCIL MEETING-TIME AND PLACE. Roll Call: Ayes: B M S O K Nays: Motion carried -0.

f. Resolution 2016-07: Writing off Escrow Balances for Year Ending 2015: Orpen asked why we can’t collect them. We have been trying to put it against the parcels and over the years we could not find the contractors or people to associate it with a parcel. MOTION SKORDAHL BY McCLISH SECOND ADOPT RESOLUTION 2016-07 A RESOLUTION APPROVING WRITING OFF ESCROW BALANCES FOR YEAR ENDING 2015. Motion carried 5-0.

g. Resolution 2016-08: Authorizing the Summary Publication of Ordinance 214, Second Series: MOTION BY BROWN SECOND McCLISH ADOPTING RESOLUTION 2016-08 A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 214, SECOND SERIES. Motion carried 5-0.

h. Resolution 2016-09: Authorizing the Summary Publication of Ordinance 216, Second Series: MOTION BY ORPEN SECOND McCLISH APPROVING RESOLUTION 2016-09 A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 216, SECOND SERIES. Motion carried 5-0.

i. Resolution 2016-10: Authorizing the Summary Publication of Ordinance 217, Second Series: MOTION BY McCLISH SECOND SKORDAHL APPROVING RESOLUTION 2016-10 A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 217, SECOND SERIES. Motion carried 5-0.

8. Reports of Consultants & Staff Members:

a. Engineer:

b. Attorney:

c. Staff:

Finance:

Fire:

Public Works:

Liquor Store:

Police:

City Administrator:

9. Reports from Council Members: Brown received an email from a Connexus Energy candidate. We should vote and mail back the ballots.

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

11. **Old Business:** None.

12. **New Business:** Orpen when walking my daughter and son by 235th Avenue and Heather Street this area has no transition from the trail to the sidewalk. There is a segment missing. I would like to explore the cost to finish that stretch for everyone's safety.

McClish said right now we have two YouTube channels is it possible to delete the old one? Staff will check into the possibility.

13. **Adjournment:** Mayor Kane adjourned the City Council meeting at 6:59 pm.

Barb Held, City Clerk

March 21, 2016

Dear Chief Harapat and Director Teicher,

Today I am giving you official and formal notification of my resignation from the City of St. Francis as a Police Records/Public Works Clerk. I will continue my position with the Reserve Unit as a Reserve Officer.

I am forever grateful for the opportunity to work with you and your City for the past few years. I wish you both the best as I have learned a great amount from this position.

My last day will be March 31st, 2016.

Sincerely,

A handwritten signature in blue ink that reads "Britny Schmitz". The signature is written in a cursive, flowing style with a large initial "B".

Britny Schmitz



City of St. Francis

23340 Cree Street NW 763-753-2630

APPLICATION for TEMPORARY 3.2 MALT LIQUOR BEVERAGES

Date of Application: 3/15/2016

NAME OF ORGANIZATION: The Lions Club

PERSON RESPONSIBLE: Don Hiller? or Phil

ADDRESS: _____ PHONE: 763-250-1189

DATE(s) OF EVENT: Pioneer Days - June 3-5th

TYPE OF EVENT: Softball Tourney - Community Park

LOCATION OF EVENT: Bingo - fire station
Community Park + Fire Station

NAME OF INSURANCE COMPANY: Great Am. E+S Insurance Co.

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

Property Damage \$5,000

*Copy of Insurance must be attached to application

X SIGNATURE OF APPLICANT: [Handwritten Signature]

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)

Page 1 of 2



23340 Cree Street NW, St. Francis, MN 55070
763-753-2630

**PARADE / BIKE-SNOWMOBILE RIDE / TRIATHLON PERMIT
5k RUN-WALK**

APPLICATION

Please complete the following form for: (Circle one) Parade-Bike/Snowmobile Ride/Triathlon
5K Walk/Run

Name of Organization Physical Therapy Consultants, Inc
Contact Person Jackie Giese Date of Event 10/15/16
Address 139 Main St PO Box 136 Bethel MN 55005
(Street) (City) (State & Zip)
Phone (763) 300-3828 Email address jgiese@physicaltherapyptc.com
Number of Estimated Participants 150 Starting/Ending Time of Event 9am - 2pm

*****Provide a map of the route and description of the event:**

3rd annual 5k walk/run in support of a non-profit
organization local to Minnesota. Event to
be held at Rum River North City Park
* PARK application to city was also sent.

(ORGANIZATION MUST PROVIDE CERTIFICATE OF INSURANCE WITH THE CITY OF ST. FRANCIS NAMED AS THE CERTIFICATE HOLDER)

Please contact the St. Francis Police Department at 763-753-1264 regarding number of officers needed for this event if you are crossing any roadways.

CITY OF ST. FRANCIS
23340 Cree Street NW
ST. FRANCIS, MN 55070
Fax 763-753-9881
city@stfrancismn.org



(<http://my.mapmyrun.com>)

Jackie (/my_home/)

MY HOME (/)

DISCOVER (/US/)

IMPROVE (/IMPROVE/)

SAVE ROUTE



Support

(<http://>)

LG555 Government Approval or Acknowledgment For Use of Gambling Funds

Keep this completed form attached to the Schedule C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

Organization and Expenditure Information (attach additional sheets if necessary)

Organization name BLAINE'S BLAZIN 4TH INC License number 92932

Address 10801 TOWN SQ DR NE BLAINE, MINNESOTA 55449

1. \$ 2000.00 Amount of proposed lawful purpose expenditure

2. Check one expenditure category.

- X A. Contribution to a unit of government - United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
B. Wildlife management project or activity that benefits the public at large, with approval by the DNR
C. Grooming and maintaining snowmobile or all-terrain vehicle trails established under Minnesota Statute 84.83 and 84.927, including purchase or lease of equipment, with approval by DNR. All trails must be open to public use.
D. Supplies and materials for safety training and educational programs coordinated by the DNR, including the Enforcement Division.
E. Citizen monitoring of surface water quality testing for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the PCA.

3. Describe the proposed expenditure, including vendors. Pioneer Days

- NO FINANCIAL OR OTHER BENEFIT: I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minnesota Rules 7861.0320, Subpart 17C.
FOR DNR-RELATED PROJECTS: I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on the Schedule C report.
FOR SURFACE WATER QUALITY TESTING: I affirm that MPCA guidance has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website is www.pca.state.mn.us.

Chief executive officer's signature [Signature] Daytime phone number 763 755 0101 Date 3 / 17 / 16
Print name John P Merriam

Government Approval/Acknowledgment

Check one. By signature below, the representative of the unit of government:

- Government - acknowledges the contribution which will not be used for a pension or retirement fund.
Wildlife DNR - approves the wildlife management project or activity.
Trails DNR - approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
Safety training DNR - approves the supplies/materials for DNR safety training and educational programs.
Water quality testing - MPCA approves the surface water quality testing project.

Unit of Government City of St. Francis Phone number

Address City State Zip

Print Name Title

Signature Date / /

Questions? Contact the Gambling Control Board at 651-539-1900. This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.



PAYMENT BATCH AP 04-04-16

ANOKA COUNTY CENTRAL COMM.

03/11/2016	2016-208	E 101-42110-321	Telephone	4G WIRELESS CHARGE	245.07
03/14/2016	2016-217	E 101-42110-321	Telephone	INTERNET ACCESS	245.07
03/16/2016	2016027	E 101-42110-321	Telephone	VEHICLE CHARGER FOR 800 MF	71.25
					\$561.39

ANOKA COUNTY PROPERTY RECORDS

03/11/2016	031116	E 101-41550-311	Contract	ASSESSMENT CONTRACT	39,835.00
					\$39,835.00

ASPEN MILLS

03/11/2016	178410	E 101-42110-237	Small Equipment	CUFF KEY - N. SCHWIEGER	70.80
03/11/2016	178411	E 101-42110-437	Uniform Allowance	PETERSON UNIFORM	111.55
03/11/2016	178412	E 101-42110-237	Small Equipment	MASE	169.50
					\$351.85

ASSOCIATION OF MN BUILDING OFF

	2016	E 101-42400-433	Dues and Subscriptions	MEMBERSHIP	200.00
					\$200.00

ASSURANT EMPLOYEE BENEFITS

03/23/2016	.0416	E 101-41400-130	Employer Paid Insurance	APRIL INSURANCE	288.68
03/23/2016	.0416	E 101-41500-130	Employer Paid Insurance	APRIL INSURANCE	72.31
03/23/2016	.0416	E 101-41910-130	Employer Paid Insurance	APRIL INSURANCE	66.99
03/23/2016	.0416	E 101-42110-130	Employer Paid Insurance	APRIL INSURANCE	755.36
03/23/2016	.0416	E 101-42400-130	Employer Paid Insurance	APRIL INSURANCE	110.00
03/23/2016	.0416	E 101-43100-130	Employer Paid Insurance	APRIL INSURANCE	151.22
03/23/2016	.0416	E 101-43210-130	Employer Paid Insurance	APRIL INSURANCE	33.61
03/23/2016	.0416	E 101-45200-130	Employer Paid Insurance	APRIL INSURANCE	151.22
03/23/2016	.0416	E 601-49440-130	Employer Paid Insurance	APRIL INSURANCE	56.97
03/23/2016	.0416	E 602-49490-130	Employer Paid Insurance	APRIL INSURANCE	56.96
03/23/2016	.0416	E 609-49750-130	Employer Paid Insurance	APRIL INSURANCE	119.65
					\$1,862.97

BAUER BUILT INC.

03/18/2016	940035675	E 101-45200-218	Equipment Repair & Maintenance	MOWER	216.14
					\$216.14

BELLBOY CORPORATION

03/22/2016	52810000	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.11
03/22/2016	52810000	E 609-49751-251	Liquor For Resale	LIQUOR	1,112.00
03/22/2016	52810000	E 609-49751-253	Wine For Resale	WINE	316.00
					\$1,443.11

BERNICK COMPANIES, THE

03/18/2016	100895	E 609-49751-254	Miscellaneous Merchandise	MISC	25.00
03/18/2016	100896	E 609-49751-252	Beer For Resale	BEER	207.90
					\$232.90

BREAKTHRU BEVERAGE

03/17/2016	1080447703	E 609-49751-206	Freight and Fuel Charges	FREIGHT	29.00
03/17/2016	1080447703	E 609-49751-251	Liquor For Resale	LIQUOR	2,200.28
03/23/2016	1080450034	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.88
03/23/2016	1080450034	E 609-49751-251	Liquor For Resale	LIQUOR	612.69
03/23/2016	1080450034	E 609-49751-253	Wine For Resale	WINE	308.00
					\$3,167.85

CENTENNIAL FIRE DISTRICT

03/15/2016	10-145	E 101-42210-208	Training and Instruction	BLS CPR COURSE	50.00
					<u>50.00</u>

CENTERPOINT ENERGY

03/16/2016	.0316	E 101-41940-383	Gas Utilities	CITY HALL #3	44.21
03/16/2016	.0316	E 101-41940-383	Gas Utilities	CITY HALL #4	37.43
03/16/2016	.0316	E 101-41940-383	Gas Utilities	CITY HALL #2	22.94
03/16/2016	.0316	E 101-41940-383	Gas Utilities	CITY HALL #1	34.94
03/16/2016	.0316	E 101-42110-383	Gas Utilities	POLICE/PW	803.53
03/16/2016	.0316	E 101-42110-383	Gas Utilities	FIRE	750.97
03/16/2016	.0316	E 101-42210-383	Gas Utilities	FIRE GENERATOR	20.50
03/16/2016	.0316	E 101-43100-383	Gas Utilities	POLICE/PW	200.89
03/16/2016	.0316	E 101-45200-383	Gas Utilities	POLICE/PW	200.88
03/16/2016	.0316	E 101-45200-383	Gas Utilities	WARMING HOUSE	162.38
03/16/2016	.0316	E 601-49440-383	Gas Utilities	POLICE/PW	200.88
03/16/2016	.0316	E 601-49440-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	66.14
03/16/2016	.0316	E 601-49440-383	Gas Utilities	WATER PLANT	759.66
03/16/2016	.0316	E 602-49490-383	Gas Utilities	POLICE/PW	200.88
03/16/2016	.0316	E 602-49490-383	Gas Utilities	WWTP	429.36
03/16/2016	.0316	E 602-49490-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	66.15
03/16/2016	.0316	E 602-49490-383	Gas Utilities	LIFT (23699 AMBASSADOR)	19.13
03/16/2016	.0316	E 609-49750-383	Gas Utilities	LIQUOR	163.62
					<u>\$4,184.49</u>

CITY EMPLOYEES UNION, LOCAL #3

03/23/2016	.0416	G 101-21707	Union Dues	APRIL DUES	197.40
					<u>\$197.40</u>

COLONIAL INSURANCE

03/24/2016	7129661-0405790	G 101-21712	Colonial Insurance	APRIL PREMIUM	392.32
					<u>\$392.32</u>

COMPASS MINERALS AMERICA, INC

03/14/2016	71467082	G 101-14100	Inventory of Material/Supply	SALT	7,155.55
03/15/2016	71467509	G 101-14100	Inventory of Material/Supply	SALT	1,790.40
					<u>\$8,945.95</u>

CONNEXUS ENERGY

03/22/2016	.0316	E 101-41940-381	Electric Utilities	CITY HALL	310.42
03/22/2016	.0316	E 101-41940-381	Electric Utilities	SIGN	70.58
03/22/2016	.0316	E 101-42110-381	Electric Utilities	SIREN	5.00
03/22/2016	.0316	E 101-42110-381	Electric Utilities	SIREN	5.00
03/22/2016	.0316	E 101-42110-381	Electric Utilities	POLICE/PW	792.44
03/22/2016	.0316	E 101-42210-381	Electric Utilities	FIRE	398.39
03/22/2016	.0316	E 101-43100-381	Electric Utilities	POLICE/PW	198.11
03/22/2016	.0316	E 101-43100-386	Street Lighting	STREET LIGHTS	3,458.77
03/22/2016	.0316	E 101-45200-381	Electric Utilities	POLICE/PW	198.11
03/22/2016	.0316	E 101-45200-381	Electric Utilities	PARKS	321.21
03/22/2016	.0316	E 601-49440-380	Electric-System	WATER	4,345.80
03/22/2016	.0316	E 601-49440-381	Electric Utilities	POLICE/PW	198.11
03/22/2016	.0316	E 602-49490-381	Electric Utilities	POLICE/PW	198.11
03/22/2016	.0316	E 602-49490-381	Electric Utilities	LIFT STATIONS	7,633.69
03/22/2016	.0316	E 609-49750-381	Electric Utilities	LIQUOR STORE	947.39
					<u>\$19,081.13</u>

CRYSTAL SPRINGS ICE

03/15/2016	001.B001825	E 609-49751-254	Miscellaneous Merchandise	MISC	166.40
					<u>\$166.40</u>

DAHLHEIMER DIST. CO. INC.

03/16/2016	123436	E 609-49751-252	Beer For Resale	BEER	4,540.25
03/22/2016	12397	E 609-49751-252	Beer For Resale	BEER	(80.00)
03/23/2016	123749	E 609-49751-252	Beer For Resale	BEER	7,681.51
03/23/2016	123749	E 609-49751-255	N/A Products	NA	17.65
03/24/2016	124097	E 609-49751-252	Beer For Resale	BEER	324.00
					<u>\$12,483.41</u>

DESIGNWRITE STUDIOS

03/17/2016	5983	E 101-41110-344	Newsletter	NEWSLETTER DESIGN	1,198.00
					<u>\$1,198.00</u>

ELECTRIC SIGN & LIGHTING, INC.

03/09/2016	18789	E 101-42210-401	Repairs/Maint Buildings	LED LIGHT	335.00
					<u>\$335.00</u>

EMERGENCY AUTOMOTIVE TECH. INC

03/22/2016	RS4341	E 101-42110-221	Vehicle Repair & Maintenance	SQUAD,213,115,215 MODS	544.07
03/22/2016	RS4341	E 208-42110-550	C-O-L Motor Vehicles	SQUAD,213,115,215 MODS	2,274.66
					<u>\$2,818.73</u>

G&K SERVICES, INC

03/22/2016	1043435052	E 609-49750-219	Rug Maintenance	RUGS	11.23
03/22/2016	1043435053	E 101-41940-219	Rug Maintenance	RUGS	16.16
03/22/2016	1043435054	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
03/22/2016	1043435054	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
					<u>\$37.19</u>

GRANITE CITY JOBBING CO.

03/15/2016	996	E 609-49750-210	Operating Supplies	OPERATING	67.52
03/15/2016	996	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.09
03/15/2016	996	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,190.01
03/22/2016	1621	E 609-49750-210	Operating Supplies	OPERATING	106.95
03/22/2016	1621	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.70
03/22/2016	1621	E 609-49751-254	Miscellaneous Merchandise	MISC	9.72
03/22/2016	1621	E 609-49751-256	Tobacco Products For Resale	TOBACCO	514.68
03/22/2016	1621	G 101-20810	Sales Tax Payable	USE TAX	(0.48)
					<u>\$1,900.19</u>

IDEAL SERVICE, INC

11/19/2015	7636	E 601-49440-228	Equipment Maintenance	MAINT-WELL & LIFT PUMPS	262.50
11/19/2015	7636	E 602-49490-228	Equipment Maintenance	MAINT-WELL & LIFT PUMPS	262.50
					<u>\$525.00</u>

INNOVATIVE OFFICE SOLUTIONS, L

03/09/2016	SO-1129857	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	89.30
					<u>\$89.30</u>

ISD #15

03/10/2016	2451	E 101-42110-221	Vehicle Repair & Maintenance	2015 DODGE CHARGER	58.22
03/16/2016	2462	E 101-42110-221	Vehicle Repair & Maintenance	2015 CHARGER	103.90
03/16/2016	2463	E 101-42110-221	Vehicle Repair & Maintenance	2011 TAHOE	209.42
03/16/2016	2464	E 101-42110-221	Vehicle Repair & Maintenance	2015 DODGE CHARGER	58.22
03/21/2016	2467	E 101-45200-218	Equipment Repair & Maintenance	2015 SHOP	23.98
					<u>\$453.74</u>

JJ TAYLOR DISTRIBUTING

03/16/2016	2495849	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
03/16/2016	2495849	E 609-49751-252	Beer For Resale	BEER	1,462.15
03/22/2016	2495900	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
03/22/2016	2495900	E 609-49751-252	Beer For Resale	BEER	1,509.14
					<u>\$2,977.29</u>

JOHNSON BROS WHLSE LIQUOR

03/16/2016	5395279	E 609-49751-206	Freight and Fuel Charges	FREIGHT	54.72
03/16/2016	5395279	E 609-49751-251	Liquor For Resale	LIQUOR	3,263.74
03/16/2016	5395280	E 609-49751-206	Freight and Fuel Charges	FREIGHT	25.84
03/16/2016	5395280	E 609-49751-253	Wine For Resale	WINE	788.00
03/18/2016	567750	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(6.08)
03/23/2016	5400499	E 609-49751-206	Freight and Fuel Charges	FREIGHT	25.10
03/23/2016	5400499	E 609-49751-251	Liquor For Resale	LIQUOR	1,842.14
03/23/2016	5400500	E 609-49751-206	Freight and Fuel Charges	FREIGHT	59.28
03/23/2016	5400500	E 609-49751-253	Wine For Resale	WINE	2,912.10
					<u>\$8,964.84</u>

LAW ENFORCEMENT LABOR SVCS.

03/24/2016	.0416	G 101-21707	Union Dues	APRIL DUES	343.00
					<u>343.00</u>

MARTIES FARM SERVICE

03/25/2016	906747	E 101-45200-217	Other Operating Supplies	LANDSCAPE	31.95
					<u>31.95</u>

MCDONALD DIST CO.

03/17/2016	252460	E 609-49751-252	Beer For Resale	BEER	7,271.10
03/17/2016	252460	E 609-49751-255	N/A Products	NA	39.00
03/24/2016	254170	E 609-49751-252	Beer For Resale	BEER	9,868.40
03/24/2016	254170	E 609-49751-254	Miscellaneous Merchandise	MISC	72.00
					<u>\$17,250.50</u>

MES-MIDAM

03/11/2016	1010111	E 402-42210-580	C-O-L Other Equipment	FIRE COAT/PANT	5,700.00
					<u>\$5,700.00</u>

MN NCPERS LIFE INSURANCE

03/22/2016	.0416	G 101-21713	MN Life	APRIL PREMIUM	16.00
					<u>\$16.00</u>

MY ALARM CENTER

04/01/2016	6975354	E 609-49750-445	Security	LIQUOR STORE ALARM	32.78
					<u>\$32.78</u>

NORTH MEMORIAL OCCUPATIONAL ME

03/16/2016	00011038-00	E 601-49440-441	Miscellaneous	DOT DRUG/ALCH BARTEN	49.00
					<u>\$49.00</u>

OPUS 21

03/21/2016	160244	E 601-49440-382	Utility Billing	UTILITY BILLING	1,477.92
03/21/2016	160244	E 602-49490-382	Utility Billing	UTILITY BILLING	1,477.92
					<u>\$2,955.84</u>

OREILLY AUTO PARTS

03/16/2016	1539-438408	E 101-42210-221	Vehicle Repair & Maintenance	WIPER BLADES	87.05
					<u>\$87.05</u>

PACE ANALYTICAL SERVICES

03/23/2016	161262293	E 602-49490-313	Sample Testing	TESTING	71.10
03/23/2016	161262307	E 602-49490-313	Sample Testing	TESTING	84.60
					<u>\$155.70</u>

PHILLIPS WINE & SPIRITS CO.

03/16/2016	2945133	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.20
03/16/2016	2945133	E 609-49751-251	Liquor For Resale	LIQUOR	1,504.21
03/16/2016	2945134	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
03/16/2016	2945134	E 609-49751-253	Wine For Resale	WINE	0.00
03/23/2016	2948647	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.56
03/23/2016	2948647	E 609-49751-251	Liquor For Resale	LIQUOR	386.00
03/23/2016	2948648	E 609-49751-206	Freight and Fuel Charges	FREIGHT	100.32
03/23/2016	2948648	E 609-49751-253	Wine For Resale	WINE	3,059.80
					<u>\$5,071.61</u>

POSTMASTER - ST. FRANCIS

E 101-43210-439	Recycling Days	RECYCLING POSTCARDS	637.27
			<u>\$637.27</u>

PRINTING UNLIMITED

03/15/2016	00007709	E 101-42110-200	Office Supplies	SUPPLIES	30.00
03/15/2016	7704	E 101-41110-344	Newsletter	NEWSLETTER/STORMWATER	297.37
03/15/2016	7704	E 101-41400-441	Miscellaneous	NEWSLETTER/STORMWATER	371.71
03/15/2016	7704	E 101-41500-441	Miscellaneous	NEWSLETTER/STORMWATER	74.34
03/15/2016	7704	E 101-42110-441	Miscellaneous	NEWSLETTER/STORMWATER	148.69
03/15/2016	7704	E 101-42210-441	Miscellaneous	NEWSLETTER/STORMWATER	74.34
03/15/2016	7704	E 101-43100-441	Miscellaneous	NEWSLETTER/STORMWATER	297.37
03/15/2016	7704	E 601-49440-441	Miscellaneous	NEWSLETTER/STORMWATER	148.69

03/15/2016	7704	E 603-49490-418	Storm Water Management	NEWSLETTER/STORMWATER	106.85
03/15/2016	7704	E 609-49750-441	Miscellaneous	NEWSLETTER/STORMWATER	74.34
					\$1,623.70

SOUTHERN WINE & SPIRITS OF MN

03/24/126	1390158	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.40
03/24/126	1390158	E 609-49751-251	Liquor For Resale	LIQUOR	270.40
03/17/2016	1387844	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.90
03/17/2016	1387844	E 609-49751-251	Liquor For Resale	LIQUOR	519.67
03/24/2016	1390157	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.99
03/24/2016	1390157	E 609-49751-253	Wine For Resale	WINE	1,220.00
					\$2,048.36

SYNOVIA SOLUTIONS

03/15/2016	4435	E 101-43100-311	Contract	GPS LEASE	45.80
03/15/2016	4435	E 101-45200-311	Contract	GPS LEASE	45.79
03/15/2016	4435	E 601-49440-311	Contract	GPS LEASE	45.79
03/15/2016	4435	E 602-49490-311	Contract	GPS LEASE	45.80
					\$183.18

THORPE DISTRIBUTING COMPANY

03/25/2016	1056598	E 609-49751-252	Beer For Resale	BEER	192.50
					\$192.50

VESSCO, INC.

03/18/2016	65757	E 601-49440-233	Water Treatment Plant Maint	REGULATOR REPAIRS	736.38
					\$736.38

VINOCOPIA, INC.

0147925-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.00
0147925-IN	E 609-49751-253	Wine For Resale	WINE	616.00
				\$632.00

\$150,418.41

FUND SUMMARY

101 GENERAL FUND	\$65,552.61
208 POLICE FORFEITURE	\$2,274.66
402 CAPITAL EQUIPMENT	\$5,700.00
601 WATER FUND	\$8,352.74
602 SEWER FUND	\$10,551.10
603 STORM WATER	\$106.85
609 MUNICIPAL LIQUOR FUND	\$57,880.45
Total	150,418.41

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

ORDINANCE 218, SECOND SERIES

AN ORDINANCE AMENDING SECTION 2-2-1. Council Meetings – Time and Place

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Adopted. That Section 2-2-1 entitled “Council Meetings – Time and Place” shall hereby be amended to read as follows:

2-2-1: COUNCIL MEETINGS – TIME AND PLACE. Regular meetings of the Council shall be held in the Council Chambers on the first and third Mondays of each month at 6:00 PM except when the Council adopts a resolution changing the date, time or cancelling such regular meeting. In the event the Council adopts a resolution changing the date or time of a regular meeting, the meeting will be held as noted in the resolution. Special and adjourned meetings shall also be held in the Council Chambers. In the event that any regular meeting falls on a holiday, then the meeting shall be held on the next business day at the same time. The place of such meeting shall be in the Council Chambers in the City Hall unless otherwise designated by action of the Council. (Ord 87, SS, 3-7-2005; Ord 61, SS, 2-22-2000, Ord 218, SS)

Section 2. Effective Date. This Ordinance shall take effect 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 4th DAY OF APRIL, 2016.

APPROVED:

Steve Kane
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303

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

www.bolton-menk.com

MEMORANDUM

Date: March 26, 2016

To: Honorable Mayor Kane
Members of the City Council

From: Jared Voge, P.E.
City Engineer

Subject: Bridge Street Utility Improvements
St. Francis, Minnesota
BMI Project No.: R18.107257

INTRODUCTION:

City staff has identified water system maintenance needs along the Bridge Street corridor.

BACKGROUND:

Anoka County obtained federal funds for improvements to Bridge Street and has awarded a contract. Due to the federal funding associated with the project, city utilities existing outside of the project limits could not be included in the Anoka County project and as a result, Council authorized a separate City project which will occur along the corridor in conjunction with the County project. Utilities within the County project boundaries will be improved as part of the County contract. The City has awarded a contract for the City utility construction project and has executed an agreement with Anoka County for the City's portion of the costs associated with the County's construction contract.

Construction of the City utility improvements by both the City's contractor (LaTour Construction) and the County's contractor (RL Larson) began in fall 2015. While directionally drilling forcemain beneath an existing watermain, watermain fittings failed. The failure resulted in a significant leak which was repaired by the contractor. While repairing the failure, it was noted that the construction methods utilized during the original installation do not meet today's standards. Specifically, the restraining system at fittings which resulted in the above mentioned failure. As a result, staff conducted additional investigations and recommends that existing valves, hydrants, and appurtenances be replaced to meet existing standards as part of the project during 2016. In addition, since excavation will be completed near the intersection of Poppy Street and Bridge Street and Poppy Street is being considered for reconstruction in 2017, it is recommended that a section of watermain be replaced and extended south, outside of the Bridge Street project limits. Replacement during the project will reduce the risk of the water system failing after the new roadway has been constructed.

During the design process, maintenance records were reviewed and no deficiencies were noted with the water system and as a result, improvements associated with the water system were not included in the project documents.

RECOMMENDATION:

We recommend that the City Council authorize water system maintenance along the Bridge Street corridor by both the City's contractor and the County's contractor to reduce the risk of future failure following completion of the roadway improvements.

BUDGET IMPACT:

A change order to both the City and County contracts will be required for the additional work. The estimated construction cost associated with the recommended water system maintenance is approximately \$202,500.

The funding source identified for the costs associated with the water system maintenance is the 2016 bond proceeds. A bonding proposal will be presented to Council for consideration as a separate upcoming agenda item. Bond proceeds will be repaid by water and sewer revenues.

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

MEMO

To: Mayor and Council
From: City Administrator
Date: 4/4/16
RE: Fire Relief Association

The Fire Relief Association had three proposals for City Council consideration at the December 7th, 2015 meeting. At that time, it was determined that the deadline to PERA was missed and the Council requested that this topic be revisited in April of 2016.

The three requests are as follows:

- 1) **Increase benefit from \$2,100 to \$3,100 per year of service**
- 2) **Enroll the Relief Association Fund into PERA**
- 3) **Request a \$500 annual contribution from the City, per fire fighter**

Below are the latest estimates of benefit level and corresponding impacts on the fund percentage (below 100% requires a mandatory contribution from the City).

\$2,600 – 116% \$2,700 – 113% \$2,900 – 106% \$3,100 - \$100.49%

PERA would likely be a benefit because the State Board of Investments would be assisting in the management of the funds. Benefit levels would be set for five years.

The City does not currently provide an annual “voluntary contribution” per fire fighter

Attachments:

PERA cost analysis by PERA

Staff report from 12/7/15 for reference

Requested Action:

Direct Staff to prepare Resolutions incorporating the Council direction on each request.

Public Employees Retirement Association of Minnesota

60 Empire Drive, Suite 200
St. Paul, MN 55103-2088
Phone: 651-296-7460 or 1-800-652-9026
Website: www.mnpera.org



March 30, 2016

PERA ID 7334-00

Joe Kohlmann
City of St Francis
23340 Cree St VW
St Francis MN 55070

We received your request for a cost analysis to estimate the cost of joining the statewide volunteer firefighter retirement plan administered by PERA. Based on the information you provided to us, we have developed this spreadsheet and a cost analysis for the benefit levels you requested. The results are shown below.

A. Benefit Level (per year of service):	\$ 2,600	\$ 2,700	\$ 2,900	\$ 3,100
B. Estimated yearly normal cost:	55,934	58,097	62,409	66,693
C. Estimated yearly admin expenses:	960	960	960	960
D. Estimated beginning asset value:	600,936	600,936	600,936	600,936
E. Estimated beginning liability:	517,003	533,240	565,692	597,993
F. Estimated Deficit Amortization Payment ((E-D)/10):	0	0	0	0
G. Estimated Total Required Contribution (B+C+F):	56,894	59,057	63,369	67,653
H. Estimated Investment Income (D x 6%):	36,056	36,056	36,056	36,056
I. Estimated Fire State Aid (2015 Amount):	35,250	35,250	35,250	35,250
J. Estimated Municipal Required Contribution (G-H-I):	\$ -	\$ -	\$ -	\$ -

Please note that these are estimates only. Should you choose to join the statewide plan on January 1, 2017, the required municipal contribution you would pay in 2017 is the amount determined by the State Auditor's Office when the relief association submits Form SC-16. The figures shown above on Line J are estimates of required municipal contributions that would be due in 2018 and beyond at the given benefit levels.

If you haven't yet heard from the State Board of Investment, they are in the process of reviewing your assets and will be in contact with the relief association separately.

In accordance with Minnesota Statute 353G.05, if you wish to join the statewide plan, we must receive a signed resolution from the governing body of the municipality within 120 days of the receipt of this cost analysis. A sample resolution can be found on our website, www.mnpera.org, under the Employers tab. The resolutions must be in our office by the end of November to allow time to set up the account by January 1.

If you have any questions, please do not hesitate to contact me by phone (651-201-2648) or by email at david.andrews@mnpera.org.

Sincerely,

David Andrews
Accounting Supervisor, PERA

PERA Volunteer Firefighter Retirement Plan Cost Analysis--Estimates Only

Name of Entity: City of St Francis 7334-00
 Calculation Date: 03/30/2016

Input:	
Est. Fire State Aid Amount:	35,250
Est. Current Value of Assets:	600,936
Number of Firefighters:	32
Benefit Level:	\$ 2,600

Results:	
A. Benefit Level (per year of service):	\$ 2,600
B. Estimated yearly normal cost:	\$ 55,934
C. Estimated yearly admin expenses:	\$ 960
D. Estimated beginning asset value:	\$ 600,936
E. Estimated beginning liability:	\$ 517,003
F. Estimated Deficit Amortization Pmt ((E-D)/10):	\$ 0
G. Estimated Total Required Contribution (B+C+F):	\$ 56,894
H. Estimated Investment Income (D x 6%):	\$ 36,056
I. Estimated Fire State Aid (State Auditor Estimate):	\$ 35,250
J. Estimated Municipal Required Contribution (G-H-I):	\$ 0

Name	Status (Active or Deferred)	Estimated Birthdate (mm/dd/yyyy)	Fire Dept. Entry Date (mm/dd/yyyy)	Separation Date (If Deferred)	Ben Level at Separation (If Deferred)	Leaves of Absence (months)	Through 12/31/2017		Through 12/31/2018		Normal Cost (Change in Liability)
							Years of Service	Accrued Liability	Years of Service	Accrued Liability	
Bauer, Robert	Active		02/13/2010				8	\$ 13,995	9	\$ 16,249	\$ 2,254
Bichler, George	Active		02/10/2010				8	\$ 13,995	9	\$ 16,249	\$ 2,254
Dehn, Ron	Active		08/01/2014				3	\$ 4,502	4	\$ 6,186	\$ 1,684
Everth, Harry	Active		10/01/2012				5	\$ 7,971	6	\$ 9,863	\$ 1,892
Faanes, Jon	Active		10/01/2010				7	\$ 11,869	8	\$ 13,995	\$ 2,126
Griego, Renee	Active		08/01/2008				9	\$ 16,249	10	\$ 18,638	\$ 2,389
Herbst, Taylor	Active		05/01/2004			1	14	\$ 19,229	15	\$ 21,298	\$ 2,069
Isum, Mark	Active		08/01/2014				3	\$ 4,355	4	\$ 5,984	\$ 1,629
Johnson, Carl	Active		09/19/2006				11	\$ 21,170	12	\$ 23,854	\$ 2,684
Jorgenson, David	Active		11/01/2004			3	13	\$ 26,699	14	\$ 29,715	\$ 3,016
McDonough, Barry	Active		02/01/1996				22	\$ 51,463	23	\$ 55,737	\$ 4,274
McDonough, Brian	Active		02/01/1996				22	\$ 53,242	23	\$ 57,664	\$ 4,422
McDonough, Jen	Active		09/01/2004				13	\$ 26,699	14	\$ 29,715	\$ 3,016
Philips, Richard	Active		10/01/2012				5	\$ 7,971	6	\$ 9,863	\$ 1,892
Robinette, Chris	Active		02/03/2010			12	7	\$ 11,869	8	\$ 13,995	\$ 2,126
Strassburg, Samuel	Active		05/01/2000				18	\$ 30,535	19	\$ 33,355	\$ 2,820
Sturzl, Evan	Active		10/01/2012				5	\$ 7,971	6	\$ 9,863	\$ 1,892
Thompson, Dan	Active		11/01/1990				27	\$ 70,200	28	\$ 72,800	\$ 2,600
Wicks, Dylan	Active		08/01/2014				3	\$ 3,642	4	\$ 5,005	\$ 1,363
Firefighter 20	Active		01/01/2016				2	\$ 2,913	3	\$ 4,502	\$ 1,589
Firefighter 21	Active		01/01/2016				2	\$ 2,913	3	\$ 4,502	\$ 1,589
Firefighter 22	Active		01/01/2016				2	\$ 2,913	3	\$ 4,502	\$ 1,589
Firefighter 23	Active		01/01/2016				2	\$ 2,913	3	\$ 4,502	\$ 1,589
Firefighter 24	Active		01/01/2016				2	\$ 2,913	3	\$ 4,502	\$ 1,589
Firefighter 25	Active		01/01/2016				2	\$ 2,913	3	\$ 4,502	\$ 1,589
Brown, Tim	Deferred		01/01/1988	01/01/1998	\$ 800.00		10	\$ 4,800	10	\$ 4,800	\$ -
Homan, Craig	Deferred		09/01/1991	06/01/2006	\$ 1,500.00		14	\$ 16,815	14	\$ 16,815	\$ -
Kelly, Brigit	Deferred		08/01/2001	05/29/2012	\$ 2,100.00		10	\$ 14,336	10	\$ 14,336	\$ -
Swenson, Kimberly	Deferred		05/01/2003	11/03/2013	\$ 2,100.00		10	\$ 13,230	10	\$ 13,230	\$ -
Torkelson, Allan	Deferred		07/01/1988	07/01/2000	\$ 1,000.00		12	\$ 8,160	12	\$ 8,160	\$ -
Vangelof, Dimitrios	Deferred		01/01/1994	09/25/2013	\$ 2,100.00	39	16	\$ 28,959	16	\$ 28,959	\$ -
Watson, Scott	Deferred		02/01/1988	06/01/2001	\$ 1,000.00		13	\$ 9,600	13	\$ 9,600	\$ -
							0	\$ -	0	\$ -	\$ -
							0	\$ -	0	\$ -	\$ -
							0	\$ -	0	\$ -	\$ -

PERA Volunteer Firefighter Retirement Plan Cost Analysis--Estimates Only

Name of Entity: Joe Kohlmann 7334-00
 Calculation Date: 03/30/2016

Input:	
Est. Fire State Aid Amount:	35,250
Est. Current Value of Assets:	600,936
Number of Firefighters:	32
Benefit Level:	\$ 2,700

Results:	
A. Benefit Level (per year of service):	\$ 2,700
B. Estimated yearly normal cost:	\$ 58,097
C. Estimated yearly admin expenses:	\$ 960
D. Estimated beginning asset value:	\$ 600,936
E. Estimated beginning liability:	\$ 533,240
F. Estimated Deficit Amortization Pmt ((E-D)/10):	\$ 0
G. Estimated Total Required Contribution (B+C+F):	\$ 59,057
H. Estimated Investment Income (D x 6%):	\$ 36,056
I. Estimated Fire State Aid (State Auditor Estimate):	\$ 35,250
J. Estimated Municipal Required Contribution (G-H-I):	\$ 0

Name	Status (Active or Deferred)	Estimated Birthdate (mm/dd/yyyy)	Fire Dept. Entry Date (mm/dd/yyyy)	Separation Date (If Deferred)	Ben Level at Separation (If Deferred)	Leaves of Absence (months)	Through 12/31/2017		Through 12/31/2018		Normal Cost (Change in Liability)
							Years of Service	Accrued Liability	Years of Service	Accrued Liability	
Bauer, Robert	Active		02/13/2010				8	\$ 14,539	9	\$ 16,881	\$ 2,341
Bichler, George	Active		02/10/2010				8	\$ 14,539	9	\$ 16,881	\$ 2,341
Dehn, Ron	Active		08/01/2014				3	\$ 4,677	4	\$ 6,426	\$ 1,750
Everth, Harry	Active		10/01/2012				5	\$ 8,281	6	\$ 10,247	\$ 1,966
Faanes, Jon	Active		10/01/2010				7	\$ 12,331	8	\$ 14,539	\$ 2,209
Griego, Renee	Active		08/01/2008				9	\$ 16,881	10	\$ 19,363	\$ 2,482
Herbst, Taylor	Active		05/01/2004			1	14	\$ 19,964	15	\$ 22,112	\$ 2,148
Isum, Mark	Active		08/01/2014				3	\$ 4,521	4	\$ 6,212	\$ 1,691
Johnson, Carl	Active		09/19/2006				11	\$ 21,993	12	\$ 24,782	\$ 2,789
Jorgenson, David	Active		11/01/2004			3	13	\$ 27,738	14	\$ 30,871	\$ 3,133
McDonough, Barry	Active		02/01/1996				22	\$ 53,416	23	\$ 57,852	\$ 4,436
McDonough, Brian	Active		02/01/1996				22	\$ 55,282	23	\$ 59,873	\$ 4,591
McDonough, Jen	Active		09/01/2004				13	\$ 27,738	14	\$ 30,871	\$ 3,133
Phillips, Richard	Active		10/01/2012				5	\$ 8,281	6	\$ 10,247	\$ 1,966
Robinette, Chris	Active		02/03/2010			12	7	\$ 12,331	8	\$ 14,539	\$ 2,209
Strassburg, Samuel	Active		05/01/2000				18	\$ 31,709	19	\$ 34,638	\$ 2,929
Sturzl, Evan	Active		10/01/2012				5	\$ 8,281	6	\$ 10,247	\$ 1,966
Thompson, Dan	Active		11/01/1990				27	\$ 72,900	28	\$ 75,600	\$ 2,700
Wicks, Dylan	Active		08/01/2014				3	\$ 3,782	4	\$ 5,197	\$ 1,415
Firefighter 20	Active		01/01/2016				2	\$ 3,026	3	\$ 4,677	\$ 1,651
Firefighter 21	Active		01/01/2016				2	\$ 3,026	3	\$ 4,677	\$ 1,651
Firefighter 22	Active		01/01/2016				2	\$ 3,026	3	\$ 4,677	\$ 1,651
Firefighter 23	Active		01/01/2016				2	\$ 3,026	3	\$ 4,677	\$ 1,651
Firefighter 24	Active		01/01/2016				2	\$ 3,026	3	\$ 4,677	\$ 1,651
Firefighter 25	Active		01/01/2016				2	\$ 3,026	3	\$ 4,677	\$ 1,651
Brown, Tim	Deferred		01/01/1988	01/01/1998	\$ 800.00		10	\$ 4,800	10	\$ 4,800	\$ -
Homan, Craig	Deferred		09/01/1991	06/01/2006	\$ 1,500.00		14	\$ 16,815	14	\$ 16,815	\$ -
Kelly, Brigit	Deferred		08/01/2001	05/29/2012	\$ 2,100.00		10	\$ 14,336	10	\$ 14,336	\$ -
Swenson, Kimberly	Deferred		05/01/2003	11/03/2013	\$ 2,100.00		10	\$ 13,230	10	\$ 13,230	\$ -
Torkelson, Allan	Deferred		07/01/1988	07/01/2000	\$ 1,000.00		12	\$ 8,160	12	\$ 8,160	\$ -
Vangelof, Dimitrios	Deferred		01/01/1994	09/25/2013	\$ 2,100.00	39	16	\$ 28,959	16	\$ 28,959	\$ -
Watson, Scott	Deferred		02/01/1988	06/01/2001	\$ 1,000.00		13	\$ 9,600	13	\$ 9,600	\$ -
							0	\$ -	0	\$ -	\$ -
							0	\$ -	0	\$ -	\$ -
							0	\$ -	0	\$ -	\$ -

PERA Volunteer Firefighter Retirement Plan Cost Analysis--Estimates Only

Name of Entity: Joe Kohlmann 7334-00
 Calculation Date: 03/30/2016

Input:	
Est. Fire State Aid Amount:	35,250
Est. Current Value of Assets:	600,936
Number of Firefighters:	32
Benefit Level:	\$ 2,900

Results:	
A. Benefit Level (per year of service):	\$ 2,900
B. Estimated yearly normal cost:	\$ 62,409
C. Estimated yearly admin expenses:	\$ 960
D. Estimated beginning asset value:	\$ 600,936
E. Estimated beginning liability:	\$ 565,692
F. Estimated Deficit Amortization Pmt ((E-D)/10):	\$ 0
G. Estimated Total Required Contribution (B+C+F):	\$ 63,369
H. Estimated Investment Income (D x 6%):	\$ 36,056
I. Estimated Fire State Aid (State Auditor Estimate):	\$ 35,250
J. Estimated Municipal Required Contribution (G-H-I):	\$ 0

Name	Status (Active or Deferred)	Estimated Birthdate (mm/dd/yyyy)	Fire Dept. Entry Date (mm/dd/yyyy)	Separation Date (If Deferred)	Ben Level at Separation (If Deferred)	Leaves of Absence (months)	Through 12/31/2017		Through 12/31/2018		Normal Cost (Change in Liability)
							Years of Service	Accrued Liability	Years of Service	Accrued Liability	
Bauer, Robert	Active		02/13/2010				8	\$ 15,618	9	\$ 18,133	\$ 2,515
Bichler, George	Active		02/10/2010				8	\$ 15,618	9	\$ 18,133	\$ 2,515
Dehn, Ron	Active		08/01/2014				3	\$ 5,024	4	\$ 6,903	\$ 1,879
Everth, Harry	Active		10/01/2012				5	\$ 8,895	6	\$ 11,007	\$ 2,112
Faanes, Jon	Active		10/01/2010				7	\$ 13,245	8	\$ 15,618	\$ 2,373
Griego, Renee	Active		08/01/2008				9	\$ 18,133	10	\$ 20,799	\$ 2,666
Herbst, Taylor	Active		05/01/2004			1	14	\$ 21,456	15	\$ 23,765	\$ 2,308
Isum, Mark	Active		08/01/2014				3	\$ 4,855	4	\$ 6,671	\$ 1,816
Johnson, Carl	Active		09/19/2006				11	\$ 23,625	12	\$ 26,621	\$ 2,996
Jorgenson, David	Active		11/01/2004			3	13	\$ 29,796	14	\$ 33,162	\$ 3,366
McDonough, Barry	Active		02/01/1996				22	\$ 57,365	23	\$ 62,128	\$ 4,764
McDonough, Brian	Active		02/01/1996				22	\$ 59,404	23	\$ 64,337	\$ 4,933
McDonough, Jen	Active		09/01/2004				13	\$ 29,796	14	\$ 33,162	\$ 3,366
Philips, Richard	Active		10/01/2012				5	\$ 8,895	6	\$ 11,007	\$ 2,112
Robinette, Chris	Active		02/03/2010			12	7	\$ 13,245	8	\$ 15,618	\$ 2,373
Strassburg, Samuel	Active		05/01/2000				18	\$ 34,058	19	\$ 37,204	\$ 3,145
Sturzl, Evan	Active		10/01/2012				5	\$ 8,895	6	\$ 11,007	\$ 2,112
Thompson, Dan	Active		11/01/1990				27	\$ 78,300	28	\$ 81,200	\$ 2,900
Wicks, Dylan	Active		08/01/2014				3	\$ 4,062	4	\$ 5,582	\$ 1,520
Firefighter 20	Active		01/01/2016				2	\$ 3,251	3	\$ 5,024	\$ 1,773
Firefighter 21	Active		01/01/2016				2	\$ 3,251	3	\$ 5,024	\$ 1,773
Firefighter 22	Active		01/01/2016				2	\$ 3,251	3	\$ 5,024	\$ 1,773
Firefighter 23	Active		01/01/2016				2	\$ 3,251	3	\$ 5,024	\$ 1,773
Firefighter 24	Active		01/01/2016				2	\$ 3,251	3	\$ 5,024	\$ 1,773
Firefighter 25	Active		01/01/2016				2	\$ 3,251	3	\$ 5,024	\$ 1,773
Brown, Tim	Deferred		01/01/1988	01/01/1998	\$ 800.00		10	\$ 4,800	10	\$ 4,800	\$ -
Homan, Craig	Deferred		09/01/1991	06/01/2006	\$ 1,500.00		14	\$ 16,815	14	\$ 16,815	\$ -
Kelly, Brigit	Deferred		08/01/2001	05/29/2012	\$ 2,100.00		10	\$ 14,336	10	\$ 14,336	\$ -
Swenson, Kimberly	Deferred		05/01/2003	11/03/2013	\$ 2,100.00		10	\$ 13,230	10	\$ 13,230	\$ -
Torkelson, Allan	Deferred		07/01/1988	07/01/2000	\$ 1,000.00		12	\$ 8,160	12	\$ 8,160	\$ -
Vangelof, Dimitrios	Deferred		01/01/1994	09/25/2013	\$ 2,100.00	39	16	\$ 28,959	16	\$ 28,959	\$ -
Watson, Scott	Deferred		02/01/1988	06/01/2001	\$ 1,000.00		13	\$ 9,600	13	\$ 9,600	\$ -
							0	\$ -	0	\$ -	\$ -
							0	\$ -	0	\$ -	\$ -
							0	\$ -	0	\$ -	\$ -

PERA Volunteer Firefighter Retirement Plan Cost Analysis--Estimates Only

Name of Entity: Joe Kohlmann 7334-00
 Calculation Date: 03/30/2016

Input:	
Est. Fire State Aid Amount:	35,250
Est. Current Value of Assets:	600,936
Number of Firefighters:	32
Benefit Level:	\$ 3,100

Results:	
A. Benefit Level (per year of service):	\$ 3,100
B. Estimated yearly normal cost:	\$ 66,693
C. Estimated yearly admin expenses:	\$ 960
D. Estimated beginning asset value:	\$ 600,936
E. Estimated beginning liability:	\$ 597,993
F. Estimated Deficit Amortization Pmt ((E-D)/10):	\$ 0
G. Estimated Total Required Contribution (B+C+F):	\$ 67,653
H. Estimated Investment Income (D x 6%):	\$ 36,056
I. Estimated Fire State Aid (State Auditor Estimate):	\$ 35,250
J. Estimated Municipal Required Contribution (G-H-I):	\$ 0

Name	Status (Active or Deferred)	Estimated Birthdate (mm/dd/yyyy)	Fire Dept. Entry Date (mm/dd/yyyy)	Separation Date (If Deferred)	Ben Level at Separation (If Deferred)	Leaves of Absence (months)	Through 12/31/2017		Through 12/31/2018		Normal Cost (Change in Liability)
							Years of Service	Accrued Liability	Years of Service	Accrued Liability	
Bauer, Robert	Active		02/13/2010				8	\$ 16,687	9	\$ 19,374	\$ 2,687
Bichler, George	Active		02/10/2010				8	\$ 16,687	9	\$ 19,374	\$ 2,687
Dehn, Ron	Active		08/01/2014				3	\$ 5,368	4	\$ 7,376	\$ 2,008
Everth, Harry	Active		10/01/2012				5	\$ 9,504	6	\$ 11,760	\$ 2,256
Faanes, Jon	Active		10/01/2010				7	\$ 14,152	8	\$ 16,687	\$ 2,535
Griego, Renee	Active		08/01/2008				9	\$ 19,374	10	\$ 22,223	\$ 2,848
Herbst, Taylor	Active		05/01/2004			1	14	\$ 22,927	15	\$ 25,394	\$ 2,467
Isum, Mark	Active		08/01/2014				3	\$ 5,192	4	\$ 7,135	\$ 1,943
Johnson, Carl	Active		09/19/2006				11	\$ 25,242	12	\$ 28,443	\$ 3,201
Jorgenson, David	Active		11/01/2004			3	13	\$ 31,835	14	\$ 35,431	\$ 3,596
McDonough, Barry	Active		02/01/1996				22	\$ 61,357	23	\$ 66,452	\$ 5,095
McDonough, Brian	Active		02/01/1996				22	\$ 63,483	23	\$ 68,755	\$ 5,272
McDonough, Jen	Active		09/01/2004				13	\$ 31,835	14	\$ 35,431	\$ 3,596
Philips, Richard	Active		10/01/2012				5	\$ 9,504	6	\$ 11,760	\$ 2,256
Robinette, Chris	Active		02/03/2010			12	7	\$ 14,152	8	\$ 16,687	\$ 2,535
Strassburg, Samuel	Active		05/01/2000				18	\$ 36,407	19	\$ 39,769	\$ 3,362
Sturzl, Evan	Active		10/01/2012				5	\$ 9,504	6	\$ 11,760	\$ 2,256
Thompson, Dan	Active		11/01/1990				27	\$ 83,700	28	\$ 86,800	\$ 3,100
Wicks, Dylan	Active		08/01/2014				3	\$ 4,342	4	\$ 5,967	\$ 1,625
Firefighter 20	Active		01/01/2016				2	\$ 3,473	3	\$ 5,368	\$ 1,894
Firefighter 21	Active		01/01/2016				2	\$ 3,473	3	\$ 5,368	\$ 1,894
Firefighter 22	Active		01/01/2016				2	\$ 3,473	3	\$ 5,368	\$ 1,894
Firefighter 23	Active		01/01/2016				2	\$ 3,473	3	\$ 5,368	\$ 1,894
Firefighter 24	Active		01/01/2016				2	\$ 3,473	3	\$ 5,368	\$ 1,894
Firefighter 25	Active		01/01/2016				2	\$ 3,473	3	\$ 5,368	\$ 1,894
Brown, Tim	Deferred		01/01/1988	01/01/1998	\$ 800.00		10	\$ 4,800	10	\$ 4,800	\$ -
Homan, Craig	Deferred		09/01/1991	06/01/2006	\$ 1,500.00		14	\$ 16,815	14	\$ 16,815	\$ -
Kelly, Brigit	Deferred		08/01/2001	05/29/2012	\$ 2,100.00		10	\$ 14,336	10	\$ 14,336	\$ -
Swenson, Kimberly	Deferred		05/01/2003	11/03/2013	\$ 2,100.00		10	\$ 13,230	10	\$ 13,230	\$ -
Torkelson, Allan	Deferred		07/01/1988	07/01/2000	\$ 1,000.00		12	\$ 8,160	12	\$ 8,160	\$ -
Vangelof, Dimitrios	Deferred		01/01/1994	09/25/2013	\$ 2,100.00	39	16	\$ 28,959	16	\$ 28,959	\$ -
Watson, Scott	Deferred		02/01/1988	06/01/2001	\$ 1,000.00		13	\$ 9,600	13	\$ 9,600	\$ -
							0	\$ -	0	\$ -	\$ -
							0	\$ -	0	\$ -	\$ -
							0	\$ -	0	\$ -	\$ -

MEMO

To: Mayor and Council

From: City Administrator

Date: 12/7/15

RE: Fire Department – Relief Association Requests

This Memo is intended to supplement the presentation from S.B.M. Fire Chief Nyles Zikmund. This Memo will address the Relief Association requests individually.

Benefit Increase

The Relief Association is proposing to increase the benefit from \$2,100 annually to \$3,100 annually per year of service. *Attached* is an email from our Finance Director that suggests (using most recent numbers available to City Staff) that the increase would change the funding balance from 175% to 105% of financial liabilities.

NOTE: The Relief Association Fund is invested. If their funding balance falls below 100% - the City is responsible to make up any shortfalls. For example, while the market has been an all-time high, not many years ago, it took about a 20% loss.

Relief Association to PERA and 5-year vesting

If the transition to PERA is approved, it is mandated to have 5-year vesting for fire fighters. Things to consider:

- 1) A number of fire fighters will immediately be vested (5 years = 40%; 6 years = 44%, etc).
- 2) Enables fire fighters to become vested sooner, may see more turnover
- 3) State Board of Investments will be managing funds – higher returns are anticipated on the fund
- 4) The department missed the 12/1 deadline for 2016 entry; they have until 12/1/16 to enroll for 2017

Voluntary Contribution of \$500 per fire fighter annually

This would require an annual contribution of approximately \$12,500 – this money is not budgeted for in 2016.

Action to be considered: The Council has the options to approve, deny or table any or all of the requests.

Joe Kohlmann

From: Darcy Mulvihill
Sent: Tuesday, September 01, 2015 4:22 PM
To: Joe Kohlmann
Subject: Firefighters

Joe,

Based on the estimated liability for \$3,100 per year service credit for the firefighters at the end of 2015 the Special Fund Liabilities is estimated at \$529,962. The investment balance is \$556,007.36 as of 8/31/15. This means their funding percentage would drop to 105%. This was at 175% at the end of 2014.

Let me know if you have any questions.

Have a Great Day!

Darcy Mulvihill, Finance Director
City of St. Francis
23340 Cree St NW
St. Francis, MN 55070

www.stfrancismn.org

Phone: 763-235-2306

Fax: 763-753-9881

dmulvihill@stfrancismn.org



"A City of Progress, Pride and Possibilities"



THIS COMMUNICATION MAY CONTAIN CONFIDENTIAL AND/OR OTHERWISE PROPRIETARY MATERIAL and is thus for use only by the intended recipient. If you received this in error, please contact the sender and delete the e-mail and its attachments from all computers.



Voluntary Statewide Volunteer Firefighter Plan

Investment Information

Available Through the
Minnesota Supplemental Investment Fund

July 1, 2014

**Minnesota
State Board
of Investment**

60 Empire Drive
Suite 355
St. Paul, MN 55103

Phone: 651-296-3328

Fax: 651-296-9572

E-mail: minn.sbi@state.mn.us

Website: www.sbi.state.mn.us

The Minnesota Supplemental Investment Fund
is managed by the Minnesota State Board of Investment

State Board of Investment

Who Serves On The State Board of Investment?

The Board's membership is specified in the Minnesota Constitution and is composed of the Governor, the State Auditor, the Secretary of State and the Attorney General. The Board's duties, powers, and investment authority are contained in *Minnesota Statutes*, Chapter 11A.

What Is The Board's Relationship To The Public Employees Retirement Association (PERA)?

In broad terms, the Board acts as an investment manager for PERA while PERA provides a variety of administrative functions with respect to your Plan.

Who Advises The Board On Its Investment Decisions?

The Legislature has established an Investment Advisory Council to advise the Board and its staff on investment-related matters.

- The Board appoints ten members experienced in finance and investment. These members traditionally have come from the Minneapolis and St. Paul investment community.
- The Commissioner of Minnesota Management & Budget and the Executive Directors of the three statewide retirement organizations are permanent members of the Council.
- Two active employee representatives and one retiree representative are appointed to the Council by the Governor.

Members of the Board

Governor Mark Dayton
State Auditor Rebecca Otto
Secretary of State Mark Ritchie
Attorney General Lori Swanson

Investment Advisory Council

Jeffery Bailey, Chair
Malcolm W. McDonald, Vice Chair
Denise Anderson
David Bergstrom
John E. Bohan
Kerry Brick
Dennis Duerst
Kim Faust
Douglas Gorence
Laurie Fiori Hacking
P. Jay Kiedrowski
Gary Martin
Jim Schowalter
Mary Vanek
Elaine Voss

Sr. Director, Financial Benefits & Analysis
Director & Corporate Secretary, Retired
Governor's Appointee
Executive Director
Vice Pres., Pension Investments, Retired
Manager, Pension Investments
Director, Benefit Funds Investment
Vice President and Treasurer
President & Chief Investment Officer
Executive Director
Senior Fellow
Chief Investment Officer
Commissioner
Executive Director
Governor's Appointee

Target Corporation
Space Center, Inc.
Active Employee Representative
Minnesota State Retirement System
Grand Metropolitan – Pillsbury
Cargill, Inc.
3M Company
Fairview Health Services
UMF Investment Advisors
Teachers Retirement Association
Humphrey Institute University of MN
Macalester College
Minnesota Management & Budget
Public Employees Retirement Association
Retired Employee Representative

Letter to Volunteer Firefighter Organizations

July 1, 2014

This brochure provides information on the investment of assets of local firefighter entities that participate in the Voluntary Statewide Volunteer Firefighter Plan.

The Volunteer Firefighter Account is available **only** to local firefighter entities that participate in the Voluntary Statewide Volunteer Firefighter Plan (Plan). A law passed in the 2012 legislative session allows entities to make voluntary contributions to the Plan. This change may make the Plan more attractive to your organization. Information about this change and the Plan as a whole can be found on the Public Employees Retirement Association (PERA) website, www.mnpera.org, by clicking on the "Employers" tab.

The Volunteer Firefighter Account uses a balanced asset mix investment approach to provide long-term returns by investing in a diversified mix of domestic stock, international stock, bonds and money market securities. **Remember that general economic and market conditions have a dominant influence on the returns available to any investor. There may be periods in which the returns for the Volunteer Firefighter Account may be low, or even negative.**

The Volunteer Firefighter Account was established December 31, 2009. Performance is available from the Minnesota State Board of Investment upon request and can be accessed on our website at www.sbi.state.mn.us.

Listings of securities held in the Account are available upon request and can also be accessed on our website. If you have any questions regarding the Board's investment policies and procedures, please contact the office of the Minnesota State Board of Investment at 60 Empire Drive, Suite 355, St. Paul, MN 55103-3555, (651) 296-3328, or via e-mail at minn.sbi@state.mn.us. We welcome your inquiries.

Respectfully submitted,



Mansco Perry III
Executive Director and Chief Investment Officer
State Board of Investment

General Information

What Is The Minnesota Supplemental Investment Fund?

The Minnesota Supplemental Investment Fund is a multi-purpose investment program that offers a range of investment options to state and other public employee groups. The participating groups use the Fund for a variety of retirement-related purposes. Six plans and numerous local relief associations currently participate in the Fund. As of June 30, 2014, the market value of the Fund was approximately \$3.2 billion.

What Options Are Available To The Voluntary Statewide Volunteer Firefighter Plan?

The Volunteer Firefighter Account is the **only** investment option available to local firefighter entities participating in the Voluntary Statewide Volunteer Firefighter Plan. By state law, the Volunteer Firefighter Account is established for the sole purpose of investing the assets of local firefighter entities participating in the Voluntary Statewide Volunteer Firefighter Plan

What Securities Are Owned By The Fund?

Due to the large number of stocks, bonds and cash equivalents in the Account, the holdings are not listed in this brochure. If you would like a complete list of all securities in the Account, please contact the office of the State Board of Investment. A list will be sent to you, at your request, or you can access the list on our website at www.sbi.state.mn.us.

Investment Managers for the Account*

Domestic Stock Segment:

- BlackRock Institutional Trust Co., San Francisco, CA

International Stock Segment:

- AQR Capital Management, LLC, Greenwich, CT
- Acadian Asset Management, LLC, Boston, MA
- Capital International, Inc., Los Angeles, CA
- Columbia Mgmt. Investment Advisors, LLC, Minneapolis, MN
- J.P. Morgan Investment Management, Inc., London, England
- Marathon Asset Management, LLP, London, England
- McKinley Capital Management, LLC, Anchorage, AK
- Morgan Stanley Investment Management Inc., New York, NY
- Pyramis Global Advisors Trust Company, Boston, MA
- State Street Global Advisors, Boston, MA

Fixed Income Segment:

- Aberdeen Asset Management, Inc., Philadelphia, PA
- BlackRock Financial Management, New York, NY
- Columbia Mgmt. Investment Advisors, LLC, Minneapolis, MN
- Dodge & Cox, San Francisco, CA
- Goldman Sachs Asset Management, LP, New York, NY
- Neuberger Berman Fixed Income, LLC, Chicago, IL
- Pacific Investment Mgmt. Co., (PIMCO), Newport Beach, CA
- Western Asset Management Co., Pasadena, CA

Cash Segment:

- State Street Bank, Boston, MA

*The Minnesota State Board of Investment may add or delete managers from this list at its discretion.

Executive Board Personnel

Mansco Perry III
LeaAnn M. Stagg
Michael J. Menssen
Paul T. Anderson
Charlene Olson

Executive Director and Chief Investment Officer
Chief Operating Officer
Director, Public Markets
Chief Financial Officer
Executive Assistant

Investment Staff

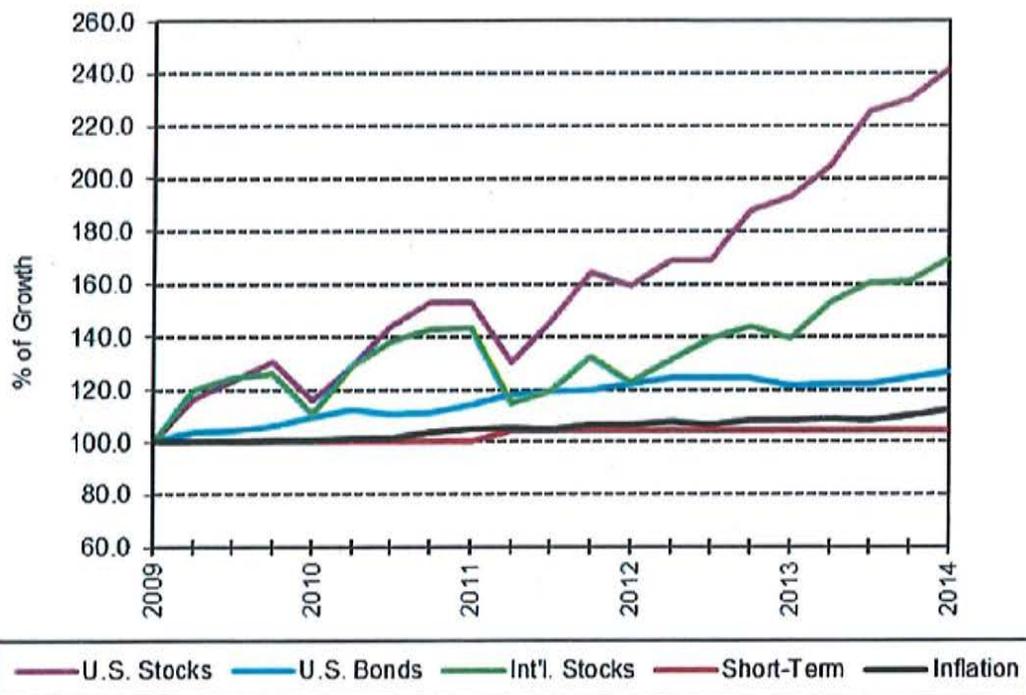
Patricia Ammann, Investment Officer	DC & Trust Services
Cassandra Boll, Investment Officer	Cash Mgmt. Services
Tammy Brusehaver, Investment Officer	Public Markets
Stephanie Gleeson, Investment Officer	Public Markets
Aaron D. Griga, Investment Officer	Public Markets
Ryan O. Hill, Investment Officer	Alternative Investments
Andrew Krech, Investment Officer	Alternative Investments
Steven P. Kuettel, Investment Officer	Cash Mgmt. Services

Administrative Staff

Shirley Baribeau	Accounting Officer, Senior
Julie Grill	Accounting Officer, Intermediate
Kailee Kemp	Office Administrative Specialist
Kathy Leisz	Information Technology Specialist 2
Melissa Mader	Office Admin. Specialist, Intermediate
Wendy Murphy	Accounting Officer, Senior
William J. Nicol	Accounting Director

The Year in Review

Cumulative Growth of Capital Markets Last Five Fiscal Years (2010 – 2014)



	Year Ending June 30					Annualized (1) 2009 - 2014
	2010	2011	2012	2013	2014	
U.S. Stocks Russell 3000	15.7%	32.4%	3.8%	21.5%	25.2%	19.3%
U.S. Bonds Barclays Capital Aggregate Bond Index	9.5%	3.9%	7.5%	-0.7%	4.4%	4.9%
International Stocks MSCI All Country World Index Ex. USA (MSCI ACWI ex USA Net)	10.4%	29.7%	-14.6%	13.7%	21.7%	11.1%
Short-Term Investments 90 Day U.S. Treasury Bills	0.1%	0.1%	0.0%*	0.1%	0.1%	0.1%
Inflation Rate Change in Consumer Price Index (CPI)	1.1%	3.6%	1.7%	1.8%	2.1%	2.0%

(1) Annualized return is the annual compounded rate of return.

*Actual return is 0.04%

The Year in Review

How Have Stocks, Bonds And Other Investments Performed?

The U.S. stock market, as measured by the Russell 3000 index, increased 25.2% for the year ending June 30, 2014. Within the Russell 3000, large capitalization stocks outperformed shares of smaller stocks and growth companies led value companies. Technology was the best performing sector in the Russell 3000 with a 33.7% return while the Utilities sector was the worst performing sector with a 16.5% return.

The U.S. bond market, as measured by the Barclays Capital U.S. Aggregate Bond Index, returned 4.4% for the twelve months ending June 30, 2014. Within the bond market, U.S. Treasuries returned 2.0%, corporate bonds returned 7.7%, agency mortgage-backed securities returned 4.7%, commercial mortgage-backed securities returned 4.2%, asset-backed securities returned 1.8% and agency bonds returned 3.2%.

International equity markets returned 21.7% for the year in U.S. dollar terms, as measured by the Morgan Stanley Capital International All Country World Index excluding the United States net of taxes on dividends (MSCI ACWI ex. U.S. net), which represents the developed and emerging international markets outside the U.S. The MSCI World ex. U.S. Index net, which represents developed international markets, returned 23.8% for the year. The United Kingdom, Japan and Canada, which together comprise over 47% of the index, returned 26.6%, 9.9% and 26.3%, respectively. The emerging markets, as measured by the MSCI Emerging Markets Free Index net, returned 14.3% for the year in U.S. dollar terms. China, Korea and Taiwan were the largest countries in the index at the end of the fiscal year with a combined weight of 46%. They returned 15.7%, 24.4% and 20.0%, respectively.

Volunteer Firefighter Account

The Volunteer Firefighter Account provides a balanced investment program. The objectives of the Account are to provide high returns from capital appreciation and current yield while reducing the chance for large temporary decreases in value. To achieve these objectives, the Account is invested in a mix of domestic equities, international equities, bonds and cash. The market value of the account is approximately \$26.2 million.

While holdings vary day to day, the following is the targeted asset mix:

- 35% domestic stocks
- 15% international stocks
- 45% fixed income
- 5% cash

The domestic stock segment is passively managed to closely approximate the returns of the U.S. stock market as a whole as measured by the Russell 3000 index. The international stock segment is managed in a variety of styles and is invested primarily in large, developed international markets such as Japan, the United Kingdom, Canada, France, Germany and Australia, with a portion invested in developing countries, or emerging markets, in Asia, Latin America, Eastern Europe, the Middle East and Africa. The fixed income segment earns returns by investing in high-quality corporate bonds, mortgage securities and U.S. Government issues. The cash segment is invested in a short term fund of high-quality money market instruments.

How Will This Account Perform Over Time?

The Volunteer Firefighter Account is a balanced or diversified investment program in one account. As with any investment program that includes stocks and bonds, the Account will provide returns that vary with changes in the market. Market value growth and dividend income from the domestic and international stock holdings can provide higher returns than bonds and cash investments. The international stock holdings add a measure of diversification to the domestic stock holdings as various international markets can perform differently. While returns on bonds are often lower than returns on stocks, the bond returns tend to be more stable and can provide some protection against wide swings in stock market returns.

Who Manages The Account?

See page 4 for a listing of these managers.

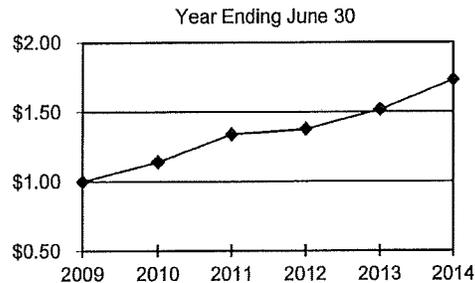
How Is The Value Of This Account Determined?

Participating entities own shares in the Account, much like you would in a mutual fund. The share value is determined daily and is based on the market value of the entire Account. Any dividend or interest income is reinvested in the Account at the time it is earned. Investment returns reflect all realized and unrealized gains and losses generated by the Account.

What Is The Past Investment Performance Of This Account?

The graph below shows how \$1.00 would have grown over the past five years had it been invested in the Volunteer Firefighter Account. (Performance prior to FY2011 is estimated based on the targeted asset mix.)

The table displays the returns of the account over the past five years. (Performance prior to FY2011 is estimated based on the targeted asset mix.)



	Year Ending June 30	
	Share Value	Rate of Return
2010*	\$9.90	14.0%
2011	11.63	17.5
2012	11.93	2.6
2013	13.17	10.4
2014	15.01	13.9

* FY2010 return is estimated based on the targeted asset allocation.

Note: Investment management fees are deducted before share values and rates of return are calculated.

For the 12 month period ending March 31, 2014, the investment management fees were approximately \$0.10 per \$100 invested.

The Minnesota Supplemental Investment Fund
is managed by the Minnesota State Board of Investment



Board Members:

Governor Mark Dayton
State Auditor Rebecca Otto
Secretary of State Mark Ritchie
Attorney General Lori Swanson

Executive Director and Chief Investment Officer:

Mansco Perry III

The table below lists prorated benefits based on a full, unreduced pension after 20 years:

Completed full years of good-time service credit	Percentage of the full service pension
5	40%
6	44%
7	48%
8	52%
9	56%
10	60%
11	64%
12	68%
13	72%
14	76%
15	80%
16	84%
17	88%
18	92%
19	96%
20 or more	100%

Transition Period

Because the Statewide Volunteer Firefighter Retirement Plan requires participants to have a minimum of five years of good-time service to be vested in the plan, special rules apply to firefighters who are vested in their relief association but not yet qualified under the SVFRP. Until an individual has five years under the SVFRP, any benefit due is based on the qualification rules and benefit level of the relief association at the time it joined the statewide plan. The same is true for firefighters who have already retired but have not yet collected a pension. Once a firefighter has earned five years of good-time service under the SVFRP, all future benefits are based on the level chosen by the participating department.

Advantages for Volunteer Departments

- ➔ Your department is relieved of its annual reporting and auditing requirements
- ➔ You transfer your plans administration headaches to PERA
- ➔ You use the investment expertise of the State Board of Investment (6% assumed earnings vs. your current 5%)
- ➔ The SVFRP offers comparable or higher benefits to your firefighters at the same cost to your municipality
- ➔ Benefits are portable between all plans covered by the SVFRP
- ➔ Your departments can concentrate on its first duty, protecting lives and property in your community

If you have any questions about the Statewide Volunteer Firefighters Retirement Plan, please write our office at:

PERA
60 Empire Drive, Suite 200
St. Paul, MN 55103

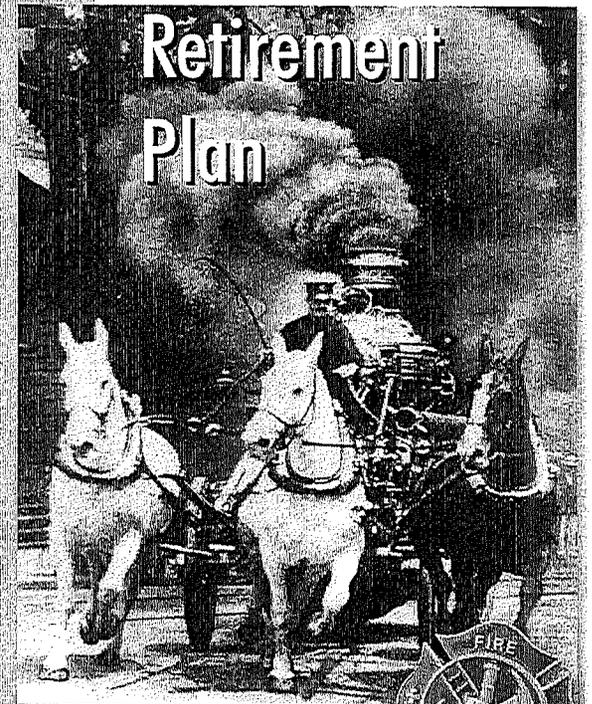
or call our toll-free number, 1 800 652-9026. Additional information on the SVFRP can be found at www.mnpera.org

This document is available in alternative formats to individuals with disabilities by calling 1 800 652-9026 or through the Minnesota Relay Service at 1 800 627-3529.

This pamphlet is meant to explain the Public Employees Retirement Association of Minnesota law as simply and accurately as possible. If there is any discrepancy between this publication and the actual law, the provisions of the law will govern.



Statewide Volunteer Firefighter Retirement Plan



Public Employees Retirement Association of Minnesota

AGENDA REPORT

TO: City Administrator Joe Kohlmann
FROM: St. Francis Fire Dept. Relief Assoc.
SUBJECT: Relief Association Benefit Increase
DATE: 12/07/15

INTRODUCTION

Saint Francis Fire Department Relief Association has passed an increase in their retirement benefit level from the current \$2100.00 per year to \$3100.00 per year of service

BACKGROUND

Last increase received was in 2007

RECOMMENDATION

For city council to change Bylaws to \$3100.00 per year of service

BUDGET IMPACT

None

Attachments:

1. Resolution 2015-70 File 3100

AGENDA REPORT

TO: City Administrator Joe Kohlmann
FROM: St. Francis Fire Dept. Relief Assoc.
SUBJECT: Relief Association Transition to PERA
DATE: 12/07/15

INTRODUCTION

Request to move Investment monies from Ameriprise Financial to Public Employees Retirement Association aka (PERA)

BACKGROUND

The SFFD Relief Association currently handles its own relief money through an Investment company

RECOMMENDATION

To allow the Saint Francis Fire Department Relief Association to be able to move it's investment money to PERA

BUDGET IMPACT

None

Attachments:

1. Resolution 2015-71 File 2015pera
2. Investment Information

AGENDA REPORT

TO: City Administrator Joe Kohlmann
FROM: St. Francis Fire Dept. Relief Assoc.
SUBJECT: Relief Association Employee Vesting
DATE: 12/07/15

INTRODUCTION

Request to move vesting to 5 years starting at 40%

BACKGROUND

Current vesting starts at 10 years starting at 60%

RECOMMENDATION

We would like the 10 year vesting starting at 60% with 4% increments per year, moved to 5 years vesting starting at 40% with 4% increments per year. This would line up with PERA guidelines

BUDGET IMPACT

None

Attachments:

1. Resolution 2015-72 File article III
2. Vesting summery sheet

AGENDA REPORT

TO: City Administrator Joe Kohlmann
FROM: St. Francis Fire Dept. Relief Assoc.
SUBJECT: Relief Association Contribution
DATE: 12/07/15

INTRODUCTION

The Relief Association would like the city to start contributing to the relief investment fund.

BACKGROUND

Approximately 6 years ago the city discontinued contributing to the relief investment fund.

RECOMMENDATION

Start contributing \$500.00 per employee per year to go towards the relief investment fund.

BUDGET IMPACT

If the fire department had 25 firefighters, the cities cost would be \$12,500 per year. This is an unbudgeted expenditure for 2016

Attachments:

Resolution 2015-73 File 2015 500