

CITY OF ST. FRANCIS CITY
COUNCIL AGENDA

May 2, 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 –April 18, 2016
 - b. Special City Council Minutes – April 20, 2016
 - c. 2017-2019 Urban Requalification Agreement
 - d. Jake Rehling – employee pay grade adjustment for Chief Appointment
 - e. 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. Alexandra House: Funding Request
7. Ordinances & Resolution
 - a.
8. Reports of Consultants & Staff Members
 - a. Engineer: Change Order – Bridge Street Utility Improvements- requested information
 - b. Attorney:
 - c Staff:
 - Community Economic Development:
 - Fire:
 - Public Works:
 - Liquor Store:
 - Police: Officer Position Vacancy
 - 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 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
May 16: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
May 18: Planning Comm. Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – May 2nd, 2016 Council Meeting

Agenda Items:

4. Consent Agenda:

- a. City Council Minutes – April 18th, 2016
- b. Special City Council Minutes - April 20th, 2016
- c. Urban Requalification Agreement – This request would continue to process CDBG funds through Anoka County.
- d. Jake Rehling employee pay grade adjustment – Chief Position – This would adjust Chief Rehling's employee pay due to his appointment as Chief. It would be effective May 2nd and would move him to grade 19, Step 5. It would be an **\$8,652.80** savings from the budgeted salary for Police Chief.
- e. Payment of Claims

6. Petitions, Requests, Applications:

- a. Alexandra House – Funding Request. Alexandra House provides services to domestic and sexual violence victims. They have unsecured revenue for St. Francis services of \$12,117. Staff is expecting a representative from Alexandra House to be present and address Council.

7. Ordinances & Resolutions:

a.

8. Reports:

- a. **Engineer:** Bridge Street Utility Change Order – Jared Voge has provided the Additional information on the Change Order request to LaTour Construction.

b. **Attorney:**

c. **Staff:**

Economic Development:

Fire:

Public Works:

Liquor Store:

Police: Officer Vacancy Position – The internal promotion for the Police Chief position has resulted in an Officer Position Vacancy. Chief Rehling will be recommending hiring from a hiring list.

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

April 18, 2016

1. **Call to Order:** The regular City Council meeting was called to order by Mayor Pro Tem Tim Brown at 6:00 pm.
2. **Roll Call:** Present were Mayor Pro Tem Tim Brown, Council members Richard Orpen and Chris McClish. Steve Kane and Rich Skordahl excused. Also present were City Engineer Jared Voge (Bolton & Menk, Inc.), Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), 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:** Orpen asked that item 4f be removed from the consent agenda, I have questions on the change order. MOTION BY ORPEN SECOND McCLISH TO ADOPT THE APRIL 18, 2016 CITY COUNCIL AGENDA AS AMENDED. Motion carried 3-0.
4. **Consent Agenda:** MOTION BY McCLISH SECOND ORPEN TO APPROVE THE APRIL 18, 2016, CITY COUNCIL CONSENT AGENDA A-F AS FOLLOWS:
 - a. City Council Minutes – April 4, 2016
 - b. Special City Council Minutes – April 5, 2016
 - c. Accept the Resignation of Fire Fighter Tom Gagnon
 - d. Accept the Resignation of Temporary Employee Bob Polgreen
 - e. Pay Request No. 9 for \$1,228,580 to Gridor Construction, Inc. for the Wastewater Treatment Facility Improvements
 - f. Pay Request No. 4 for \$53,308.23 and Change Order No. 1 for \$60,935.43 to LaFour Construction for the Bridge Street Utility Improvement
 - g. Payment of Claims \$1,648,726.42 (ACH #146E-149A \$1,426,648.22 Check #70540-70611 \$222,078.20)
5. **Meeting Open to the Public:** Liz Fairbanks, 24360 Yukon Street NW, couple things I have come across last week. There are a lot of people that have not received the storm water deal notice. A lot of people don't know what this is, you should be concerned with that. The six o'clock meeting time seems too early. People can't home from work in time to attend the meeting. We are trying to building a deck and we were denied for no reason what so ever. I will contact him (building inspector) again. They wanted a blue print and it does not say that on the handout.

Joseph Muehlbauer, 3459-228th, would like the amount to Gridor be read out loud, the amount is not on agenda. In regarding going out for bonds, did we start the project before we had the money and did someone make an error? Also regarding the 4M Fund, the authorizing or

reauthorizing it. How could you send out the cards already for that already? I didn't get a chance to read the packet. City Administrator Joe Kohlmann stated this is not in regards to the MS4 permit; the 4M Fund is a money market fund for investments.

Mary Johnson, 4010 DeGardner Circle NW, I was listening to WCCO and they were talking about being a Free Range City. The reason I want to bring this up my grandson came here from Nevada two years ago. He was walking around and ended up at the trailer park not knowing where he was and wasn't lost. Later a policeman brought him home and they asked why we didn't know where he was. I don't want to live in that type of community. In Connecticut there was a kid who got up and walked to school because his mother overslept. While walking to school and someone picked him up and took him to school. Later the cops came to this woman's home and arrested her because she was noted as an unfit parent.

4f. Pay Request No. 4 for \$53,308.23 and Change Order No. 1 for \$60,935.43 to LaTour Construction for the Bridge Street Utility Improvement: Orpen said I am concerned that the change order is for something they ran into during the boring. I don't think we should have to pay the change order when they should have bid it out. Voge said they did bid the project to drill under the bridge. The contract does allow for so many attempts. Their argument was concrete and other debris they did not anticipate encountering. Voge stated the number you see tonight is considerably less than what they submitted. The good news is the pipe is under the river and your concerns are valid. This price reflects the over and above the number of attempts anticipated in the bid. Voge said we can definitely get you more information for you. Voge said you could wait on the change order request. MOTION BY ORPEN SECOND McCLISH TO APPROVE PAY REQUEST NUMBER 4 TO LaTOUR CONSTRUCTION OF MAPLE LAKE FOR \$53,308.23. Motion carried 3-0.

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

a. **Northland Securities: Bonding Summary:** George Eilertson of Northland Securities gave a brief overview of the \$1,955,000 General Obligation Water and Sewer Revenue Bonds, Series 2016A. The issuing of these bonds is to finance water and sewer utility improvement related to the City's Bridge Street project. The Bonds would mature annually each February 1, 2018-2037. Interest will be payable February 1, 2017 and semiannually thereafter on February 1 and August 1. Proposals will be received on Monday, June 6, 2016 and will be brought to council that same evening for council consideration. In addition, this evening I have the Municipal Advisory Service Agreement and two resolutions. The first phase was bonded for in late of 2015. You may have notice the two different interest rates. Orpen asked what would be the savings if the City paid the \$500 application fee for the lower interest rate. Eilertson stated approximately \$13,000 in interest savings you will receive for the lower interest rate.

Municipal Advisory Service Agreement: MOTION BY McCLISH SECOND ORPEN TO ENTER INTO A MUNICIPAL ADVISORY SERVICE AGREEMENT BY AND BETWEEN THE CITY OF ST. FRANCIS, MINNESOTA AND NORTHLAND SECURITIES, INC. Motion carried 3-0.

Resolution 2016-11: Providing for the Issuance and Sale of GO Water/Sewer Revenue Bonds, Series 2016A, in the proposed Aggregate Principal amount of \$1,955,000: MOTION BY ORPEN SECOND McCLISH TO ADOPT RESOLUTION 2016-11 A RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF GO WATER/SEWER REVENUE BONDS, SERIES 2016A, IN THE PROPOSED AGGREGATE PRINCIPAL AMOUNT OF \$1,955,000. Motion carried 3-0.

Resolution 2016-15: Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations under the Internal Revenue Code: MOTION BY McCLISH SECOND ORPEN TO ADOPT RESOLUTION 2016-15 A RESOLUTION ESTABLISHING PROCEDURES RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE. Motion carried 3-0.

Resolution 2016-16: Relating to the Issuance of General Obligation Water and Sewer Revenue Bonds, series 2016A; Covenanting and Obligating the City to be bound by and to use the Provisions of Minnesota Statutes, Section 446A.086 to Guarantee the Payment of the Principal and Interest on the Bonds: MOTION BY ORPEN SECOND McCLISH TO ADOPT RESOLUTION 2016-16 A RESOLUTION RELATING TO THE ISSUANCE OF GENERAL OBLIGATION WATER AND SEWER REVENUE BONDS, SERIES 2016A; CONVENANTING AND OBLIGATING THE CITY TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 446A.086 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THE BONDS. Motion carried 3-0.

b. **Presentation on Roundabouts-Bridge Street Improvements:** City Engineer Jared Voge gave a power point presentation on the outline/history of the Bridge Street Improvement that is part of an Anoka County project which includes two roundabouts. Due to some questions raised from students in civics class, we are going to give an update on this project. Anoka County received Federal Funding for this project. Voge briefly went over the timeline, project purpose, map, funding, and the schedule of this project.

7. **Ordinances & Resolution:**

a. **Resolution 2016-12: Authorizing or Reauthorizing Membership in the 4M Fund:** Finance Director Darcy Mulvihill stated the City invests money in the 4M Fund and recently had a name change. MOTION BY ORPEN SECOND McCLISH TO ADOPT RESOLUTION 2016-12 A RESOLUTION AUTHORIZING OR REAUTHORIZING MEMBERSHIP IN THE 4M FUND. Motion carried 3-0.

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

a. **Engineer: Pederson Drive Improvement Bid Results – Resolution 2016-13:** Voge reported the Pederson Drive Improvement project has been in development since November 2014. On Tuesday, April 5, 2016, seven bids were received for the project. The bids ranged from a low bid in the amount of \$646,152.72 to a high bid in the amount of \$729,650.91. The low bid was submitted by Park Construction Company, Minneapolis, MN.

A memo outlining the background of this project and bid results were included in the council packet. Majority of the funding will be coming from the Municipal State Aid Fund (MSA Fund). McClish asked about the speed limit, will it still be 50 mph. Voge stated after the project it will be re-evaluated. MOTION McCLISH BY SECOND ORPEN TO ADOPT RESOLUTION 2016-13 A RESOLUTION RECEIVING BIDS AND AWARDING CONTRACT FOR THE PEDERSON DRIVE IMPROVEMENT TO PARK CONSTRUCTION COMPANY , MINNEAPOLIS WITH A LOW BID OF \$646,152.72. Motion carried 3-0.

b. **Attorney:**

c. **Staff:**

Economic Development: Land Lease Bid Results – Resolution 2016-14:

Community Development Director Kate Thunstrom gave a brief overview of the process for leasing out the 183 acres the city owns in Isanti County. Three bids were received at the bid opening on April 13, 2016. The highest bidder was Scott LaRowe with an annual bid amount of \$18,075. McClish asked if was enough the cover the taxes and expenses. Thunstrom stated it would cover the taxes but not all of the expenses. MOTION BY ORPEN SECOND McCLISH TO ADOPT RESOLUTION 2016-14 A RESOLUTION ACCEPTING BIDS AND ENTERING INTO A ONE YEAR LEASE WITH A CLAUSE THAT ALLOWS THE LEASE TERM TO MEET THE NEEDS OF THE CITY. Motion carried 3-0.

Fire:

Public Works:

Liquor Store:

Police:

City Administrator: The special meeting set for Wednesday may be postponed for one hour due to scheduling conflict. We will keep everyone informed when we know more.

9. **Reports from Council Members:** McClish thank Police Chief Harapat for his years of service, almost thirty years with the City of St. Francis. He has done a great job.

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

11. **Old Business:** McClish stated in regards to the speed issue on Poppy between 2:30 pm and 6:00 pm want to make staff aware of it and asking for extra patrol. Couple residents reported to him the speed sign is not displaying the speed. Orpen said sometimes it does not display for a reason. McClish asked if it was solar powered. Kohlmann said he is not aware if the sign is not working or just not displaying the speed. I will forward your concerns unto the police chief.

12. **New Business:** None.

13. **Adjournment:** MOTION BY ORPEN SECOND McCLISH TO ADJOURN THE REGULAR CITY COUNCIL MEETING AT 6:42 pm.

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

SPECIAL CITY COUNCIL MINUTES

April 20, 2016

1. **Call to Order:** The Special 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 Attorney Scott Lepak (Barna, Guzy & Steffen) and City Administrator Joe Kohlmann.
3. **Consideration of the results of the leadership assessment and appointment of a St. Francis Police Chief.** The purpose of the meeting was to consider the results of the leadership assessment and appointment of a St. Francis Police Chief. The Mayor noted this was a continuation of a prior interview and selection deliberation. The Mayor then invited a motion. Motion by Council member Brown, Second Council Member Skordahl to appoint Jake Rehling as St. Francis Police Chief. Discussion ensued. Consensus was that both candidates were excellent strong candidates. The primary consideration in favor of Mr. Rehling was his greater experience as a Sergeant. Vote 4-1 in favor of Motion (Orpen nay).

Meeting adjourned at 6:06 p.m.

Submitted by,

Scott Lepak
City Attorney

AGENDA REPORT

May 2, 2016 CITY COUNCIL MEETING

TO: City Council
FROM: Kate Thunstrom, Community Development Director
SUBJECT: 2017-2019 Urban Requalification

INTRODUCTION

Every three years Anoka County requests the City to declare its intended level of participation in regards to the eligibility of Federal Community Development Block Grants (CDBG) and HOME Investment Partnership Program (HOME) funds. The current renewal process meets the requirements for the Federal Fiscal years 2017-2019.

BACKGROUND

Anoka County accepted the designation of an Urban County for the federal block grant entitlement funds. The City of St Francis is part of the Urban County qualification. The funding Anoka County receives for these grants is based on demographic information of St Francis along with all other participating cities/townships. Certain thresholds are required to be eligible for federal entitlement grants. The City does not directly qualify for CDBG or HOME and must obtain funding opportunities through an Urban County or the State of Minnesota. The process for the City to obtain funding requires an application process and the ability to meet a federal National Objective. The City has benefited from CDBG funds from the Anoka County Urban County qualification in the past and at this time must determine how it prefers to move forward with its funding eligibility for the identified federal fiscal years.

In 2007, the City entered into, by Resolution 2007-22, the Cooperative Agreement with Anoka County for the purposes of the Federal CDBG and HOME funds. This agreement outlines the mutual participation with the Anoka County Urban County qualification and automatically renews until one or both of the parties "opt-out" of the agreement for the programs.

ALTERNATIVES/OPTIONS

<p>Participation with Anoka County for 100% of City eligibility.</p> <ul style="list-style-type: none">• Funding for the City is through annual competitive process• Applications competitive to other cities within AC only.• Limited amount of funds available, annual CAP of \$300,000 for awarded projects.	<p>Split the city between Anoka and Isanti County.</p> <ul style="list-style-type: none">• This would not increase funding eligibility.• Funds associated with the Isanti portion of the city would not affect federal allocations as it is not developed.• Majority of applications would still be processed by Anoka County.	<p>Participation with Isanti County – MN Department of Employment and Economic Development for 100%</p> <ul style="list-style-type: none">• Isanti County has not obtained Urban County status.• All funding requesting would be processed through MN DEED offices• Funding would be competitive with state wide applications.
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RECOMMENDATION FOR CONSENT

It is recommended that the City of St. Francis continue to participate with Anoka County, as part of their Urban County status, for 100% of our participation eligibility.

BUDGET IMPLICATION

No budget implications

ANOKA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT and
HOME INVESTMENT PARTINERSHIP PROGRAM
COOPERATION AGREEMENT

THIS AGREEMENT is made and entered into under the requirements of the federal Community Development Block Grant (CDBG) program and HOME Investment Partnership Program by and between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as "COUNTY" and the CITY/TOWNSHIP of ST.FRANCIS hereinafter referred to as "COOPERATING COMMUNITY", said parties to this Agreement each being governmental units of the State of Minnesota, and is made pursuant to Minnesota Statutes, Section 471.59.

WITNESSETH:

WHEREAS, Title I of the Housing and Community Development Act of 1974, as amended, provides for a program of community development block grants, as implemented by Part 570, Title 24, Code of Federal Regulations, governing the applicability and use of funds under Title I; and

WHEREAS, Title II of the Cranston-Gonzales National Affordable Housing Act of 1990, and as amended provides for a program known as the HOME Investment Partnership program. Part 92 of Title 24 of the Code of Federal Regulations sets forth regulations governing the applicability and use of funds under Title II; and

WHEREAS, Anoka County, Minnesota qualifies under said law as an "urban county" eligible to receive community development block grants funds; and

WHEREAS, the County's population, among other factors, is determinant of the eligibility of the County and the amount of resources which may be made available to the County to undertake activities under the afore-referenced law; and

WHEREAS, Section 24 CFR 570.307, titled "urban counties" provides that computation of the County's population may include persons residing in "unincorporated areas" and in "its included parts of general local government with which it has entered into cooperative agreements to undertake or to assist in the undertaking of essential activities pursuant to community development block grants"; and

WHEREAS, it is in the interest of the Cooperating Community, to have its population counted together with other municipalities of Anoka County who similarly agree;

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

SECTION I. DEFINITIONS

For the purpose of this Agreement, the terms defined in this section have the meanings given to them:

- A. "The Act" means the Housing and Community Development Act of 1974, Title I, of Public Law 93-383, as amended (42 USC 5301 et seq.)
- B. "Regulations" means the rules and regulations promulgated pursuant to the Act, including but not limited to 24 CFR Part 570.
- C. "HUD" means the United States Department of Housing and Urban Development
- D. "Cooperating Community" means any city or township in Anoka County, which has entered into a cooperation agreement which is identical to this Agreement.
- E. "CDBG Program" means federal program instituted under 42 U.S.C. 5301, et seq. as amended.
- F. "HOME Investment Partnership Program" means the federal program instituted under Title II of the Cranston-Gonzales National Affordable Housing Act, 42 U.S.C. 12701 et seq. as amended

The definitions contained in 42 U.S.C. 5302 of the Act and 24 CFR 570.3 of the Regulations are incorporated herein by reference and made a part hereof.

SECTION II. PURPOSE

The Cooperating Community and the County have determined that it is desirable and in the interests of its citizens that the County qualifies as an urban county within the provisions of the Act. This Agreement contemplates that identical agreements will be executed between the County and other cities and townships within the County, thus enabling the County to qualify under the Act.

The purpose of this Agreement is to authorize the County to participate with the Cooperating Community in undertaking, or to assist in undertaking, essential community development and housing assistance activities pursuant to the CDBG Entitlement Program and the HOME Investment Partnership Program.

SECTION III. TERM OF AGREEMENT

This Agreement shall be in effect upon execution and terminate no sooner than the end of the third program year covered by the application for the basic grant amount and approved after the effective date. This Agreement shall be effective for the federal fiscal years 2008 through 2010.

This Agreement shall renew automatically for subsequent three-year program periods, unless written notice of termination to be effective at the end of the current three-year program period is given by the Cooperating Community to the County following the same schedule as the opt-out notification requirements as established by HUD. A copy of all notices must be sent to the HUD Field Office. Since this Agreement has an automatic renewal provision, the County shall, prior to the "opt-out" date, provide written notification to the Cooperating Community of the community's rights under this "opt-out" provision. The County shall have the right to "opt-out" of future renewal of the Agreement.

The parties agree that this Agreement will remain in effect until CDBG and HOME Investment Partnership Program funds and program income received for activities carried out during the three-year qualification period (and any successive periods under the automatic renewal provision) are expended and the funded activities completed, and that the County and Cooperating Community cannot terminate or withdraw from this Agreement during this period. Notwithstanding any other provision of this Agreement, this Agreement shall be terminated at the end of any program year during which HUD withdraws its designation of Anoka County as an urban county under the Act.

SECTION IV. METHOD

The Cooperating Community and County hereby agree that it will cooperate to undertake or assist in undertaking community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing. The County shall prepare and submit to HUD and appropriate reviewing agencies, all necessary applications for basic grant amount under the CDBG and HOME Investment Partnership Program requirements. In making the application, the County shall address the goals and needs of County as developed in meetings between the Community, its citizens and the County, and also addressing the Act and other relevant Minnesota and/or federal statutes and regulations. The parties agree to cooperate fully in establishing priorities and in preparation of the application for a basic grant amount. The Cooperating Community and the County agree that the County shall establish a reasonable time schedule for the development of the grant application.

It is anticipated by the parties that the party ultimately implementing a project funded by monies received from the grant may be either the Cooperating Community or the County. The determination of which party will implement the project will be made by the parties after consideration of the nature and scope of the project, and the ability of each party to undertake the project, though it is understood by the Cooperating Community that the County shall have final responsibility for selecting projects and filing annual grant requests. The County is hereby authorized to distribute to the Cooperating Community such funds as are determined appropriate for the Community to use in implementing a project and the County is hereby authorized to undertake projects within the Cooperating Community as are determined appropriate for the County to undertake.

SECTION V. SPECIAL PROVISIONS

- A. Nothing in this Agreement is intended to prevent or otherwise modify or abrogate the right of the Cooperating Community or the County to submit individual applications for discretionary funds in the event County does not receive designation as an urban county entity under the Act.
- B. The Cooperating Community and the County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses, or damages resulting from the acts of omissions of their respective officers, agents, and employees relating to activities conducted by either under this Agreement, the Act or the Regulations.
- C. In the event that there is a revision of the Act and/or Regulation which would make this Agreement out of compliance with the Act or Regulations, both parties will review this Agreement and renegotiate those items necessary to bring the Agreement into compliance.
- D. All funds received by the County under the Act shall be deposited in the County treasury.
- E. The Cooperating Community and the County shall maintain financial and other records and accounts in accordance with requirements of the Act and Regulations. Such records and accounts will be in such form as to permit reports required of the County to be prepared therefrom and to permit the tracing of grant funds and program income to final expenditure.
- F. The Cooperating Community and the County agree to make available all records and accounts with respect to matters covered by this Agreement at all reasonable times to their respective personnel and duly authorized federal officials. Such records shall be retained as provided by law, but in no event for a period of less than (5) five years from the date of completion of any activity funded under the Act or less than (5) five years from the last receipt of program income resulting from activity implementation. The County shall perform all audits of the basic grant amounts and resulting program income as required under the Act and Regulation.
- G. The county, as the CDBG grant recipient, either for the urban county or a joint recipient (Metropolitan City/Urban County Joint Recipients) has full responsibility for the execution of the community development program, for following its Consolidated Plan, and for meeting the requirements of other applicable laws (e.g., National Environmental Policy Act, Uniform Relocation Act, Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of Title I of the Housing and Community Development Act of 1974, the Americans with Disabilities Act of 1990, and for affirmatively furthering fair housing). The Counties responsibilities must include these functions even where, as a matter of administrative convenience or State law, the county permits the participation units of general local government to carry out essential community development and housing assistance activities. The county will be held accountable for the accomplishment of the community development program, for

following the Consolidated Plan, and for ensuring that actions necessary for such accomplishments are taken by cooperating units of general local government.

- H. The parties agree to take all actions necessary to assure compliance with the urban county's certification required by section 104(b) of Title 1 of the Housing and Community Development Act of 1974, as amended including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 109 of Title 1 of the Housing and Community Development Act of 1974, and other applicable laws. The agreement also prohibits urban county funding for activities in, or in support of, any cooperating unit of general local government that does not affirmatively further fair housing within its own jurisdiction or that impedes the county's action to comply with the county's fair housing certification. This provision is required because noncompliance by a unit of general local government included in an urban county may constitute noncompliance by the grantee (i.e., the entire urban county) that can, in turn, provide cause for funding sanctions or other remedial actions by the department.
- I. The parties further agree that pursuant to 24 CFR 570.501 (b), the Cooperating Community is subject to the same requirements applicable to subrecipients, including a written agreement as set forth in 24 CFR 570.503. Such agreements are only entered into when a Cooperating Community chooses to propose a project and actually will receive funds from the County's entitlement allocation.
- J. The parties further agree that the cooperating Community has adopted and is enforcing:
 - 1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations; and
 - 2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.
- K. The Cooperating Community acknowledges that by executing this Agreement it may not apply for grants from appropriations under the Small Cities or State Community Development Block Grant Programs for fiscal years during the period in which it participates in the County's CDBG Program. The Cooperating Community further acknowledges that during the period in which it participates in the County's CDBG Program it may only participate in the HOME Program (24 USC 12701 et seq. and regulations promulgated thereto) through the County and is precluded from forming a HOME Consortium for participation in the HOME Program, except through the County.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed.

COUNTY OF ANOKA
STATE OF MINNESOTA

CITY/TOWNSHIP OF ST FRANCIS
STATE OF MINNESOTA

Dennis D. Berg
Dennis D. Berg,
Chair, Anoka County Board of Commissioners

By: R. D. Olson

Terry L. Johnson
Terry L. Johnson,
Anoka County Administrator

Its: MAYOR

Date: 9 MAY 2007

APPROVED AS TO FORM
AND EXECUTION

By: Matthew J. Hoff

Anthony C. Palumbo
Anthony C. Palumbo,
Assistant Anoka County Attorney

Its: City Administrator

Date: May 9, 2007

15 June 07
Date

I hereby certify that the provisions of this agreement are fully authorized under state and local law and that the agreement provides full legal authority of the County.

Anthony C. Palumbo
Anthony C. Palumbo
Assistant Anoka County Attorney.

MEMO

To: Mayor & Council

From: City Administrator

Date: 5/2/16

RE: Police Chief Position

On April 20th, 2016 the City Council appointed Sergeant Rehling to the Chief of Police position. With that, Staff is proposing that Chief Rehling's pay be adjusted to Pay Grade 19 Step 5, effective May 2nd, 2016. Chief Rehling was at Pay Grade 19 Step 3 as Interim Police Chief. Chief Harapat was at Pay Grade 19 Step 8. This is a full time exempt position.

Budget Impact

The difference in Chief Harapat and Chief Rehling's pay will result in **\$8,652.80** budget savings.



PAYMENT BATCH AP 05-02-16

AMERICAN PUBLIC WORK ASSOC.

04/08/2016	686918	E 101-43100-433	Dues and Subscriptions	MEMBERSHIP/DUES	46.00
04/08/2016	686918	E 101-43210-433	Dues and Subscriptions	MEMBERSHIP/DUES	46.00
04/08/2016	686918	E 101-45200-433	Dues and Subscriptions	MEMBERSHIP/DUES	46.00
04/08/2016	686918	E 601-49440-433	Dues and Subscriptions	MEMBERSHIP/DUES	46.00
04/08/2016	686918	E 602-49490-433	Dues and Subscriptions	MEMBERSHIP/DUES	46.00
					\$230.00

ANOKA COUNTY CENTRAL COMM.

04/15/2016	2016-226	E 101-42110-311	Contract	QUARTERLY CJDN	180.00
04/15/2016	2016-236	E 101-42110-311	Contract	4G WIRELESS	245.07
					\$425.07

ANOKA COUNTY-GIS

04/19/2016	5760	E 101-41400-200	Office Supplies	CITY MAPS	44.96
04/19/2016	5760	E 101-42110-200	Office Supplies	CITY MAPS	12.86
04/19/2016	5760	E 101-42210-200	Office Supplies	CITY MAPS	25.72
04/19/2016	5760	E 101-42400-200	Office Supplies	CITY MAPS	19.29
04/19/2016	5760	E 101-43100-200	Office Supplies	CITY MAPS	25.72
					\$128.55

ASSURANT EMPLOYEE BENEFITS

04/20/2016	.0516	E 101-41400-130	Employer Paid Insurance	MAY INSURANCE	240.40
04/20/2016	.0516	E 101-41500-130	Employer Paid Insurance	MAY INSURANCE	72.31
04/20/2016	.0516	E 101-41910-130	Employer Paid Insurance	MAY INSURANCE	66.99
04/20/2016	.0516	E 101-42110-130	Employer Paid Insurance	MAY INSURANCE	892.65
04/20/2016	.0516	E 101-42400-130	Employer Paid Insurance	MAY INSURANCE	110.00
04/20/2016	.0516	E 101-43100-130	Employer Paid Insurance	MAY INSURANCE	151.42
04/20/2016	.0516	E 101-43210-130	Employer Paid Insurance	MAY INSURANCE	33.65
04/20/2016	.0516	E 101-45200-130	Employer Paid Insurance	MAY INSURANCE	151.42
04/20/2016	.0516	E 601-49440-130	Employer Paid Insurance	MAY INSURANCE	56.02
04/20/2016	.0516	E 602-49490-130	Employer Paid Insurance	MAY INSURANCE	56.01
04/20/2016	.0516	E 609-49750-130	Employer Paid Insurance	MAY INSURANCE	119.65
					\$1,950.52

BELLBOY CORPORATION

04/19/2016	53214200	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.30
04/19/2016	53214200	E 609-49751-251	Liquor For Resale	LIQUOR	812.10
04/19/2016	93790100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
04/19/2016	93790100	E 609-49751-254	Miscellaneous Merchandise	MISC	52.00
					\$880.65

BREAKTHRU BEVERAGE

04/14/2016	1080458635	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.40
04/14/2016	1080458635	E 609-49751-251	Liquor For Resale	LIQUOR	980.30
04/14/2016	1080458635	E 609-49751-253	Wine For Resale	WINE	60.00
04/14/2016	1080458635	E 609-49751-254	Miscellaneous Merchandise	MISC	66.09
04/21/2016	1080461407	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.76
04/21/2016	1080461407	E 609-49751-251	Liquor For Resale	LIQUOR	829.32
04/21/2016	1080461407	E 609-49751-253	Wine For Resale	WINE	48.00
					\$2,018.87

CENTERPOINT ENERGY

04/15/2016	.0416	E 101-41940-383	Gas Utilities	CITY HALL #1	25.13
04/15/2016	.0416	E 101-41940-383	Gas Utilities	CITY HALL #3	37.66
04/15/2016	.0416	E 101-41940-383	Gas Utilities	CITY HALL #2	20.20
04/15/2016	.0416	E 101-41940-383	Gas Utilities	CITY HALL #4	28.06

04/15/2016	.0416	E 101-42110-383	Gas Utilities	POLICE/PW	614.61
04/15/2016	.0416	E 101-42210-383	Gas Utilities	FIRE	757.12
04/15/2016	.0416	E 101-42210-383	Gas Utilities	FIRE GENERATOR	21.07
04/15/2016	.0416	E 101-43100-383	Gas Utilities	POLICE/PW	153.65
04/15/2016	.0416	E 101-45200-383	Gas Utilities	WARMING HOUSE	134.94
04/15/2016	.0416	E 101-45200-383	Gas Utilities	POLICE/PW	153.65
04/15/2016	.0416	E 601-49440-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	49.21
04/15/2016	.0416	E 601-49440-383	Gas Utilities	WATER PLANT	629.45
04/15/2016	.0416	E 601-49440-383	Gas Utilities	POLICE/PW	153.65
04/15/2016	.0416	E 602-49490-383	Gas Utilities	LIFT (23699 AMBASSADOR)	19.67
04/15/2016	.0416	E 602-49490-383	Gas Utilities	POLICE/PW	153.65
04/15/2016	.0416	E 602-49490-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	49.22
04/15/2016	.0416	E 602-49490-383	Gas Utilities	WWTP	330.90
04/15/2016	.0416	E 609-49750-383	Gas Utilities	LIQUOR	123.82
					<hr/>
					\$3,455.66

CITY EMPLOYEES UNION, LOCAL #3

04/21/2016	.0516	G 101-21707	Union Dues	MAY DUES	197.40
					<hr/>
					\$197.40

COCA COLA REFRESHMENTS

04/19/2016	0108203037	E 609-49751-254	Miscellaneous Merchandise	MISC	243.91
					<hr/>
					\$243.91

COLONIAL INSURANCE

04/24/2016	7129661-0505881	G 101-21712	Colonial Insurance	MAY PREMIUM	365.78
					<hr/>
					\$365.78

CONNEXUS ENERGY

04/21/2016	.0416	E 101-41940-381	Electric Utilities	CITY HALL	344.39
04/21/2016	.0416	E 101-41940-381	Electric Utilities	SIGN	75.04
04/21/2016	.0416	E 101-42110-381	Electric Utilities	SIREN	5.00
04/21/2016	.0416	E 101-42110-381	Electric Utilities	POLICE/PW	883.05
04/21/2016	.0416	E 101-42110-381	Electric Utilities	SIREN	5.00
04/21/2016	.0416	E 101-42210-381	Electric Utilities	FIRE	408.37
04/21/2016	.0416	E 101-43100-381	Electric Utilities	POLICE/PW	220.76
04/21/2016	.0416	E 101-43100-386	Street Lighting	STREET LIGHTS	3,472.09
04/21/2016	.0416	E 101-45200-381	Electric Utilities	PARKS	257.68
04/21/2016	.0416	E 101-45200-381	Electric Utilities	POLICE/PW	220.76
04/21/2016	.0416	E 601-49440-380	Electric-System	WATER	3,697.21
04/21/2016	.0416	E 601-49440-381	Electric Utilities	POLICE/PW	220.76
04/21/2016	.0416	E 602-49490-381	Electric Utilities	LIFT STATIONS	8,005.43
04/21/2016	.0416	E 602-49490-381	Electric Utilities	POLICE/PW	220.76
04/21/2016	.0416	E 609-49750-381	Electric Utilities	LIQUOR STORE	1,020.43
					<hr/>
					\$19,056.73

CRYSTAL SPRINGS ICE

04/12/2016	001.B002085	E 609-49751-254	Miscellaneous Merchandise	MISC	141.34
					<hr/>
					\$141.34

DAHLHEIMER DIST. CO. INC.

04/13/2016	1194577	E 609-49751-252	Beer For Resale	BEER	6,309.20
04/13/2016	1194577	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00
04/15/2016	125244	E 609-49751-252	Beer For Resale	BEER	31.50
04/20/2016	125048	E 609-49751-252	Beer For Resale	BEER	8,154.00
04/20/2016	125048	E 609-49751-254	Miscellaneous Merchandise	MISC	348.00
04/20/2016	125048	E 609-49751-255	N/A Products	NA	34.45
					<hr/>
					\$14,919.15

DELTA DENTAL

04/15/2016	6465024	G 101-21711	Dental Insurance	MAY PREMIUMS	560.65
					<hr/>
					\$560.65

FREEDOM SERVICES, INC.-RE

04/18/2016	4251	E 101-41540-301	Auditing and Acct g Services	ANNUAL FEE	800.00
					<hr/>
					\$800.00

G&K SERVICES, INC

04/19/2016	1043457009	E 101-41940-219	Rug Maintenance	RUGS	16.16
04/19/2016	1043457098	E 609-49750-219	Rug Maintenance	RUGS	11.23
04/19/2016	1043457100	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
04/19/2016	1043457100	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
					\$37.19

GRANITE CITY JOBBING CO.

04/12/2016	3638	E 609-49750-210	Operating Supplies	OPERATING	93.69
04/12/2016	3638	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
04/12/2016	3638	E 609-49751-256	Tobacco Products For Resale	TOBACCO	215.84
04/12/2016	3638	G 101-20810	Sales Tax Payable	USE TAX	(0.48)
04/19/2016	4448	E 609-49750-210	Operating Supplies	OPERATING	76.80
04/19/2016	4448	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
04/19/2016	4448	E 609-49751-254	Miscellaneous Merchandise	MISC	53.60
04/19/2016	4448	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,085.30
					\$1,533.25

HACH COMPANY

04/13/2016	98849886	E 601-49440-235	Lab Supplies	CHEMICALS	90.67
					\$90.67

ISD #15

04/18/2016	2512	E 101-42110-221	Vehicle Repair & Maintenance	2013 DODGE CHARGER	177.14
04/18/2016	2513	E 101-42110-221	Vehicle Repair & Maintenance	2015 DODGE CHARGER	263.64
04/18/2016	2514	E 101-42110-221	Vehicle Repair & Maintenance	2015 DODGE CHARGER	52.24
					\$493.02

JJ TAYLOR DISTRIBUTING

04/13/2016	2511427	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
04/13/2016	2511427	E 609-49751-252	Beer For Resale	BEER	1,388.70
04/20/2016	2511470	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
04/20/2016	2511470	E 609-49751-252	Beer For Resale	BEER	1,379.20
					\$2,773.90

JOHNSON BROS WHLSE LIQUOR

04/13/2016	5416460	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.68
04/13/2016	5416460	E 609-49751-251	Liquor For Resale	LIQUOR	1,098.37
04/13/2016	5416461	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.08
04/13/2016	5416461	E 609-49751-253	Wine For Resale	WINE	168.50
04/20/2016	5421897	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.64
04/20/2016	5421897	E 609-49751-253	Wine For Resale	WINE	331.95
04/20/2016	5421898	E 609-49751-253	Wine For Resale	WINE	43.98
					\$1,673.20

LAW ENFORCEMENT LABOR SVCS.

04/12/2016	.0516	G 101-21707	Union Dues	MAY DUES	343.00
					\$343.00

LINCOLN MARKETING, INC

04/14/2016	43783	E 609-49750-340	Advertising	ADVERTISING	499.00
					\$499.00

MARTIES FARM SERVICE

04/19/2016	907227	E 101-45200-411	Trail Repair & Maint	CRABGRASS PREV	838.00
					\$838.00

MCDONALD DIST CO.

04/14/2016	261092	E 609-49751-252	Beer For Resale	BEER	2,302.85
04/14/2016	261092	E 609-49751-254	Miscellaneous Merchandise	MISC	36.00
04/14/2016	261092	E 609-49751-255	N/A Products	NA	72.00
04/21/2016	261635	E 609-49751-252	Beer For Resale	BEER	11,990.20
04/21/2016	261635	E 609-49751-254	Miscellaneous Merchandise	MISC	36.00
04/21/2016	261635	E 609-49751-255	N/A Products	NA	57.00
					\$14,494.05

MY ALARM CENTER

05/01/2016	7121674	E 609-49750-445	Security	LIQUOR STORE ALARM	32.73
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\$32.73

PB ELECTRONICS, INC

04/19/2016	130474	E 101-42110-218	Equipment Repair & Maintenance	REPAIR EQUIP	164.50
					<u>\$164.50</u>

PHILLIPS WINE & SPIRITS CO.

04/13/2016	2959657	E 609-49751-206	Freight and Fuel Charges	FREIGHT	25.08
04/13/2016	2959657	E 609-49751-251	Liquor For Resale	LIQUOR	2,589.00
04/15/2016	235453	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(3.04)
04/15/2016	235453	E 609-49751-251	Liquor For Resale	LIQUOR	(211.90)
04/20/2016	2963345	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.68
04/20/2016	2963345	E 609-49751-251	Liquor For Resale	LIQUOR	756.89
					<u>\$3,169.71</u>

ROSEVILLE, CITY OF

04/21/2016	0221407	E 101-41110-310	Computer Consulting Fees	IT SERVICES	325.94
04/21/2016	0221407	E 101-41400-310	Computer Consulting Fees	IT SERVICES	1,195.14
04/21/2016	0221407	E 101-42110-310	Computer Consulting Fees	IT SERVICES	1,466.76
04/21/2016	0221407	E 101-42210-310	Computer Consulting Fees	IT SERVICES	260.75
04/21/2016	0221407	E 101-42400-310	Computer Consulting Fees	IT SERVICES	54.40
04/21/2016	0221407	E 101-43100-310	Computer Consulting Fees	IT SERVICES	347.67
04/21/2016	0221407	E 101-45200-310	Computer Consulting Fees	IT SERVICES	456.32
04/21/2016	0221407	E 601-49440-310	Computer Consulting Fees	IT SERVICES	434.59
04/21/2016	0221407	E 602-49490-310	Computer Consulting Fees	IT SERVICES	434.59
04/21/2016	0221407	E 609-49750-310	Computer Consulting Fees	IT SERVICES	434.59
04/21/2016	0221446	E 101-41940-321	Telephone	PHONE	79.39
04/21/2016	0221446	E 101-42110-321	Telephone	PHONE	79.39
04/21/2016	0221446	E 101-42210-321	Telephone	PHONE	79.39
04/21/2016	0221446	E 101-43100-321	Telephone	PHONE	79.39
04/21/2016	0221446	E 101-45200-321	Telephone	PHONE	79.39
04/21/2016	0221446	E 601-49440-321	Telephone	PHONE	79.39
04/21/2016	0221446	E 602-49490-321	Telephone	PHONE	79.39
04/21/2016	0221446	E 609-49750-321	Telephone	PHONE	79.44
					<u>\$6,045.92</u>

ROYAL SUPPLY

04/19/2016	18623	E 101-41940-210	Operating Supplies	SUPPLIES	25.00
04/19/2016	18623	E 101-42110-217	Other Operating Supplies	SUPPLIES	50.00
04/19/2016	18623	E 101-43100-217	Other Operating Supplies	SUPPLIES	25.00
04/19/2016	18623	E 101-45200-217	Other Operating Supplies	SUPPLIES	25.00
04/19/2016	18623	E 601-49440-217	Other Operating Supplies	SUPPLIES	25.00
04/19/2016	18623	E 602-49490-217	Other Operating Supplies	SUPPLIES	25.00
					<u>\$175.00</u>

SOUTHERN WINE & SPIRITS OF MN

04/14/2016	1397267	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.36
04/14/2016	1397267	E 609-49751-251	Liquor For Resale	LIQUOR	1,250.79
04/21/2016	1399656	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.74
04/21/2016	1399656	E 609-49751-251	Liquor For Resale	LIQUOR	2,738.25
					<u>\$4,024.14</u>

SYNOVIA SOLUTIONS

04/01/2016	4733	E 101-43100-311	Contract	GPS LEASE	45.79
04/01/2016	4733	E 101-45200-311	Contract	GPS LEASE	45.80
04/01/2016	4733	E 601-49440-311	Contract	GPS LEASE	45.79
04/01/2016	4733	E 602-49490-311	Contract	GPS LEASE	45.80
					<u>\$183.18</u>

TOTAL REGISTER SYSTEMS, INC

11/12/2015	53744	E 609-49750-240	Office Equip	OFFICE EQUIP	221.77
					<u>\$221.77</u>

VESSCO, INC.

04/12/2016	66019	E 601-49440-233	Water Treatment Plant Maint	LIMIT SWITCH	400.00
					<u>\$400.00</u>

\$82,566.51

FUND SUMMARY

101 GENERAL FUND	\$18,747.24
601 WATER FUND	\$5,932.64
602 SEWER FUND	\$9,471.32
609 MUNICIPAL LIQUOR FUND	\$48,415.31
Total	<u>82,566.51</u>



Phone: 763-780-2332
24-Hour Help Line/TTY: 763-780-2330
Fax: 763-780-9696
www.alexandrahouse.org

P.O. Box 490039
Blaine, MN 55449-0039

April 20, 2016

Joe Kohlmann, City Administrator
City of St. Francis
23340 Cree St NW
St. Francis, MN 55070

Dear Joe,

Alexandra House respectfully requests that the City of St. Francis allocate funds to support services to be provided to St. Francis residents by the Alexandra House Community Program in 2017. Alexandra House responds 24/7 to calls from the St. Francis Police Department and Unity and Mercy Hospitals as part of your community's public safety and public health infrastructure.

The need for our services continues to grow. According to the *2015 Wilder Research Minnesota Homeless Study* there was a 15% increase from 2012 in the number of people in domestic violence shelters. Each year, we assist victims of domestic and sexual violence in the City of St. Francis – and we are the only agency providing these services in Anoka County. We help your residents with their immediate crisis and safety needs and assist them in moving beyond the violence to achieve long-term safety and independence. I have attached our "2015 ...A Year in Review" which details our services and impact last year.

While our services are free to those we serve; they are not without costs. Therefore, I have also included a budget document that details services provided to St. Francis residents and the cost incurred by Alexandra House in the provision of those services and the unsecured revenue we are seeking to fully fund those services. Our hope is that the City of St. Francis will partner with us in filling this revenue gap. Please do not hesitate to contact me if you have any questions. I would welcome the opportunity to attend a city council meeting to discuss this funding request and respond to any questions you may have.

Thank you very much for your consideration.

A handwritten signature in black ink that reads 'Connie Moore'. The signature is written in a cursive style with a long, sweeping tail on the 'e'.

Connie Moore

ALEXANDRA HOUSE, INC.**City of St. Francis**

Services Provided	Services Provided in 2015
Protection Order Filings	2
Civil Legal Information & Advocacy	23
Legal Representation on OFP's	1
Civil Court Hearings	1
Crisis Line	129
Therapy	4
Arrest/Non-Arrest Victim Follow up	1
Lethality Assessment Follow up	3
Criminal Court Information & Advocacy	94
Criminal Court Hearings Attended	8
Community Support Groups	2
Crisis Intervention / Safety Planning	36
Hospital Advocacy	4
Sexual Violence Info and Support	29
Financial Assistance	4
Child Care	1
Youth Services - One on One Advocacy	42
Youth Services - Teen Support Groups	56
Youth Services - Youth Advisory Council	2
Youth Services - Summer Outreach	32
Youth Services - Lino Lakes Juvenile Shelter Groups	12
Youth Services - Classroom Presentation (12)	382
TOTAL	868
2017 Budget	Amount
Cost of Services Provided to City of St. Francis	\$ 34,621
Revenue allocated from other sources	\$ 22,503
Unsecured Revenue	\$ 12,117



2015...A YEAR IN REVIEW

Mission of Alexandra House . . . to empower victims of domestic and sexual violence, and inspire social change, through education, support and advocacy.

Each year, Alexandra House provides . . .

A Safe Haven. 615 women and children received 11,396 nights of safety.

A Lifeline. 9,907+ calls were answered on our 24-hour emergency help line.

A Voice. 887 clients were supported by our civil and criminal justice advocacy services including: filing of protection orders, support during civil and criminal court proceedings and legal representation.

A First Responder. 220 victims of sexual and domestic violence received crisis intervention, safety planning, and support at local hospitals and clinics.

A Community. 303 women and children began their healing process at weekly support groups services and through ongoing therapy provided to 48 adults, children, and youth.

An Advocate. 105 families received personal follow up support services and housing and financial assistance imperative in achieving violence-free lives.

A Role Model. 1,400 children, youth, and parents were touched through school-based 1-1 advocacy and support groups and on-site groups at Lino Juvenile Correctional Facilities; 5,120 students about healthy relationships through 177 classroom presentations.

A Mentor. 3,443 community members increased their awareness and knowledge through community education presentations, professional trainings, and community events.

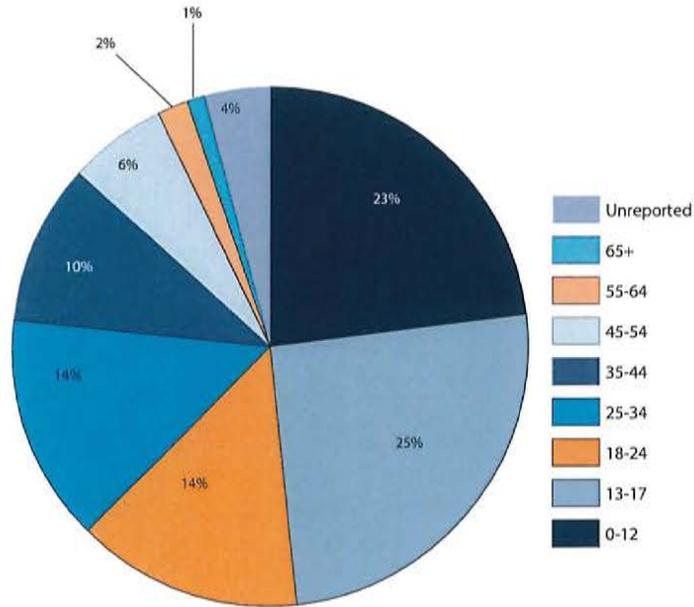
A Promise. 21 older adults were helped through our Aging Services Program since its launch in June 2015.

A Helping Hand. 108 volunteers contributed 7,709 hours of their time and talent to our programs; a value of over \$191,415.

Through all of our services, Alexandra House impacted the lives of over 22,000 people.

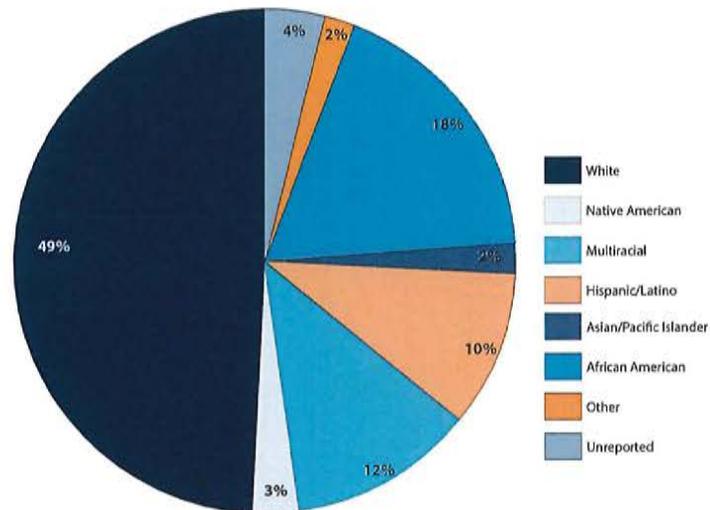
WHO WE SERVE

Individuals Served by Age



- 6% of adults served were male
- 20% of children and youth served were male
- 70% of those served were Anoka County residents

Individuals Served by Ethnicity



Alexandra House is committed to providing services that are comprehensive, victim-centered, and culturally relevant. Interpreter services are available through our 24-hour help line and for our ongoing clients. Written materials about our services are available in Spanish, Arabic, Hmong, and Somali. We serve individuals of all genders in our community-based programming, and women (regardless of gender at birth) in our shelter program. All services are provided free, confidentially and regardless of immigration status.



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: April 20, 2016

To: Paul Teicher, Public Works Director

From: Jared Voge, P.E.
City Engineer

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

INTRODUCTION:

Additional information regarding Change Order No. 1 has been assembled as requested by the City Council.

BACKGROUND:

At the April 18, 2016 City Council meeting, Change Order No. 1 associated with the Bridge Street Utility Improvements – City Project was presented to the City Council. Council requested additional information regarding Change Order No. 1 Item 2 related to the Rum River forcemain crossing. Please find enclosed the following items:

1. Change Order No. 1 Summary
2. Work Order No. 1 Request from Contractor
3. Work Order No. 2 Request from Contractor
4. Work Order No. 3 Request from Contractor
5. Work Order No. 3 Revised Request from Contractor
6. 10 inch and 14 inch Reamer pictures
7. Contract Text

The Contractor submitted Work Order No.s 1 through 3 and subsequently revised Work Order No. 3 (Work Order No. 3 Revised Request from Contractor). You will note that the submitted Work Order No.s 1 and 2 have been combined and included in Change Order No. 1 Item 1. The sum of the submitted Work Orders is greater than the sum of Change Order No. 1 Item 1 because Change Order No. 1 Item 1 reflects the costs as verified by on-site inspection records.

Originally, the Contractor submitted Work Order No. 3 totaling \$88,390.00. Based on discussions with the Contractor, Work Order No. 3 was revised to reflect a total of \$58,380.55. The Contractor has requested additional compensation as a result of differing subsurface conditions and the number of attempts/days spent drilling and re-drilling to install the forcemain beneath the river. The Contractor has stated that they believe the forcemain installation, under normal/anticipated conditions would have taken 3 to 4 days rather than the 14 days identified in Work Order No. 3 Revised Request. Their belief is based on the amount of time it took them to drill the forcemain within other areas of the project which they completed prior to drilling beneath the river. You will note that the total of Work Order No. 3 Revised Request is greater than the sum of Change Order No. 1 Items 2 and 3, \$53,561.10, because the costs included in the Change Order are based on verified on-site inspection records.

H:\STFR\R18107257\1_Corres\2016-04-20 107257 Teicher Change Order No. 1 mmo.doc.docx

DESIGNING FOR A BETTER TOMORROW

Bolton & Menk is an equal opportunity employer

RECOMMENDATION:

I recommend that following Council's review of the enclosed information, should Council have any questions, that they contact either you or I regarding the enclosed information or the project. I further recommend that the Change Order be placed on a future Council meeting agenda for consideration after all questions from Council have been answered.

BUDGET IMPACT:

Change Order No. 1 totals \$60,935.43.

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

CHANGE ORDER NO. 1

2015 BRIDGE STREET UTILITY IMPROVEMENTS
ST. FRANCIS, MINNESOTA
BMI PROJECT NO. R18.107257

WORK COMPLETED THROUGH MARCH 25, 2016

	UNIT	UNIT PRICE	QUANTITY	AMOUNT
CHANGE ORDER NO. 1				
1 RIVERS EDGE LIFT STATION CONNECTION (Work Order No. 1 & 2)	LUMP SUM	\$ 7,374.33	1 \$	7,374.33
2 RUM RIVER FORCEMAIN CROSSING (Work Order No. 3 Revised Request)	LUMP SUM	\$ 48,634.50	1 \$	48,634.50
3 10" REAMER HEAD (Work Order No. 3 Revised Request)	LUMP SUM	\$ 4,926.60	1 \$	4,926.60
			TOTAL =	\$ 60,935.43

Proposal

Work Order No. 2 - Change Order No. 1 Item 1

Project Name: St. Francis - 2015 Bridge Street Utility Improvements		Additional Work No: 2	Date: 11/17/15				
To: Cody Holmes Bolton & Menk, Inc. 7533 Sunwood Drive NW, Suite 206 Ramsey, Minnesota 55303		Transmitted By: Jimmy Diedrich Estimator / Project Manager <i>Signature: [Handwritten Signature]</i>					
Description of Work This proposal addresses the additional costs for working directly under and around the overhead powerline/pole/cable/fiber lines, the 600 pair telephone that ran through the air relief manholes, two underground powerline and a 25 pair copper phone why we were installing mahole "EE" on the above referenced project. The construction plans show the overhead power off to the west and do not show any of the other existing utilities. If this additional work is acceptable, please forward on a change order for our approval.							
Breakdown of Proposal Work							
Date:	Laborer & Equipment:	Unit	Quantity	Unit Price	Total		
11/12/2015	160 Hitachi Backhoe W/Operator	HR	3.00	\$ 193.00	\$ 579.00		
	962 Cat Loader W/Operator	HR	3.00	\$ 165.00	\$ 495.00		
	Laborers (3)	HR	3.00	\$ 248.00	\$ 744.00		
	Foreman	HR	3.00	\$ 102.00	\$ 306.00		
			-	\$ -	\$ -		
	Outside Services			\$ -	\$ -		
				\$ -	\$ -		
	Materials:						
*	48" x 1' MH Section	EA	1.00	\$ 196.00	\$ 196.00		
*	Delivery Fee	EA	1.00	\$ 250.00	\$ 250.00		
*				\$ -	\$ -		
Contract#	Additions/Deductions To Contract	Unit	Quantity	Unit Price	Total	Additions/Deductions To Original Contract	\$
			-	\$ -	\$ -	Laborer & Equipment	\$ 2,124.00
			-	\$ -	\$ -	Sub/Outside Services	\$ -
				\$ -	\$ -	Materials	\$ 446.00
				\$ -	\$ -	5% Mark-Up Labor, Equipment & Material	15.0% \$ 318.60
			-	\$ -	\$ -	5% Mark-up Outside Service	5.0% \$ -
			-	\$ -	\$ -	Sales Tax *	7.375% \$ 32.89
			-	\$ -	\$ -		
Total Additions/Deductions To Original Contract						\$	2,921.49

Change Order No. 1
Item 1 -\$7,374.33

Work Order No. 2 Total: \$2,921.49
*Work Order No. 1 Total: \$5,924.17
Total: \$8,845.66

Work Order No. 2 and No. 1 Total: \$8,845.66
Change Order No. 1 Item 1 Total: \$7,374.33
Difference: \$ 1,471.33

*See Work Order No. 1

*The sum of Work Order No. 2 and No. 1 are combined as Change Order No. 1 Item 1. Costs associated with Change Order No. 1 Item 1 are less than the sum of Work Order No. 2 and No. 1. The reduction is due to the verification of actual hours worked and verified by on-site inspection records.

LaTour Construction, Inc.
2134 County Road 8 NW
Maple Lake, MN 55358
(320) 963-5993 Office (320) 963-6017 Fax

Additional Work
Original Work Order No. 3

Project Name: St. Francis - 2015 Bridge Street Utility Improvements	Additional Work No: 3 Revised	Date: 12/07/15
To: Cory Holmes Bolton & Menk, Inc. 7533 Sunwood Drive NW, Suite 206 Ramsey, Minnesota 55303	Transmitted By: Jimmy Diedrich Estimator / Project Manager Signature:	

Description of Work
This proposal addresses the additional costs for directional drilling through rock/concrete buried under the Rum River on the above referenced project. As you know the primary obstacle is believed to be a considerable amount (approx. 500') of rock/concrete that is buried under the river and along the banks. Subsurface Drilling still believes that there is a good chance this pipe can be installed. However it is important that we all continue to communicate with the appropriate parties to ensure there is support for these extraordinary efforts due to these unforeseen conditions.

Subsurface is asking for compensation, preferable on a time and materials basis, for all work beyond day 4. The numbers our subcontractor has included are more than reasonable for this type of work. Had it been disclosed in the bid documents that there was rock/concrete buried under the river from prior projects this would have been bid completely different. We have also attached photos of the bit from the original pilot bore, the 14" reamer, 10" reamer before and after. They all show signs of considerable amount of wear due to the rock/concrete they are boring/working through.

Subsurface's current TENTATIVE plan is to pre-ream with a 12" Monday, a 14" Tuesday and a 16" Wednesday. If the 16" goes reasonably well they may decide to then pull the 12" IPS HDPE through the 16" hole rather than run the risk of running a 18" reamer through and loosing the hole completely should the reamer fail or get stuck. This would put the pipe in the ground end of day Thursday. This is all assuming things go reasonable well each day until then, a significant assumption.

One last item Subsurface would like to quickly touch on is their use of McDonough's Vac Services. Had there not been the rock/concrete they would have had the pipe back already and thus not be paying for this service. In addition, they have been hired to control the mud that has cracked out of the bank on the east side of the river. This would not have occurred if they did not need to use 3-4x the typical quantities of boring mud in order to get through the rock/concrete.

We appreciate your help with this matter as Subsurface continues to move forward and look forward to any feedback the city may have regarding additional information and documentation we can provide in order to firm up the financial support necessary to complete this bore. If this additional work is acceptable, please forward on a change order for our approval.

Breakdown of Proposal Work					
Date:	Laborer & Equipment:	Unit	Quantity	Unit Price	Total
	300 John Deere Excavator W/O Operator - Rental	HR	18.00	\$ 210.00	\$ 3,780.00
	Trench Box	HR	45.00	\$ 31.00	\$ 1,395.00
	Mobilization	LS	1.00	\$ 2,500.00	\$ 2,500.00
	Outside Services				
Day 1 - 11/18/15	Attempted drill out W/6.5" pilot hole. Stopped at 100' due to rock. Drive on drill failed.				
	Foreman	HR	9.00	\$ 62.00	\$ -
	Operator	HR	11.00	\$ 41.00	\$ -
	Laborers (2)	HR	11.00	\$ 62.00	\$ -
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$ 1,530.00	\$ -
	Drilling Mud/Mixing Truck	DY	1.00	\$ 179.00	\$ -
	Water Truck	DY	1.00	\$ 77.00	\$ -
	Support Truck	DY	1.00	\$ 51.00	\$ -
	Hydro-Vac Truck W/Operator	HR	11.00	\$ 205.00	\$ -
	Tru-Bore Uni-Drill	EA	1.00	\$ 459.00	\$ -
Day 2 - 11/30/15	Drilled across river W/6.5" Pilot Hole.				
	Foreman	HR	9.00	\$ 62.00	\$ -
	Operator	HR	11.00	\$ 41.00	\$ -
	Laborers (2)	HR	11.00	\$ 62.00	\$ -
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$ 1,530.00	\$ -
	Drilling Mud/Mixing Truck	DY	1.00	\$ 179.00	\$ -
	Water Truck	DY	1.00	\$ 77.00	\$ -

Additional Work

	Support Truck	DY	1.00	\$ 51.00	\$ -
	Hydro-Vac Truck W/Operator	HR	11.00	\$ 205.00	\$ -
	Tru-Bore Uni-Drill	EA	1.00	\$ 459.00	\$ -
Day 3 - 12/1/15	Pre-reamed 200/LF W/14" reamer. Lost mud flow, so pulled reamer.				
	Foreman	HR	9.00	\$ 62.00	\$ -
	Operator	HR	12.00	\$ 41.00	\$ -
	Laborers (2)	HR	12.00	\$ 62.00	\$ -
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$ 1,530.00	\$ -
	Drilling Mud/Mixing Truck	DY	1.00	\$ 179.00	\$ -
	Water Truck	DY	1.00	\$ 77.00	\$ -
	Support Truck	DY	1.00	\$ 51.00	\$ -
	Hydro-Vac Truck W/Operator	HR	12.00	\$ 205.00	\$ -
	Tru-Bore Uni-Drill	EA	1.00	\$ 459.00	\$ -
Day 4 - 12/2/15	Pre-reamed 220/LF W/14" reamer stopped due to mud frack on east river bank.				
	Foreman	HR	10.00	\$ 62.00	\$ -
	Operator	HR	12.00	\$ 41.00	\$ -
	Laborers (2)	HR	12.00	\$ 62.00	\$ -
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$ 1,530.00	\$ -
	Drilling Mud/Mixing Truck	DY	1.00	\$ 179.00	\$ -
	Water Truck	DY	1.00	\$ 77.00	\$ -
	Support Truck	DY	1.00	\$ 51.00	\$ -
	Hydro-Vac Truck W/Operator	HR	12.00	\$ 205.00	\$ -
	Tru-Bore Uni-Drill	EA	1.00	\$ 918.00	\$ -
Day 5 - 12/3/15	Pre-reamed 300/LF W/14" reamer stopped due to reamer worn down due to rock/concrete.				
	Foreman	HR	8.00	\$ 62.00	\$ 496.00
	Operator	HR	10.00	\$ 41.00	\$ 410.00
	Laborers (2)	HR	10.00	\$ 62.00	\$ 620.00
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$ 1,530.00	\$ 1,530.00
	Drilling Mud/Mixing Truck	DY	1.00	\$ 179.00	\$ 179.00
	Water Truck	DY	1.00	\$ 77.00	\$ 77.00
	Support Truck	DY	1.00	\$ 51.00	\$ 51.00
	Hydro-Vac Truck W/Operator	HR	10.00	\$ 205.00	\$ 2,050.00
	Tru-Bore Uni-Drill	EA	1.00	\$ 918.00	\$ 918.00
	McDonoughs Hydro Vac Service	HR	13.00	\$ 230.00	\$ 2,990.00
	Rebuild 14" Reamer	EA	1.00	\$ 2,448.00	\$ 2,448.00
Day 6 - 12/4/15	Pre-reamed 620/LF W/10" reamer.				
	Foreman	HR	9.00	\$ 62.00	\$ 558.00
	Operator	HR	12.00	\$ 41.00	\$ 492.00
	Laborers (2)	HR	12.00	\$ 62.00	\$ 744.00
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$ 1,530.00	\$ 1,530.00
	Drilling Mud/Mixing Truck	DY	1.00	\$ 179.00	\$ 179.00
	Water Truck	DY	1.00	\$ 77.00	\$ 77.00
	Support Truck	DY	1.00	\$ 51.00	\$ 51.00
	Hydro-Vac Truck W/Operator	HR	12.00	\$ 205.00	\$ 2,460.00
	Tru-Bore Uni-Drill	EA	1.00	\$ 918.00	\$ 918.00
	McDonoughs Hydro Vac Service	HR	11.00	\$ 230.00	\$ 2,530.00
	New 10" Reamer	EA	1.00	\$ 4,692.00	\$ 4,692.00
Day 7 - 12/7/15	Pre-reamed 620/LF W/12" reamer.				
	Foreman	HR	12.00	\$ 62.00	\$ 744.00
	Operator	HR	12.00	\$ 41.00	\$ 492.00
	Laborers (2)	HR	12.00	\$ 62.00	\$ 744.00
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$ 1,530.00	\$ 1,530.00
	Drilling Mud/Mixing Truck	DY	1.00	\$ 179.00	\$ 179.00
	Water Truck	DY	1.00	\$ 77.00	\$ 77.00
	Support Truck	DY	1.00	\$ 51.00	\$ 51.00
	Hydro-Vac Truck W/Operator	HR	12.00	\$ 205.00	\$ 2,460.00
	Tru-Bore Uni-Drill	EA	1.00	\$ 918.00	\$ 918.00
	McDonoughs Hydro Vac Service	HR	12.00	\$ 230.00	\$ 2,760.00
Day 8 - 12/8/15	Pre-reamed 620/LF W/14" reamer.				
	Foreman	HR	12.00	\$ 62.00	\$ 744.00
	Operator	HR	12.00	\$ 41.00	\$ 492.00
	Laborers (2)	HR	12.00	\$ 62.00	\$ 744.00

Additional Work Request

Work Order No. 3 Revised Request - Change Order No. 1 Items 2 and 3

Project Name: St. Francis - 2015 Bridge Street Utility Improvements		Additional Work No: 3 Revised	Date: 03/11/16		
To: Cory Holmes Bolton & Menk, Inc. 7533 Sunwood Drive NW, Suite 206 Ramsey, Minnesota 55303		Transmitted By: Jimmy Diedrich Estimator / Project Manager Signature:			
Description of Work This additional work request addresses the additional costs for directional drilling the 12" HDPE pipe through rock or concrete buried under the Rum River on the above referenced project. As you know the primary obstacle is believed to be a considerable amount of rock or concrete that is buried under the river and along the banks from previous projects. Relative to the original scope Subsurface feels this crossing costs are higher, however for the work that was completed and the investment we all have made this is a very modest. The rates Subsurface is requesting compensation for are competitive and in several cases simply thier costs. If this additional work request is acceptable, please forward on a change order for our approval.					
Breakdown of Additional Work:					
Date:	Laborer & Equipment:	Unit	Quantity	Unit Price	Total
	300 John Deere Excavator W/O Operator - Rental	HR	5.25	\$ 210.00	\$ 1,102.50
	Trench Box	HR	22.50	\$ 31.00	\$ 697.50
	Mobilization	LS	1.00	\$ 2,500.00	\$ 2,500.00
	Outside Services				
Day 1 - 11/18/15	Attempted drill out W/6.5" pilot hole. Stopped at 100' due to rock. Drive on drill failed.				
	Foreman	HR	9.00	\$ 62.00	\$ -
	Operator	HR	11.00	\$ 41.00	\$ -
	Laborers (2)	HR	11.00	\$ 62.00	\$ -
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$ 1,530.00	\$ -
	Drilling Mud/Mixing Truck	DY	1.00	\$ 179.00	\$ -
	Water Truck	DY	1.00	\$ 77.00	\$ -
	Support Truck	DY	1.00	\$ 51.00	\$ -
	Hydro-Vac Truck W/Operator	HR	11.00	\$ 205.00	\$ -
	Tru-Bore Uni-Drill	EA	1.00	\$ 459.00	\$ -
Day 2 - 11/30/15	Drilled across river W/6.5" Pilot Hole.				
	Foreman	HR	9.00	\$ 62.00	\$ -
	Operator	HR	11.00	\$ 41.00	\$ -
	Laborers (2)	HR	11.00	\$ 62.00	\$ -
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$ 1,530.00	\$ -
	Drilling Mud/Mixing Truck	DY	1.00	\$ 179.00	\$ -
	Water Truck	DY	1.00	\$ 77.00	\$ -
	Support Truck	DY	1.00	\$ 51.00	\$ -
	Hydro-Vac Truck W/Operator	HR	11.00	\$ 205.00	\$ -
	Tru-Bore Uni-Drill	EA	1.00	\$ 459.00	\$ -
Day 3 - 12/1/15	Pre-reamed 200/LF W/14" reamer. Lost mud flow, so pulled reamer.				
	Foreman	HR	9.00	\$ 62.00	\$ -
	Operator	HR	12.00	\$ 41.00	\$ -
	Laborers (2)	HR	12.00	\$ 62.00	\$ -
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$ 1,530.00	\$ -
	Drilling Mud/Mixing Truck	DY	1.00	\$ 179.00	\$ -
	Water Truck	DY	1.00	\$ 77.00	\$ -
	Support Truck	DY	1.00	\$ 51.00	\$ -
	Hydro-Vac Truck W/Operator	HR	12.00	\$ 205.00	\$ -
	Tru-Bore Uni-Drill	BA	1.00	\$ 459.00	\$ -
Day 4 - 12/2/15	Pre-reamed 220/LF W/14" reamer stopped due to mud frac on east river bank.				
	Foreman	HR	10.00	\$ 62.00	\$ -
	Operator	HR	12.00	\$ 41.00	\$ -
	Laborers (2)	HR	12.00	\$ 62.00	\$ -
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$ 1,530.00	\$ -
	Drilling Mud/Mixing Truck	DY	1.00	\$ 179.00	\$ -
	Water Truck	DY	1.00	\$ 77.00	\$ -
	Support Truck	DY	1.00	\$ 51.00	\$ -

LaTour Construction, Inc.
 2134 County Road 8 NW
 Maple Lake, MN 55358
 (320) 963-5993 Office (320) 963-6017 Fax

Additional Work Request

	Hydro-Vac Truck W/Operator	HR	12.00	\$	205.00	\$	-
	Tru-Bore Uni-Drill	EA	1.00	\$	918.00	\$	-
Day 5 - 12/3/15	Pre-reamed 300/LF W/14" reamer stopped due to reamer worn down due to rock/concrete.						
	Foreman	HR	-	\$	62.00	\$	-
	Operator	HR	-	\$	41.00	\$	-
	Laborers (2)	HR	-	\$	62.00	\$	-
	Vermeer 60 x 90 Directional Drill	DY	-	\$	1,530.00	\$	-
	Drilling Mud/Mixing Truck	DY	-	\$	179.00	\$	-
	Water Truck	DY	-	\$	77.00	\$	-
	Support Truck	DY	-	\$	51.00	\$	-
	Hydro-Vac Truck W/Operator	HR	-	\$	205.00	\$	-
	Tru-Bore Uni-Drill	EA	-	\$	918.00	\$	-
	McDonoughs Hydro Vac Service	HR	13.00	\$	230.00	\$	2,990.00
	Rebuild 14" Reamer	EA	1.00	\$	2,448.00	\$	2,448.00
Day 6 - 12/4/15	Pre-reamed 620/LF W/10" reamer.						
	Foreman	HR	9.00	\$	62.00	\$	558.00
	Operator	HR	12.00	\$	41.00	\$	492.00
	Laborers (2)	HR	12.00	\$	62.00	\$	744.00
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$	1,530.00	\$	1,530.00
	Drilling Mud/Mixing Truck	DY	1.00	\$	179.00	\$	179.00
	Water Truck	DY	1.00	\$	77.00	\$	77.00
	Support Truck	DY	1.00	\$	51.00	\$	51.00
	Hydro-Vac Truck W/Operator	HR	12.00	\$	205.00	\$	2,460.00
	Tru-Bore Uni-Drill	EA	1.00	\$	918.00	\$	918.00
	McDonoughs Hydro Vac Service	HR	11.00	\$	230.00	\$	2,530.00
	New 10" Reamer	EA	1.00	\$	4,692.00	\$	4,692.00
Day 7 - 12/7/15	Pre-reamed 620/LF W/12" reamer & Pre-reamed 200/LF W/14" reamer						
	Foreman	HR	8.50	\$	62.00	\$	527.00
	Operator	HR	11.50	\$	41.00	\$	471.50
	Laborers (2)	HR	11.50	\$	62.00	\$	713.00
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$	1,530.00	\$	1,530.00
	Drilling Mud/Mixing Truck	DY	1.00	\$	179.00	\$	179.00
	Water Truck	DY	1.00	\$	77.00	\$	77.00
	Support Truck	DY	1.00	\$	51.00	\$	51.00
	Hydro-Vac Truck W/Operator	HR	11.50	\$	205.00	\$	2,357.50
	Tru-Bore Uni-Drill	EA	1.00	\$	918.00	\$	918.00
	McDonoughs Hydro Vac Service	HR	10.00	\$	230.00	\$	2,300.00
Day 8 - 12/8/15	Work on hold - Waiting on response to our 12/10/15						
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$	1,530.00	\$	1,530.00
Day 9 - 12/9/15	Work on hold - Waiting on response to our 12/10/15						
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$	1,530.00	\$	1,530.00
Day 10 - 12/10/15	Work on hold - Waiting on response to our 12/10/15						
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$	1,530.00	\$	1,530.00
Day 11 - 12/11/15	Pre-ream W/14" & 16" reamer completed, but lost trailing rod under river (90/LF)						
	Foreman	HR	8.00	\$	62.00	\$	496.00
	Operator	HR	11.00	\$	41.00	\$	451.00
	Laborers (2)	HR	11.00	\$	62.00	\$	682.00
	Vermeer 60 x 90 Directional Drill	DY	1.00	\$	1,530.00	\$	1,530.00
	Drilling Mud/Mixing Truck	DY	1.00	\$	179.00	\$	179.00
	Water Truck	DY	1.00	\$	77.00	\$	77.00
	Support Truck	DY	1.00	\$	51.00	\$	51.00
	Hydro-Vac Truck W/Operator	HR	11.00	\$	205.00	\$	2,255.00
	Tru-Bore Uni-Drill	EA	1.00	\$	918.00	\$	918.00
	Tooling/Rods	EA	-	\$	3,550.00	\$	-
	McDonoughs Hydro Vac Service	HR	10.00	\$	230.00	\$	2,300.00
Day 12 - 12/12/15	Pre-ream W/14" reamer (trying to locate the lost trailing rod under river (90/LF))						
	Foreman	HR	-	\$	62.00	\$	-
	Operator	HR	-	\$	41.00	\$	-
	Laborers (2)	HR	-	\$	62.00	\$	-
	Vermeer 60 x 90 Directional Drill	DY	-	\$	1,530.00	\$	-
	Drilling Mud/Mixing Truck	DY	-	\$	179.00	\$	-
	Water Truck	DY	-	\$	77.00	\$	-

New 10-inch Reamer



Used 10 inch Reamer



Used 14 inch Reamer



Text from Contract

EJCDC C-700 Standard General Conditions of the Construction Contract
ARTICLE 4 – AVAILABILITY OF LANDS; SUBSURFACE AND PHYSICAL CONDITIONS;
HAZARDOUS ENVIRONMENTAL CONDITIONS; REFERENCE POINTS

4.03 Differing Subsurface or Physical Conditions

A. Notice: If Contractor believes that any subsurface or physical condition that is uncovered or revealed either:

1. is of such a nature as to establish that any “technical data” on which Contractor is entitled to rely as provided in Paragraph 4.02 is materially inaccurate; or
2. is of such a nature as to require a change in the Contract Documents; or
3. differs materially from that shown or indicated in the Contract Documents; or
4. is of an unusual nature, and differs materially from conditions ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract Documents;

then Contractor shall, promptly after becoming aware thereof and before further disturbing the subsurface or physical conditions or performing any Work in connection therewith (except in an emergency as required by Paragraph 6.16.A), notify Owner and Engineer in writing about such condition. Contractor shall not further disturb such condition or perform any Work in connection therewith (except as aforesaid) until receipt of written order to do so.

SECTION 02446 - TRENCHLESS PIPELINE

- C. The furnishing and installing of specific items and/or the performance of work under certain circumstances shall not be individually paid in the absence of a specific bid item for the work. These costs shall be included in the unit price bid for various pipeline items within the Schedule of Prices. Such items of work include but are not limited to:
1. Any costs associated with drilling or redrilling to correct for poor alignment or encountering obstructions (including rock), back reaming, or other required methods, as well as the cost of furnishing and installing a replacement pipe, if necessary

AGENDA REPORT

TO: City Administrator
FROM: Chief Rehling
SUBJECT: Officer Position Vacancy
DATE: 05/2/16

INTRODUCTION

As you are aware, the Chief of Police has retired from employment. By doing so, it has created a vacancy within our department.

BACKGROUND

On 04/20/16 the city council approved the promotion of Sergeant Rehling to Chief of police. This promotion has opened up a patrol officer position that needs to be filled.

RECOMMENDATION

I would recommend that council approve the hire of the open patrol officer position. We currently have an active hiring list that could be considered for this position. With this in mind, I also recommend that we hire off of that hiring list first.

BUDGET IMPACT

Budget will see a reduction in overall personnel cost as the former employee was at top of the pay scale and new officer will start at step one.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. None

MEMO

To: Mayor and Council
From: City Administrator
Date: 5/2/16
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% results in a required contribution. Required contribution is paid by Fire State A - 1, Investment Income -2, and City Contributions -3).

\$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 (without resolutions)
Nyle Zikmund PowerPoint Presentation

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
Biehler, 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
Fzanes, 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	\$ 57,864	\$ 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	\$ -
Terkelson, 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
Biehler, 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
Philips, 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
Biehler, 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

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

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

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
Biehler, 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
Phillips, 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		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"



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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 Kledrowski
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.

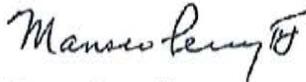
The Volunteer Firefighter Account is available only to local firefighter entities that participate in the Voluntary Statewide Volunteer Firefighter Plan (Plan). A law passed in the 2012 legislative session allows entities to make voluntary contributions to the Plan. This change may make the Plan more 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

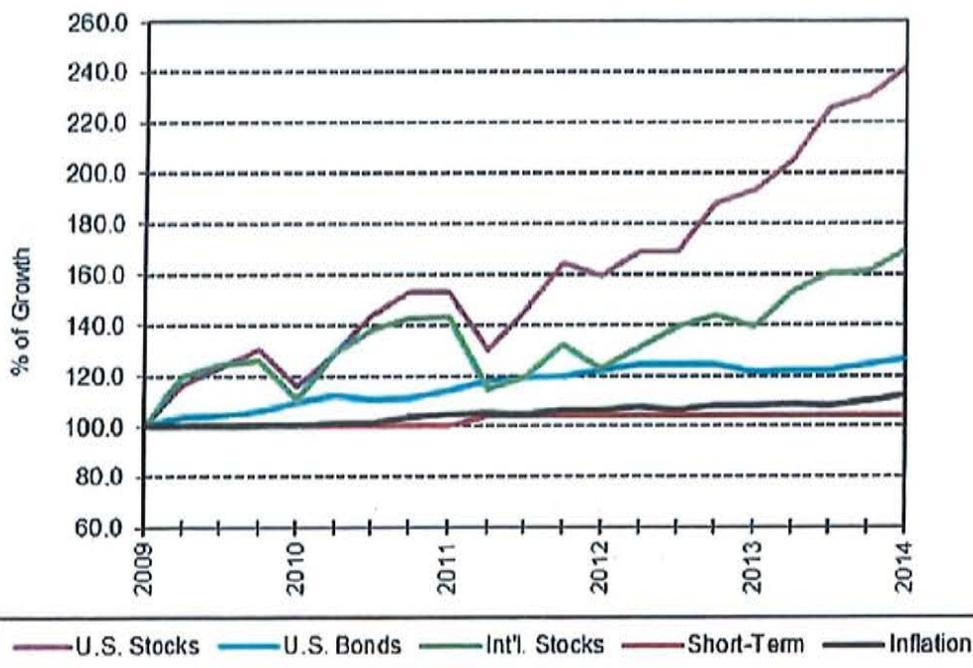
Patricia Ammann, Investment Officer	DC & Trust Services
Cassandra Boll, Investment Officer	Cash Mgmt. Services
Tammy Brusehaver, Investment Officer	Public Markets
Stephanie Gleeson, Investment Officer	Public Markets
Aaron D. Griga, Investment Officer	Public Markets
Ryan O. Hill, Investment Officer	Alternative 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 of 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.

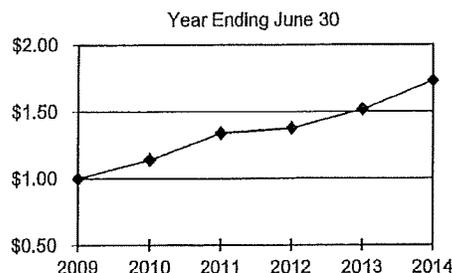
How Is The Value Of This Account Determined?

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

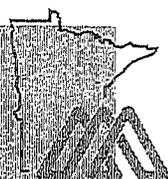
If you have any questions about the Statewide Volunteer Firefighters Retirement Plan, please write our office at:

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

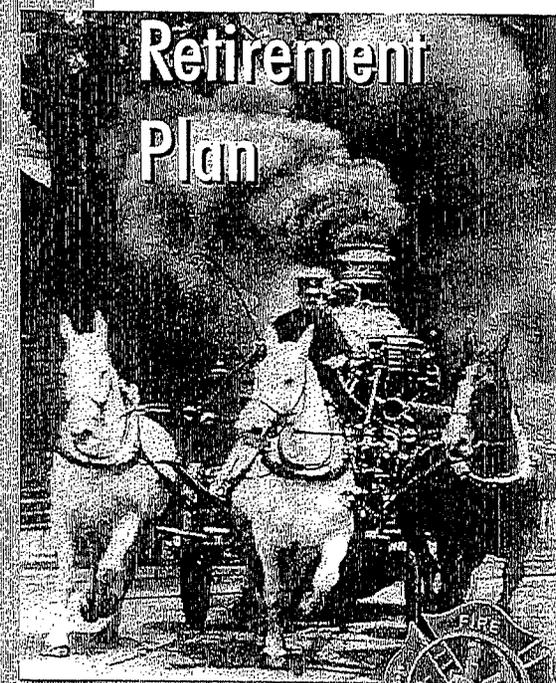
or call our toll-free number, 1 800 652-9026. Additional information on the SVFRP can be found at www.mnpera.org

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



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 summary 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

St. France Fire Relief Association

December 7, 2015 Council Presentation

- Agenda
 - Statewide Plan – PERA & SBI
 - Benefit Level
 - Municipal Contribution

Statewide Plan

- Operates nearly identical to local process except;
 - PERA does all administration
 - SBM does all the investment
- Transition results in the elimination of the Special Fund
 - If no General Fund, association can dissolve
- Plan created to;
 - Remove administrative burden from volunteer FF
 - Remove investment management burden from volunteer FF
 - Improve plan investment performance

Statewide Plan Details

- Professional Administration
 - \$30 per person per year administrative fee
- Professional Investment
 - 11.68% average per year 2010 thru 2015
- 6% Assumption rate
 - 18% higher then current 5% on local plan

Benefit Level – A function of Cash Flow

- Function of income divided by membership – averaged over 3 years
 - Income = Fire State Aid, Investment Return, Municipal Donation, Member
 - Deviser = Number of members

State Aid	Muni	Investment	Member Con	Total
\$32,750	0	\$35,938	0	\$68,688

- Total members = 29
- Average financing per member = \$2,368
- PERA calculated maximum benefit = \$3,100

Note – MN Statute 424A.092 Subd. 6 provides relief can increase benefit without municipal ratification as long as 90% of prior years surplus is not exceeded.

Assets

- Assets – Money to pay the promise, can only use a portion for benefit increase. No more than 90% of the previous year surplus.
- “Best Practices” funding ratio mid 90% to mid 100%
 - Below 95% - and trending down, fund is not healthy and at risk
 - Above 105% and stable or trending up – fund healthy and can support benefit increase

Municipal Contribution

- Required if fund goes under 100% funding
 - Fire State Aid and Investment return may erase requirement
- Amortized over 10 years or 1/10 of deficit required
- Recalculated yearly as market and membership changes
- Pension only true benefit volunteer receives
- Measurable method of providing more regular increases to volunteers
 - Reliance on investment return is not reliable
- Approximately 25% of plans in state receive a “voluntary municipal contribution”