

CITY OF ST. FRANCIS CITY  
COUNCIL AGENDA

May 16, 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 –May 2, 2016
  - b. URRWMO Minutes – March 8, 2016 and Unapproved Minutes – May 3, 2016
  - c. Pay Request No. 10 to Gridor Construction, Inc. for the Wastewater Treatment Facility Improvements
  - d. Pay Request No. 5 to LaTour Construction for the Bridge Street Utility Improvement
  - e. St. Francis Chamber of Commerce Parade Permit for Pioneer Days – June 3 @ 1:00 pm
  - f. St. Francis Lions Party Permit for June 3 at the St. Francis Hardware Store
  - g. 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. Abdo, Eick & Meyers: 2015 Financial Statement & Audit
  - b. Rum River Terrace: PUD Amendment & Minor Subdivision
    - 1) Resolution 2016-17
    - 2) Ordinance 219, Second Series – First Reading
    - 3) Development Agreement
7. Ordinances & Resolution
  - a. Resolution 2016-18: Amending the SFFD Relief Association Retirement Plan
  - b. Resolution 2016-19: Approving the SFFD Relief Association Bylaw to Include PERA
  - c. Resolution 2016-20: Approving SFFD Relief Association Article III Vesting
  - d. Resolution 2016-21: Approving SFFD Relief Association Contribution
8. Reports of Consultants & Staff Members
  - a. Engineer:
  - b. Attorney:
  - c. Staff:
    - Community Economic Development: St. Francis Economic Development Plan
    - Fire:
    - Public Works: Public Works/Police Records Clerk Position and Job Description
    - Liquor Store:
    - Police:
    - City Administrator:
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

Calendar of Events

Jun 3-5: Pioneer Days

Jun 6: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

Jun 15: Planning Commission 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 16<sup>th</sup>, 2016 Council Meeting

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## Agenda Items:

### 4. Consent Agenda:

- a. City Council Minutes – May 2<sup>nd</sup>, 2016
- b. URRWMO Minutes – March 8, 2016 and 5/3 unapproved minutes
- c. Pay request No 10 to Gridor – WWTF
- d. Pay Request No. 5 to LaTour Construction – Bridge Street Utility
- e. St Francis Chamber of Commerce Parade Permit – Pioneer Days 6/3 @ 1:00 pm
- f. St Francis Lions Party Permit – 6/3 at St. Francis Hardware Store
- g. Payment of Claims

### 6. Petitions, Requests, Applications:

- a. Abdo, Eick & Meyers: – 2015 Audit. After presentation, motion to accept report.
- b. Rum River Terrace: PUD Amendment and Minor Subdivision  
Purpose of the amendment is to convert twin home lots to “detached townhome” style single family units. The amendment includes adjustment of lot lines. The Planning Commission held a public hearing on this request at their April 20<sup>th</sup> meeting and recommended approval.
  - 1) Resolution 2016-17
  - 2) Ordinance 219, Second Series – First Reading
  - 3) Development Agreement

### 7. Ordinances & Resolutions:

- a. Resolution 2016-18: Amending the SFFD Relief Association Retirement Plan
- b. Resolution 2016-19: Approving the SFFD Relief Association Bylaw to include PERA
- c. Resolution 2016-20: Approving SFFD Relief Association Article III Vesting
- d. Resolution 2016-21: Approving SFFD Relief Association Contribution

### 8. Reports:

- a. **Engineer:**
- b. **Attorney:**
- c. **Staff:**

**Economic Development:** St. Francis Economic Development Plan – presented By Community Development Director Kate Thunstrom.

**Fire:**

**Public Works:** Public Works/Police Records Clerk Position and job description

Motion to accept job description changes and declare position vacant and Staff to fill the position.

**Liquor Store:**

**Police:**

**City Administrator:**

**11. Old Business:**

**12. New Business:**

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

CITY COUNCIL MINUTES

May 2, 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.), City Attorney Scott Lepak (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.

Before we adopt the agenda, we the fire relief association discussion later on the agenda and I notice there are a few firefighters in the room. The last time we talked about this, I was not very proud of our fire department and we are not going to tolerate the outburst from the audience again. If the vote would have taken place that night I guess I would have known how it would have turned out and don't know tonight how it will go. I expect professionalism out of our fire department tonight.

3. **Adopt Agenda:** MOTION BY McCLISH SECOND ORPEN TO ADOPT THE MAY 2, 2016 CITY COUNCIL AGENDA AS AMENDED. Motion carried 3-0.

4. **Consent Agenda:** MOTION BY ORPEN SECOND McCLISH TO APPROVE THE MAY 2, 2016, CITY COUNCIL CONSENT AGENDA A-E AS FOLLOWS:

- a. City Council Minutes – April 18, 2016
- b. Special City Council Minutes – April 20, 2016
- c. 2017-2019 Urban Requalification Agreement
- d. Approve Pay Grade 19, Step 5 effective May 2, 2016 adjustment for Chief Jake Rehling appointment
- e. Payment of Claims \$116,018.04 (Check #70612-70659)

5. **Meeting Open to the Public:** Steve Feldman, 22766 Poppy Street NW, questioned the purchase price of the 180 acres in Isanti County and questioned the thinking. In regards with the change order, I see there are unforeseen circumstances that come with projects. Questions on why we are paying for the extra for the project. How many bonds are we going to sell before we start paying something as we go.

Sarah Hunt, 23246 Kerry Street, I was at city hall asked to put a no outlet sign onto Kerry Street cul-de-sac and there was no sign put up. All the detour traffic is coming down the cul-de-sac. Saturday alone from 1- 2 pm eight flew around the cul-de-sac. There are probably 10 to 15 kids can be playing there on a Saturday afternoon. It becomes a very dangerous situation.

**Economic Development:**

**Fire:**

**Public Works:**

**Liquor Store:**

**Police: Officer Position Vacancy:** Chief Jake Rehling stated with the recent retirement of our police chief an officer vacancy occurred. Chief Rehling is recommending hiring off the recent applicant list. MOTION BY McCLISH SECOND ORPEN TO FILL THE VACANCY CREATED DUE TO THE RETIREMENT OF POLICE CHIEF JEFF HARAPAT. Motion carried 3-0. McClish said congratulations to Chief Rehling on your first day of work.

**City Administrator: Fire Relief Association:** City Staff is bringing back the requests from the Fire Relief Association. 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

Orpen said I am a little leary of the increase to \$3,100 and would prefer leaning towards the \$2,900 and McClish agreed. We can revisit this in the future. Brown agreed with the \$2,900.

All three agree with the relief association to join PERA.

McClish said he would agree with the \$500. Orpen just a little concern with the full \$500 per year. Brown said we would build it in the 2017 Budget. Orpen asked are we tied to this \$500 per year. Kohlmann said he would get clarification but think this can be reviewed annually.

9. **Reports from Council Members:** McClish said in regards the Isanti County property. That happened way before my time so I can't really answer why we needed to purchase the property.

Orpen would probably see an arrow pointing to 235<sup>th</sup>.

Brown agreed with some sort of outlet signage.

Brown said we have our pet clinic this weekend.

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

11. **Old Business:** None.

12. **New Business:** None.

13. **Adjournment:** MOTION BY ORPEN SECOND McCLISH TO ADJOURN THE REGULAR CITY COUNCIL MEETING AT 630: pm. Motion carried

Upper Rum River Water Management Organization  
Meeting Minutes for March 8, 2016

Chair Denno called the meeting to order at 7:00 pm.

Present: Dan Denno, Chair  
Kevin Armstrong, Secretary  
Ann Arcand  
Brian Mundle  
Lan Tornes, Vice Chair  
Scott Heaton  
Malcolm Vinger II

Absent: Todd Miller  
Richard Orpen  
Calvin Bahr  
Randy Bettinger

Audience: Charles Schwartz, MSA  
Andrew Dotseth, ACD

#### APPROVAL OF AGENDA

**Mr. Tornes moved and Mr. Armstrong seconded to approve the agenda as presented. Motion carried.**

#### APPROVAL OF MINUTES

**Mr. Armstrong moved and Mr. Mundle seconded to approve the January 26 and February 15, 2016 minutes as written. Motion carried.**

#### TREASURER'S REPORT

A. Financial report - As of 2/29/16 total fund balance is \$19,517.55. Mr. Armstrong noted that he has not seen a payment from Ham Lake, but will check with Mr. Miller to find out if a deposit has been made or needs to be made. **Mr. Tornes moved and Ms. Arcand seconded to approve the Treasurer's report as presented. Motion carried.**

#### UNFINISHED BUSINESS

A. 10-year Plan (Plan) update - Mr. Schwartz review the different letters to be sent to community groups and various agencies. The agency letter will include that the meeting will be a web meeting. **Mr. Denno moved and Mr. Mundle seconded to list Gail Gessner as the contact person in the community groups letter. Motion carried.**

The following dates were set:

April 4 – Plan meeting at 7:00 at Oak Grove City Hall  
June 6 – Plan meeting at 7:00 at Oak Grove City Hall  
June 22 – Open House at 7:00 at Oak Grove City Hall  
July – Technical Advisory Committee (TAC) dated TBD  
July – Citizen Advisory Committee (CAC) date TBD

The following actions have been or will be taken to include public involvement - Plan notification letter sent by ACD, follow-up letter sent to agencies, letter sent to community groups, MSA to meet with member cities, MSA to reach out to citizen groups, open house scheduled for citizen groups and other interested individuals to help bolster participation in the to be formed CAC/TAC, and open forum Plan meetings for individuals' input. Advertise/post public notices to garner community participation, if needed. MSA was asked to notify Board members when it plans to meet with member cities.

Mr. Schwartz noted that the Watershed Restoration and Protection Plan (WRAPP) will need to be incorporated into the Plan.

A dropbox has been set up for Plan materials.

#### NEW BUSINESS

A. 2015 Work Results – Mr. Dotseth distributed a Work Results Summary and gave a brief summation of lake levels, lake water quality, stream water quality – chemical monitoring, stream water quality – biological monitoring, wetland hydrology, and Lake George watershed analysis. The following recommendations were suggested: Actively participate in the MPCA Rum River WRAPP, collaborate on efforts to diagnose declining water quality in Lake George and fix it, install projects identified in the St. Francis stormwater assessment, participate with county and DNR efforts to upgrade the water control structure in Ditch 19 (the only inlet to Lake George), correct riverbank erosion issues discovered during the 2010 Rum River survey, promote groundwater conservation, and promote water quality improvement projects for lakes, streams, and rivers.

B. Draft 2017 budget and approve for submission to member cities for ratification – Reviewed the proposed draft budget provided by ACD. Decision was to increase the 10-year Plan line item \$1,000. **Mr. Armstrong moved and Mr. Tornes seconded to approve the 2017 Draft budget for \$23,300 and to send the draft budget to member cities for comment. Motion carried.** Mr. Denno will send the draft budget to member cities.

C. 2006 Market Values – Discussed the need to update the market values being used. Mr. Heaton will contact Anoka County for current values.

MAIL - None

#### OTHER

John Wangenstein submitted his resignation to the URRWMO.

#### INVOICE APPROVAL(S)

- A. Recording secretary January invoice \$175.00 and February invoice \$175
- B. MSA Invoice #1 for \$5,687.50

URRWMO Meeting Minutes for 3/8/16  
Page 3 of 3

**Mr. Tornes moved and Mr. Mundle seconded to approve the recording secretary January invoice for \$175.00, the recording secretary February invoice for \$175.00, and the MSA invoice #1 for \$5,687.50. Motion carried.**

ADJOURN

**Mr. Heaton moved and Mr. Mundle seconded to adjourn at 8:33 pm. Motion carried.**

Gail Gessner, Recording Secretary  
Submitted 3/8/16

Upper Rum River Water Management Organization  
Annual Meeting Minutes for May 3, 2016

Chair Denno called the meeting to order at 7:05 pm.

Present: Dan Denno, Chair  
Kevin Armstrong, Secretary  
Ann Arcand  
Todd Miller  
Lan Tornes, Vice Chair  
Scott Heaton  
Brian Mundle  
Randy Bettinger

Absent: Malcolm Vinger II  
Richard Orpen  
Calvin Bahr

Audience: Gretchen Sabel, League of Women Voters ABC

Ms. Sabel introduced herself as a representative of the League of Women Voters ABC. The League attended the Gov. Dayton Water Summit and is now focusing on water issues. Ms. Sabel has attended the Lower Rum River Watershed District meeting and was in attendance to gather information on water issues being addressed by local watersheds. Ms. Sabel will speak on her findings on Monday, May 9<sup>th</sup> at Andover City Hall at 6:30 pm.

### 3. APPROVAL OF AGENDA

**Mr. Tornes moved and Mr. Miller seconded to approve the agenda with one addition under New Business - Metropolitan Council Stormwater Grant Application. Motion carried.**

### 4. APPROVAL OF MINUTES

**Mr. Armstrong moved and Mr. Tornes seconded to approve the March 8, 2016 minutes as written. Motion carried.**

### 5. TREASURER'S REPORT

A. Financial report – Mr. Armstrong reported a total fund balance of \$20,924.91 as of 3/31/16. The only activity since the March meeting was a deposit of East Bethel's first half of the 2016 budget check. Mr. Armstrong noted that Ham Lake has not made payment of its first half of the 2016 budget and will follow up on the outstanding payment. **Mr. Tornes moved and Mr. Miller seconded to approve the Treasurer's report as presented. Motion carried.**

### 6. SPECIAL ORDERS

A. Election of Officers – **Mr. Heaton moved and Mr. Miller seconded to leave the slate of office as it currently stands.** Mr. Armstrong said he no longer wishes to be the treasurer. Chair Denno asked if Mr. Armstrong would continue as the Acting Treasurer until such time as treasurer is appointed. Mr. Armstrong said yes. **Mr. Heaton moved and Mr. Miller seconded to amend the motion to appoint Dan Denno as Chair, Lan Tornes as Vice Chair, and Kevin Armstrong as Acting Treasurer, with the position of Treasurer to be filled at a later date. Motion carried.**

B. Confirm meeting dates – Discussed rescheduling the July 5<sup>th</sup> and November 1<sup>st</sup> meetings. **Mr. Heaton moved and Mr. Tornes seconded to approve the following meeting dates: June 29, September 6, November 1, 2016 and January 3, 2017, March 7<sup>th</sup> and May 2<sup>nd</sup>.** The June 29, 2016 and May 2, 2017 meetings will be held at Oak Grove City Hall, with the remaining meetings held at Bethel City Hall.

C. Hear recommended amendments to Joint Powers Agreement and/or Watershed Management Plan – None.

## 7. UNFINISHED BUSINESS

A. 2017 draft budget member cities' comments – Ham Lake, Bethel, East Bethel, and St. Francis have ratified the budget; no response from Oak Grove or Nowthen. **Mr. Mundle moved and Mr. Tornes seconded to approve the 2017 final budget for \$23,300.00. Motion carried.**

B. 10-year Plan (Plan) update - Mr. Schwartz sent an email to the Board with the following update:

"I. Introduction - This memorandum serves as an accounting of MSA's progress in completing tasks related to updating the Upper Rum River Watershed Management Plan (Plan).

### II. Achievements

#### Communication

4/6/16 (emails): Jamie Schurbon with ACD

- Inquired about any comments received for WRAPP/progress report
- Notified that WRAPP meeting for April 11 was cancelled; next meeting May 24 which may affect release date of WRAPP
- Forwarded to Dan Fabian with BWSR

4/29/16 (email): Dan Fabian with BWSR

- Transmitted draft Plan schedule for review before sending to Board for review

#### Meetings

4/7/16: Chuck Schwartz met with City of Nowthen for a workshop with Council

4/11/16: Chuck Schwartz met with City of Oak Grove staff

#### Work Product

Made update to website as advised by BWSR

Continued revision of Plan

Acquisition of data for trend analysis

### III. Planned Actions

#### Communication

URRWMO to confirm Open House date

URRWMO to schedule CAC/TAC meeting date

MSA will coordinate web meeting for Open House

MSA will follow up with citizen groups to invite them to URRWMO Open House

Meetings

6/6/16: Chuck Schwartz, Eric Thompson (remotely), and Sarah Luck (remotely) will attend regular Board meeting

Work Product

Trend analysis

- A map of where all sampling has been conducted within the watershed. This would consist of color coded dots indicating the location and type of sampling (flow, elevation, automated water quality, grab water quality).
- A table showing the sample location, type of sampling completed, and dates of operation.
- A table of collected data and a chart plotting lines demonstrating any trends.

Continued revision of Plan”

The 10-year Plan Open House was rescheduled to June 29<sup>th</sup> at 7:00 at Oak Grove City Hall.

Chair Denno will check with MSA on how to determine who should be contacted to be a part of the Technical Advisory Committee (TAC) and/or the Citizen Advisory Committee (CAC). The URRWMO will continue to work with MSA to set meeting dates for both committees.

C. Updating of Market Values – Mr. Heaton now has a contact person name for this information; he asked to table this item to the next meeting.

8. NEW BUSINESS

A. Solicit bids for professional, legal, and administrative services for 2017 – Mr. Armstrong offered to draft an RFP for Mr. Tornes to review prior to sending out to the Board for review, then to ACD and member city engineers.

B. 2016 Metropolitan Council Stormwater Grant Application – This application was brought to Mr. Miller’s attention by the Bethel City Clerk. Mr. Miller described the City of Bethel’s stormwater run-off problem and asked if the URRWMO would support this grant. Mr. Miller noted that the deadline for the application was in 11 days which he didn’t believe would allow enough time to apply. Mr. Miller noted that the Met Council would cover 75% of the cost, with the city being responsible for 25%. Chair Denno thought the URRWMO could support this project. Mr. Heaton noted that ACD usually takes care of grant requests and suggested Mr. Miller contact ACD for guidance with this application. Mr. Heaton also noted that most projects need to have studies completed with recommendations and be “shovel ready” to receive grants. Mr. Bettinger noted it is always helpful to have a letter of support from agencies/WMOs. **Mr. Tornes moved and Mr. Bettinger seconded to support the City of Bethel’s application for the 2016 Metropolitan Council Stormwater Grant Application. Motion carried.** If requested, the URRWMO will provide a letter of support.

9. MAIL

Banking statements and hard copy invoices from MSA were received.

10. OTHER

A. Approve sending invoice billings for second half of 2016 budget – **Mr. Miller moved and Mr. Tornes seconded to direct Gail Gessner to submit the second half 2016 budget invoices to member cities. Motion carried.**

B. Chair Denno noted that Oak Grove’s city administrator, Rick Juba, has resigned and taken a job with the City of White Bear. Dallas Larson will be the temporary city administrator.

11. INVOICE APPROVAL(S)

A. Anoka Conservation District 2016 Monitoring and Management Work Plan Invoice #2016029 1 of 3 for \$3,252.67

B. Recording secretary May invoice for \$175

C. MSA 10-year Water Management Plan Invoice #2 for \$2,957.50

**Mr. Bettinger moved and Ms. Arcand seconded to approve the Anoka Conservation District 2016 Monitoring and Management Work Plan Invoice #2016029 1 of 3 for \$3,252.67, the recording secretary May invoice for \$175.00, and the MSA invoice #2 for \$2,957.50. Motion carried.**

ADJOURN

**Mr. Heaton moved and Mr. Mundle seconded to adjourn at 8:11 pm. Motion carried.**

Gail Gessner, Recording Secretary  
Submitted 5/5/16

Unapproved



# 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

April 28, 2016

City of St. Francis  
Attn: Joe Kohlmann  
City Administrator  
23340 Cree St. NW  
St. Francis, MN 55070-9390

RE: Pay Request No. 10  
Wastewater Treatment Improvements  
St. Francis, Minnesota  
BMI Project No.: R21.109015

Dear Mr. Kohlmann:

Please find enclosed three copies of Pay Request No. 10 for the above referenced project. This pay request is primarily for concrete, precast building materials, site piping, roofing and plumbing. The requested and certified amount is \$1,668,317.00

If you have any questions do not hesitate to call me at 612-840-6068.  
Sincerely,

BOLTON & MENK, INC.

Paul Saffert, P. E.  
Project Manager

PS/jo

cc: Paul Teicher, City of St. Francis

Enclosures (3 copies, signed Pay Request No. 10)

# APPLICATION AND CERTIFICATE FOR PAYMENT

C:\Gregg\Current Jobs\St. Francis, MN\Pay Estimates\Pay Estimate #10.xls\Summary Page

TO OWNER: City of St. Francis  
4058 St. Francis Blvd. NW  
St. Francis, MN 55070

PROJECT: Wastewater Treatment Facility Improvements APPLICATION NO.: 10  
PERIOD TO: 3/26/16 TO 4/26/16  
PROJECT NO.: R21.109015  
SUBSTANTIAL CONTRACT DATE: 03/20/17  
FINAL CONTRACT DATE: 05/19/17

CONTRACTOR: Gridor Constr., Inc.  
3990 27th Street SE  
Buffalo, MN 55313

ENGINEER: Bolton & Menk, Inc.  
7533 Sunwood Drive N.W.  
Ramsey, MN 55303

CONTACT: Gregg Schreiner

CONTACT: Paul Saffert

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM.....	\$21,832,300.00
2. Net change by Change Orders.....	\$0.00
3. CONTRACT SUM TO DATE (Line 1 + Line 2).....	\$21,832,300.00
4. TOTAL COMPLETED & STORED TO DATE.....	\$12,203,332.00
5. RETAINAGE: Securities in Lieu of Retainage	
A. 0% of Completed to Date	\$0.00
B. 0% of Stored Materials	\$0.00
Total Retainage	\$0.00
6. TOTAL EARNED LESS RETAINAGE.....	\$12,203,332.00
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$10,535,015.00
(Line 6 from prior payment)	
8. CURRENT PAYMENT DUE.....	\$1,668,317.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE.....	\$9,628,968.00
(Line 3 less Line 6)	

### CONTRACTOR:

*[Signature]*  
By: \_\_\_\_\_  
State of Minnesota



Subscribed and sworn to before me this 27th day of April, 2016

*[Signature]*  
Notary Public: \_\_\_\_\_  
Commission Expiration: 1/31/2020

## CHANGE ORDER SUMMARY

ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner. COs	
Total approved this month:	
<b>TOTALS:</b>	<b>\$0.00</b>
NET CHANGES by Change Order:	<b>\$0.00</b>

## ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$1,668,317.00

ENGINEER: Bolton & Menk, Inc.

By: *[Signature]* Date: 4/28/16

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Item No.	B Description of Work	C Scheduled Value	D Work Completed		E Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
			From Previous Application	This Period					
Division 1									
1000.000	Mobilization Insurance & Bonds	\$360,000	\$360,000			\$0	\$360,000	100.0%	\$0
1020.001	General Construction - Allowance	\$250,000	\$18,000			\$31,354	\$49,354	19.7%	\$200,646
1020.002	Utility Service - Allowance	\$25,000				\$0	\$0	0.0%	\$25,000
1020.003	Building Permit - Allowance	\$150,000	\$16,162			\$0	\$16,162	10.8%	\$133,838
Subtotal for	Division 1	\$785,000	\$394,162			\$31,354	\$425,516	54.2%	\$359,484
						check	\$425,516		

Division 2									
2020.000	Biosolids Site Reclamation	\$550,000	\$165,000			\$0	\$165,000	30.0%	\$385,000
2060.000	Demolition of Existing Wastewater Treatment Facilities	\$40,000				\$0	\$0	0.0%	\$40,000
2100.000	Site Preparation	\$50,000	\$50,000			\$0	\$50,000	100.0%	\$0
2110.000	Column Foundation Systems - Allowance	\$2,450,000	\$1,965,000			\$0	\$1,965,000	80.2%	\$485,000
2120.000	Rammed Aggregate Pier Soils Reinforcement - Allowance					\$0	\$0	0.0%	\$0
2210.000	Finish Grading	\$30,000				\$0	\$0	0.0%	\$30,000
2220.000	Excavating & Backfill	\$1,100,000	\$979,500	5.00%	\$55,000	\$0	\$934,500	85.0%	\$165,500
2221.000	Removing Pavement & Miscellaneous Structures	\$20,000				\$0	\$0	0.0%	\$20,000
2330.000	Excavation & Embankment - Roadway & Pavement	\$30,000				\$0	\$0	0.0%	\$30,000
2370.000	Storm Water Pollution Prevention Plan (SWPP)	\$30,000	\$25,000			\$0	\$25,000	83.3%	\$5,000
2550.000	Site Utilities	\$1,000,000	\$165,000	14.00%	\$140,000	\$381,723	\$666,723	66.7%	\$313,277
2600.000	Roads, Walks & Curbs	\$150,000				\$0	\$0	0.0%	\$150,000
2813.000	Design Build Irrigation System - Allowance	\$150,000				\$0	\$0	0.0%	\$150,000
2830.000	Chain Link Fence & Gates	\$15,000				\$0	\$0	0.0%	\$15,000
2835.000	Modular Block Retaining Wall	\$10,000				\$0	\$0	0.0%	\$10,000
2920.000	Soil Preparation, Seeding & Sodding	\$40,000				\$0	\$0	0.0%	\$40,000
2921.000	Prairie Restoration	\$10,000				\$0	\$0	0.0%	\$10,000
Subtotal for	Division 2	\$5,675,000	\$3,249,500.00		\$195,000	\$381,723	\$3,826,223	67.42%	\$1,848,777
						check	\$3,826,223		

Division 3									
3200.000	Concrete Reinforcement - 760 ton	\$1,520,000	\$959,120	5.50%	\$83,600	\$60,000	\$1,102,720	72.5%	\$417,280
3300.000	Cast In Place Concrete - 8600 cy	\$3,440,000	\$2,200,640	13.00%	\$447,200	\$0	\$2,647,840	77.0%	\$792,160
3400.000	Precast/ Prestressed Concrete - Tees/ Plank/ Wall Panels	\$1,630,000	\$50,000	36.81%	\$600,000	\$500,000	\$1,150,000	70.8%	\$480,000
Subtotal for	Division 3	\$6,590,000	\$3,209,760.00		\$1,130,800	\$660,000	\$4,900,560	74.36%	\$1,689,440
						check	\$4,900,560		

Item No.	B Description of Work	C Scheduled Value	D		E		F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
			From Previous Application	Work Completed This Period	Percent	Amount				
<b>Division 4</b>										
4810.000	Unit Masonry Assemblies	\$0					\$0	\$0	0.0%	\$0
Subtotal for	Division 4	\$0	\$0.00				\$0	\$0	0.00%	\$0
check \$0										
<b>Division 5</b>										
5100.000	Structural Metal	\$30,000	\$25,000				\$5,000	\$30,000	100.0%	\$0
5500.000	Miscellaneous Metal Work	\$140,000	\$20,000				\$117,655	\$137,655	98.3%	\$2,345
5520.000	Handrails & Railings	\$50,000	\$20,000				\$30,000	\$50,000	100.0%	\$0
5521.000	Roof Hatches	\$6,000					\$5,140	\$5,140	85.7%	\$860
Subtotal for	Division 5	\$226,000	\$65,000.00				\$157,795	\$222,795	98.56%	\$3,205
check \$0										
<b>Division 6</b>										
6100.000	Rough Carpentry	\$10,000			40.00%		\$4,000	\$4,000	40.0%	\$6,000
6200.000	Finish Carpentry	\$1,000					\$0	\$0	0.0%	\$1,000
6400.000	Interior Architectural Woodwork	\$1,000					\$0	\$0	0.0%	\$1,000
6410.000	Solids Surface Sills & Thresholds	\$3,000					\$0	\$0	0.0%	\$3,000
Subtotal for	Division 6	\$15,000	\$0.00				\$4,000	\$4,000	26.67%	\$11,000
check \$4,000										
<b>Division 7</b>										
7150.000	Dampproofing	\$5,000	\$3,000				\$0	\$3,000	60.0%	\$2,000
7190.000	Vapor Barrier	\$5,000					\$0	\$0	0.0%	\$5,000
7210.000	Building Insulation	\$20,000	\$5,000				\$0	\$5,000	25.0%	\$15,000
7535.000	Fully Adhered Membrane Roof System	\$170,000			72.94%		\$0	\$124,000	72.9%	\$46,000
7600.000	Flashing & Sheet Metal Work	\$30,000					\$0	\$0	0.0%	\$30,000
7900.000	Caulking & Sealants	\$20,000					\$0	\$0	0.0%	\$20,000
Subtotal for	Division 7	\$250,000	\$8,000.00				\$124,000	\$132,000	52.80%	\$118,000
check \$132,000										
<b>Division 8</b>										
8110.000	Doors & Frames	\$50,000					\$0	\$0	0.0%	\$50,000
8360.000	Upward Acting Sectional Doors	\$15,000					\$0	\$0	0.0%	\$15,000
8700.000	Hardware	\$30,000					\$0	\$0	0.0%	\$30,000
8800.000	Glass & Glazing	\$6,000					\$0	\$0	0.0%	\$6,000
Subtotal for	Division 8	\$101,000	\$0.00				\$0	\$0	0.00%	\$101,000
check \$0										

Item No.	B Description of Work	C Scheduled Value	D		E		F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
			From Previous Application	Work Completed This Period	Percent	Amount				
<b>Division 9</b>										
9111.000	Non-Load Bearing Steel Framing	\$15,000					\$0	\$0	0.0%	\$15,000
9250.000	Gypsum Drywall	\$25,000					\$0	\$0	0.0%	\$25,000
9310.000	Ceramic Tile	\$8,000					\$0	\$0	0.0%	\$8,000
9500.000	Acoustical Ceiling System	\$6,000					\$0	\$0	0.0%	\$6,000
9900.000	Wastewater Treatment Facility Painting	\$350,000	\$14,000		2.86%	\$10,000	\$0	\$24,000	6.9%	\$326,000
9930.000	Concrete Staining	\$15,000					\$0	\$0	0.0%	\$15,000
Subtotal for	Division 9	\$419,000	\$14,000.00			\$10,000	\$0	\$24,000	5.73%	\$395,000
			check				Check	\$24,000		
<b>Division 10</b>										
10110.000	Marker Board	\$1,000					\$0	\$0	0.0%	\$1,000
10155.000	Toilet Compartment	\$2,300					\$0	\$0	0.0%	\$2,300
10250.000	Safety Devices	\$4,000					\$0	\$0	0.0%	\$4,000
10260.000	Wall Surface Protection	\$1,000					\$0	\$0	0.0%	\$1,000
10400.000	Identifying Devices	\$6,000					\$0	\$0	0.0%	\$6,000
10800.000	Toilet Accessories	\$2,000					\$0	\$0	0.0%	\$2,000
Subtotal for	Division 10	\$16,300	\$0.00			\$0	\$0	\$0	0.00%	\$16,300
			check				Check	\$0		

Item No.	B Description of Work	C Scheduled Value	D From Previous Application		E Work Completed This Period		F Material Presently Stored (Not In D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
			Percent	Amount	Percent	Amount				
<b>Division 11 &amp; 12</b>										
1124.000	Vertical Turbine Pumps	\$160,000					\$0	\$0	0.0%	\$160,000
11245.000	Polymer Mix/ Feed System - Allowance	\$235,000					\$0	\$0	0.0%	\$235,000
11246.000	Carbon Feed System - Allowance						\$0	\$0	0.0%	\$0
11248.000	Ferric Chloride Feed System - Allowance						\$0	\$0	0.0%	\$0
11265.000	Ultraviolet Disinfection - Allowance	\$635,000					\$0	\$0	0.0%	\$635,000
11280.000	Hydraulic Gates	\$30,000	\$30,000				\$0	\$30,000	100.0%	\$0
11310.000	Centrifugal Wastewater Pumps	\$120,000	\$110,000				\$103,284	\$110,000	91.7%	\$10,000
11311.000	Submersible Centrifugal Pumps	\$110,000					\$21,792	\$103,284	93.9%	\$6,716
11312.000	Recessed Impeller Vortex Pump	\$25,000	\$24,000				\$0	\$24,000	96.0%	\$1,000
11316.000	Screw Impeller Centrifugal Pumps	\$54,000					\$37,406	\$37,406	69.3%	\$16,594
11320.000	Grit Removal System	\$35,000					\$20,000	\$20,000	57.1%	\$15,000
11321.000	Grit Separation System	\$90,000					\$78,469	\$78,469	87.2%	\$11,531
11335.000	Chlorination/ Dechlorination Equipment - Allowance	\$200,000	\$175,000	10.0%	\$20,000		\$0	\$195,000	97.5%	\$5,000
11351.000	Clarifier Equipment - Suction Type Clarifier	\$290,000					\$0	\$0	0.0%	\$290,000
11373.000	Blower System (PD w/ Enclosure)	\$85,000					\$50,000	\$50,000	58.8%	\$35,000
11374.000	Fine Pore Membrane Aeration Equipment	\$85,000					\$45,000	\$45,000	52.9%	\$40,000
11385.000	Coarse Bubble Aeration System	\$13,000					\$0	\$0	0.0%	\$13,000
11386.000	Rapid Mixers	\$55,000					\$48,581	\$48,581	88.3%	\$6,419
11387.000	Submersible Mixers	\$46,000					\$0	\$0	0.0%	\$46,000
11600.001	Laboratory Equipment	\$25,000					\$0	\$0	0.0%	\$25,000
11600.002	Laboratory Equipment - Allowance	\$39,000					\$0	\$0	0.0%	\$39,000
11630.000	Automatic Sampler	\$25,000					\$0	\$0	0.0%	\$25,000
12300.000	Furnishings - Allowance	\$30,000					\$0	\$0	0.0%	\$30,000
12346.000	Casework	\$30,000					\$0	\$0	0.0%	\$30,000
Subtotal for	Division 11 & 12	\$2,412,000	\$339,000.00		\$20,000		\$404,532	\$763,532	31.66%	\$1,648,468
check										
<b>Division 13</b>										
13125.000	Circular Tank Covers	\$290,000					\$178,516	\$178,516	61.6%	\$111,484
13211.000	Water Storage Tank Disinfection	\$1,000					\$0	\$0	0.0%	\$1,000
13222.000	Filter Underdrain System	\$90,000					\$0	\$0	0.0%	\$90,000
13225.000	Filter Media & Gravel	\$30,000					\$0	\$0	0.0%	\$30,000
13226.000	Filter Washwater Troughs	\$30,000					\$0	\$0	0.0%	\$30,000
13852.000	Grating	\$30,000					\$0	\$0	0.0%	\$30,000
Subtotal for	Division 13	\$471,000	\$0.00		\$0		\$178,516	\$178,516	37.90%	\$292,484
check										

Item No.	B Description of Work	C Scheduled Value	D		E		F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
			From Previous Application	Work Completed This Period	Percent	Amount				
<b>Division 14</b>										
14300.000	Hoisting Equipment	\$12,000					\$0	\$0	0.0%	\$12,000
14620.000	Portable Hoist	\$4,000					\$0	\$0	0.0%	\$4,000
<b>Subtotal for</b>	<b>Division 14</b>	<b>\$16,000</b>	<b>\$0.00</b>				<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$16,000</b>
check										
<b>Division 15</b>										
15060.000	Industrial Hose & Fittings	\$6,000					\$0	\$0	0.0%	\$6,000
15060.000	Process Pipe & Pipe Fittings	\$855,281	\$220,000	11.70%	\$100,000		\$348,281	\$868,281	78.2%	\$186,719
15100.000	Valves	\$400,000	\$75,000				\$289,180	\$364,180	91.0%	\$35,820
15101.000	Electrical Valve Actuators						\$0	\$0	0.0%	\$0
15102.000	Pneumatic Valve Actuators						\$0	\$0	0.0%	\$0
15130.000	Gauges	\$20,000					\$0	\$0	0.0%	\$20,000
15140.000	Supports & Anchors	\$90,000	\$5,000	3.33%	\$3,000		\$10,651	\$18,651	20.7%	\$71,349
15250.000	Mechanical Insulation	\$40,000					\$0	\$0	0.0%	\$40,000
15400.000	Plumbing	\$440,000	\$145,600	12.50%	\$55,000		\$15,000	\$215,600	49.0%	\$224,400
15500.000	Heating/ Ventilating & Air Conditioning	\$630,000	\$3,700	3.40%	\$18,000		\$171,663	\$193,363	36.5%	\$336,637
15510.000	Hydronic Heating Systems	\$300,000					\$0	\$0	0.0%	\$300,000
15950.000	HVAC Controls	\$50,000					\$0	\$0	0.0%	\$50,000
15990.000	TAB	\$5,000					\$0	\$0	0.0%	\$5,000
<b>Subtotal for</b>	<b>Division 15</b>	<b>\$2,736,000</b>	<b>\$448,300.00</b>		<b>\$176,000</b>		<b>\$634,775</b>	<b>\$1,460,075</b>	<b>53.37%</b>	<b>\$1,275,925</b>
check										
<b>Division 16</b>										
16010.000	Electrical General Provisions	\$50,000	\$27,000				\$0	\$27,000	54.0%	\$23,000
16100.000	Basic Materials & Methods	\$220,000	\$24,800				\$0	\$24,800	11.3%	\$195,200
16200.000	Power Generation System	\$200,000					\$0	\$0	0.0%	\$200,000
16400.000	Electrical Distribution	\$250,000	\$1,000				\$0	\$1,000	0.4%	\$249,000
16500.000	Lighting	\$80,000	\$0,600				\$70,715	\$71,315	89.1%	\$8,685
16700.000	Special Systems	\$20,000					\$0	\$0	0.0%	\$20,000
16900.000	Starters & Motor Control	\$250,000			\$25,000		\$0	\$25,000	10.0%	\$225,000
16950.001	Instrumentation & Control	\$1,000,000			\$57,000		\$60,000	\$117,000	11.7%	\$883,000
16950.002	Computer - Allowance	\$50,000					\$0	\$0	0.0%	\$50,000
<b>Subtotal for</b>	<b>Division 16</b>	<b>\$2,120,000</b>	<b>\$55,400.00</b>		<b>\$82,000</b>		<b>\$130,715</b>	<b>\$266,115</b>	<b>12.55%</b>	<b>\$1,853,885</b>
check										
<b>Grand Total</b>			<b>\$21,832,300</b>	<b>\$7,782,122</b>	<b>\$1,741,800</b>		<b>\$2,679,410</b>	<b>12,203,332</b>	<b>55.90%</b>	<b>\$9,628,968</b>

**W.T.F.I. - St. Francis, MN**  
**Stored Materials & Equipment Summary**

Orlbor Constr., Inc.  
 3990 27th Street SE  
 Buffalo, MN 56315



Pay Req. No. 10  
 Period Ending: 4/26/2016

Pay Item No.	Pay Application/Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
	<b>Grand Totals</b>	<b>\$21,832,300</b>								
1000.000	Mobilization, Insurance & Bonds	\$360,000								
1020.001	General Construction - Allowance	\$250,000	\$30,205	\$1,149	HD Supply Viewlets	\$31,354				\$31,354
1020.002	Utility Service - Allowance	\$25,000								
1020.003	Building Permit - Allowance	\$150,000								
Subtotal for Division 1		\$785,000	\$30,205	\$1,149		\$31,354	\$0	\$0	\$0	\$31,354

Division 2	Pay Item No.	Pay Application/Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
2020.000		Bio solids Site Remediation	\$550,000								
2060.000		Demolition of Existing Wastewater Treatment Facilities	\$40,000								
2100.000		Site Preparation	\$50,000								
2100.000		Column Foundation Systems - Allowance	\$2,490,000	\$159,030			\$159,030			\$159,030	
2120.000		Rammed Aggregate Pier Soils Reinforcement - Allowance									
2210.000		Finish Grading	\$30,000								
2220.000		Excavating & Backfill	\$1,100,000								
2221.000		Removing Pavement & Miscellaneous Structures	\$20,000								
2300.000		Excavation & Embankment - Roadway & Pavement	\$30,000								
2370.000		Storm Water Pollution Prevention Plan (SWPPP)	\$30,000								
2590.000		Site Utilities	\$1,000,000	\$546,091	\$632	HD Supply Viewlets	\$546,723	\$87,000	\$632	\$1,633,723	\$381,723
2600.000		Roads, Walks & Curbs	\$150,000								
2813.000		Design Build Irrigation System - Allowance	\$150,000								
2830.000		Chain Link Fence & Gates	\$15,000								
2835.000		Modular Block Retaining Wall	\$10,000								
2920.000		Soil Preparation, Seeding & Sodding	\$40,000								
2921.000		Prairie Restoration	\$10,000								
Subtotal for Division 2		\$5,675,000	\$707,121	\$632		\$707,753	\$246,030	\$80,000	\$326,030	\$381,723	

Division 3	Pay Item No.	Pay Application/Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
3200.000		Concrete Reinforcement - 760 tm	\$1,620,000	\$640,247	\$113,900	Rebar/Co. Inc.	\$754,147	\$511,915	\$232,232	\$994,147	\$60,000
3300.000		Cast in Place Concrete - 6600 cy	\$3,400,000								
3400.000		Precast/Prestressed Concrete - Tees/Plank/Wall Panels	\$1,630,000	\$1,049,527			\$1,049,527	\$46,897	\$502,530	\$549,527	\$500,000
Subtotal for Division 3		\$6,650,000	\$1,689,774	\$113,900		\$1,803,674	\$658,912	\$549,427	\$1,243,674	\$580,000	

Division 4	Pay Item No.	Pay Application/Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
4810.000		Unit Masonry Assemblies	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Subtotal for Division 4		\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	

Division 5	Pay Item No.	Pay Application/Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
5100.000		Structural Metal	\$30,000		\$5,000	Rebar Metal Columns	\$5,000			\$5,000	\$5,000
5500.000		Miscellaneous Metal Work	\$140,000	\$70,634	\$47,024	Rebar Metal Columns	\$117,658			\$117,658	\$17,658
5520.000		Handrails & Railings	\$30,000	\$19,828	\$30,000	Rebar Metal Columns	\$49,828	\$19,828		\$19,828	\$30,000
5521.000		Roof Hatches	\$5,000	\$5,140			\$5,140			\$5,140	\$5,140
Subtotal for Division 5		\$225,000	\$95,602	\$82,024		\$177,623	\$19,828	\$0	\$19,828	\$157,795	

Division 6	Pay Item No.	Pay Application/Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
6100.000		Rough Carpentry	\$10,000								
6200.000		Finish Carpentry	\$1,000								
6400.000		Interior Architectural Woodwork	\$1,000								
6410.000		Solid Surface Sills & Thresholds	\$3,000								
Subtotal for Division 6		\$15,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0	

**W.T.F.I. - St. Francis, MN**  
 Stored Materials & Equipment Summary

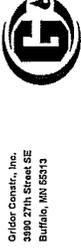


Order Constr., Inc.  
 3992 27th Street SE  
 Buffalo, MN 56513

Pay Rpt. No. 10  
 Period Ending: 4/26/2016

Pay Item No.	Pay/Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
<b>Division 7</b>										
7150.000	Dampproofing	\$5,000								
7190.000	Vapor Barrier	\$5,000								
7210.000	Building Insulation	\$20,000								
7535.000	Fully Adhered Membrane Roof System	\$170,000								
7600.000	Flashing & Sheet Metal Work	\$30,000								
7900.000	Caulking & Sealants	\$20,000								
	<b>Subtotal for Division 7</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Division 8</b>										
8110.000	Doors & Frames	\$50,000								
8360.000	Upward Acting Seasonal Doors	\$15,000								
8700.000	Hardware	\$30,000								
8800.000	Glass & Glazing	\$5,000								
	<b>Subtotal for Division 8</b>	<b>\$101,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Division 9</b>										
9111.000	Non-Lead Bearing Steel Framing	\$15,000								
9250.000	Gypsum Drywall	\$25,000								
9310.000	Ceramic Tile	\$8,000								
9500.000	Acoustical Ceiling System	\$6,000								
9900.000	Wastewater Treatment Facility Painting	\$350,000								
9930.000	Concrete Staining	\$15,000								
	<b>Subtotal for Division 9</b>	<b>\$449,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Division 10</b>										
1010.000	Marker Board	\$1,000								
1015.000	Toilet Compartment	\$2,300								
1025.000	Safety Devices	\$4,000								
1026.000	Wall Surface Protection	\$1,000								
1040.000	Identifying Devices	\$6,000								
1090.000	Toilet Accessories	\$2,000								
	<b>Subtotal for Division 10</b>	<b>\$16,300</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Division 11 &amp; 12</b>										
11214.000	Vertical Turbine Pumps	\$160,000								
11245.000	Polymix Mix Feed System - Allowance	\$255,000								
11246.000	Carbon Feed System - Allowance	\$60,000								
11248.000	Ferric Chloride Feed System - Allowance	\$635,000								
11265.000	Ultraviolet Disinfection - Allowance	\$30,000								
11280.000	Hydraulic Gates	\$170,000	\$21,457			\$21,457			\$21,457	
11310.000	Centrifugal Wastewater Pumps	\$170,000								
11311.000	Submersible Centrifugal Pumps	\$110,000	\$3,284	\$100,000	HW Gravel	\$103,284			\$103,284	
11312.000	Recessed Impeller Vortex Pump	\$25,000	\$21,792			\$21,792			\$21,792	
11318.000	Screw Impeller Centrifugal Pumps	\$95,000								
11320.000	Grill Removal System	\$54,406	\$37,406			\$37,406			\$37,406	
11321.000	Grill Separation System	\$35,000	\$20,000			\$20,000			\$20,000	
11335.000	Fire Screen	\$90,000	\$78,469			\$78,469			\$78,469	
11345.000	Chlorination/Dechlorination Equipment - Allowance	\$200,000	\$167,535			\$167,535			\$167,535	
11373.000	Blower Equipment - Swifton Type Clarifier	\$290,000	\$50,000			\$50,000			\$50,000	
11374.000	Fine Pore Membrane Aeration Equipment	\$95,000	\$45,000			\$45,000			\$45,000	
11385.000	Coarse Bubble Aeration System	\$13,000								
11386.000	Rapid Mixers	\$13,000								
11387.000	Submersible Mixers	\$55,000	\$48,561			\$48,561			\$48,561	
11600.001	Laboratory Equipment	\$46,000								
11630.000	Laboratory Equipment - Allowance	\$25,000								
12300.000	Automatic Sampler	\$39,000								
12346.000	Furnishings - Allowance	\$50,000								
	<b>Subtotal for Division 11 &amp; 12</b>	<b>\$2,412,000</b>	<b>\$444,943</b>	<b>\$148,591</b>		<b>\$593,524</b>	<b>\$171,457</b>	<b>\$17,535</b>	<b>\$188,992</b>	<b>\$404,532</b>

**W.T.F.I. - St. Francis, MN**  
 Stored Materials & Equipment Summary



Gilder Constr., Inc.  
 3994 27th Street SE  
 Buffalo, MN 55313

Pay Req. No. 10  
 Period Ending: 4/26/2016

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to Date	Installed This Month	Total Installed to Date	Amount Remaining in Storage
--------------	---------------------------	-----------------	-------------------------	------------------------	------------------------------------	----------------------	----------------------------	----------------------	-------------------------	-----------------------------

Division 13										
13126.000	Circular Tank Covers	\$30,000		\$178,516	EST Covers	\$178,516				\$178,516
13211.000	Water Storage Tank Disinfection	\$1,000								
13222.000	Filter Underdrain System	\$90,000								
13226.000	Filter Media & Gravel	\$30,000								
13228.000	Filter Washwater Troughs	\$30,000								
13852.000	Grating	\$30,000								
<b>Subtotal for Division 13</b>		<b>\$471,000</b>	<b>\$0</b>	<b>\$178,516</b>		<b>\$178,516</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$178,516</b>

Division 14										
14300.000	Holding Equipment	\$12,000								
14620.000	Portable Hoist	\$4,000								
<b>Subtotal for Division 14</b>		<b>\$16,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Division 15										
15050.000	Industrial Hose & Fittings	\$6,000								
15060.000	Process Pipe & Pipe Fittings	\$955,000	\$516,194	\$55,087	HD Supply Mainworks	\$570,281	\$142,000	\$60,000	\$222,000	\$548,281
15100.000	Valves	\$400,000	\$339,180			\$339,180	\$50,000		\$50,000	\$289,180
15101.000	Electrical Valve Actuators									
15102.000	Pneumatic Valve Actuators									
15130.000	Gauges	\$20,000								
15140.000	Supports & Anchors	\$90,000	\$3,723	\$6,928	Columbi Pip	\$10,651				\$10,651
15250.000	Mechanical Insulation	\$40,000								
15400.000	Plumbing	\$440,000	\$15,000			\$15,000				\$15,000
15500.000	Heating/Ventilating & Air Conditioning	\$530,000	\$69,663	\$102,000	Boiler-Set	\$171,663				\$171,663
15510.000	Hydronic Heating Systems	\$300,000								
15530.000	HVAC Controls	\$60,000								
15900.000	ITAB	\$3,000								
<b>Subtotal for Division 15</b>		<b>\$2,736,000</b>	<b>\$942,760</b>	<b>\$164,015</b>		<b>\$1,106,775</b>	<b>\$192,000</b>	<b>\$80,000</b>	<b>\$272,000</b>	<b>\$834,775</b>

Division 16										
16010.000	Electrical General Provisions	\$50,000								
16100.000	Basic Materials & Methods	\$220,000								
16200.000	Power Generation System	\$200,000								
16400.000	Electrical Distribution	\$250,000								
16500.000	Lighting	\$80,000	\$70,715			\$70,715				\$70,715
16700.000	Special Systems	\$20,000								
16800.000	Starters & Motor Control	\$250,000								
16850.001	Instrumentation & Control	\$1,000,000	\$60,000			\$60,000				\$60,000
16950.002	Computer - Allowance	\$50,000								
<b>Subtotal for Division 16</b>		<b>\$2,120,000</b>	<b>\$60,000</b>	<b>\$0</b>		<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$130,715</b>

**Grand Totals**      \$21,332,300      \$3,970,405      \$688,814      \$4,659,219      \$1,288,227      \$762,297      \$2,050,524      \$2,679,410



# 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

May 11, 2016

Mr. Paul Teicher, Public Works Director  
City of St. Francis  
23340 Cree Street NW  
St. Francis, MN 55070

RE: 2015 – Bridge Street Utility Improvements  
St. Francis, Minnesota  
BMI Project No: R18.107257

Dear Paul,

Enclosed please find three signed copies of Payment Estimate No. 5 for the above referenced project. The estimate includes all work completed through April 29, 2016. We have reviewed the estimate and recommend approval as submitted. Please review the estimate, and if acceptable, sign and date all copies of the pay estimate and forward one copy to LaTour Construction, Inc. with payment, one copy to me, and keep one copy for your records.

If you have any questions, please call.

Sincerely,

BOLTON & MENK, INC.

Jared Voge, P.E.  
City Engineer

JAV/kg

Enclosures

CONTRACTOR'S PAY REQUEST  
2015 BRIDGE STREET UTILITY IMPROVEMENTS  
ST. FRANCIS, MINNESOTA  
BMI PROJECT NO. R18.107257

CONTRACTOR  
OWNER  
ENGINEER

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$ 1,264,546.73
TOTAL, COMPLETED WORK TO DATE.....	\$ 482,388.63
TOTAL, STORED MATERIALS TO DATE.....	\$ 20,507.95
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....	\$ 20,507.95
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$ 482,388.63
RETAINED PERCENTAGE ( 5% ).....	\$ 24,119.43
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$ -
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$ 458,269.20
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$ 382,987.16
PAY CONTRACTOR AS ESTIMATE NO. 5 .....	\$ 75,282.04

---

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items, quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: LaTour Construction, Inc.  
2134 County Road 8 NW  
Maple Lake, MN 55358

By Jerry Bull PROJECT MANAGER 5/11/16  
Name Title Date

---

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:  
BOLTON & MENK, INC., ENGINEERS, 7533 SUNWOOD DRIVE NW, SUITE 206, RAMSEY, MN 55303

By J.M.F. City Engineer 5/11/16  
Jared Voge, P.E. Title Date

APPROVED FOR PAYMENT:  
Owner: ST. FRANCIS, MINNESOTA

By \_\_\_\_\_ City Administrator  
Joe Kohlmann Title Date

**PARTIAL PAY ESTIMATE NO.**  
 2012 BRIDGE STREET UTILITY IMPROVEMENTS  
 ST. FRANCIS, MINNESOTA  
 BMI PROJECT NO. R18.107257

WORK COMPLETED THROUGH APRIL 29, 2016

ITEM NO.	DESCRIPTION	UNIT PRICE	CONTRACT		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			BID QUANTITY	BID AMOUNT	QUANT	AMOUNT	QUANT	AMOUNT
1	MOBILIZATION	\$ 172,000.00	1	\$ 172,000.00	0.45	\$ 77,400.00	0.75	\$ 129,000.00
2	CLEARING AND GRUBBING	\$ 16,000.00	1	\$ 16,000.00	0.45	\$ 7,200.00	0.45	\$ 7,200.00
3	REMOVE CONCRETE CURB & GUTTER	\$ 4.00	580	\$ 2,320.00				
4	REMOVE BITUMINOUS PAVEMENT	\$ 3.25	4001	\$ 13,003.25				
5	REMOVE CONCRETE PAVEMENT	\$ 6.40	200	\$ 1,280.00				
6	REMOVE SANITARY SEWER PIPE	\$ 4.50	2025	\$ 9,112.50	23	\$ 103.50	34	\$ 217.60
7	REMOVE SANITARY SEWER STRUCTURE	\$ 420.00	13	\$ 5,460.00			23	\$ 103.50
8	ABANDON SANITARY SEWER PIPE	\$ 3.45	706	\$ 2,435.70				
9	REMOVE LIFT STATION	\$ 8,600.00	1	\$ 8,600.00				
10	COMMON EXCAVATION (P) (EV)	\$ 9.75	2675	\$ 26,081.25				
11	SELECT GRANULAR BORROW	\$ 16.45	1735	\$ 28,540.75				
12	AGGREGATE SURFACING CLASS 5	\$ 20.00	50	\$ 1,000.00				
13	AGGREGATE BASE CLASS 5 (CV)	\$ 29.65	875	\$ 25,943.75				
14	TYPE SP 12.5 WEARING COURSE (3.C) (SPWEBS40C) (2360)	\$ 97.15	645	\$ 62,661.75			11	\$ 326.15
15	TYPE SP 12.5 NON-WEARING COURSE (3.B) (SPNWB30B) (2360)	\$ 86.35	670	\$ 57,854.50			25	\$ 2,428.75
16	8" X 6" PVC SDR 28 WYE	\$ 725.00	7	\$ 5,075.00				
17	CONNECT TO EXISTING SANITARY SEWER SERVICE	\$ 140.00	7	\$ 980.00				
18	AIR RELIEF MANHOLE	\$ 3,830.00	4	\$ 15,320.00				
19	AIR RELIEF VALVE ASSEMBLY	\$ 2,845.00	4	\$ 11,380.00				
20	CONNECT TO EXISTING FORCEMAIN	\$ 1,630.00	4	\$ 6,520.00				
21	20" STEEL CASING PIPE (JACKED)	\$ 754.00	38	\$ 28,652.00				
22	30" STEEL CASING PIPE (JACKED)	\$ 709.00	65	\$ 46,085.00				
23	8" PVC SANITARY SEWER PIPE SDR 35	\$ 42.60	784	\$ 33,398.40				
24	12" PVC SANITARY SEWER PIPE SDR 26	\$ 57.00	293	\$ 1,653.00				
25	18" PVC SANITARY SEWER PIPE SDR 26	\$ 82.65	2303	\$ 190,342.95				
26	10" ID FORCEMAIN TRENCHLESS INSTALLATION	\$ 65.00	2512	\$ 163,280.00				
27	10" ID HDPE DR 11 FORCEMAIN TRENCHLESS INSTALLATION	\$ 79.00	700	\$ 55,300.00	2070	\$ 134,550.00	2340	\$ 152,100.00
28	6" PVC SANITARY SEWER PIPE SDR 26	\$ 29.75	110	\$ 3,272.50	577	\$ 45,583.00	577	\$ 45,583.00
29	CASTING ASSEMBLY (SANITARY)	\$ 761.00	11	\$ 8,371.00				
30	CONNECT TO EXISTING WATERMAIN	\$ 1,300.00	1	\$ 1,300.00				
31	6" GATE VALVE & BOX	\$ 1,525.00	2	\$ 3,050.00				
32	8" GATE VALVE & BOX	\$ 2,020.00	1	\$ 2,020.00	1	\$ 1,525.00	1	\$ 1,525.00
33	10" GATE VALVE & BOX	\$ 2,700.00	1	\$ 2,700.00				
34	HYDRANT	\$ 3,950.00	1	\$ 3,950.00	1	\$ 2,700.00	1	\$ 2,700.00
35	6" PVC C-900 DR 18 WATERMAIN	\$ 37.00	5	\$ 185.00				
36	8" PVC C-900 DR 18 WATERMAIN	\$ 24.50	240	\$ 5,880.00				
37	CONNECT TO EXISTING SANITARY SEWER	\$ 2,700.00	5	\$ 13,500.00				
38	CONSTRUCT SANITARY MANHOLE, DES. 4007	\$ 178.00	154	\$ 27,412.00				
39	SANITARY SEWER BYPASS	\$ 13,900.00	1	\$ 13,900.00				
40	PIPE FITTINGS	\$ 7.25	367	\$ 2,660.75	835	\$ 6,053.75	848	\$ 6,148.00

ITEM NO.	DESCRIPTION	UNIT PRICE	CONTRACT		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			BID QUANTITY	BID AMOUNT	QUANT	AMOUNT	QUANT	AMOUNT
41	5" CONCRETE SIDEWALK	\$ 7.00	755	\$ 5,285.00	-	-	-	-
42	B618 CONCRETE CURB & GUTTER	\$ 24.55	580	\$ 14,239.00	-	-	-	-
43	7" CONCRETE DRIVEWAY PAVEMENT	\$ 72.25	165	\$ 11,921.25	-	-	-	-
44	TRAFFIC CONTROL	\$ 11,700.00	1	\$ 11,700.00	0.45	\$ 5,265.00	0.55	\$ 6,435.00
45	SILT FENCE, TYPE MACHINE SLICED	\$ 1.95	2630	\$ 5,128.50	156	\$ 304.20	156	\$ 304.20
46	STORM DRAIN INLET PROTECTION	\$ 100.00	13	\$ 1,300.00	6	\$ 600.00	6	\$ 600.00
47	SEDIMENT CONTROL LOG TYPE WOOD FIBER	\$ 4.50	850	\$ 3,825.00	595	\$ 2,677.50	595	\$ 2,677.50
48	EROSION CONTROL BLANKET CATEGORY 3, SEED MIX 25-131, FERTILIZER TYPE 3 (22-5-10)	\$ 850.00	1	\$ 850.00	1	\$ 850.00	1	\$ 850.00
49	HYDRAULIC MATRIX TYPE BONDED FIBER, SEED MIX 25-131, FERTILIZER TYPE 3 (22-5-10)	\$ 2.65	780	\$ 2,074.00	-	-	-	-
50	4" SOLID LINE WHITE - EPOXY	\$ 1.05	8180	\$ 8,589.00	-	-	-	-
51	4" SOLID DOUBLE LINE YELLOW - EPOXY	\$ 0.70	2175	\$ 1,522.50	-	-	-	-
52	FLOW METER REPLACEMENT	\$ 1.40	2540	\$ 3,556.00	-	-	-	-
53		\$ 27,600.00	2	\$ 55,200.00	-	-	-	-
			SUBTOTAL = \$ 1,203,611.30		\$ 336,734.95		\$ 421,453.20	
CHANGE ORDER NO. 1								
1 RIVERS EDGE LIFT STATION CONNECTION RUM RIVER FORCEMAIN CROSSING			1	\$ 60,935.43	1	\$ 60,935.43	1	\$ 60,935.43
			SUBTOTAL = \$ 60,935.43		\$ 60,935.43		\$ 60,935.43	
TOTAL =			\$ 1,264,546.73		\$ 397,670.38		\$ 482,388.63	





## ST. FRANCIS PARADE/BIKE TOUR/TRIATHLON PERMIT

### ENTRY FORM

Please complete the following form for the ~~Triathlon~~ <sup>Parade</sup>

Name of Organization Saint Francis Area Chamber of Commerce - Pioneer Days Parade

Contact person Lindsey Johnson

Address 23212 St Francis Blvd St. Francis MN 55070  
(Street) (City) (State & Zip)

Phone (651) 247-6392 Number of Estimated Participants 400

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

Please see attached map for Parade line up and route locations

Sat June 5, 2016: Parade line up begins at 12:00 pm

Parade begins @ 1pm including a variety of floats for local  
businesses, politicians, bands/entertainment

(MUST PROVIDE CERTIFICATE OF INSURANCE)

**Please contact the St. Francis Police Department at 763-753-1264 regarding the hours and number of officers needed for this event.**

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



ANOKA COUNTY HIGHWAY DEPARTMENT  
 1440 BUNKER LAKE BLVD. N.W.  
 ANDOVER, MN 55304  
 PHONE (763) 862-4200

PERMIT NUMBER  
**S16-031**

Filing Fee: \$50.00

*Price sheet 2018*

## SPECIAL EVENT PERMIT

NAME OF APPLICANT:		ST. FRANCIS PIONEER DAYS PARADE			
ADDRESS:	23340 Cree St. NW, St. Francis, MN 55070	TELEPHONE:	763-753-8804		
GROUP SPONSORING EVENT:		City of St. Francis Pioneer Days Committee			
DATE OF EVENT:	Saturday, June 4, 2016	HOURS OF EVENT:	11:30 AM - 3:00 PM		
NATURE OF EVENT:		Parade			
CITY OR TOWNSHIP:		St. Francis			
LOCATION: CSAH 28 (Ambassador Blvd.) & CSAH 24 (Bridge St.)					
ROADS IMPACTED BY EVENT:		CSAH 28 & 24	CR		
CITY OR TOWNSHIP PERMIT REQUIRED?		YES	NO		
OBTAINED?		YES	NO		
ANOKA COUNTY SHERIFF'S OFFICE:	APPROVAL		SUPPORT		
	YES	NO	N/A	YES	NO
LOCAL LAW ENFORCEMENT AGENCY:	APPROVAL		SUPPORT		
	<input checked="" type="checkbox"/>	NO	N/A	YES	NO
TRAFFIC CONTROL APPROVAL?		YES	X	NO	N/A
RESTRICTIONS:					
<i>Shall comply with the attached conditions.</i>					
<i>Traffic control to be provided by Law enforcement agency with appropriate jurisdiction.</i>					
<i>Permit Covers Anoka County only, shall verify permit requirements from any other agency affected.</i>					
I, We, the undersigned, herewith accept the terms and conditions of the regulations as laid down by the County of Anoka and agree to fully comply therewith to the satisfaction of the Anoka County Highway Department. The County of Anoka, its officials and employees shall be held harmless, by the permittee, from any demands, claims or suits arising out of granting of the permit.					
X Date <u>5 / 2 / 2016</u>		Applicant's Signature <u>Jindsey Johnson</u>			

### AUTHORIZATION OF PERMIT

In consideration of the applicant's agreement to comply in all respects with the regulations of the ACHD covering such operations, permission is hereby granted for this special event as described in the above application. Said event will be held in accordance with the conditions listed above.

ANOKA COUNTY HIGHWAY DEPARTMENT

Approved By [Signature] Issued By [Signature] Date 5/5/16

DOUGLAS T. TROTTEN



ANOKA COUNTY HIGHWAY DEPARTMENT  
1440 BUNKER LAKE BLVD. N.W.  
ANDOVER, MN 55304  
PHONE (763) 862-4200

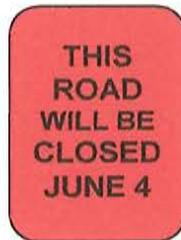
PERMIT NUMBER  
**S16-031**

## SPECIAL PROVISIONS

(ST. FRANCIS PIONEER DAYS PARADE)

Traffic control will be managed by both the City of St. Francis Police Department and the St. Francis Fire Department. Traffic will be directed around the parade route by police officers and fire fighters stationed at locations shown on the attached map.

Advance notice signs are to be installed on the 10 days prior to the event (May 25<sup>th</sup>, 2016) to notify motorists that the road will be closed on June 4. One sign facing southbound traffic is to be placed just east of TH 47 on CSAH 28 (Ambassador Blvd.) and one sign facing northbound traffic is to be placed just north of 229<sup>th</sup> Ave. on CSAH 24 (Ambassador Blvd.). Sign format for these advance notice signs shall be as shown below.



**ALL** police, fire and ambulance services for this area are to be notified at least 48 hours prior to the parade. Police, fire and ambulance services shall have a plan in place for emergencies.

Staging of parade units along CSAH 28 (Ambassador Blvd.) shall be accomplished on shoulder areas only. If parade units occupy any portion of a through traffic lane, flag persons shall be used to direct traffic around parade units. Other traffic control measures deemed necessary by the St. Francis Police Department for the staging of parade units may be implemented at the direction of the Chief of Police.

Event organizers shall be held responsible for clean up of litter along parade route.

# Pioneer Days Parade Route



May 19, 2015



CR, 103



CR, 104

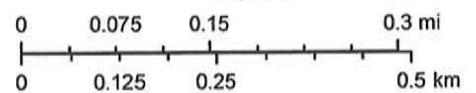


CR, 105



CR, 106

1:9,600



APPLICATION FOR PERMIT UNDER CITY CODE SECTION 8-8-1  
PARTY PERMIT APPLICATION  
CITY OF ST. FRANCIS

**APPLICATION IN WRITING:** Application for a permit to hold an actual or anticipated assembly of 20 or more persons shall be made in writing to the City Clerk upon a form to be obtained from City Hall. The application must be completely filled out and given to the City Clerk at least FOURTEEN (14) days in advance of the assembly for assemblies of a maximum of 100 persons or less and a duration of 8 hours or less. Applications for assemblies of a maximum of more than 100 persons or for a duration no longer than 8 hours shall be made at least THIRTY (30) days in advance of the assembly.

(Please print or type the answers to the following):

Name of Applicant: St. Francis Lion

Phone Number: 763-753-1265 email Trautblen@ymail.com

Address of sponsor: PO. Box 173

Address of Event: 3645 Bridgest-

Date of Event: 6-3-16 Hours of Event: 12-4

The nature and purpose of the assembly: To have fun promote  
Garage Logic - 1500 AM ESPN City St. Francis

Number of people expected to attend: 60-80

What plans do you have to limit the maximum number of persons permitted to assemble? Invite only RSVP

At the time the application is submitted, the sponsor or applicant must provide a written plan including the provisions herein required for operation of the assembly. Ten days prior to the start of the assembly, a city official will inspect the site to determine whether the requirements of these provisions have been met.

1. Will intoxicating beverages or non-intoxicating malt liquors be allowed at the Assembly? No
  - a. If the answer is YES, then will the applicant be selling such intoxicating beverages or non-intoxicating malt liquor? \_\_\_\_\_
  - b. Will the application sell tickets for attendance and be providing such beverages? No

(Note: In the situation where the applicant proposes to sell tickets and provide alcoholic beverages, or proposes to sell the alcohol beverages to the assembly, then an application for the appropriate liquor license will have to accompany the application for the outdoor party license, together with all necessary polices of insurance.)

2. Include plans for illumination of the assembly if it will continue after sundown, including the source and amount of power and the location of lights.

Sunlight

3. List the means by which emergency vehicles will be summoned, and the means of access of emergency vehicles to the outdoor party site

Access Bridge St.

by phone 911

4. Include plans for adequate sanitary facilities (Toilets and lavatory), including the source, number, location, type, and means of disposing of waste deposited.

Bathroom St. Francis Hdqrs. 3645 Bridge St.  
Riverside Inn. 3691 Bridge St.

5. Include the plans for holding, collecting, and disposing of solid waste material.

Trash cans on site

6. Include plans for parking vehicles including size and location of lots, points of highway access and interior roads, including routes between the highway access and parking lots. *Parking lot + street Parkings.  
+ Park Parking lots*
7. Include plans for fencing the location of assembly and the gates contained in such fences. *no plans for fencing or gates*
8. Will you need barricades or safety cones? If yes, how many?  
*we will be putting up safety cones  
+ barricades wood structure*
9. Include plans for supplying potable water including the source, amount available, and location of outlets. *There is an outside faucet  
for garden hose 20ft from Event.  
outlets 2 circuits onsite 20 Amp*
10. Include plans to provide for medical facilities which plans must include the location and construction of a medical structure if assembly will contain over 500 people and continue for more than 2 days, the names and addresses and hours of availability of physicians and nurses, and provision for emergency ambulance service. *No Medical facilities provided.*
11. Include the plans for telephone service, including the source, number and location of telephones. *cell phone 286-0386*
12. Include plans for camping facilities, if any, including the facilities available and their locations. *no camping facilities provided*
13. Include the plans for security, including the number of officers, their deployment, their names, addresses, credentials and hours of availability. *Lion members on site during Event*

14. Include plans for fire protections, including fire alarms, extinguishing devices, fire lanes and their locations.

*fire lanes will be left open  
2) B456 ARO extinguishes onsite*

15. Include plans for sound control and sound amplification, if any, including the number, location, and power of amplifiers and speakers.

*Especially 1500 supply sound  
Paul Black will controlling the sound  
He will be setting up sound system*

16. Include plans for food concessions and concessioners who will be allowed to operate on the grounds including the names and addresses of all concessioners and their state and county license or permit numbers.

*How Dan will be giving out Grill cheese sandwiches  
permit in process with Anoka County  
Kettle Corn popcorn will also be onsite same permit*

\*\*\*\*\*

The applicant is hereby notified that the Clerk and/or City Council may attach conditions to any application issued under this ordinance. A copy of the full ordinance is attached for your review. The above plan for the operation of the assembly should conform to the ordinance, especially chapter 8-8-3.

If the proposed outdoor party is for a maximum of less than 100 persons and will not be held for longer than 8 hours, the City Clerk shall issue the license to the applicant.

For applications which the City Clerk or Police Chief recommends prior approval by the City Council, the Clerk shall place the application together with the recommendations on the agenda of the next regularly scheduled meeting of the City Council for its final review.

For assemblies of duration longer than 8 hours or a maximum of more than 100 person, the City Clerk shall place the application reviewed by the Police Chief and then shall place the application, together with the recommendations of the Police Chief on the agenda of the next regularly scheduled meeting of the City Council for its final review.

If the City Council approved of the application, then the City Clerk shall be directed to approve application which shall contain whatever restrictions or requirements that may have been required to be added by the Council.

One of the conditions the City Council may require is that the sponsor provides a bond to issuance of the application, either in cash or underwritten by a surety company licensed to do business in Minnesota in an amount set by the Council. The purpose of the bond shall be to indemnify and hold harmless the City or any of its agents, officers, servants, and employees from any liability or causes of action which might arise by reason of granting the license, payment of employees, or services rendered by the City and from any cost incurred in cleaning-up any waste material produced or left by the assembly.

**OATH OR AFFIRMATION.** The applicant hereby states, under oath and affirmation that the statements contained herein and in the documents attached to this application are true and correct to the best knowledge of the applicant, and is signed and sworn to or affirmed by the individual making application; or a general partner in the case of a partnership; or all of the officers of an unincorporated association, society or group, or if there is no officers, by all members; or by the authorized officers of any corporation, whether it be a non-profit corporation or a business corporation.

Dated: 5-5-16

President  
[Signature]  
Applicant Signature  
St. Francis Lions  
5-6-16

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature

This application has been reviewed by the City Clerk and the following action has been taken:

Copy to Police Chief on: \_\_\_\_\_  
(dated)

The recommendations of the Police and/or Fire Chief have been received and are attached hereto.

Application approved by City Clerk. \_\_\_\_\_  
(dated)

Application referred to the City Council and will be on the regular council meeting agenda on: \_\_\_\_\_  
(dated)

## SECTION 8

### PARTY PERMIT AND REGULATIONS

#### SECTION:

- 8-8-1: Definition
- 8-8-2: Permit Required
- 8-8-3: Party Permit Application
- 8-8-4: Permit Fee
- 8-8-5: Permit Conditions
- 8-8-6: Enforcement

**8-8-1: DEFINITION.** As used in this Section, the term "party" means a gathering of twenty (20) or more natural persons, at any place for any purpose, except:

- A. A permanent place of worship, stadium, athletic field, area, auditorium, coliseum, or other permanent place of assembly, provided, (1) that such assembly is held pursuant to a regularly scheduled daily, weekly, monthly or other publicly advertised or noticed announcement by the person who owns or has control of the premises, and (2) the gathering does not exceed two-hundred fifty (250) natural persons or the seating capacity of such facility where it is held.
- B. A hearing or other assembly held by a government agency or pursuant to law.
- C. So-called PIONEER DAYS or other summer festival.
- D. A gathering of fifty (50) natural persons or less who are members of the same family or to such number of persons gathered on residential premises of one of the persons in attendance at a so-called block or neighborhood party and held during daylight hours and to which the public is not invited.

**8-8-2: PERMIT REQUIRED.** It is unlawful for any person to conduct, maintain, promote, advertise, manage, attend, or on land owned or under his control, permit a party for which a city party permit has not been issued.

**8-8-3: PARTY PERMIT APPLICATION.**

- A. All applications for party permits shall be in writing and made on forms supplied by the City, fully completed in every detail, and under oath.
- B. All applications anticipating attendance of one hundred (100) natural persons, or less, and eight hours or less in duration, shall be made at least fourteen (14)

days in advance of the proposed event and those anticipating attendance of more than one hundred (100) natural persons or more than eight hours in duration shall be made at least thirty (30) days in advance of the proposed event.

- C. Application forms shall contain, but not be limited to, the name and address of the sponsor, the number expected to attend, the type of enclosure, water supply, toilet facilities, solid waste disposal, medical care (if any), illumination, parking, camping, security, fire protection, noise control, and telephones.
- D. Incomplete applications shall forthwith be returned by the City Clerk/Treasurer to the sponsor. Applications for attendance of one hundred (100) natural persons or less and duration of eight hours or less shall be review by the Chief of Police and Fire Chief and, if they both approve and waive submission to the Council, the City Clerk/Treasurer shall issue the permit. All other applications shall be submitted to the Council at its next regular meeting.

**8-8-4: PERMIT FEE.** The Permit fee, which may be graduated, shall be established by Council resolution.

**8-8-5: PERMIT CONDITIONS.** Before the issuance of a party permit the Council may attach any and all conditions it deems necessary or proper for protection of attendees or the City.

**8-8-6: ENFORCEMENT.** Any illegal act by any person in attendance at a party, or in the premises of the party, or any violation of any condition of the permit, or any misrepresentation in the application, shall render the permit void and may, upon Council action, cause a forfeiture of any bond posted as a condition. If persons have gathered pursuant to a void permit they shall be ordered to disperse. It is unlawful for any person to fail to disperse when so ordered by a peace officer.



PAYMENT BATCH AP 05-16-16

**ACE SOLID WASTE, INC.**

05/01/2016	.0516	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	66.11
05/01/2016	.0516	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	36.38
05/01/2016	.0516	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	47.14
05/01/2016	.0516	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	16.52
05/01/2016	.0516	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	44.42
05/01/2016	.0516	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	16.53
05/01/2016	.0516	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	47.14
05/01/2016	.0516	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	16.53
05/01/2016	.0516	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	67.35
05/01/2016	.0516	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	16.53
05/01/2016	.0516	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	67.34
05/01/2016	.0516	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	144.67
					\$586.66

**AMERICAN TEST CENTER**

04/20/2016	2161050	E 101-42210-218	Equipment Repair & Maintenance	LADDER TESTED	400.00
					\$400.00

**ANOKA AREA CHAMBER OF COMMERCE**

05/01/2016	24065	E 101-41400-433	Dues and Subscriptions	Annual membership	230.00
					\$230.00

**ANOKA COUNTY ELECTIONS**

05/01/2016	2016-23	E 101-41410-580	C-O-L Other Equipment	ANNUAL FEE	1,636.53
					\$1,636.53

**ANOKA COUNTY TREASURY DEPT.**

05/02/2016	B160502P	E 101-42110-321	Telephone	BROADBAND	37.50
05/02/2016	B160502P	E 101-42210-321	Telephone	BROADBAND	37.50
05/02/2016	B160502P	E 101-43100-321	Telephone	BROADBAND	37.50
05/02/2016	B160502P	E 101-45200-321	Telephone	BROADBAND	37.50
05/02/2016	B160502P	E 601-49440-321	Telephone	BROADBAND	37.50
05/02/2016	B160502P	E 602-49490-321	Telephone	BROADBAND	37.50
					\$225.00

**ARROW SIGN & AWNING INC.**

04/18/2016	3212	E 609-49750-401	Repairs/Maint Buildings	AWNING REPAIR	2,200.00
					\$2,200.00

**ASPEN MILLS**

04/28/2016	180666	E 101-42110-437	Uniform Allowance	UNIFORMS REHLING	87.90
05/04/2016	180853	E 101-42110-437	Uniform Allowance	BADGE - GABRIELSON	137.25
					\$225.15

**ATHENS TOWNSHIP**

05/01/2016	.0516	E 101-41400-441	Miscellaneous	2015 TAXES-HERBST	61.70
					\$61.70

**BAUER BUILT INC.**

02/05/2016	940034992	E 101-42110-221	Vehicle Repair & Maintenance	TIRES	243.58
					\$243.58

**BELLBOY CORPORATION**

05/03/2016	53425500	E 609-49751-206	Freight and Fuel Charges	FREIGHT	31.00
05/03/2016	53425500	E 609-49751-251	Liquor For Resale	LIQUOR	1,306.50
05/03/2016	53425500	E 609-49751-253	Wine For Resale	WINE	416.00

\$1,753.50

**BERNICK COMPANIES, THE**

04/22/2016	115322	E 609-49751-254	Miscellaneous Merchandise	MISC	45.00
04/22/2016	115323	E 609-49751-252	Beer For Resale	BEER	183.35
					<u>\$228.35</u>

**BGS (BARNA GUZY)**

04/30/2016	157961	E 101-41600-304	Civil Legal Fees	FIRE	350.00
					<u>\$350.00</u>

**BOLTON & MENK, INC.**

03/31/2016	0188889	G 602-16500	Construction in Progress	WASTEWATER FACILITY IMP	49,715.23
04/18/2016	0189283	G 602-16500	Construction in Progress	2015 BRIDGE ST IMP	4,314.80
04/18/2016	0189284	E 101-43100-303	Engineering Fees	2016 STATE AID	1,079.50
04/18/2016	0189285	E 416-43100-303	Engineering Fees	KERRY ST/232ND LN	285.00
04/18/2016	0189286	E 603-49490-303	Engineering Fees	LGU	279.00
04/18/2016	0189287	E 417-43100-303	Engineering Fees	PEDERSON DRIVE	4,190.00
04/18/2016	0189290	E 101-41910-303	Engineering Fees	RUM RIVER BLUFFS	146.00
04/18/2016	0189290	E 101-41910-303	Engineering Fees	DRC	219.00
04/18/2016	0189290	E 101-43100-303	Engineering Fees	227TH AT POPPY STOP SIGN	275.00
04/18/2016	0189290	E 601-49440-460	Well Head Protection	UPDATE DWSMA	55.00
04/18/2016	0189290	E 603-49490-303	Engineering Fees	MS4 PRESENTATION	365.00
					<u>\$60,923.53</u>

**BREAKTHRU BEVERAGE**

04/28/2016	1080464715	E 609-49751-206	Freight and Fuel Charges	FREIGHT	72.11
04/28/2016	1080464715	E 609-49751-251	Liquor For Resale	LIQUOR	4,673.56
04/28/2016	1080464715	E 609-49751-253	Wine For Resale	WINE	676.32
05/05/2016	1080467815	E 609-49751-206	Freight and Fuel Charges	FREIGHT	46.44
05/05/2016	1080467815	E 609-49751-251	Liquor For Resale	LIQUOR	2,194.82
05/05/2016	1080467815	E 609-49751-253	Wine For Resale	WINE	216.00
05/05/2016	1080467816	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.56
05/05/2016	1080467816	E 609-49751-251	Liquor For Resale	LIQUOR	486.00
05/05/2016	1080467817	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.56
05/05/2016	1080467817	E 609-49751-251	Liquor For Resale	LIQUOR	486.00
05/05/2016	1080467818	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.56
05/05/2016	1080467818	E 609-49751-251	Liquor For Resale	LIQUOR	486.00
					<u>\$9,353.93</u>

**BUREAU OF CRIM APPREHENSION**

		E 101-42110-311	Contract	REPLACE CK #70554	270.00
					<u>\$270.00</u>

**CDW GOVERNMENT, INC.**

04/22/2016	CTZ9241	E 101-42110-200	Office Supplies	LORI ROBERTS	619.00
					<u>\$619.00</u>

**CLAREYS SAFETY EQUIPMENT, INC.**

05/04/2016	166264	E 101-42210-437	Uniform Allowance	BOOTS - BARRY M.	285.00
					<u>\$285.00</u>

**CLASSIC CONSTRUCTION**

04/27/2016	17700	E 603-49490-414	Storm Sewers	CULVERT REPLACEMENT	4,785.00
					<u>\$4,785.00</u>

**CONNEXUS ENERGY**

05/06/2016	.0516	E 101-43100-386	Street Lighting	STARK DR	9.00
					<u>\$9.00</u>

**COUNTY MARKET - CITY ACCOUNT**

05/01/2016	.0516	E 101-42210-212	Motor Fuels	FUEL	144.84
					<u>\$144.84</u>

**COURIER, THE**

05/04/2016	82108	E 609-49750-340	Advertising	LIQUOR STORE AD	79.00
05/04/2016	82162	E 101-41400-352	General Notices and Pub Info	MISC	30.00
05/04/2016	82162	E 101-43210-439	Recycling Days	RECYCLING AD	118.00

05/04/2016	82162	E 601-49440-352	General Notices and Pub Info	DRINKING WATER	487.50
					<u>714.50</u>

**CRYSTAL SPRINGS ICE**

04/26/2016	001.B002278	E 609-49751-254	Miscellaneous Merchandise	MISC	266.66
05/09/2016	001.B002465	E 609-49751-254	Miscellaneous Merchandise	MISC	257.50
					<u>524.16</u>

**DAHLHEIMER DIST. CO. INC.**

04/27/2016	1198288	E 609-49751-252	Beer For Resale	BEER	6,532.40
04/27/2016	1198288	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00
05/04/2016	1198339	E 609-49751-252	Beer For Resale	BEER	12,589.65
					<u>\$19,164.05</u>

**DE LAGE LANDEN**

06/01/2016	50048086	E 101-42110-200	Office Supplies	COPIER	237.00
					<u>\$237.00</u>

**EAGLE GARAGE DOOR CO.**

04/27/2016	4143	E 101-42210-401	Repairs/Maint Buildings	AMBULANCE DOOR	166.50
					<u>\$166.50</u>

**ECM PUBLISHERS, INC.**

04/29/2016	342271	E 101-41410-351	Legal Notices Publishing	GENERAL ELECTION FILING	37.63
05/01/2016	343274	E 609-49750-340	Advertising	LIQUOR STORE AD	102.60
05/08/2016	345232	E 609-49750-340	Advertising	JOB POSTINGS	212.40
					<u>\$352.63</u>

**ELITE SANITATION**

04/29/2016	23103	E 101-45200-402	Janitorial Service	PORTABLE TOILET	678.00
04/29/2016	23104	E 101-45200-402	Janitorial Service	PORTABLE TOILET RENTAL	92.00
					<u>\$770.00</u>

**FREEDOM SERVICES, INC.-FD**

05/09/2016	4882	G 101-21706	Flex Account	JUNE 2016	675.00
					<u>\$675.00</u>

**FREEDOM SERVICES, INC.-MA**

05/09/2016	4883	E 101-41540-301	Auditing and Acct g Services	ADMIN FEE	83.60
					<u>\$83.60</u>

**G&K SERVICES, INC**

05/03/2016	1043460892	E 101-42110-402	Janitorial Service	RUGS & SUPPLIES	8.52
05/03/2016	1043460892	E 101-43100-402	Janitorial Service	RUGS & SUPPLIES	8.52
05/03/2016	1043460892	E 101-45200-402	Janitorial Service	RUGS & SUPPLIES	8.52
05/03/2016	1043460892	E 601-49440-402	Janitorial Service	RUGS & SUPPLIES	8.52
05/03/2016	1043460892	E 602-49490-402	Janitorial Service	RUGS & SUPPLIES	8.52
05/03/2016	1043468090	E 609-49750-219	Rug Maintenance	RUGS	11.23
05/03/2016	1043468093	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
05/03/2016	1043468093	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
05/10/2016	1043473609	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
05/10/2016	1043473609	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
					<u>\$73.43</u>

**GERADS, STEPHANIE**

05/01/2016	.0516	E 601-49440-444	Refund & Reimbursement	REFUND	232.98
					<u>\$232.98</u>

**GERDIN AUTO SERVICE, INC.**

04/27/2016	.0516	E 208-42110-436	Towing Charges	2011 BMW 328i	206.00
					<u>\$206.00</u>

**GOPHER STATE ONE-CALL**

04/30/2016	6040729	E 601-49440-442	Gopher State	98 BILLABLE TICKETS	71.05
04/30/2016	6040729	E 602-49490-442	Gopher State	98 BILLABLE TICKETS	71.05
					<u>\$142.10</u>

**GRAND IRRIGATION, INC.**

04/26/2016	67239	E 602-49490-229	Project Repair & Maintenance	180 ACRES	272.84
					<u>272.84</u>

**GRANITE CITY JOBBING CO.**

04/26/2016	5262	E 609-49750-210	Operating Supplies	OPERATING	88.55
04/26/2016	5262	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
04/26/2016	5262	E 609-49751-254	Miscellaneous Merchandise	MISC	57.87
04/26/2016	5262	E 609-49751-256	Tobacco Products For Resale	TOBACCO	437.02
04/26/2016	5262	G 101-20810	Sales Tax Payable	USE TAX	(0.96)
05/03/2016	6273	E 609-49750-210	Operating Supplies	OPERATING	57.63
05/03/2016	6273	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
05/03/2016	6273	E 609-49751-256	Tobacco Products For Resale	TOBACCO	746.68
05/10/2016	7074	E 609-49750-210	Operating Supplies	OPERATING	110.61
05/10/2016	7074	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
05/10/2016	7074	E 609-49751-254	Miscellaneous Merchandise	MISC	47.91
05/10/2016	7074	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,659.32
05/10/2016	7074	G 101-20810	Sales Tax Payable	USE TAX	(0.96)
					<u>\$3,216.42</u>

**GRATITUDE FARMS**

05/01/2016	.0516	E 101-42700-311	Contract	APRIL ANIMALS	350.00
					<u>\$350.00</u>

**HACH COMPANY**

04/29/2016	9908910	E 601-49440-235	Lab Supplies	CHEMICALS	70.69
					<u>\$70.69</u>

**INNOVATIVE OFFICE SOLUTIONS, L**

04/27/2016	IN 1164449	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	43.37
					<u>\$43.37</u>

**INTERNAL REVENUE SERVICE**

		E 101-41400-122	FICA & Medicare	CORRECT FICA	186.00
					<u>\$186.00</u>

**JANAS, DAVID & NICOLE**

05/01/2016	.0516	E 601-49440-444	Refund & Reimbursement	REFUND	273.44
					<u>\$273.44</u>

**JJ TAYLOR DISTRIBUTING**

04/27/2016	2511512	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
04/27/2016	2511512	E 609-49751-252	Beer For Resale	BEER	1,310.75
05/04/2016	2511556	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/04/2016	2511556	E 609-49751-252	Beer For Resale	BEER	2,277.95
05/11/2016	2511594	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/11/2016	2511594	E 609-49751-252	Beer For Resale	BEER	924.05
					<u>\$4,521.75</u>

**JOHN HIRSCHS CAMBRIDGE MOTORS**

04/12/2016	CHCS275154	E 601-49440-221	Vehicle Repair & Maintenance	07 DODGE TRUCK RAM 3500	454.58
04/12/2016	CHCS275154	E 602-49490-221	Vehicle Repair & Maintenance	07 DODGE TRUCK RAM 3500	454.59
					<u>\$909.17</u>

**JOHNSON BROS WHLSE LIQUOR**

04/27/2016	5427273	E 609-49751-206	Freight and Fuel Charges	FREIGHT	25.08
04/27/2016	5427273	E 609-49751-251	Liquor For Resale	LIQUOR	1,821.64
04/27/2016	5427274	E 609-49751-206	Freight and Fuel Charges	FREIGHT	72.96
04/27/2016	5427274	E 609-49751-253	Wine For Resale	WINE	3,015.35
04/27/2016	5427275	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.72
04/27/2016	5427275	E 609-49751-254	Miscellaneous Merchandise	MISC	327.50
04/29/2016	572495	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(9.12)
04/29/2016	572495	E 609-49751-253	Wine For Resale	WINE	(528.00)
05/04/2016	5433083	E 609-49751-206	Freight and Fuel Charges	FREIGHT	53.20
05/04/2016	5433083	E 609-49751-253	Wine For Resale	WINE	2,015.45
					<u>\$6,810.78</u>

**LAKE LAND ADVERTISING**

04/27/2016	.0416	E 609-49750-340	Advertising	ADVERTISING	250.00
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					\$250.00
<b>LATOUR CONSTRUCTION, INC</b>					
05/11/2016	.0516	G 602-16500	Construction in Progress	BRIDGE ST	75,282.04
					\$75,282.04
<b>LMC INSURANCE TRUST</b>					
04/30/2016	.05169	E 101-42400-160	Work Comp Insurance	DAHLHEIMER	524.01
					\$524.01
<b>MARTIN-MCALLISTER</b>					
04/30/2016	10427	E 101-42110-305	Medical & Testing Fees	EVALUATIONS	1,800.00
					\$1,800.00
<b>MCDONALD DIST CO.</b>					
04/28/2016	263640	E 609-49751-252	Beer For Resale	BEER	10,855.45
04/28/2016	263640	E 609-49751-255	N/A Products	N/A	90.00
05/05/2016	265676	E 609-49751-252	Beer For Resale	BEER	2,571.80
05/05/2016	265676	E 609-49751-255	N/A Products	N/A	19.50
					\$13,536.75
<b>MCFOA</b>					
05/01/2016	.0516	E 101-41400-433	Dues and Subscriptions	MEMBERSHIP	35.00
					\$35.00
<b>MEDTOX LABORATORIES, INC.</b>					
04/03/2016	04201695907	E 101-43100-441	Miscellaneous	MED TESTING	26.81
04/03/2016	04201695907	E 101-45200-441	Miscellaneous	MED TESTING	26.81
04/03/2016	04201695907	E 601-49440-441	Miscellaneous	MED TESTING	26.81
04/03/2016	04201695907	E 602-49490-441	Miscellaneous	MED TESTING	26.81
					\$107.24
<b>MES-MIDAM</b>					
04/22/2016	IN1023385	E 101-42210-437	Uniform Allowance	BAUER LETTERING	62.34
					\$62.34
<b>MIDCONTINENT COMMUNICATIONS</b>					
05/21/2016	.0516	E 101-41940-321	Telephone	CITY HALL	36.30
05/21/2016	.0516	E 101-42110-321	Telephone	Police	53.16
05/21/2016	.0516	E 101-43100-321	Telephone	Public Works	53.17
05/21/2016	.0516	E 601-49440-321	Telephone	WELL HOUSE	150.00
05/21/2016	.0516	E 601-49440-321	Telephone	WATER PLANT	150.00
05/21/2016	.0516	E 609-49750-321	Telephone	LIQUOR STORE	150.00
					\$592.63
<b>MILLER, MARK</b>					
05/09/2016	.0516	G 803-20200	Accounts Payable	Z16-09 DRIVEWAY ESCROW	200.00
					\$200.00
<b>MN BCA-CJTE</b>					
		E 101-42110-208	Training and Instruction	TRAINING-STEMME	75.00
					\$75.00
<b>M-R SIGN COMPANY, INC.</b>					
04/25/2016	190218	E 101-43100-226	Sign Repair Materials	ROAD CLOSED SIGNS	639.05
04/27/2016	190254	E 101-43100-226	Sign Repair Materials	STREET SIGNS	1,275.94
					\$1,914.99
<b>NOE, RONALD</b>					
05/01/2016	.0516	E 601-49440-444	Refund & Reimbursement	REFUND	132.88
					\$132.88
<b>NORTH MEMORIAL OCCUPATIONAL ME</b>					
05/02/2016	00012900-00	E 101-43100-441	Miscellaneous	BREATH TEST	27.00
					\$27.00
<b>NORTH METRO TREE SERVICE INC.</b>					
05/09/2016	.0516	E 602-49490-229	Project Repair & Maintenance	TREE TRIM - 180 ACRES	750.00

\$750.00

**NORTHERN AIR CORPORATION**

05/01/2016	126149	E 101-41940-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	174.10
05/01/2016	126149	E 101-42210-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	174.10
05/01/2016	126149	E 101-45200-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	174.10
05/01/2016	126149	E 601-49440-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	174.10
05/01/2016	126149	E 609-49750-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	174.10
					<u>\$870.50</u>

**NORTHERN LIGHTER PYROTECHNICS,**

01/28/2016	.0516	E 101-45230-311	Contract	FIREWORKS-PIONEER DAYS	10,000.00
					<u>\$10,000.00</u>

**OPUS 21**

05/03/2016	160441	E 601-49440-382	Utility Billing	UTILITY BILLING	1,481.09
05/03/2016	160441	E 602-49490-382	Utility Billing	UTILITY BILLING	1,481.08
					<u>\$2,962.17</u>

**OREILLY AUTO PARTS**

05/04/2016	1539-449649	E 101-42210-218	Equipment Repair & Maintenance	UTILITY TRAILER	125.86
					<u>\$125.86</u>

**PACE ANALYTICAL SERVICES**

04/26/2016	161263572	E 602-49490-313	Sample Testing	TESTING	111.10
04/28/2016	161263694	E 602-49490-313	Sample Testing	TESTING	45.00
					<u>\$156.10</u>

**PAUSTIS & SONS**

05/02/2016	8546105-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.00
05/02/2016	8546105-IN	E 609-49751-253	Wine For Resale	WINE	738.00
					<u>\$748.00</u>

**PHILLIPS WINE & SPIRITS CO.**

04/27/2016	2967092	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.62
04/27/2016	2967092	E 609-49751-251	Liquor For Resale	LIQUOR	937.66
04/27/2016	2967093	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.80
04/27/2016	2967093	E 609-49751-253	Wine For Resale	WINE	1,190.00
05/04/2016	2971006	E 609-49751-206	Freight and Fuel Charges	FREIGHT	65.78
05/04/2016	2971006	E 609-49751-251	Liquor For Resale	LIQUOR	3,823.29
					<u>\$6,049.15</u>

**PLEAA**

		E 101-42110-208	Training and Instruction	TRAINING-ROBERTS	40.00
					<u>\$40.00</u>

**PRINTING UNLIMITED**

05/01/2016	00007032	E 101-41910-200	Office Supplies	COMMUNITY DEVELOPMENT	525.75
05/01/2016	00007032	E 101-42400-200	Office Supplies	BUILDING	61.15
05/01/2016	00007032	E 101-43210-439	Recycling Days	RECYCLING	163.11
05/01/2016	00007033	E 101-42110-200	Office Supplies	SUPPLIES	97.00
					<u>\$847.01</u>

**RIVERLAND FIRE/EMS/RESCUE SCHO**

03/09/2016	002006SFS-104	E 101-42210-208	Training and Instruction	CONFERENCE	120.00
					<u>\$120.00</u>

**RJM DISTRIBUTING INC.**

04/29/2016	IND010481	E 609-49751-252	Beer For Resale	BEER	389.65
04/29/2016	IND010481	E 609-49751-254	Miscellaneous Merchandise	MISC	18.75
					<u>\$408.40</u>

**ROSEVILLE, CITY OF**

05/05/2016	0221467	E 101-41400-200	Office Supplies	ILLISTRATOR SUBSCRIPTION	83.00
					<u>\$83.00</u>

**SHI INTERNATIONAL CORP**

04/25/2016	B04891869	E 101-42110-200	Office Supplies	LORI'S COMPUTER	243.00
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					\$243.00
<b>SOUTHERN WINE &amp; SPIRITS OF MN</b>					
04/28/2016	1402118	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.56
04/28/2016	1402118	E 609-49751-251	Liquor For Resale	LIQUOR	1,811.33
05/05/2016	1404680	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.28
05/05/2016	1404680	E 609-49751-251	Liquor For Resale	LIQUOR	269.95
					\$2,101.12
<b>ST. FRANCIS AREA CHAMBER OF</b>					
04/30/2016	2016-0005	E 609-49750-340	Advertising	PIONEER DAYS	25.00
05/02/2016	.0516	E 101-45230-217	Other Operating Supplies	PIONEER DAYS	12,000.00
					\$12,025.00
<b>STERICYCLE, INC</b>					
05/01/2016	4006282326	E 101-42110-311	Contract	MEDICAL WASTE	43.33
					\$43.33
<b>STREICHER S</b>					
04/27/2016	11206500	E 101-42110-437	Uniform Allowance	BADGE	112.99
05/03/2016	11207515	E 101-42110-237	Small Equipment	SUPPLIES	95.94
05/03/2016	11207515	E 101-42110-437	Uniform Allowance	UNIFORM	149.98
05/03/2016	11207515	E 101-42110-448	Reserve Officers	SUPPLIES	137.92
					\$496.83
<b>SUBWAY</b>					
04/30/2016	14582	E 101-43210-439	Recycling Days	ST FRANCIS RECYCLING DAY	109.27
					\$109.27
<b>SUPPORT THE TROOPS GOLF TOURN</b>					
05/01/2016	.0516	E 609-49750-340	Advertising	HOLE SPONSOR	150.00
					\$150.00
<b>TACTICAL SOLUTIONS</b>					
05/03/2016	5515	E 101-42110-218	Equipment Repair & Maintenance	CERTIFICATION RADAR UNITS	265.00
					\$265.00
<b>THE AMERICAN BOTTLING COMPANY</b>					
04/26/2016	7421223217	E 609-49751-254	Miscellaneous Merchandise	MISC	112.60
					\$112.60
<b>UHL</b>					
05/02/2016	42834	E 101-42110-401	Repairs/Maint Buildings	PREV MAINTENANCE	1,293.20
05/02/2016	42834	E 101-43100-401	Repairs/Maint Buildings	PREV MAINTENANCE	1,293.20
05/02/2016	42834	E 101-45200-401	Repairs/Maint Buildings	PREV MAINTENANCE	1,293.20
05/02/2016	42834	E 601-49440-401	Repairs/Maint Buildings	PREV MAINTENANCE	1,293.20
05/02/2016	42834	E 602-49490-401	Repairs/Maint Buildings	PREV MAINTENANCE	1,293.20
					\$6,466.00
<b>UPPER RUM RIVER WATERSHED MGT</b>					
05/05/2016	.0516	E 101-49200-471	Watershed	2ND HALF 2016	3,051.46
					\$3,051.46
<b>VINOCOPIA, INC.</b>					
05/06/2016	0151199-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.50
05/06/2016	0151199-IN	E 609-49751-253	Wine For Resale	WINE	960.00
					\$976.50
<b>WAHL, CINDY</b>					
05/01/2016	.0516	E 601-49440-444	Refund & Reimbursement	REFUND	11.87
					\$11.87
<b>WINE COMPANY, THE</b>					
04/27/2016	423980-00	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.00
04/27/2016	423980-00	E 609-49751-253	Wine For Resale	WINE	252.00
					\$267.00

\$268,546.23

FUND SUMMARY

101 GENERAL FUND	\$45,800.53
208 POLICE FORFEITURE	\$206.00
416 2015-KERRY & 232ND	\$285.00
417 2015-PEDERSON DRIVE	\$4,190.00
601 WATER FUND	\$5,204.89
602 SEWER FUND	\$133,957.43
603 STORM WATER	\$5,429.00
609 MUNICIPAL LIQUOR FUND	\$73,273.38
803 ESCROW	\$200.00
Total	<u>268,546.23</u>



## **AGENDA REPORT**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** 2015 Financial Statement  
**DATE:** May 10, 2016

### **INTRODUCTION**

The 2015 Financial Statement and Audit will be presented by Justin Nilson of Abdo, Eick and Meyers on Monday May 16<sup>th</sup>.

### **BACKGROUND**

Included in the packet is the 2015 Management Letter from Abdo, Eick & Meyers. The 2015 Financial Statement is posted on the City's website under departments-finance.

### **RECOMMENDATION**

After Justin's report Council should accept the Financial Report by motion.

### **BUDGET IMPACT**

None.

#### Attachments:

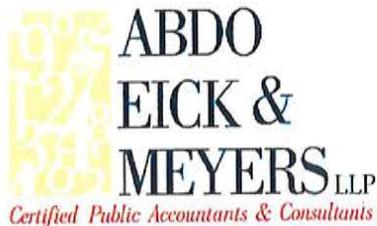
1. 2015 Management Letter



# Management Letter

**City of St. Francis**  
St. Francis, Minnesota

For the Year Ended  
December 31, 2015



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April 27, 2016

Management, Honorable Mayor and City Council  
City of St. Francis, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of St. Francis, Minnesota (the City), for the year ended December 31, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and *the Uniform Guidance*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 5, 2016. Professional standards also require that we communicate to you the following information related to our audit.

**Our Responsibility Under Auditing Standards Generally Accepted in the United States of America and *Government Auditing Standards and the Uniform Guidance***

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control over financial reporting of the City. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

**Significant Audit Findings**

In planning and performing our audit of the financial statements, we considered the City's internal control to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with *Uniform Guidance*.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We consider the deficiency below as item 2015-001 to be a significant deficiency.

**2015-001 Limited segregation of duties**

- Condition:* During our audit we reviewed procedures over cash receipts, cash disbursements, payroll, financial reporting, and capital assets and found the City to have limited segregation of duties over those transaction cycles.
- Criteria:* There are four general categories of duties: authorization, custody, recording and reconciliation. In an ideal system, different employees perform each of these four major functions. In other words, no one person has control of two or more of these responsibilities.
- Cause:* One employee of the City (Finance Director) is responsible for all four general categories in the transaction cycles listed above.
- Effect:* The existence of this limited segregation of duties increases the risk of fraud and error.
- Recommendation:* While we recognize the number of staff is not large enough to eliminate this deficiency, we recommend that the City evaluate the current procedures and segregate duties where possible and implement any compensating controls. It is important that the City Council is aware of this condition and monitor all financial information.

*Management response:*

Management recognizes that it is not economically feasible to correct this finding, however is aware of the deficiency and is relying on oversight by management and the City Council to monitor this deficiency.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also in accordance with the *Uniform Guidance*, we examined, on a test basis, evidence about the City's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Compliance Supplement" applicable to each of its major federal programs for the purpose of expressing an opinion on the City's compliance with those requirements and for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the City's compliance with those requirements. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported in accordance with the *Uniform Guidance, Government Auditing Standards* or Minnesota statutes.

## Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. As described in Note 8 to the financial statements, the City changed accounting policies related to accounting and financial reporting for pensions by adopting Statement of Governmental Accounting Standards (GASB) Statements No. 68 and 71 in 2015. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is disclosed in Note 7. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were capital asset basis, depreciation, compensated absences, and liability for the City's pensions.

- Management's estimate of depreciation is based on estimated useful lives of the assets. Depreciation is calculated using the straight-line method.
- Allocations of gross wages and payroll benefits are approved by City Council within the City's budget and are derived from each employee's estimated time to be spent servicing the respective functions of the City. These allocations are also used in allocating accrued compensated absences payable.
- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that it is reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

## Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

## Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit or the financial statements taken as a whole.

## Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

## Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 27, 2016.

## Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

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## Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

## Other Matters

We applied certain limited procedures to the required supplementary information (RSI) (Management's Discussion and Analysis, the Schedules of Employer's Share of the Net Pension Liability, the Schedules of Employer's Contributions, and the Schedule of Changes in Net Pension Liability (Asset) and Related Ratios), which is information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (combining and individual fund financial statements and schedules), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section or statistical sections, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on them.

## Financial Position and Results of Operations

Our principal observations and recommendations are summarized below. These recommendations resulted from our observations made in connection with our audit of the City's financial statements for the year ended December 31, 2015.

### General Fund

The General fund is used to account for resources traditionally associated with government, which are not required legally or by sound principal management to be accounted for in another fund. The General fund balance increased \$175,227 from 2014. The total fund balance of \$2,764,284 is 64 percent of the 2016 budgeted expenditures. We recommend the fund balance be maintained at a level sufficient to fund operations until the major revenue sources are received in June. We feel a reserve of approximately 50 percent of planned expenditures and transfers out is adequate to meet working capital and small emergency needs.

The purposes and benefits of a fund balance are as follows:

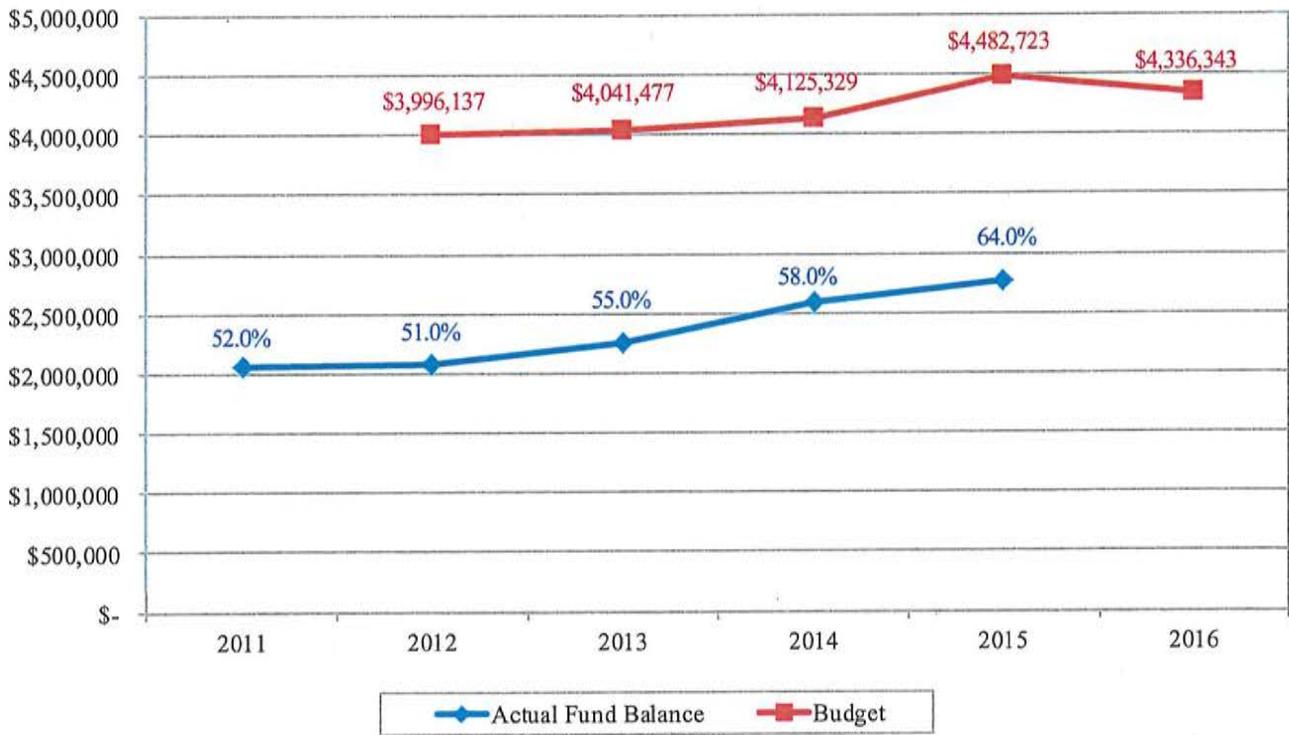
- Expenditures are incurred somewhat evenly throughout the year. However, property tax and state aid revenues are not received until the second half of the year. An adequate fund balance will provide the cash flow required to finance the General fund expenditures.
- The City is vulnerable to legislative actions at the State and Federal level. The State continually adjusts the local government aid and property tax credit formulas. An adequate fund balance will provide a temporary buffer against aid adjustments and levy limits
- Expenditures not anticipated at the time the annual budget was adopted may need immediate City Council action. These would include capital outlay replacement, lawsuits and other items. An adequate fund balance will provide the financing needed for such expenditures.
- A strong fund balance will assist the City in maintaining, improving or obtaining a bond rating. The result will be better interest rates in future bond sales.

**Fund Balance**

A table summarizing the General fund balance in relation to budget follows:

<u>Year</u>	<u>Fund Balance December 31</u>	<u>Budget Year</u>	<u>Original General Fund Budget</u>	<u>Percent of Fund Balance to Budget</u>
2011	2,070,013	2012	3,996,137	52.0 %
2012	2,071,489	2013	4,041,477	51.0
2013	2,249,166	2014	4,125,329	55.0
2014	2,589,057	2015	4,482,723	58.0
2015	2,764,284	2016	4,336,343	64.0

**Fund Balance as a Percent of the Following Year's Original Budget**



The 2015 operations are summarized as follows:

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 4,394,723	\$ 4,550,024	\$ 155,301
Expenditures	4,072,723	3,710,472	362,251
Excess of revenues over expenditures	<u>322,000</u>	<u>839,552</u>	<u>517,552</u>
Other financing source (uses)			
Transfers in	60,000	60,000	-
Sale of capital assets	28,000	33,375	5,375
Transfers out	<u>(410,000)</u>	<u>(757,700)</u>	<u>(347,700)</u>
Total other financing sources (uses)	<u>(322,000)</u>	<u>(664,325)</u>	<u>(342,325)</u>
Net change in fund balances	-	175,227	175,227
Fund balances, January 1	<u>2,589,057</u>	<u>2,589,057</u>	-
Fund balances, December 31	<u>\$ 2,589,057</u>	<u>\$ 2,764,284</u>	<u>\$ 175,227</u>

A short analysis of budget variances follows:

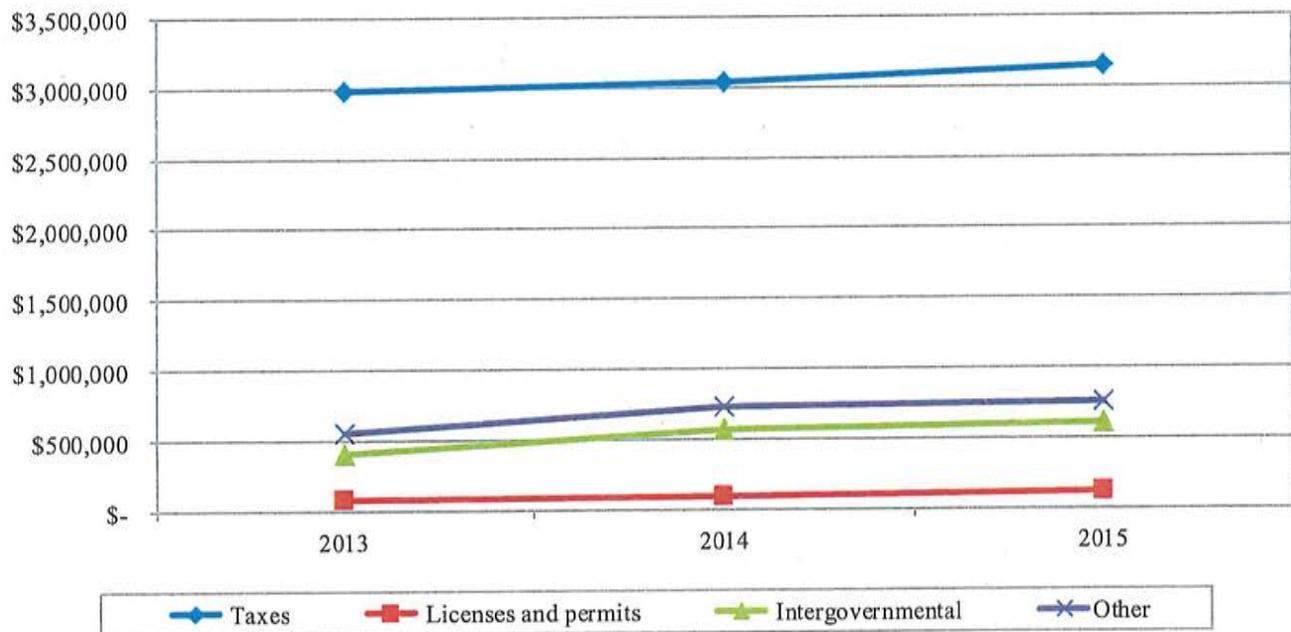
- All sources of revenue had a positive budget variance while the largest budget variance in revenues was charges for services with a positive variance of \$52,179.
- The General fund current expenditures are classified into six different functions. Expenditures in total were under budget by \$362,251. The largest budget variance for expenditures was within public works which had a positive budget variance of \$283,386 due mainly to less than expected repair and maintenance expenditures.

A more detailed comparison for the last three years General fund revenues and transfers as follows:

Source	2013	2014	2015	Percent of Total	Per Capita
Taxes	\$ 2,986,193	\$ 3,037,312	\$ 3,149,389	67.8 %	\$ 432
Licenses and permits	87,298	94,205	126,862	2.7	17
Intergovernmental	405,149	567,935	611,364	13.2	84
Charges for services	296,909	413,654	447,575	9.6	61
Fines and forfeitures	33,927	49,635	39,909	0.9	5
Interest on investments	11,263	16,690	14,282	0.3	2
Miscellaneous	161,898	184,295	194,018	4.2	27
Transfers in	60,000	66,685	60,000	1.3	8
<b>Total revenues and transfers</b>	<b>\$ 4,042,637</b>	<b>\$ 4,430,411</b>	<b>\$ 4,643,399</b>	<b>100.0 %</b>	<b>\$ 636</b>

The sources of revenues and transfers from the past three years are presented graphically as follows:

### Revenues and Transfers



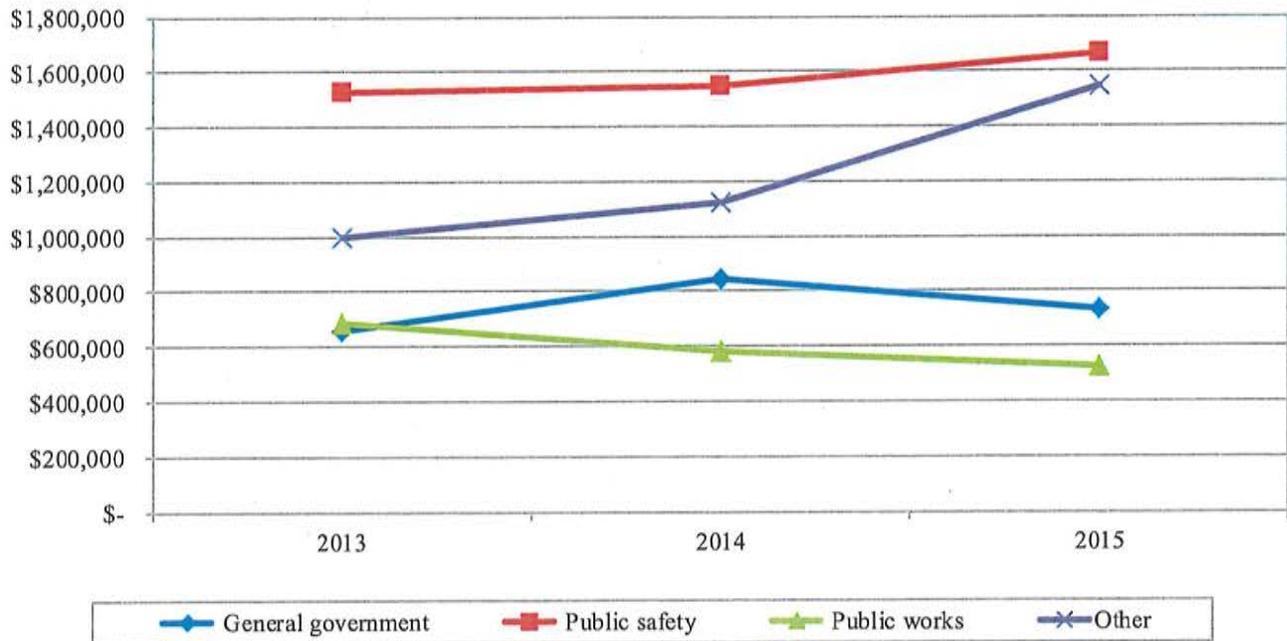
A more detailed comparison for the last three years General fund expenditures and transfers as follows:

Programs	2013	2014	2015	Percent of Total	Per Capita	Peer Group Per Capita
General government	\$ 654,631	\$ 843,302	\$ 731,292	16.2 %	\$ 100	\$ 130
Public safety	1,525,567	1,547,761	1,664,498	37.3	228	231
Public works	686,201	579,810	525,734	11.8	72	120
Culture and recreation	247,542	259,049	291,477	6.5	40	58
Community development	251,368	226,365	309,847	6.9	42	4
Miscellaneous	5,571	16,157	21,335	0.5	3	15
Capital outlay	120,958	194,955	149,728	3.4	21	32
Debt service	33,122	33,121	16,561	0.4	2	-
Transfers out	340,000	390,000	757,700	17.0	104	-
<b>Total expenditures and transfers</b>	<b>\$ 3,864,960</b>	<b>\$ 4,090,520</b>	<b>\$ 4,468,172</b>	<b>100.0 %</b>	<b>\$ 612</b>	<b>\$ 590</b>

The above chart compares the amount the City spends per capita, in comparison to a peer group. We have compiled peer group average fund balance information from approximately 120 fourth class cities (population of 2,500 - 10,000). The peer group average is derived from information we have requested from the Office of the State Auditor.

The functional expenditures and transfers from the past three years are presented graphically as follows:

### Expenditures and Transfers



## Special Revenue Funds

Special revenue funds receive revenue from specific sources and expenditures are for specific purposes. The following funds, with fund balances included, comprise the special revenue fund types:

Fund	Fund Balances December 31,		Increase (Decrease)
	2015	2014	
Nonmajor			
Police Forfeiture	\$ 34,508	\$ 30,191	\$ 4,317
Turtle Ridge TIF	21,259	20,202	1,057
Total	<u>\$ 55,767</u>	<u>\$ 50,393</u>	<u>\$ 5,374</u>

## Debt Service Funds

Debt Service funds are a type of governmental fund to account for the accumulation of resources for the payment of interest and principal on debt (other than enterprise fund debt).

Debt Service funds may have one or a combination of the following revenue sources pledged to retire debt as follows:

- Property taxes - Primarily for general City benefit projects such as parks and municipal buildings. Property taxes may also be used to fund special assessment bonds which are not fully assessed.
- Tax increments - Pledged exclusively for tax increment/economic development districts.
- Capitalized interest portion of bond proceeds - After the sale of bonds, the project may not produce revenue (tax increments or special assessments) for a period of one to two years. Bonds are issued with this timing difference considered in the form of capitalized interest.
- Special assessments - Charges to benefited properties for various improvements.

In addition to the above pledged assets, other funding sources may be received by Debt Service funds as follows:

- Residual project proceeds from the related capital projects fund
- Investment earnings
- State or federal grants
- Transfers from other funds

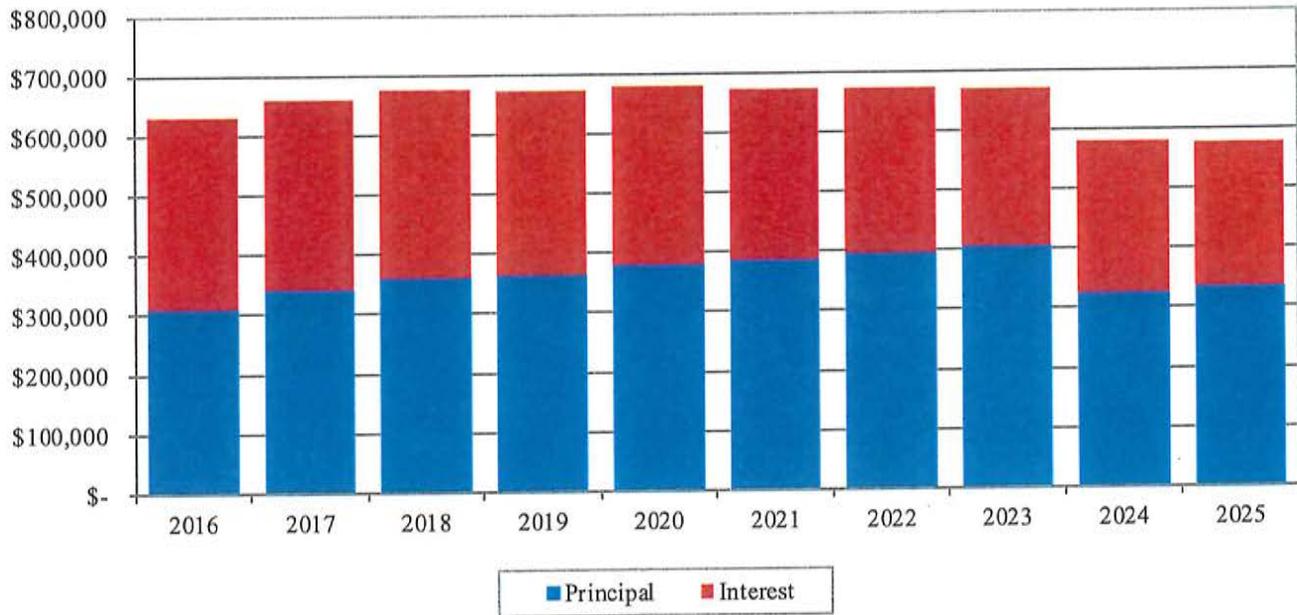
The following summarizes the assets of each Debt Service fund with the bonds payable at year end.

Debt Service Fund	Cash and Temporary Investments	Total Assets	Bonds Outstanding Source of payment		Final Maturity Date
			City	Fiscal Agent	
EDA Lease Revenue Bond	\$ 584,870	\$ 585,604	\$ 7,550,000	\$ -	2037
G.O. Improvement Bonds, 2015A	2,866	91,946	265,000	-	2031
G.O. Improvement Bonds, 2013A*	626,074	770,152	710,000	530,000	2023
Total	<u>\$ 1,213,810</u>	<u>\$ 1,447,702</u>	<u>\$ 8,525,000</u>	<u>\$ 530,000</u>	
Total interest payments			<u>\$ 4,463,947</u>		

\* G.O. Improvement Bonds 2007A were refunded in 2013. Crossover date and payoff from fiscal agent of 2007A bonds is set to take place 2/1/2017

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## Future Debt Service Requirements



### Capital Projects Funds

Capital projects funds account for the acquisition of capital assets or construction of major capital projects not being financed by proprietary funds. A summary of year end fund balances for all capital projects funds follows:

Capital Projects Fund	Fund Balances December 31,		Increase (Decrease)
	2015	2014	
Nonmajor			
Charitable Gambling	\$ 34,717	\$ 29,174	\$ 5,543
Park Improvements	109,838	172,339	(62,501)
Capital Projects	787,069	263,214	523,855
Fire Truck Replacement	-	507,652	(507,652)
Aztec Street Improvements	(227,634)	(253,281)	25,647
Kerry Street and 232nd	34,667	-	34,667
Pederson Drive	(33,503)	-	(33,503)
Rum River Bluff's Development	(286,784)	(455,681)	168,897
Creekview Estate Street and Utility Improvement	(52,651)	(72,519)	19,868
Ivywood and 230th Lane	(63,018)	(78,572)	15,554
<b>Total</b>	<b>\$ 302,701</b>	<b>\$ 112,326</b>	<b>\$ 190,375</b>

As projects are completed, the City transfers the remaining resources to the original funding source or to a fund the City Council approves. We recommend the City continue to review fund deficits at least annually.

- The deficit in the Rum River Bluff's Development fund is anticipated to be eliminated through future collections of special assessments.
- The deficit in the Creekview Estate Street, Ivywood and 230<sup>th</sup> Lane fund, Aztec Street Improvements, and Pederson Drive and are anticipated to be eliminated through future collections of special assessments.

The Capital Project fund increased \$523,855 during the year due to transfers for future capital purchases.

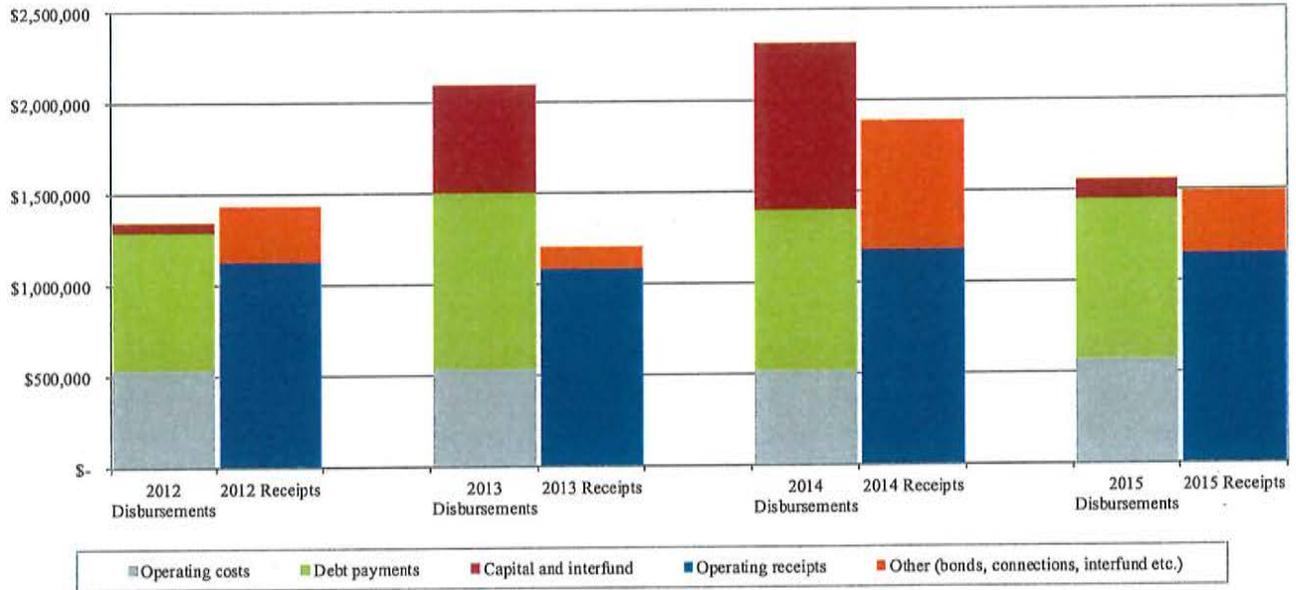
We recommend the City monitor all funds with deficits to ensure the plans to fund the deficits will be sufficient.

## Enterprise Funds

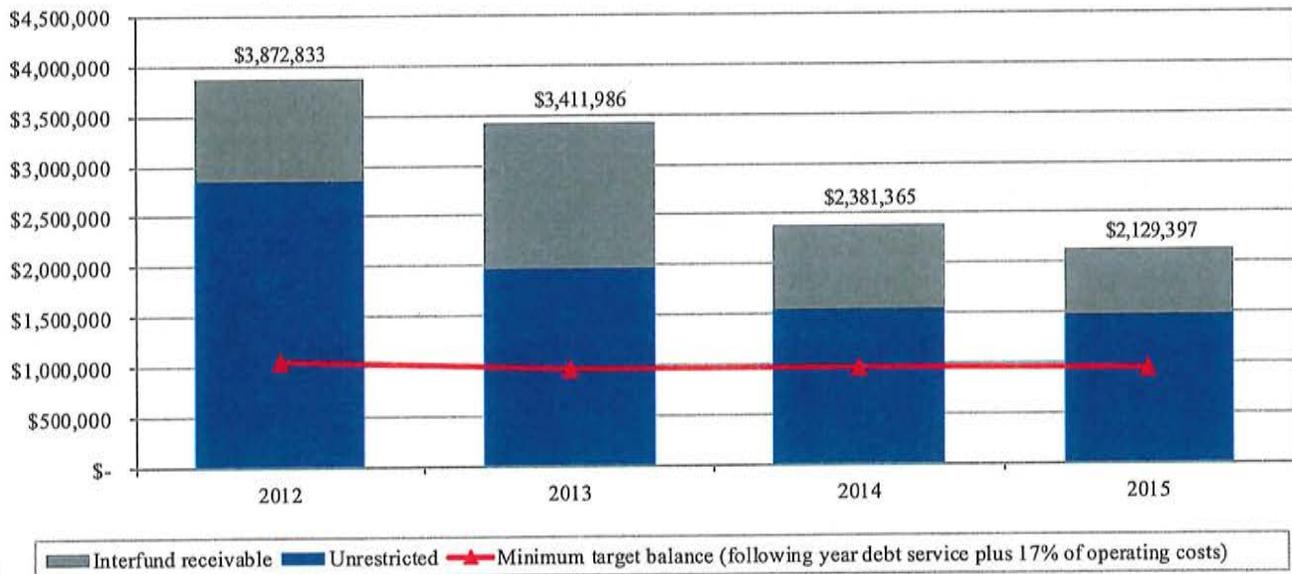
Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises—where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

The results of the operations in terms of cash flow and the breakdown of the cash balances for the past four years are as follows:

### Water Fund Cash Flow



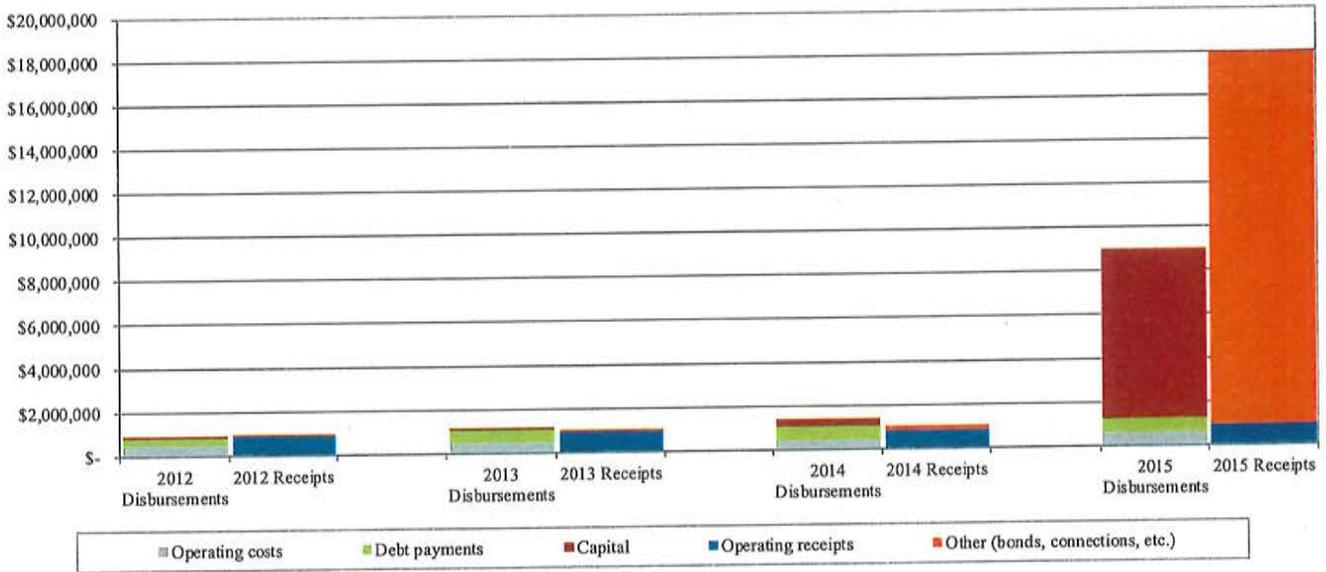
### Water Fund Cash Balance - Excluding 2013 Bond Refunding



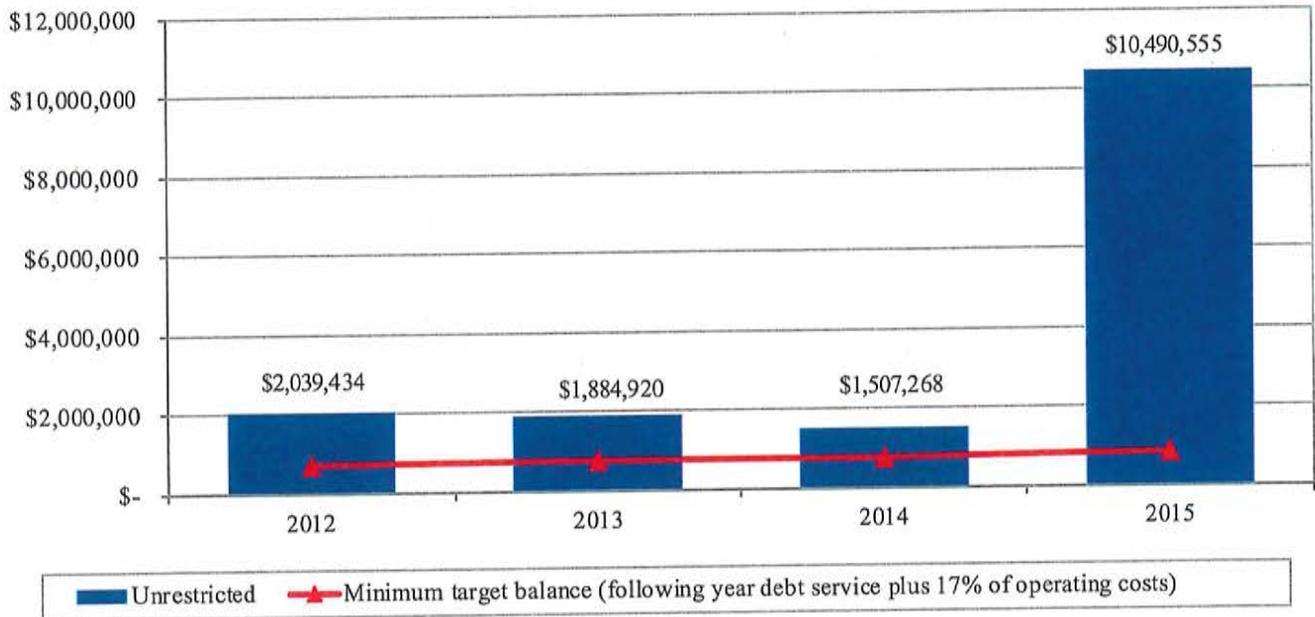
In addition to the cash balance, there is an interfund loan receivable of \$653,005 at the end of the year. The City should monitor the operations of the Water fund and analyze rates annually to ensure revenues will cover future operating expenses, repair and maintenance, new infrastructure and debt service. Total cash and interfund balance has decreased each of the four years presented.

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### Sewer Fund Cash Flow



### Sewer Fund Cash Balance - Excluding 2013 Bond Refunding

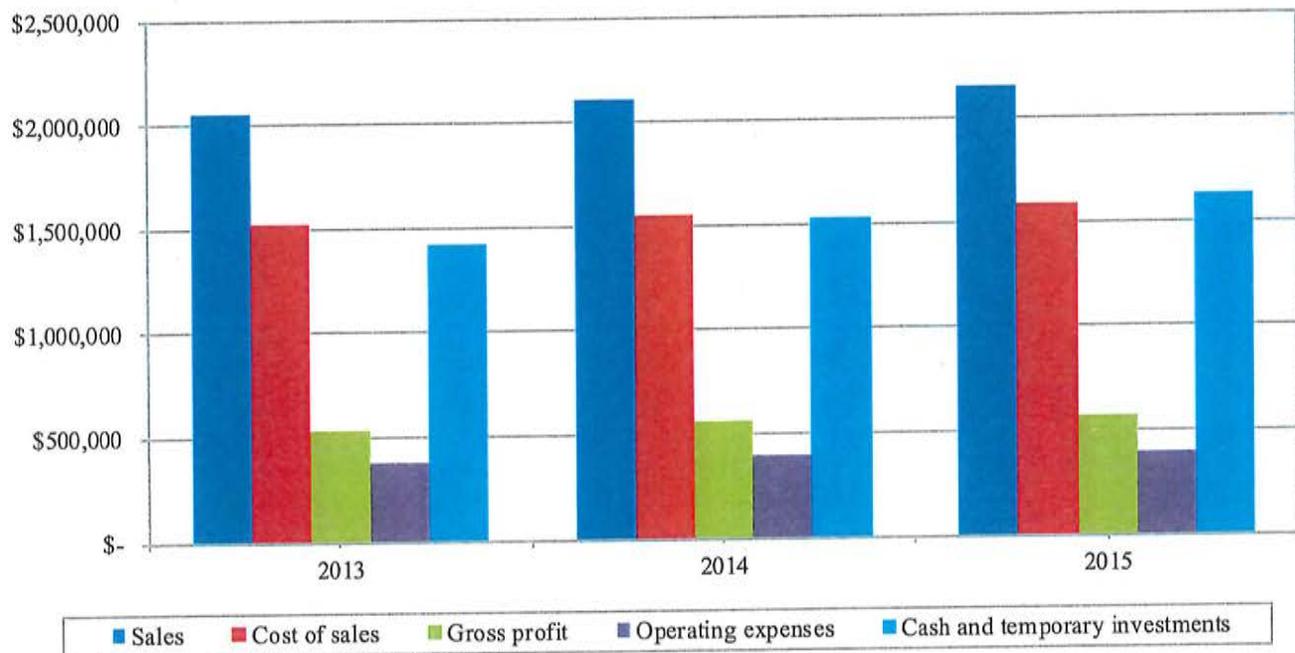


Large increase in capital and debt related to the wastewater treatment plant in 2015. The majority of the cash in the Sewer fund (\$8,075,810) is bond proceeds not yet spent for either the wastewater treatment plant or street improvement projects. With the issuance of over 16 million in debt, the City should continue to monitor the operations of the Sewer fund and analyze rates annually to ensure revenues will cover future operating expenses, repair and maintenance, new infrastructure and debt service.

## Liquor Store Fund

The results of the operations and cash positions for the Liquor Store fund for the past three years are as follows:

	2013		2014		2015	
	Total	Percent	Total	Percent	Total	Percent
Sales	\$ 2,058,003	97.6 %	\$ 2,109,482	100.0 %	\$ 2,157,141	100.0 %
Cost of sales	1,522,305	72.2	1,551,662	73.6	1,590,553	72.2
Gross profit	535,698	25.4	557,820	26.4	566,588	26.9
Operating expenses	377,162	17.9	396,770	18.8	396,260	18.8
Operating income	158,536	7.5	161,050	7.6	170,328	8.1
Nonoperating revenues	11,582	0.5	10,693	0.5	12,474	0.6
Transfers out	(60,000)	(2.8)	(66,685)	(3.2)	(60,000)	(2.8)
Change in net position	<u>\$ 110,118</u>	<u>5.2 %</u>	<u>\$ 105,058</u>	<u>5.0 %</u>	<u>\$ 122,802</u>	<u>5.8 %</u>
Cash and temporary investments	<u>\$ 1,425,913</u>		<u>\$ 1,534,589</u>		<u>\$ 1,630,550</u>	



Gross profit for the City's liquor store operations increased \$8,768 from 2014. The gross profit percent of the City's Liquor fund is greater than the state-wide averages and the operating expense percent is slightly higher than the state-wide averages.

The Office of the State Auditor annually publishes a report analyzing the operation of municipal liquor stores in the state. The most recent year of published information is for the year ended December 31, 2014. The statewide averages for Off-Sale operations are summarized below.

	Off Sale		
	2012 Percent of Sales	2013 Percent of Sales	2014 Percent of Sales
Sales	100.00 %	100.00 %	100.00 %
Cost of sales	<u>74.20</u>	<u>74.00</u>	<u>73.90</u>
Gross profit	25.80	26.00	26.10
Operating expenses	<u>16.50</u>	<u>16.90</u>	<u>17.10</u>
Operating income	9.30	9.10	9.00
Nonoperating revenue (expense)	<u>(0.20)</u>	<u>(0.30)</u>	<u>-</u>
Income before transfers	<u><u>9.10 %</u></u>	<u><u>8.80 %</u></u>	<u><u>9.00 %</u></u>

Source: Analysis of Municipal Liquor Store Operations, for the year ended December 31, 2014.  
Published by the Minnesota Office of the State Auditor.

## Ratio Analysis

The following captures a few ratios from the City's financial statements that give some additional information for trend and peer group analysis. The peer group average is derived from information we requested from the Office of the State Auditor for Cities of the 4<sup>th</sup> class (2,500 to 10,000). The majority of these ratios facilitate the use of economic resources focus and accrual basis of accounting at the government-wide level. A combination of liquidity (ability to pay its most immediate obligations), solvency (ability to pay its long-term obligations), funding (comparison of financial amounts and economic indicators to measure changes in financial capacity over time) and common-size (comparison of financial data with other cities) ratios are shown below.

Ratio	Calculation	Source	2012	2013	2014	2015
Debt to assets	Total liabilities/total assets	Government-wide	50%	51%	50%	64%
			33%	32%	32%	N/A
Debt service coverage	Net cash provided by operations/ enterprise fund debt payments	Enterprise funds	91%	76%	77%	66%
			106%	117%	114%	N/A
Debt per capita	Bonded debt/population	Government-wide	\$ 3,210	\$ 3,407	\$ 3,245	\$ 5,390
			\$ 2,626	\$ 2,656	\$ 2,506	N/A
Taxes per capita	Tax revenues/population	Government-wide	\$ 400	\$ 414	\$ 419	\$ 437
			\$ 480	\$ 487	\$ 484	N/A
Current expenditures per capita	Governmental fund current expenditures / population	Governmental funds	\$ 427	\$ 466	\$ 483	\$ 489
			\$ 649	\$ 634	\$ 674	N/A
Capital expenditures per capita	Governmental fund capital outlay / population	Governmental funds	\$ 1,016	\$ 122	\$ 83	\$ 128
			\$ 298	\$ 294	\$ 320	N/A
Capital assets % left to depreciate - Governmental	Net capital assets/ gross capital assets	Government-wide	84%	81%	79%	77%
			65%	64%	63%	N/A
Capital assets % left to depreciate - Business-type	Net capital assets/ gross capital assets	Government-wide	79%	77%	75%	79%
			63%	63%	61%	N/A

Represents the City of St. Francis

Peer Group Ratio

**Debt-to-Assets Leverage Ratio (Solvency Ratio)**

The debt-to-assets leverage ratio is a comparison of a city's total liabilities to its total assets or the percentage of total assets that are provided by creditors. It indicates the degree to which the City's assets are financed through borrowings and other long-term obligations (i.e. a ratio of 50 percent would indicate half of the assets are financed with outstanding debt).

**Debt Service Coverage Ratio (Solvency Ratio)**

The debt coverage ratio is a comparison of cash generated by operations to total debt service payments (principal and interest) of enterprise funds. This ratio indicates if there are sufficient cash flows from operations to meet debt service obligations. Except in cases where other nonoperating revenues (i.e. taxes, assessments, transfers from other funds, etc.) are used to fund debt service payments, an acceptable ratio would be above 100 percent.

**Bonded Debt per Capita (Funding Ratio)**

This dollar amount is arrived at by dividing the total bonded debt by the population of the City and represents the amount of bonded debt obligation for each citizen of the City at the end of the year. The higher the amount, the more resources are needed in the future to retire these obligations through taxes, assessments or user fees.

**Taxes per Capita (Funding Ratio)**

This dollar amount is arrived at by dividing the total tax revenues by the population of the City and represents the amount of taxes for each citizen of the City for the year. The higher this amount is, the more reliant the City is on taxes to fund its operations.

**Current Expenditures per Capita (Funding Ratio)**

This dollar amount is arrived at by dividing the total current governmental expenditures by the population of the City and represents the amount of governmental expenditure for each citizen of the City during the year. Since this is generally based on ongoing expenditures, we would expect consistent annual per capita results.

**Capital Expenditures per Capita (Funding Ratio)**

This dollar amount is arrived at by dividing the total governmental capital outlay expenditures by the population of the City and represents the amount of capital expenditure for each citizen of the City during the year. Since projects are not always recurring, the per capita amount will fluctuate from year to year.

**Capital Assets Percentage (Common-size Ratio)**

This percentage represents the percent of governmental or business-type capital assets that are left to be depreciated. The lower this percentage, the older the City's capital assets are and may need major repairs or replacements in the near future. A higher percentage may indicate newer assets being constructed or purchased and may coincide with higher debt ratios or bonded debt per capita.

## Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future the City financial statements: <sup>(1)</sup>

### **GASB Statement No. 72 - Fair Value Measurement and Application**

#### **Summary**

This statement addresses accounting and financial reporting issues related to fair value measurements. The definition of fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. This Statement provides guidance for determining a fair value measurement for financial reporting purposes. This Statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements.

#### **Effective Date and Transition**

The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2015. Earlier application is encouraged.

#### **How the Changes in This Statement Will Improve Financial Reporting**

The requirements of this Statement will enhance comparability of financial statements among governments by requiring measurement of certain assets and liabilities at fair value using a consistent and more detailed definition of fair value and accepted valuation techniques. This Statement also will enhance fair value application guidance and related disclosures in order to provide information to financial statement users about the impact of fair value measurements on a government's financial position.

### **GASB Statement No. 73 - Accounting and financial reporting for pension and related assets that are not within the scope of GASB Statement No. 68, and amendments to certain provisions of GASB Statements No. 67 and No. 68**

#### **Summary**

The objective of this Statement is to improve the usefulness of information about pensions included in the general purpose external financial reports of state and local governments for making decisions and assessing accountability. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

This Statement establishes requirements for defined benefit pensions that are not within the scope of Statement No. 68, Accounting and Financial Reporting for Pensions, as well as for the assets accumulated for purposes of providing those pensions. In addition, it establishes requirements for defined contribution pensions that are not within the scope of Statement 68. It also amends certain provisions of Statement No. 67, Financial Reporting for Pension Plans, and Statement 68 for pension plans and pensions that are within their respective scopes.

The requirements of this Statement extend the approach to accounting and financial reporting established in Statement 68 to all pensions, with modifications as necessary to reflect that for accounting and financial reporting purposes, any assets accumulated for pensions that are provided through pension plans that are not administered through trusts that meet the criteria specified in Statement 68 should not be considered pension plan assets. It also requires that information similar to that required by Statement 68 be included in notes to financial statements and required supplementary information by all similarly situated employers and nonemployer contributing entities.

This Statement also clarifies the application of certain provisions of Statements 67 and 68 with regard to the following issues:

1. Information that is required to be presented as notes to the 10-year schedules of required supplementary information about investment-related factors that significantly affect trends in the amounts reported.
2. Accounting and financial reporting for separately financed specific liabilities of individual employers and nonemployer contributing entities for defined benefit pensions.
3. Timing of employer recognition of revenue for the support of nonemployer contributing entities not in a special funding situation.

## Future Accounting Standard Changes - Continued

### Effective Date and Transition

The requirements of this Statement that address accounting and financial reporting by employers and governmental nonemployer contributing entities for pensions that are not within the scope of Statement 68 are effective for financial statements for fiscal years beginning after June 15, 2016, and the requirements of this Statement that address financial reporting for assets accumulated for purposes of providing those pensions are effective for fiscal years beginning after June 15, 2015. The requirements of this Statement for pension plans that are within the scope of Statement 67 or for pensions that are within the scope of Statement 68 are effective for fiscal years beginning after June 15, 2015. Earlier application is encouraged.

### How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will improve financial reporting by establishing a single framework for the presentation of information about pensions, which will enhance the comparability of pension-related information reported by employers and nonemployer contributing entities.

### **GASB Statement No. 74 - *Financial Reporting for Postemployment Benefit Plans Other than Pension Plans***

#### Summary

The objective of this Statement is to improve the usefulness of information about postemployment benefits other than pensions (other postemployment benefits or OPEB) included in the general purpose external financial reports of state and local governmental OPEB plans for making decisions and assessing accountability. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

This Statement replaces Statements No. 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*. It also includes requirements for defined contribution OPEB plans that replace the requirements for those OPEB plans in Statement No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans*, as amended, Statement 43, and Statement No. 50, *Pension Disclosures*.

Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, establishes new accounting and financial reporting requirements for governments whose employees are provided with OPEB, as well as for certain nonemployer governments that have a legal obligation to provide financial support for OPEB provided to the employees of other entities.

The scope of this Statement includes OPEB plans-defined benefit and defined contribution-administered through trusts that meet the following criteria:

- Contributions from employers and nonemployer contributing entities to the OPEB plan and earnings on those contributions are irrevocable.
- OPEB plan assets are dedicated to providing OPEB to plan members in accordance with the benefit terms.
- OPEB plan assets are legally protected from the creditors of employers, nonemployer contributing entities, and the OPEB plan administrator. If the plan is a defined benefit OPEB plan, plan assets also are legally protected from creditors of the plan members.

This Statement also includes requirements to address financial reporting for assets accumulated for purposes of providing defined benefit OPEB through OPEB plans that are not administered through trusts that meet the specified criteria.

### Effective Date and Transition

This Statement is effective for financial statements for fiscal years beginning after June 15, 2016. Earlier application is encouraged.

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## Future Accounting Standard Changes - Continued

### How the Changes in This Statement Will Improve Financial Reporting

The requirements in this Statement improve financial reporting by (1) raising the category of GASB Implementation Guides in the GAAP hierarchy, thus providing the opportunity for broader public input on implementation guidance; (2) emphasizing the importance of analogies to authoritative literature when the accounting treatment for an event is not specified in authoritative GAAP; and (3) requiring the consideration of consistency with the GASB Concepts Statements when evaluating accounting treatments specified in nonauthoritative literature. As a result, governments will apply financial reporting guidance with less variation, which will improve the usefulness of financial statement information for making decisions and assessing accountability and enhance the comparability of financial statement information among governments.

### GASB Statement No. 77 - Tax Abatement Disclosures

#### Summary

Financial statements prepared by state and local governments in conformity with generally accepted accounting principles provide citizens and taxpayers, legislative and oversight bodies, municipal bond analysts, and others with information they need to evaluate the financial health of governments, make decisions, and assess accountability. This information is intended, among other things, to assist these users of financial statements in assessing (1) whether a government's current-year revenues were sufficient to pay for current-year services (known as interperiod equity), (2) whether a government complied with finance-related legal and contractual obligations, (3) where a government's financial resources come from and how it uses them, and (4) a government's financial position and economic condition and how they have changed over time.

Financial statement users need information about certain limitations on a government's ability to raise resources. This includes limitations on revenue-raising capacity resulting from government programs that use tax abatements to induce behavior by individuals and entities that is beneficial to the government or its citizens. Tax abatements are widely used by state and local governments, particularly to encourage economic development. For financial reporting purposes, this Statement defines a tax abatement as resulting from an agreement between a government and an individual or entity in which the government promises to forgo tax revenues and the individual or entity promises to subsequently take a specific action that contributes to economic development or otherwise benefits the government or its citizens.

Although many governments offer tax abatements and provide information to the public about them, they do not always provide the information necessary to assess how tax abatements affect their financial position and results of operations, including their ability to raise resources in the future. This Statement requires disclosure of tax abatement information about (1) a reporting government's own tax abatement agreements and (2) those that are entered into by other governments and that reduce the reporting government's tax revenues.

This Statement requires governments that enter into tax abatement agreements to disclose the following information about the agreements:

- Brief descriptive information, such as the tax being abated, the authority under which tax abatements are provided, eligibility criteria, the mechanism by which taxes are abated, provisions for recapturing abated taxes, and the types of commitments made by tax abatement recipients.
- The gross dollar amount of taxes abated during the period.
- Commitments made by a government, other than to abate taxes, as part of a tax abatement agreement.

Governments should organize those disclosures by major tax abatement program and may disclose information for individual tax abatement agreements within those programs.

Tax abatement agreements of other governments should be organized by the government that entered into the tax abatement agreement and the specific tax being abated. Governments may disclose information for individual tax abatement agreements of other governments within the specific tax being abated. For those tax abatement agreements, a reporting government should disclose:

- The names of the governments that entered into the agreements.
- The specific taxes being abated.
- The gross dollar amount of taxes abated during the period.

## Future Accounting Standard Changes - Continued

### Effective Date and Transition

The requirements of this Statement are effective for financial statements for periods beginning after December 15, 2015. Earlier application is encouraged.

### How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement improve financial reporting by giving users of financial statements essential information that is not consistently or comprehensively reported to the public at present. Disclosure of information about the nature and magnitude of tax abatements will make these transactions more transparent to financial statement users. As a result, users will be better equipped to understand (1) how tax abatements affect a government's future ability to raise resources and meet its financial obligations and (2) the impact those abatements have on a government's financial position and economic condition.

### **GASB Statement No. 78 - Pension Provided Through Certain Multiple-Employer Defined Benefit Pension Plans**

#### Summary

The objective of this Statement is to address a practice issue regarding the scope and applicability of Statement No. 68, Accounting and Financial Reporting for Pensions. This issue is associated with pensions provided through certain multiple-employer defined benefit pension plans and to state or local governmental employers whose employees are provided with such pensions.

Prior to the issuance of this Statement, the requirements of Statement 68 applied to the financial statements of all state and local governmental employers whose employees are provided with pensions through pension plans that are administered through trusts that meet the criteria in paragraph 4 of that Statement.

This Statement amends the scope and applicability of Statement 68 to exclude pensions provided to employees of state or local governmental employers through a cost-sharing multiple-employer defined benefit pension plan that (1) is not a state or local governmental pension plan, (2) is used to provide defined benefit pensions both to employees of state or local governmental employers and to employees of employers that are not state or local governmental employers, and (3) has no predominant state or local governmental employer (either individually or collectively with other state or local governmental employers that provide pensions through the pension plan). This Statement establishes requirements for recognition and measurement of pension expense, expenditures, and liabilities; note disclosures; and required supplementary information for pensions that have the characteristics described above.

#### Effective Date

The requirements of this Statement are effective for reporting periods beginning after December 15, 2015. Earlier application is encouraged.

### **GASB Statement No. 79 - Certain External Investment Pools and Pool Participants**

#### Summary

This Statement addresses accounting and financial reporting for certain external investment pools and pool participants. Specifically, it establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. An external investment pool qualifies for that reporting if it meets all of the applicable criteria established in this Statement. The specific criteria address (1) how the external investment pool transacts with participants; (2) requirements for portfolio maturity, quality, diversification, and liquidity; and (3) calculation and requirements of a shadow price. Significant noncompliance prevents the external investment pool from measuring all of its investments at amortized cost for financial reporting purposes. Professional judgment is required to determine if instances of noncompliance with the criteria established by this Statement during the reporting period, individually or in the aggregate, were significant.

## Future Accounting Standard Changes - Continued

If an external investment pool does not meet the criteria established by this Statement, that pool should apply the provisions in paragraph 16 of Statement No. 31, Accounting and Financial Reporting for Certain Investments and for External Investment Pools, as amended. If an external investment pool meets the criteria in this Statement and measures all of its investments at amortized cost, the pool's participants also should measure their investments in that external investment pool at amortized cost for financial reporting purposes. If an external investment pool does not meet the criteria in this Statement, the pool's participants should measure their investments in that pool at fair value, as provided in paragraph 11 of Statement 31, as amended.

This Statement establishes additional note disclosure requirements for qualifying external investment pools that measure all of their investments at amortized cost for financial reporting purposes and for governments that participate in those pools. Those disclosures for both the qualifying external investment pools and their participants include information about any limitations or restrictions on participant withdrawals.

### Effective Date

The requirements of this Statement are effective for reporting periods beginning after June 15, 2015, except for the provisions in paragraphs 18, 19, 23-26, and 40, which are effective for reporting periods beginning after December 15, 2015.

### How the Changes in This Statement Will Improve Financial Reporting

This Statement will enhance comparability of financial statements among governments by establishing specific criteria used to determine whether a qualifying external investment pool may elect to use an amortized cost exception to fair value measurement. Those criteria will provide qualifying external investment pools and participants in those pools with consistent application of an amortized cost-based measurement for financial reporting purposes. That measurement approximates fair value and mirrors the operations of external investment pools that transact with participants at a stable net asset value per share.

## **GASB Statement No. 80 - *Blending Requirements for Certain Component Units - an Amendment of GASB Statement No. 14***

### Summary

The objective of the Statement is to improve financial reporting by clarifying the financial statement presentation requirements for certain component units. This Statement amends the blending requirements established in paragraph 53 of Statement No. 14, *The Financial Reporting Entity, as amended*.

This Statement amends the blending requirements for the financial statement presentation of component units of all state and local governments. The additional criterion requires blending of a component unit incorporated as a not-for-profit corporation in which the primary government is the sole corporate member. The additional criterion does not apply to component units included in the financial reporting entity pursuant to the provisions of Statement No. 39, *Determining Whether Certain Organizations Are Component Units*.

### Effective Date

The requirements of this Statement are effective for reporting periods beginning after June 15, 2016. Earlier application is encouraged.

### How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement enhance the comparability of financial statements among governments. Greater comparability improves the decision-usefulness of information reported in financial statements and enhances its value for assessing government accountability.

<sup>(1)</sup> Note. From GASB Pronouncements Summaries. Copyright 2015 by the Financial Accounting Foundation, 401 Merritt 7, Norwalk, CT 06856, USA, and is reproduced with permission.

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**Restriction on Use**

This communication is intended solely for the information and use of the City Council, management and the Minnesota Office of the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data. The comments and recommendations in the report are purely constructive in nature, and should be read in this context.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

*Abdo Eick & Meyers, LLP*

ABDO, EICK & MEYERS, LLP  
Minneapolis, Minnesota  
April 27, 2016

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# **NORTHWEST ASSOCIATED CONSULTANTS, INC.**

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422  
Telephone: 763.957.1100 Website: [www.nacplanning.com](http://www.nacplanning.com)

## **PLANNING REPORT**

TO: St. Francis City Council  
FROM: Nate Sparks  
DATE: May 10, 2016  
RE: PUD Amendment & Minor Subdivision – Rum River Terrace

### **BACKGROUND**

NP Properties and Pentagon Holdings have made an application for a Planned Unit Development Amendment for certain lots within the Rum River Terrace development. Pentagon Holdings is the original developer and NP Properties is assuming the remaining portions of the development. The purpose of the amendment is to convert twinhome lots to detached townhome style single family units. The amendment is only for Lots 3-18, 21-30 of Block 3 and Lots 1-6 of Block 4, which is the portion of the development intended for twinhomes that is currently not built. The amendment includes adjustments of lot lines to accommodate the single family houses. The Planning Commission held a public hearing on this request at their April 20<sup>th</sup> meeting and recommended approval of the request.

### **CURRENT PLANNED UNIT DEVELOPMENT**

The PUD for Rum River Terrace was approved in 2004. The development was intended to be a mix of twinhomes and detached townhomes that totaled 70 lots. 56 of the 70 lots were to be twinhomes. Of these, the 24 northerly lots have been built. There are 32 twinhome lots that are still unbuilt.

There are 13 detached townhome lots on a private road on the eastern portion of the development. These lots are generally 50 feet wide with a minimum lot size of 6,750 square feet.

### **APPLICANT'S PROPOSAL**

The applicant is proposing to convert the remaining 32 twinhome unit lots into single family lots. Each twinhome unit lot has a width of about 50 feet (100 feet total per building). The applicant would like to convert the unit lot into a lot similar to that for the detached townhomes.

#### **Lot Sizes**

The result would be 50 foot wide lots with a size range from 6,750 square feet to around 15,000 square feet. Most lots would be about 7,000 or 8,000 square feet in size. One lot is less than 50 feet wide due to a large stormwater easement in the front of the lot.

By comparison, the standards for single family lots in the R-2 District are 80 feet in width and 10,800 square feet in area. Twinhomes are required to be 100 feet in width and 14,000 square feet in area.

### **Minor Subdivision**

As part of this conversion, the applicant is proposing a minor subdivision to rearrange lot lines. In Block 3, the applicant proposes to shift the lot lines between Lots 22 through 24 in order to make Lot 24 larger. Currently Lot 24 is only about 6,100 square feet in size. This rearrangement would make all three lots over 8,000 square feet. In Block 4, Lots 1 through 4 are proposed to have rearranged lot lines. Instead of four lots in this area, there are to be three.

### **Grading / Drainage**

Some drainage ponds are being altered. Comments from the City Engineer are attached. The applicant is required to meet current stormwater management standards, as part of the project. The impervious surfaces are to remain generally the same as the original PUD. Generally, with some minor modifications the drainage plan appears to be acceptable.

Lot 3, Block 4 was required in the original PUD to have gutters installed and directed towards the street. This requirement will be carried forward.

As noted above, impervious surfaces are intended to be about the same as the original plan. With the previous PUD, the twinhome lots were required to develop as a common interest community which would have private covenants and an association. With the single family style of housing and a public road, there is no proposed association for these lots. Therefore, an impervious surface cap may be advisable to ensure the stormwater management is adequate. For the smaller lots, the driveway and house constitute slightly under 40% of the lot. Therefore, with parking pads and slightly larger homes possible, a cap of about 50% may be appropriate.

### **Easements**

The twinhome plat had drainage and utility easements on the unshared lot lines. The applicant is proposing to vacate the easements in areas where lot lines are being rearranged or ponds shifting. Easements are proposed to be dedicated in areas where lot lines were shared.

The two house pads on Lots 5 and 6 of Block 4 are depicted to encroach slightly within the drainage and utility easement on the plan. This should be corrected. Due to the limited building area on these lots, the applicant should revise the plan to show houses that fit on the lots with corresponding architectural plans.

### **Setbacks**

On the lots within the amendment area, the applicant is seeking flexibility for the side yard setbacks. In the current PUD, the setbacks are 10 feet on the house side and 5 for the garage. The applicant would like 5 feet to each side. The applicant is seeking this flexibility to allow for a wide variety of housing styles on the lots. The front yard setback is proposed at 35 feet to match the existing twinhome lots which are in the vicinity. The existing detached townhomes have a 25 foot setback to the private roadway.

### **Architecture**

On the plans, the applicant depicts building pads of about 40 feet in width, 35 feet in depth, and a 20 foot deep garage in the front. House plans were provided for four houses that are similar to the detached townhomes in the existing plan with some variations.

The plans provided include houses that are 30 feet wide with a two car garage, 30 feet wide with a 3 car garage, two 40 feet wide with a 2 car garage, and one slightly wider than 40 feet with a two car garage. These house style will be referenced by any PUD approval and houses will need to be generally compatible with these types. No flexibility to the minimum standards for houses are being sought.

The houses proposed are a mix of split entry and split entry walkouts.

### **Garages**

When the PUD was originally approved, the minimum garage size was simply stated as a two-car garage. Since that time the City has enacted an ordinance stating the minimum garage size for a single family dwelling unit shall be 440 square feet. The applicant was originally proposing to use a minimum garage size of 400 feet (20' x 20') to be consistent with the garage size minimum in the original PUD. The Planning Commission had much discussion on this topic. After the Planning Commission meeting, the applicant stated he would no longer seek flexibility from the minimum garage size and would follow current City ordinances.

### **Transportation & Utilities**

The roads and utilities are already installed in this area. The City Engineer's comments regarding utilities are attached.

The plan does have numerous driveways in close proximity accessing a public road. This may cause issues for snow storage and for general Public Works operations. However, the existing development plan was similar in nature.

### **Landscaping**

The minimum standards for landscaping for single family homes will be required.

### **Park Dedication**

Park dedication was paid at the time of the plat in 2004.

### **River District**

This PUD is within the River District with additional standards required including open space dedication. The proposed amendments do not impact the required dedications for this purpose. The DNR has reviewed this plan and had no comments.

### **Townhome Associations**

There is a homeowner's association for the existing twinhomes and a separate association for the detached townhomes on 232<sup>nd</sup> Court. The original PUD required the twinhomes to have a common interest community for shared maintenance. Any future twinhomes would be required to have a common interest community, as well. The detached townhomes are in an association as they share a private street and have common property.

The applicant is proposing to not have an association. At the public hearing on April 20<sup>th</sup>, members of the twinhome association expressed concern regarding maintenance and an irrigation well placed on property that is part of this amendment. The property that the well is located on is owned by NP Properties and the association will need to work with the property owner to keep the well in this

location. In regards to maintenance, without an association the lots would be subject to general city standards for maintenance like other single family properties in the City. There is no common property owned in this proposed, which is a typical reason for a single family association.

### **Easements & Easement Vacations**

As part of the revised grading plan, certain drainage and utility easements are no longer necessary and the applicant is seeking to vacate these easements. On Sheet 3 of the plan set, the applicant shows the areas where easements are to be vacated.

Similarly, the revised grading plan and the change in housing type creates a need for new drainage and utility easements. The same plan sheet depicts these areas. Mainly, these new easements are found on the former common lot line of the original planned twinhome units.

Easements are also being adjusted for the common lot lines related to the minor subdivision.

If the Council approves the first reading of the PUD Amendment Ordinance, the easement vacation hearing will be conducted at the June 6<sup>th</sup> meeting.

### **ANALYSIS**

The applicant states that twinhomes are not as popular of a housing type in the current market. The detached townhome style single family houses have been more popular. The applicant's interest is in getting the development filled and completed. These twinhome lots have been sitting with limited interest since 2004.

The proposed single family residences are on lots that are quite a bit smaller than is typically allowed in the City. The City requires single family lots to be 80 feet wide and 10,800 square feet. This allows for room for expansion and continued reinvestment. There are detached townhomes on lots within the development that are similar to the lot sizes proposed by this amendment. This may have been deemed acceptable partially due to it being association housing which helps ensure proper maintenance. The association was necessary due to the private road in that area, as well. In this situation, the units are proposed to be general small lot single family, as there is no common property and no common maintenance required.

While there may be concerns regarding general small lot single family this may be a decent alternative to the twinhome style of development. The total density is going down by one unit and all other impacts appear to be generally similar in nature to what is approved. The area to the west and south is general single family in nature and this type of housing could be considered as a transition to the existing twinhome units to the north.

### **STAFF RECOMMENDATION**

Generally, the proposal appears to be consistent with the Comprehensive Plan and the intent of the PUD Ordinance. The proposal would convert the twinhomes into single family houses but maintain a similar density and character of the neighborhood. The flexibilities sought are intended to maintain consistency with the existing neighborhood while allowing for the new housing type. The proposal improves stormwater management and does not negatively impact any of the standards required by the DNR. While it may be ideal to have the lots converted into larger single family parcels, a denial of the request would only keep the lots as twinhome parcels. A preponderance of the lots within the

general area are single family in nature. The PUD amendment keeps the spirit of the original PUD with additional density while being more within the character of the established neighborhood in regards to housing type. Therefore, City Staff finds the request to be generally acceptable as conditioned.

### **PLANNING COMMISSION RECOMMENDATION / REQUESTED ACTION**

The Planning Commission reviewed the request on April 20<sup>th</sup>. The Commission recommended approval of the request 3-2 with the following conditions (as amended by City Staff to reflect plan revisions by the applicant):

1. The general standards for this amended PUD are to be as follows:
  - a. Single family minimum lot width and sizes as depicted on the proposed plan.
  - b. Side yard setbacks of 5 feet.
  - c. Front and rear yard setbacks of 35 feet.
  - d. Impervious surfaces shall not exceed 50% per lot.
  - e. All other standards, including landscaping, shall adhere to the requirements for single family homes in the R-2 District.
  - f. Other relevant requirements of the original PUD shall be adhered to.
2. All comments from the City Engineer, City Attorney, and other relevant agencies shall be addressed.
3. Revised easements shall be provided by the applicant and recorded prior to the issuance of any building permits.
4. The easement vacations related to the revised plan shall be approved or this approval is voided.
5. Houses constructed within the amended PUD shall be generally consistent with the plans submitted by the applicant as part of this review.
6. Rain gutters shall be directed towards the road for Lots 3 & 4 of Block 4, as required in the original PUD.
7. The applicant shall enter into a PUD Agreement as drafted and as may be amended by the City Attorney.
8. Ordinance No. 219, Second Series approving the Planned Unit Development shall be placed into effect or this approval is voided.
9. Any other lot line adjustments or minor subdivisions shall require an amendment to the PUD unless combining two adjacent parcels for one building site.

Attached:

Engineer's Comments

Aerial Photo

Original PUD Plan

Aerial Photo

Resolution No. 2016-17 with:

Proposed PUD Plan

Minor Subdivision Legal Descriptions

Housing Types

Ordinance No. 219, Second Series

Development Agreement



# 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

May 10, 2016

Nate Sparks, Consultant Planner  
NAC  
4800 Olson Memorial Highway, Ste 202  
Golden Valley, MN 55422-5169

RE: Rum River Terrace PUD Amendment  
City of St. Francis, Minnesota  
Project No.: R18.111672

Dear Nate,

I have reviewed the Stormwater Management Plan submitted for the above referenced project dated March 15, 2016 and the construction plans consisting of 5 sheets dated March 15, 2016 with revision No. 2 dated 5/9/16 and have the following comments:

1. All grading associated with the proposed stormwater facilities as well as the grading in the rear of the proposed lots shall be completed prior to a building permit being issued within the development.
2. The applicant shall review the proposed lowest opening elevations included in the table on page 4 of 5 for Lots 8 and 9 Block 3.
3. The lowest opening elevation for Lot 10 Block 3 should be adjusted to a minimum elevation of 914.5
4. The proposed home style, grading, and lowest opening elevations identified for Lots 5 and 6 Block 4 shall be adjusted to prevent water from being directed toward the proposed structures.
5. All emergency overflow elevations and locations shall be clearly identified on the construction plans. The grading plan for the development originally approved in 2004 identified an emergency overflow between proposed Lots 4 and 5 Block 4. The emergency overflow elevation and location is not identified on the submitted construction plans.
6. MPCA Stormwater Permit Number C00012052 is shown as active on the MPCA website. The Storm Water Pollution Prevention Plan responsibility shall be transferred to individual property owners upon construction. The applicant shall be responsible for complying with all requirements of the permit.
7. The applicant shall indicate how sanitary sewer service is proposed to be provided to Lot 10 Blk 3. Currently, no sanitary service is shown in the construction documents.
8. All ponds shall be contained within drainage and utility easements.



Sparks, Rum River Terrace  
May 10, 2016  
Page 2

I recommend that the applicant submit the above requested information for additional review.  
If you have any questions on the above, please call.

Sincerely,

BOLTON & MENK, INC.

A handwritten signature in black ink, appearing to read "J. Voge", written over a horizontal line.

Jared Voge, P.E.  
City Engineer

JAV/kg



# Rum River Terrace

Aerial Photo



Scale 1:2400



Aerial Photo: Flown Spring of 2014





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

RESOLUTION 2016-17

A RESOLUTION APPROVING A MINOR SUBDIVISION & ADOPTING FINDINGS  
OF FACT FOR A PLANNED UNIT DEVELOPMENT AMENDMENT  
FOR RUM RIVER TERRACE

WHEREAS, the City of St. Francis (the "City") received a request for a minor subdivision from NP Properties, LLC (the "Applicant") for a planned unit development (PUD) amendment and minor subdivision; and

WHEREAS, the purpose of the PUD Amendment is to allow for the development of certain lots, previously approved for twinhomes, as single family homes; and

WHEREAS, to accommodate this amendment the Applicant is requesting to adjust the lot lines of certain parcels as a minor subdivision; and

WHEREAS, the subject site for the PUD Amendment (the "Property") is legally described as:

Lots 3 through 18, Block 3, Rum River Terrace  
Lots 21 through 30, Block 3, Rum River Terrace  
Lots 1 through 6, Block 4, Rum River Terrace

WHEREAS, the Applicant is seeking to adjust the lot lines between the following parcels in the manner depicted on the RUM RIVER TERRACE PUD Modification Plans (Sheets 1, 2, 3, 4 and 5) dated May 10, 2016 and attached as Exhibit A:

Lots 22 through 24, Block 3, Rum River Terrace  
Lots 1 through 4, Block 4, Rum River Terrace

WHEREAS, the new revised legal descriptions for the amended parcels within Lots 22 through 24, Block 3 and Lots 1 through 4, Block 4, RUM RIVER TERRACE as requested by Applicant are as legally described on Exhibit B attached hereto and made a part hereof.

WHEREAS, the St. Francis Planning Commission held a duly noticed public hearing at the April 20, 2016 meeting; and

WHEREAS, the Planning Commission recommended approval of the request based on the following findings of fact:

1. The lot line adjustments associated with the PUD Amendment will result in the reduction of one lot in the development.

2. The reduction of density is consistent with the goals and policies of the Comprehensive Plan.
3. The single family housing type is compatible with the surrounding land uses.
4. The proposed PUD will create a transition between the twinhome development to the north and the larger lot single family development to the south.
5. The proposed PUD Amendment is generally consistent with the City's PUD Ordinance

WHEREAS, the St. Francis City Council reviewed the request and the Planning Commission recommendation approving the request; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the PUD Amendment and Minor Subdivision based on the above findings of fact and as depicted in the applicant's submission subject to the following conditions:

1. The general standards for this amended PUD are to be as follows:
  - a. Single family minimum lot width and sizes as depicted on the proposed plan.
  - b. Side yard setbacks of 5 feet.
  - c. Front and rear yard setbacks of 35 feet.
  - d. Impervious surfaces shall not exceed 50% per lot.
  - e. All other standards, including landscaping, shall adhere to the requirements for single family homes in the R-2 District.
  - f. Other relevant requirements of the original PUD shall be adhered to.
2. All comments from the City Engineer, City Attorney, and other relevant agencies shall be addressed.
3. Revised easements shall be provided by the applicant and recorded prior to the issuance of any building permits.
4. The easement vacations related to the revised plan shall be approved or this approval is voided.
5. Houses constructed within the amended PUD shall be generally consistent with the plans submitted by the applicant as part of this review.
6. Rain gutters shall be directed towards the road for Lots 3 & 4 of Block 4, as required in the original PUD.
7. The applicant shall enter into a PUD Agreement as drafted and as may be amended by the City Attorney.
8. Ordinance No. 219, Second Series approving the Planned Unit Development shall be placed into effect or this approval is voided.
9. Any other lot line adjustments or minor subdivisions shall require an amendment to the PUD unless combining two adjacent parcels for one building site.
10. The Applicant shall submit a deed of conveyance to the City Clerk to create the minor subdivision and reciting the properties as described on Exhibit B attached hereto. The City Clerk shall affix to this deed a certification that the subdivision has been approved by the St. Francis City Council and Applicant shall record the deed or deeds at the Office of the Anoka County Recorder.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16<sup>TH</sup> DAY OF  
MAY, 2016.

APPROVED

---

Steve Kane  
Mayor of St. Francis

Attest:

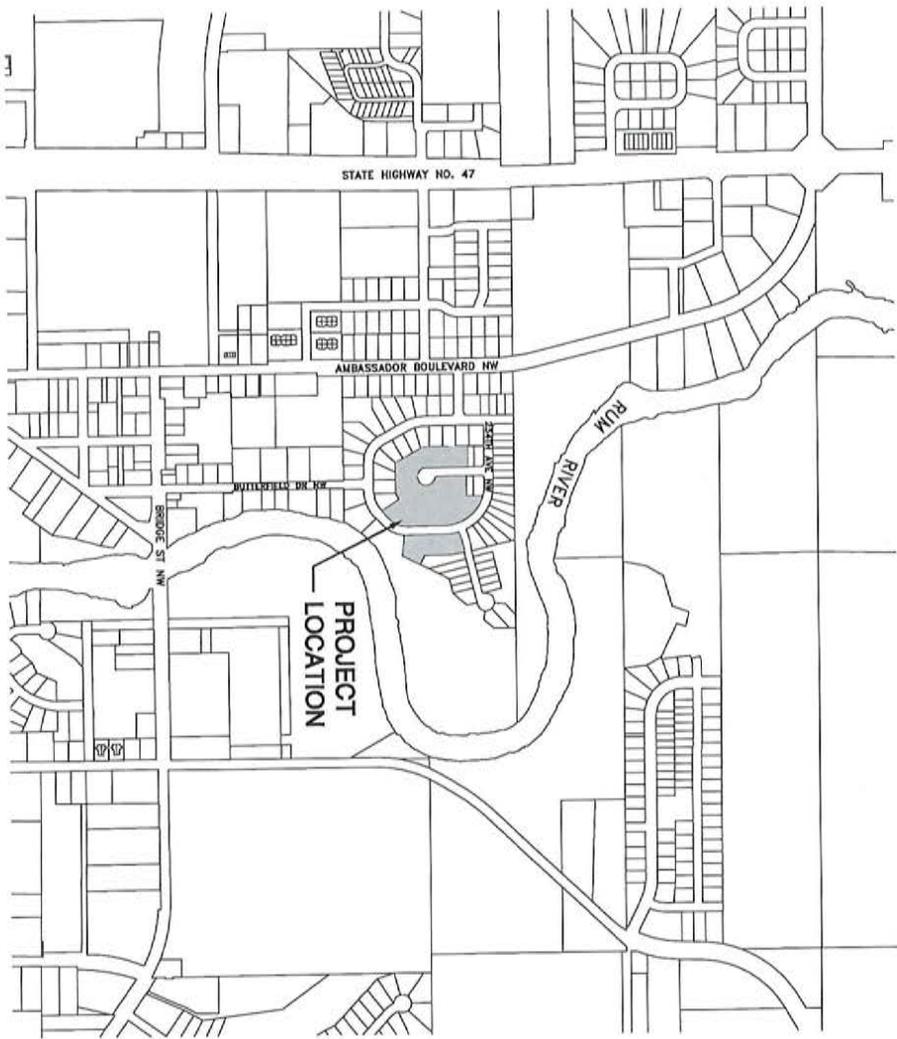
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Barbara I. Held  
City Clerk/Treasurer

Attachments:  
Plan Set  
Minor Subdivision Legal Descriptions  
House Types

**Hakanson**  
 Anderson  
 Civil Engineers and Land Surveyors  
 55303  
 763-427-5860 FAX 763-427-0550

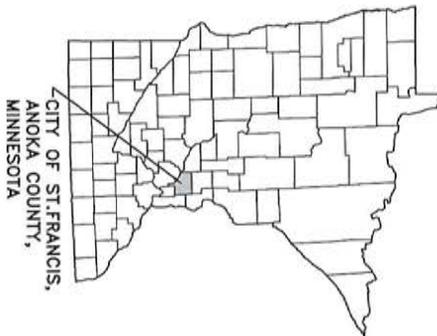
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CHAPTER 85.02, ENTIRE CODE SECTION AND SECTION 85.0201, ENTIRE CODE SECTION AND SECTION OF EXISTING SUBSURFACE UTILITY DATA.



**RUM RIVER TERRACE**  
**PUD MODIFICATION PLANS**  
**FOR PENTAGON HOLDINGS, LLC**  
**CITY OF ST. FRANCIS**

**DEVELOPER/OWNER**  
 PENTAGON HOLDINGS, LLC  
 9457 HIGHWAY NO. 10  
 RUMEST, MN 55303  
 612-221-3075

**ENGINEER/SURVEYOR**  
 HAKANSON ANDERSON  
 3601 THURSTON AVE.  
 ANOKA, MN 55303  
 CHARLES R. CHRISTOPHERSON, P.L.S.  
 763-427-5860  
 763-427-0550 (FAX)



**BENCHMARKS:**  
 ① TOP NUT HYDRANT ON THE WEST SIDE OF WOODBINE STREET NW, AT THE INTERSECTION WITH 234TH AVENUE NW. ELEV=921.28  
 ② TOP NUT HYDRANT IN THE SOUTHEAST QUADRANT OF 234TH AVENUE NW AND VINTAGE STREET NW. ELEV=921.48



**GOVERNING SPECIFICATIONS**

THE 2014 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE 2014 EDITION OF "MATERIALS LAB SUPPLEMENTAL SPECIFICATIONS FOR CONSTRUCTION" AND THE 2015 CDM STANDARD SPECIFICATIONS SHALL GOVERN.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS, AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE DEVICES.

ALL REQUIREMENTS OF THE PROJECT MANUAL FOR CREEPSIDE WADOWNS

**SHEET INDEX**  
 THIS PLAN CONTAINS 5 SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	EXISTING CONCEPTS SITE PLAN
3	EXISTING LOT LINE MONITORING EXHIBIT
4	GRADING, DRAINAGE, & EROSION CONTROL PLAN
5	DETAILS

RECOMMEND FOR APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

ST. FRANCIS CITY ENGINEER \_\_\_\_\_

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

ADAM M. THIELLE, P.E.  
 HAKANSON ANDERSON  
 CIVIL ENGINEER

51317 U.C. NO. \_\_\_\_\_ DATE 03/15/16

REVISION \_\_\_\_\_



THE "FREEPORT" 40'

(ELEVATION A)

\* ALL DIMENSIONS ARE IN FEET AND INCHES.  
 \* ALL FINISHES ARE TO BE DETERMINED AT THE TIME OF ORDERING.  
 \* ALL MATERIALS ARE TO BE OF THE HIGHEST QUALITY.  
 \* ALL WORK IS TO BE DONE IN ACCORDANCE WITH THE LATEST BUILDING CODES.  
 \* ALL UTILITIES ARE TO BE LOCATED AND PROTECTED PRIOR TO CONSTRUCTION.  
 \* ALL FOUNDATION WORK IS TO BE DONE PRIOR TO THE START OF CONSTRUCTION.  
 \* ALL ROOFING IS TO BE DONE PRIOR TO THE START OF INTERIOR FINISHES.  
 \* ALL EXTERIOR FINISHES ARE TO BE DONE PRIOR TO THE START OF LANDSCAPING.  
 \* ALL LANDSCAPING IS TO BE DONE PRIOR TO THE START OF OCCUPANCY.  
 \* ALL OCCUPANCY IS TO BE DETERMINED BY A LICENSED PROFESSIONAL ENGINEER.  
 \* ALL WARRANTIES ARE TO BE MAINTAINED AND TRANSFERRED TO THE BUYER.  
 \* ALL DISPUTES ARE TO BE SETTLED BY ARBITRATION.  
 \* ALL RIGHTS ARE RESERVED BY CAPSTONE HOMES, INC.

**FRONT ELEVATION**  
 1/4" = 1'-0"

\* STEEL PANEL GARAGE DOORS  
 \* STONE VENEER W/ACCESS STONE  
 \* VINTL. SHAKED SIDING & FRONT ONLY  
 \* SHINGLED SIDING & FRONT ONLY  
 \* NO CABLE END RETURNS

**LEFT ELEVATION**  
 1/4" = 1'-0"

**RIGHT ELEVATION**  
 1/4" = 1'-0"

CAPSTONE HOMES, INC.  
 18415 SANDY CREEK BLVD. #100  
 HOUSTON, TX 77058  
 TEL: 281-291-1100  
 FAX: 281-291-1101  
 WWW.CAPSTONEHOMES.COM

LOT: 23  
 BLOCK: 1  
 SUBDIVISION: COUNTRY OAKS WEST

THE "SEAPORT" 40'

(ELEVATION B)

\* ALL DIMENSIONS ARE IN FEET AND INCHES.  
 \* ALL FINISHES ARE TO BE DETERMINED AT THE TIME OF ORDERING.  
 \* ALL MATERIALS ARE TO BE OF THE HIGHEST QUALITY.  
 \* ALL WORK IS TO BE DONE IN ACCORDANCE WITH THE LATEST BUILDING CODES.  
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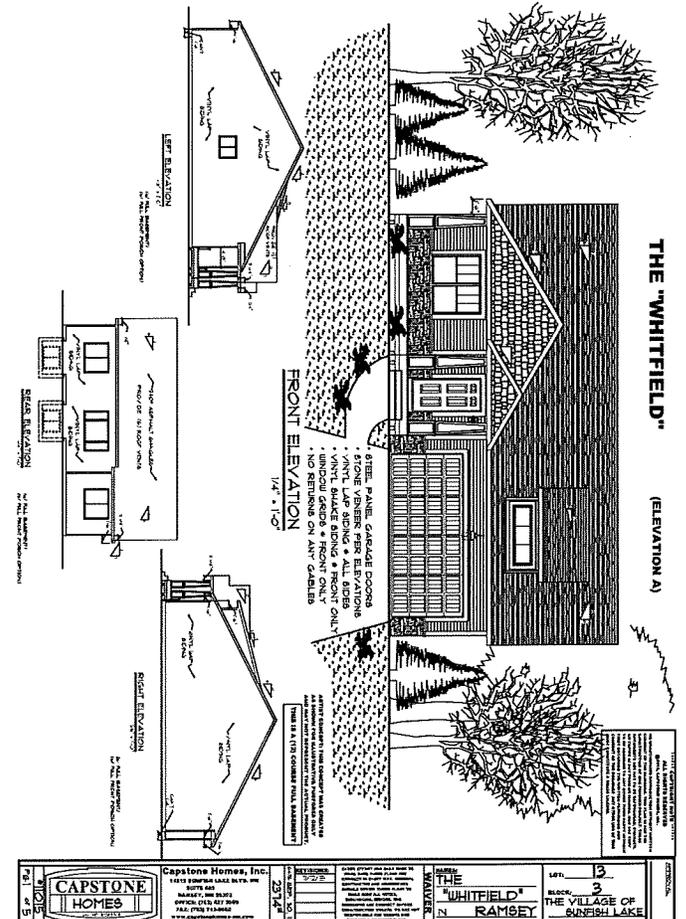
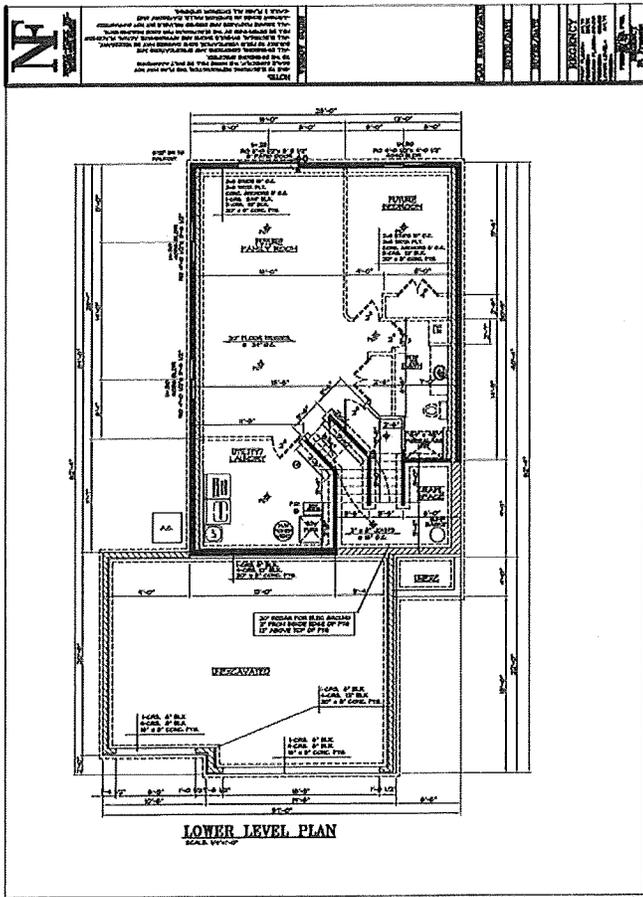
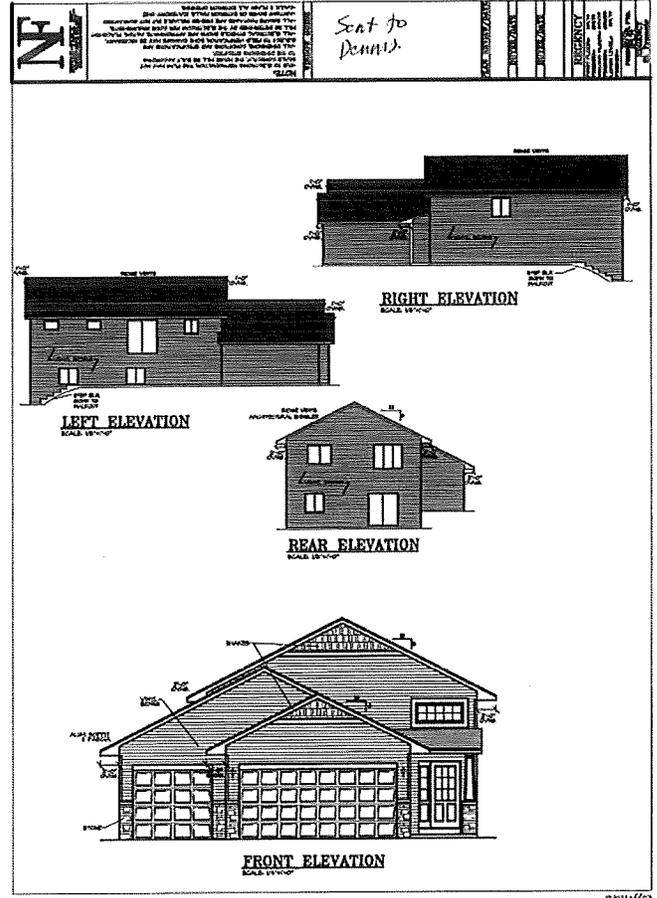
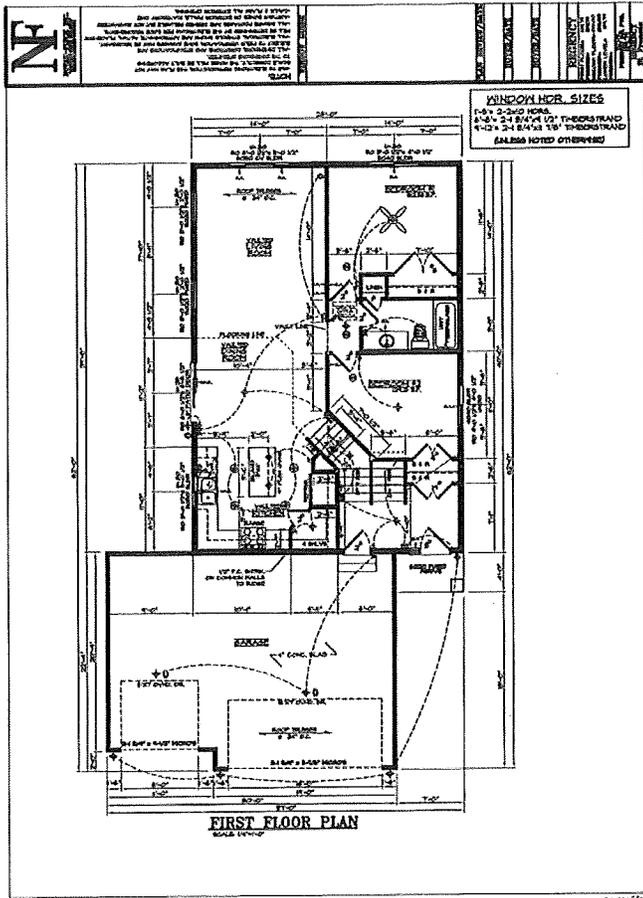
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**LEFT ELEVATION**  
 1/4" = 1'-0"

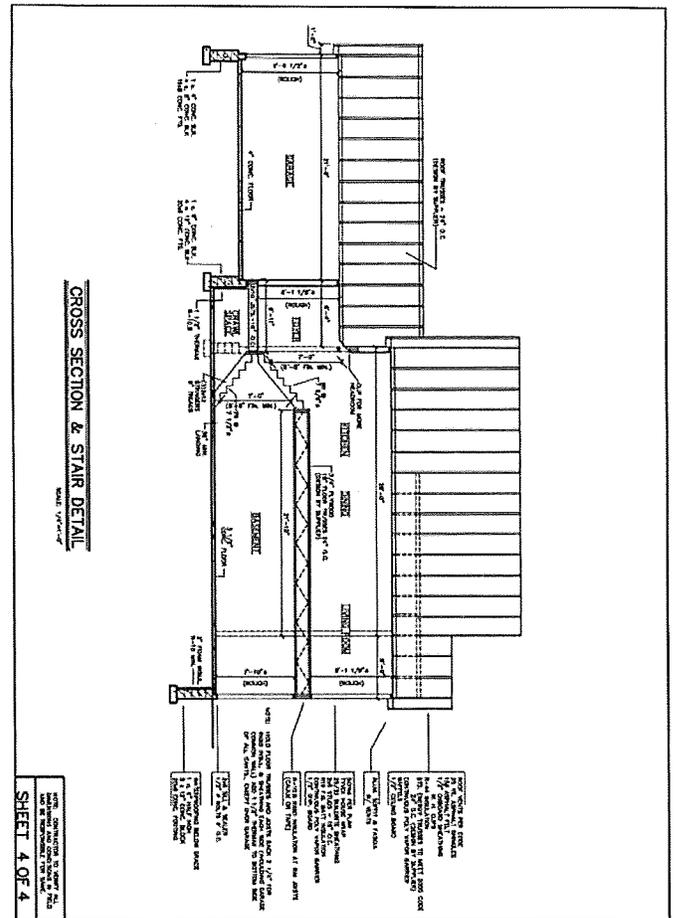
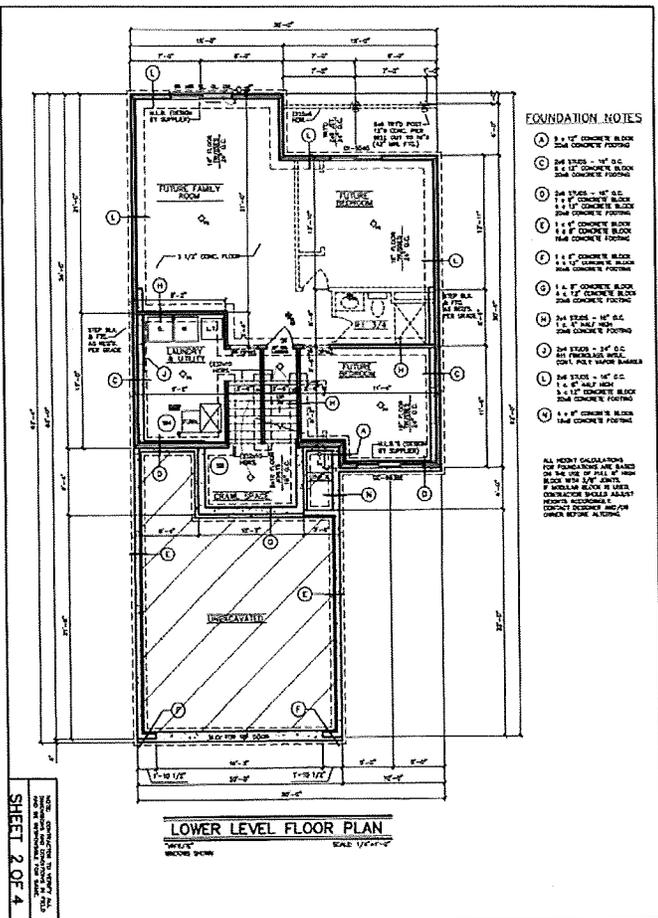
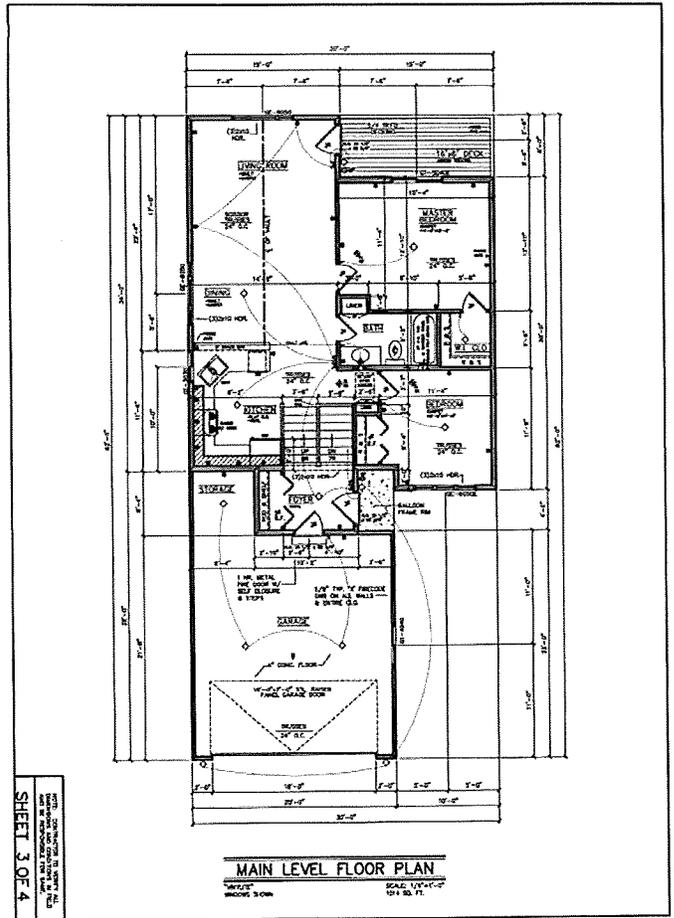
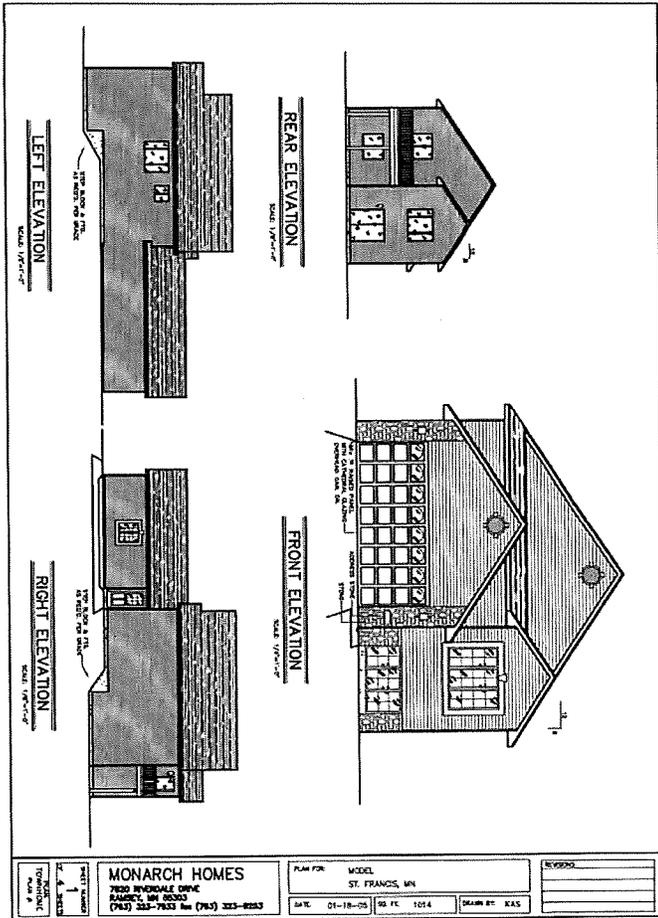
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CAPSTONE HOMES, INC.  
 18415 SANDY CREEK BLVD. #100  
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LOT: 23  
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 SUBDIVISION: COUNTRY OAKS WEST



	Capstone Homes, Inc. 1475 S. W. 10th Ave. Suite 7, Ft. Lauderdale, FL 33304 Phone: (954) 571-1100 Fax: (954) 571-1100 www.capstonehomes.com	SHEET NO. 23/14 DATE: 08/14/03 PROJECT: THE VILLAGE OF SUNFISH LAKE PHASE: N	LOTS: 15 BLOCK: 3 THE VILLAGE OF SUNFISH LAKE
	THE "WHITFIELD" N RAMSEY	LOTS: 15 BLOCK: 3 THE VILLAGE OF SUNFISH LAKE	SHEET NO. 23/14 DATE: 08/14/03 PROJECT: THE VILLAGE OF SUNFISH LAKE PHASE: N







DATE	REVISION
4/27/16	1. CIVIL REVIEW COMMENTS
5/10/16	2. REVISIONS

1. Surveying, Mapping, and other professional services shall be performed in accordance with the standards of the State of Minnesota.  
 2. The Engineer shall be responsible for the accuracy of the data used in the design.  
 3. The Engineer shall be responsible for the accuracy of the design.  
 4. The Engineer shall be responsible for the accuracy of the construction.

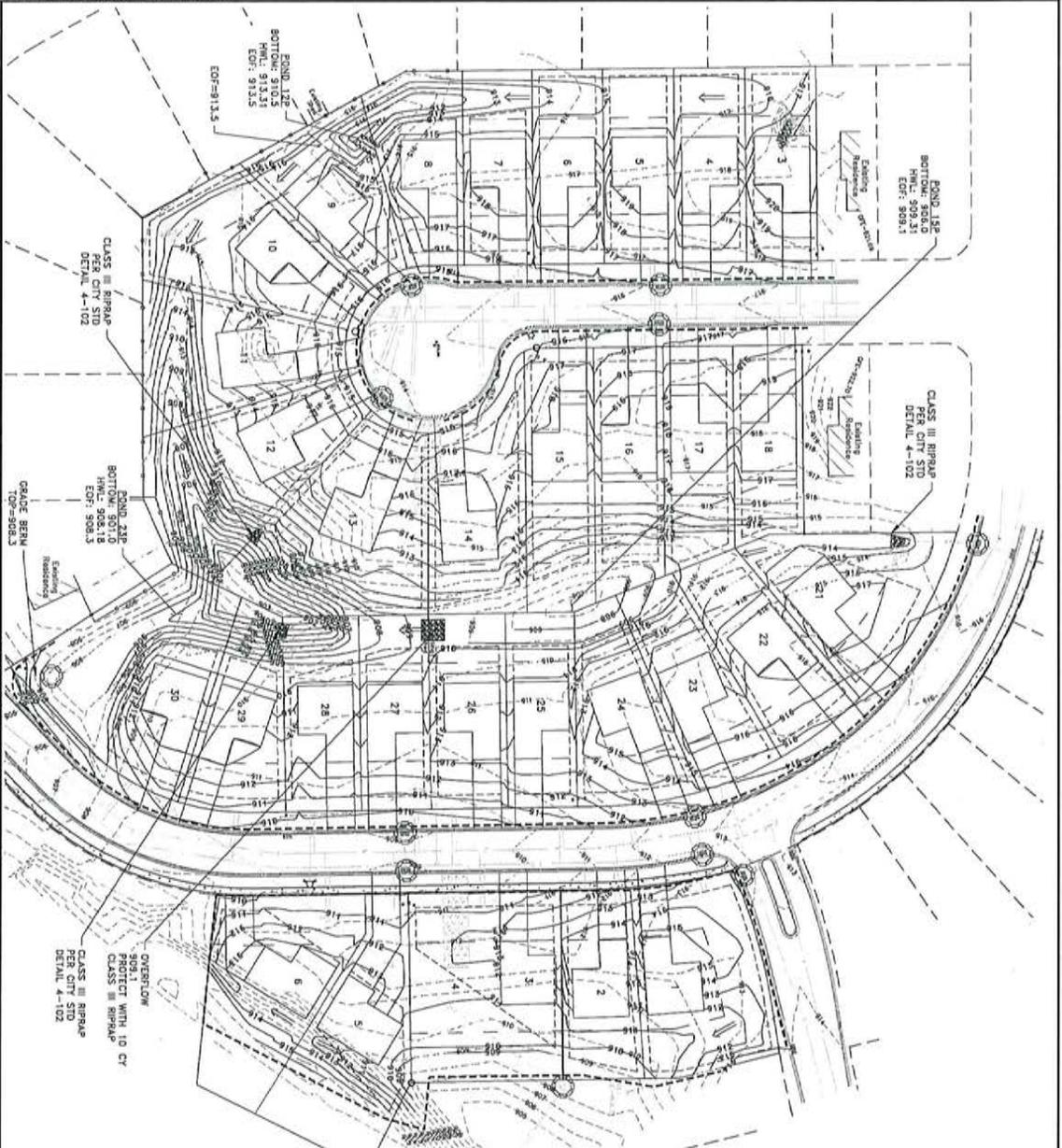


**Hakkanson Anderson**  
 Civil Engineers and Land Surveyors  
 3801 763-427-4880 FAX 763-427-0200  
 www.hakkanson-anderson.com

**RUM RIVER TERRACE**

**GRADING, DRAINAGE & EROSION CONTROL PLAN**

**CITY OF SAINT FRANCIS, MINNESOTA**



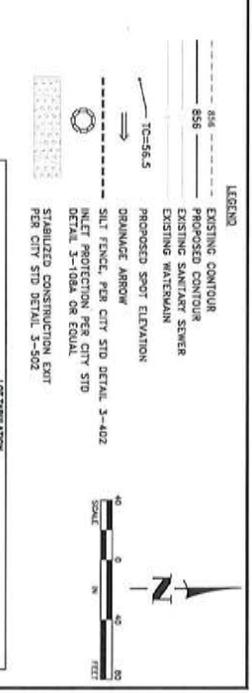
- GENERAL NOTES:**
1. THIS SITE HAS PREVIOUSLY BEEN ROUGH GRADED FOR RESIDENTIAL DEVELOPMENT. PAID ELEVATIONS ARE NOT PROPOSED TO BE MODIFIED. HOWEVER, LOW FLOOR ELEVATIONS HAVE BEEN MODIFIED. OTHER THAN FINISH GRADE, ALL OTHER ELEVATIONS AND DIMENSIONS SHOWN WILL BE LIMITED TO REAR OF LOTS AND MODIFICATIONS FOR DRAINAGE AND STORMWATER BASINS.
  2. REVEGETATION SHALL OCCUR WITHIN 7 DAYS OF ROUGH GRADING.
  3. SITE SURVEY WAS COMPLETED BY HAKKANSON ANDERSON.
  4. SLOPES SHALL BE NO STEEPER THAN 4:1.
  5. STREETS AND PROPERTY ADJACENT TO THE CONSTRUCTION SHALL BE KEPT FREE FROM SEDIMENT CAUSED BY CONSTRUCTION TRAFFIC. SITE RUNOFF AND BLOWING DUST.
  6. AFTER INITIAL GRADING, COMPLETELY SURROUND INFILTRATION BASINS (POND) WITH SILT FENCE TO PREVENT SEDIMENT FROM FILLING WITH SEDIMENT. MAINTAIN ON-LINE VEGETATION HAS BEEN RE-ESTABLISHED.
  7. APPROVED EQUAL AND UNLINED WITH DISC ANCHORED. THESE EQUAL WHICH MATERIAL THE POND SHALL BE SEEDED WITH W/DOZ SEED MIX 3:1-2:2. ALL SEEDING SHALL CONFORM TO MINOT SEEDING.
  8. THIS SITE IS LOCATED WITHIN THE BOUNDARIES OF THE UPPER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION (URWMO).

LOT	HOUSE	GARAGE	CHANGE	SHED/PAV	LOWEST	LOWEST	LOWEST	ESTIMATED
NO.	ELEVATION	FLOOR	FLOOR	NO.	FINISH	FINISH	FINISH	FLOOR
1	32000	912.2	915.4	6.4	912.7	904	912.7	903.2
2	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
3	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
4	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
5	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
6	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
7	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
8	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
9	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
10	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
11	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
12	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
13	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
14	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
15	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
16	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
17	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
18	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
19	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
20	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
21	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
22	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
23	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
24	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
25	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
26	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
27	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
28	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
29	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
30	32000	909.7	913.9	7.8	912.8	904	912.8	903.2

SEMI SPLIT ENTRY WALKOUT  
 SEMI SPLIT ENTRY WALKOUT  
 SEMI SPLIT ENTRY WALKOUT  
 LIFE  
 LOW FLOOR ELEVATION  
 DENOTES 5 COURSE BASEMENT  
 DENOTES 6 COURSE BASEMENT

LOT	HOUSE	GARAGE	CHANGE	SHED/PAV	LOWEST	LOWEST	LOWEST	ESTIMATED
NO.	ELEVATION	FLOOR	FLOOR	NO.	FINISH	FINISH	FINISH	FLOOR
1	32000	912.2	915.4	6.4	912.7	904	912.7	903.2
2	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
3	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
4	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
5	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
6	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
7	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
8	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
9	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
10	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
11	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
12	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
13	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
14	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
15	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
16	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
17	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
18	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
19	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
20	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
21	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
22	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
23	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
24	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
25	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
26	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
27	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
28	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
29	32000	909.7	913.9	7.8	912.8	904	912.8	903.2
30	32000	909.7	913.9	7.8	912.8	904	912.8	903.2

EXISTING CONTOUR  
 PROPOSED CONTOUR  
 EXISTING SANITARY SEWER  
 EXISTING WATERMAIN  
 PROPOSED SPOT ELEVATION  
 DRAINAGE ARROW  
 SILT FENCE, PER CITY STD DETAIL 3-402  
 INLET PROTECTION PER CITY STD DETAIL 3-100A OR EQUAL  
 STABILIZED CONSTRUCTION EXIT  
 PER CITY STD DETAIL 3-502



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

**ORDINANCE 219, SECOND SERIES**

**AN ORDINANCE AMENDING THE RUM RIVER TERRACE  
PLANNED UNIT DEVELOPMENT FOR CERTAIN PARCELS**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Legal Description. The legal description of the property subject (“the Property”) to this Planned Unit Development is:

Lots 3 through 18, Block 3, Rum River Terrace  
Lots 21 through 30, Block 3, Rum River Terrace  
Lots 1 through 6, Block 4, Rum River Terrace

Section 2. Amended Planned Unit Development Plan.

- A. The Rum River Terrace Planned Unit Development District is hereby amended for the Property in Section 1, as depicted in the Rum River Terrace PUD Modification Plans dated March 15, 2016 and revised May 10, 2016 (hereinafter the “PUD Amended Plan”) and incorporated herein by reference as Exhibit A as may be modified by this Ordinance and Resolution 2016-17.
- B. All entitlements including but not limited to, dwelling units, uses, building locations, lot lines, and development standards are hereby set forth by this Ordinance and the Rum River Terrace Amended plan referenced in Subsection A above.
- C. Any permitted uses and standards not specifically addressed by this Ordinance shall be subject to the requirements set forth by the City of St. Francis Zoning Ordinance.

Section 3. Permitted Uses & Underlying District. All lots within the PUD District shall have a principal use of a single family residential use. All uses and performance standards not directly addressed by this ordinance shall defer to the City’s R-2, Single Family Residential District as may be amended.

Section 4. Lot Area and Dimensional Requirements. Lot requirements for the District shall conform to the general width and area of the lots as represented on the PUD Amended Plan (see Exhibit A).

Section 5. Lot Setback and Performance Standards. The following setback and performance standards are hereby in place for each buildable lot in subject to this PUD Ordinance:

- A. Front Yard Setbacks – 35 feet
- B. Rear Yard Setbacks – 35 feet
- C. Side Yard Setbacks – 5 feet
- D. Street Side Yard Setbacks – 35 feet
- E. Maximum Impervious Surface Per Lot – 50%

Section 6. Architectural Standards. All buildings constructed within this PUD District shall comply with the requirements of the St. Francis Zoning Ordinance. All principal structures shall be substantially consistent with the architectural plans submitted with the PUD Amended Plan and incorporated herein as Exhibit B, except as may be approved as an amendment to the PUD Plan in accordance with the procedures set forth by the Zoning Ordinance.

Section 7. Lot Line Adjustments. The PUD Amended Plan includes proposed lot line adjustments for Lots 22-24, Block 3 and Lots 1-4 of Block 4 both of the Rum River Terrace plat. These lot line adjustments are incorporated into the PUD Amendment as depicted on the PUD Amended Plan. No other lot lines may be adjusted without amending the Planned Unit Development with the exception of lot combinations of two adjacent lots for the purpose of building one single family house.

Section 8. Effective Date. This Ordinance shall take effect 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS \_\_\_\_ DAY OF \_\_\_\_, 2016.

APPROVED:

\_\_\_\_\_  
Steve Kane  
Mayor of St. Francis

ATTEST:

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

(seal)

*(reserved for recording information)*

## **DEVELOPMENT CONTRACT PLANNED UNIT DEVELOPMENT AGREEMENT**

**THE PLANNED UNIT DEVELOPMENT AGREEMENT** (the “Agreement”) dated this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation (“the City”) and **NP PROPERTIES, LLC**, a Minnesota limited liability company (“the Developer”).

WHEREAS, the Developer is the fee owner of certain lands in the City legally described as Lots 3 through 18, Block 3, Lots 21 through 30, Block 3 and Lots 1 through 6, Block 4, all in RUM RIVER TERRACE, Anoka County, Minnesota (the “Developer Property”).

WHEREAS, improvements have been made to the Developer Property including Site Grading and Ponding, Bituminous Streets, Street Signs, Street Lights, storm sewer, water and sewer and accepted by the City pursuant to the Development Contract dated June 29, 2004.

WHEREAS, the Developer purchased the improved Developer Property from the prior developer but desires certain changes and the City requires that certain work be performed as a condition to any approvals.

NOW, THEREFORE, based on the mutual covenants and obligations contained herein, the parties hereto agree as follows:

**1. REQUEST FOR PLANNED UNIT DEVELOPMENT APPROVAL.** The Applicant has requested the City approve a planned unit development amendment for certain parcels in the Rum River Terrace Planned Unit Development (“the Property”) which is legally described as:

Lots 3 through 18, Block 3, Rum River Terrace

Lots 21 through 30, Block 3, Rum River Terrace

Lots 1 through 6, Block 4, Rum River Terrace

**2. PROPOSED PLANNED UNIT DEVELOPMENT AMENDMENT & DEVELOPMENT PLANS.** The Developer intends to construct single family homes on the Property listed above.. The Property shall be developed in accordance with the plans dated May 10, 2016 by Hakanson Anderson recited as follows:

- 1- Title Sheet
- 2- Existing Conditions/Site Plan
- 3- Easement & Lot Line Modification Exhibit
- 4- Grading, Drainage, and Erosion Control Plan
- 5- Details

(hereinafter referred to as “Plan Sheets 1, 2, 3, 4 and 5”)

**3. CONDITIONS OF PLANNED UNIT DEVELOPMENT APPROVAL.**

A. The City hereby approves the planned unit development on condition that the Developer enter into this Contract, furnish the security and all fees required by it, and record the agreement and approval with the County Recorder. The City may elect to record this agreement at the expense of the Developer.

B. Contingent upon the conditions recited at paragraph 3.A. above, the City hereby grants approval to the Planned Unit Development as approved on May 16, 2016 and June 6, 2016 by Resolution No. 2016-17 and Ordinance No. 219, Second Series and in compliance with the terms and conditions of this Contract and the approvals.

**4. GRADING & DRAINAGE.** All grading associated with the proposed stormwater facilities as well as the grading in the rear of the proposed lots shall be completed prior to a building permit being issued within the development. No substantial adjustment to the grading plan shall be permitted without amending the PUD with the exception of Lots 5 and 6 of Block 4, which may be adjusted to fit a different complying housing type if approved by the City Engineer. No grading may impact the bluff line. A security to insure performance shall be required.

**5. LANDSCAPING.** Landscaping shall be required on each lot pursuant to the City’s current zoning requirements of Section 10-20 of the Zoning Ordinance and the R-2 District.

6. **EASEMENTS.** No permits shall be issued for any lot within this PUD prior to the recording of the easements in favor of the City associated with the PUD Development Plan and the associated vacations. The Developer will ensure that the builders are aware of all easements on each property prior to the issuance of any building permit. No construction shall be permitted within easements including decks. Any house built adjacent to an easement line shall ensure that it is not designed to have a deck built into the easement.

7. **EROSION CONTROL.** Prior to initiating site grading, the erosion control plan, Plan Sheets 4 and 5, shall be implemented by the Developer and inspected and approved by the City. The City may impose additional erosion control requirements if reasonably required. All areas disturbed by the excavation and backfilling operations shall be reseeded within five (5) days after the completion of the work, weather permitting, or in an area that is inactive for more than seven (7) days, unless otherwise authorized and approved by the City Engineer. Except as otherwise provided in the erosion control plan, seed shall be in accordance with the City's current seeding specification which may include certified oat seed to provide a temporary ground cover as rapidly as possible. All seeded areas shall be maintained as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion. If the Developer does not comply with the erosion control plan and schedule or supplementary instructions received from the City, the City may take such action as it deems appropriate to control erosion. The City will endeavor to notify the Developer in advance of any proposed action, but failure of the City to do so will not affect the Developer's and City's rights or obligations hereunder. The Developer shall reimburse the City for all costs incurred in connection with such actions. No construction will be allowed and no building permits will be issued unless the Property is in full compliance with the approved erosion control plan.

The Developer shall be responsible to maintain the required tree protection during all grading activities in accordance with the City's ordinances. Upon issuance of a building permit for a lot, the Developer is responsible to notify the builders and/or individual owners within the development that they assume and are responsible for erosion control, including sodding of boulevards, seeding or sodding of the front and side yards of all lots, tree protection and protection of water and sewer services. Such notification shall not relieve the Developer of the responsibility for such

items as required under this contract. Any violation will be cause for red tagging the site by the City Building Official or designee, and all inspections will cease until corrected.

**8. FINANCIAL GUARANTEE.** The Developer agrees to furnish the City with an acceptable financial guarantee (Guarantee) that the Work will be performed. The Guarantee may be in the form of a cash escrow, or an irrevocable letter of credit provided by a Minnesota financial institution. A cash deposit or a 10% cash escrow, with the balance in the form of an irrevocable letter of credit shall be in the amount of one hundred percent (100%) of the estimated cost of the work. The cash escrow portion will be the last portion of the financial guarantee released by the City.

The Developer shall furnish the City with a Guarantee in the amount of:

\$50,000  
(Cash Deposit)

**OR**

\$ \_\_\_\_\_ **AND** \$ \_\_\_\_\_  
(10% Cash Escrow) (Irrevocable Letter of Credit)

**9. ADMINISTRATION ESCROW.** The Developer agrees to fully reimburse the City for all costs incurred by the City in connection with this Development and Development Agreement and agrees to furnish the City with a cash escrow to cover the City's expenses for administering the planned unit development and inspecting the work to insure that it is performed correctly including, but not limited to, engineering, City administration, construction observation and legal fees related to this Contract. City engineering and administration will include, but not be limited to, construction observation, consultation with Developer and his engineer on status or problems regarding the project, coordination for final inspection and acceptance, and processing of requests for reduction in security. Fees for this service shall be at standard hourly rates. To secure these fees for engineering, administration, construction observation and legal fees, Developer will provide a \$10,000 escrow, which is separate and in addition to any other escrow funds for this developer/development.

**10. SUMMARY OF SECURITIES.** To guarantee compliance with the terms of this Contract, payment of the costs of some public and all private improvements, the Developer shall furnish and deliver to the City an escrow payment of \$60,000 prior to beginning any construction. The amount of the security includes all of the security requirements set forth in the preceding sections of this Agreement, and was calculated as follows:

Administration / Grading Inspections	\$	10,000
Erosion Control / Grading & Drainage Guarantee	\$	<u>50,000</u>
<b>TOTAL SECURITIES:</b>	\$	<b>60,000</b>

The City will deduct billings from the associated securities and pass through billings that exceed the amounts. If payments are not made in a timely fashion, the project will stop until payments are made. If said fees are less than estimated, the City shall reimburse the Developer within thirty (30) days of receipt of final invoices. If it appears that the actual costs incurred will exceed the estimate, Developer and City shall review the costs required to complete the project and Developer shall deposit additional sums with the City.

**11. PERMITS.** The Applicant shall obtain or require its contractors and subcontractors to obtain all necessary and appropriate federal, state and local permits, including building permits from the City of St. Francis for required improvements.

**12. LICENSE.** The Applicant hereby grants the City, its agents, employees, officers and contractors a license to enter the Property to perform all work and inspections deemed appropriate by the City in conjunction with this approval.

**13. ORIGINAL DEVELOPMENT AGREEMENT IN EFFECT.** The existing development agreement for Rum River Terrace dated June 29, 2004 is still in full force and effect except as amended by this agreement and the provisions thereof are hereby incorporated herein.

**14. COMMENCEMENT OF ACTIVITY.** Construction activity cannot be commenced until written notice from the City Administrator that all terms of this agreement have been met.

**15. NOTICES.** Required notices to the Applicant shall be in writing, and shall be either hand delivered to the Applicant, its employees or agents, or mailed to the Applicant by first class mail at the following address: \_\_\_\_\_ . Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by certified mail in care of the City Administrator at the following address: St. Francis City Hall, 23340 Cree St NW, St. Francis, MN 55070.

16. **IRON MONUMENTS.** The developer shall place or replace iron monuments at all lot and block corners and at all other angle points on boundary lines. Iron monuments shall be placed after all grading has been completed in order to preserve the lots markers for future property owners.

17. **REMEDIES FOR VIOLATIONS OF CONTRACT.** In the event the Developer, builder, or any subcontractor violates any of the covenants and agreements contained in this Development Contract and that may be performed by the Developer, builder, or subcontractor, the City, at its option, in addition to the rights and remedies as set out hereunder, may refuse to issue building permits to any property within the plat until such time as such default has been inspected and corrected to the satisfaction of the City. Furthermore, in the event of default by the Developer as to any of the work performed by it hereunder for more than thirty (30) days after written notice to the Developer, the City may at its option, perform the work of the Developer and the Developer shall promptly reimburse the City for any expense incurred by the City within thirty (30) days. Failure to do so shall result in the City accessing the security provided by the Developer for payment. If the plat is a phase of multi-phase preliminary plat, the City may refuse to approve final plats of subsequent phases if the Developer has breached this contract and the breach has not been remedied.

18. **RECORDING.** The Developer agrees that the terms of this Development Agreement shall be a covenant on any and all property included in the Developer Property. The Developer agrees that the City shall have the right to record a copy of this Development Agreement with the Anoka County Recorder to give notice to future purchasers and owners. This shall be recorded against the Developer Property described on page 1 hereof.

19. **CLEANUP.** The Developer (Home Builders) will keep the premises free from accumulation of waste materials, rubbish, and other debris resulting from work. The Developer shall promptly clear dirt and debris from streets that has resulted from construction by the Developer, its agents or assigns. Performance shall be guaranteed by the financial guarantee recited herein. City reserves the right to perform such work as necessary and will invoice all costs to Developer if not completed within the timeframe set by the City in a written notice. The Developer shall be responsible for rubbish and/or construction debris blown off the building site or the development.

**20. MISCELLANEOUS.** The Developer shall provide copies of this Development Agreement and amendments thereto to all Purchasers/Builders and instruct them to comply with all appropriate provisions, including but not limited to erosion control, landscaping and cleanup.

*[Remainder of page intentionally left blank.  
Signatures on next page.]*

**City Signature page to Development Agreement**

**CITY OF ST. FRANCIS**

BY: \_\_\_\_\_  
Steve Kane, Mayor

(SEAL)

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

STATE OF MINNESOTA     )  
  ) ss.  
COUNTY OF ANOKA        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by Steve Kane and Barbara I. Held, respectively the Mayor and City Clerk of the City of St. Francis, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

\_\_\_\_\_  
NOTARY PUBLIC

**Applicant Signature page to Planned Unit Development Agreement  
(NP Properties LLC)**

**APPLICANT:  
NP PROPERTIES, LLC**

BY: \_\_\_\_\_  
    Its \_\_\_\_\_

STATE OF MINNESOTA     )  
  (ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016,  
by \_\_\_\_\_, the \_\_\_\_\_ of NP Properties, LLC, a Minnesota limited liability company, on behalf of the  
limited liability company.

\_\_\_\_\_  
NOTARY PUBLIC

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

**RESOLUTION 2016-18**

**A RESOLUTION AMENDING THE ST. FRANCIS FIRE DEPARTMENT  
RELIEF ASSOCIATION RETIREMENT PLAN**

WHEREAS, the St. Francis City Council adopted the Revised St. Francis Fire Department Relief Association Bylaws on May 16, 2016 except for the portion relating to the retirement plan, and

WHEREAS, the St. Francis Fire Department Relief Association provided further justification for the increase in the Defined Benefit Lump Sum Retirement Plan from \$2,100 to \$2,900 for each year of service,

NOW, THEREFORE, BE IT RESOLVED the City of St. Francis City Council adopted the Revised St. Francis Fire Department Relief Association Bylaws on May 16, 2016 include the Defined Benefit Lump Sum Retirement Plan of \$2,900 per year of service.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16<sup>th</sup> DAY OF MAY, 2016

APPROVED:

ATTEST:

\_\_\_\_\_  
Steve Kane, Mayor

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

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

**RESOLUTION 2016-19**

**A RESOLUTION APPROVING THE ST. FRANCIS FIRE DEPARTMENT  
RELIEF ASSOCIATION BYLAW TO INCLUDE PERA**

WHEREAS, the St. Francis City Council adopted the Revised St. Francis Fire Department Relief Association Bylaws on May 16, 2016 except for the portion relating to the adoption of the Public Employees Retirement Association of Minnesota plan, and

WHEREAS, the St. Francis Fire Department Relief Association provided further justification to move monies from the investment fund to the Public Employees Retirement Association of Minnesota plan,

NOW, THEREFORE, BE IT RESOLVED the City of St. Francis City Council adopted the Revised St. Francis Fire Department Relief Association Bylaws on May 16, 2016 to include the Public Employees Retirement Association of Minnesota plan.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16<sup>th</sup> DAY OF MAY, 2016

APPROVED:

ATTEST:

\_\_\_\_\_  
Steve Kane, Mayor

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

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

**RESOLUTION 2016-20**

**A RESOLUTION AMENDING THE ST. FRANCIS FIRE DEPARTMENT  
RELIEF ASSOCIATION ARTICLE III VESTING**

WHEREAS, the St. Francis City Council adopted the Revised St. Francis Fire Department Relief Association Bylaws on May 16, 2016 except for the portion relating to ARTICLE III, and

WHEREAS, the St. Francis Fire Department Relief Association provided further justification to make changes to Article III, Vesting at 40% after 5 years of service,

NOW, THEREFORE, BE IT RESOLVED the City of St. Francis City Council adopted the Revised St. Francis Fire Department Relief Association Bylaws on May 16, 2016 include Article III Vesting at 5 years of service.

3.1 Full Vesting of Accrued Benefit. A participant shall have a fully vested and non-forfeitable interest in the Participant's Accrued Benefit upon completion of 20 Years of Active Service.

3.2 Partial Vesting of Accrued Benefit. The following vesting schedule shall apply to a Participant with fewer than 20 Years of Active Service:

<u>Years of Active Service</u>	<u>Vested Percentage</u>
05 but less than 06	40%
06 but less than 07	44%
07 but less than 08	48%
08 but less than 09	52%
09 but less than 10	56%
10 but less than 11	60%
11 but less than 12	64%
12 but less than 13	68%
13 but less than 14	72%
14 but less than 15	76%
15 but less than 16	80%
16 but less than 17	84%
17 but less than 18	88%
18 but less than 19	92%
19 but less than 20	96%
20 or more	100%

3.3 Determining Years of Active Service for Vesting. All Years of Active Service shall be taken into account for purposes of determining a Participant's vested Accrued Benefit, including Years of Active Service with the Fire Department prior to the Effective Date.

3.4 Forfeiture of Accrued Benefit. In the event a Participant with an Accrued Benefit that is 0% vested (a) ceases Active Service with the Fire Department, and (b) is not eligible for a Retirement Benefit or Disability Benefit, the Participant will be deemed to have received a distribution of the Participant's entire Accrued Benefit and shall forfeit such Accrued Benefit when the Participant has not been credited with any Active Service with the Fire Department for a period not shorter than five years.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16<sup>th</sup> DAY OF MAY, 2016

APPROVED:

ATTEST:

\_\_\_\_\_  
Steve Kane, Mayor

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

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

**RESOLUTION 2016-21**

**A RESOLUTION TO THE ST. FRANCIS FIRE DEPARTMENT  
RELIEF ASSOCIATION CONTRIBUTION PLAN**

WHEREAS, the St. Francis City Council adopted the Revised St. Francis Fire Department Relief Association Bylaws on May 16, 2016 except for the portion relating to the contribution plan, and

WHEREAS, the St. Francis Fire Department Relief Association provided further justification for the increase in the Annual contribution of \$500.00 per year per fire Fighter in good standing,

NOW, THEREFORE, BE IT RESOLVED the City of St. Francis City Council adopted the Revised St. Francis Fire Department Relief Association Bylaws on May 16, 2016 include the Contribution Plan of \$500 per year per fire fighter in good standing.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16<sup>th</sup> DAY OF MAY, 2016.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steve Kane, Mayor

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

**AGENDA REPORT**  
**May 16, 2016 CITY COUNCIL MEETING**

TO: City Council  
FROM: Kate Thunstrom, Community Development Director  
SUBJECT: Economic Development Plan

**INTRODUCTION**

The Economic Development Plan was requested for the purposes of providing information to interested parties on what the City had for opportunities.

**BACKGROUND**

On April 6, 2015, Northwest Associated Consultants was requested to complete the Economic Development Plan for the purposes of providing consistency on what people received in regards to the development opportunities within the City. This was also to be a guide to direct interested individuals to guide them through the process.

Plan was completed and it provides base information in regards to the City demographics, labor and industry.

**RECOMMENDATION**

Staff recommendation is to accept the Economic Development plan and use for the benefit of interested parties

**BUDGET IMPLICATION**

No budget implications

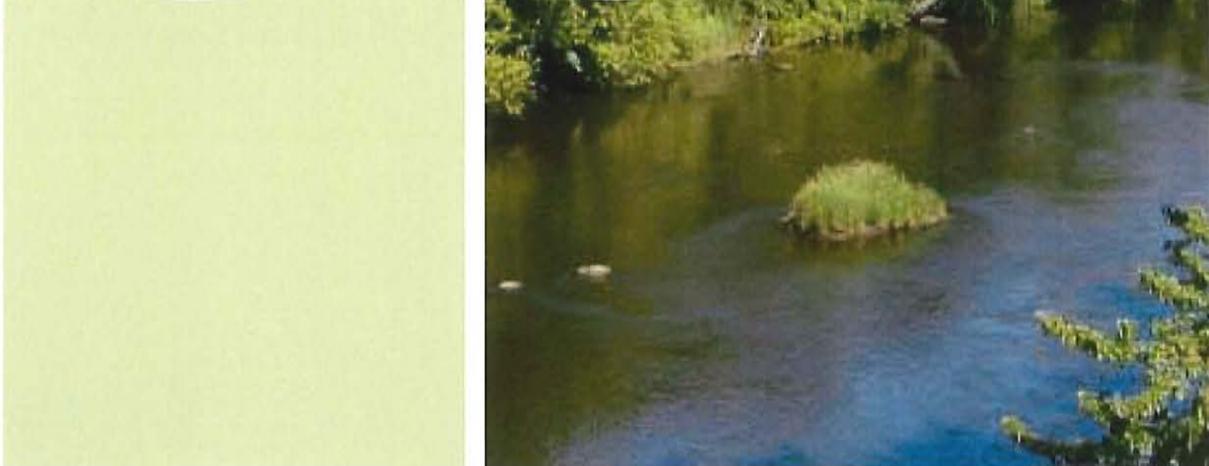
Attachments:

1. Economic Development Plan



## 2016 Economic Development Plan

A CITY OF PROGRESS,  
PRIDE, AND POSSIBILITIES



Prepared by:



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## **INTRODUCTION AND EXECUTIVE SUMMARY**

This report outlines background economic development fundamentals, and examines local economic development opportunities, in the City of St. Francis. The report is intended to examine the city's context, identify issues, examine industry expectations, establish site specific solutions to development issues, evaluate opportunities for future development, create a framework for prioritizing investment, and identify programs and policies to assist the City in accomplishing general economic development goals.

The report takes a look at demographic and employment trends that establish the following:

- St. Francis residents face some of the longest commuting times in not only the state but also the country.
- St. Francis residents work in the City at a greater rate than most metro communities.
- St. Francis has a lower per capita number of jobs in the community than most other area cities.

While the community has grown residentially, the limited transportation network, complicated by a more robust transportation network serving competitive locations, has and will likely continue to restrict common large-scale retail and industrial growth. With this in mind, general locational factors are identified that are commonly used when businesses are in the process of selecting sites for new business location. The report also includes commentary from experience commercial and industrial development professionals, giving a real-world perspective on economic development in St. Francis. From this information, the following conclusions are drawn:

- The City should outline expectations for commercial/industrial development that align with the City's context including smaller scale industrial development that is less reliant on expansive transportation systems.
- The City should continue to encourage additional residential growth and retail commercial to support and serve the local population.
- Available sites should be prepared for development, as much as feasible.

With the concepts above in mind, a review of local sites is included, highlighting development opportunities, and identifying potential resources and constraints present in the community. With this summary, the report provides a site prioritization form that can be used for examining both the identified sites as well as future properties that are targeted for consideration.

The report also discusses alternative industrial development options, possible programs for expanding commercial opportunities, and possible economic development tools for use by the

community. Included is how the City may establish prudent financial assistance programs and set policies for implementation.

Finally, a series of action items are identified to assist in the following efforts:

- Industrial development and job creation. The City should evaluate options for industrial development to create jobs while also examining possible alternative local growth sectors.
- Resolve development issues. The City should identify issues with individual properties that limit efficient development possibilities and establish action steps that can be taken to correct problems.
- Assistance for area businesses. Programs and policies that may improve the health of existing businesses and initiate job creation from the existing business community should be initiated.
- Identify additional necessary planning efforts and next steps. Some necessary steps need to be further evaluated prior to being undertaken. The City needs to identify these activities and plan for the future.

The action steps identified will assist the City in addressing issues facing the community and place the City in a competitive position for the future.

## DEMOGRAPHICS AND EMPLOYMENT STATISTICS

This section is intended to give information on demographics and employment statistics for the City of St. Francis. All data is from the US Census Bureau. Data from 2013 and 2014 is from the US Census Bureau's community surveys. Demographic data provides a baseline understanding of who comprises the market for local retail goods and services, as well as the labor supply for local manufacturing. When placed in context of the region, it is also helpful in creating an understanding for where local strengths and weaknesses may lie in both market opportunity and business attraction.

### Population Trends

The City of St. Francis experienced a large amount of residential growth in the 1980's through the early 2000's. The recent housing market recession has slowed this growth. St. Francis grew at a higher rate than the other area cities through the 1980's and 1990's. In the 2000's, St. Francis continued growing but at a lesser rate. Since 2010, St. Francis has slowed to minimal growth, much like the other cities in the area.

Figure 1 - Population Growth Since 1980					
Jurisdiction	Pop. 1980	Pop. 1990 (% Increase)	Pop. 2000 (% Increase)	Pop. 2010 (% Increase)	Pop. 2014 (% Increase)
Anoka County	195,998	243,641 (24%)	298,084 (22%)	330,844 (11%)	342,612 est. (4%)
Cambridge	3,287	5,329 (62%)	5,636 (6%)	8,138 (44%)	8,323 est. (2%)
East Bethel	6,626	8,050 (21%)	10,941 (36%)	11,626 (6%)	11,591 est. (0%)
Elk River	6,785	11,143 (64%)	16,447 (48%)	22,334 (36%)	23,746 est. (6%)
Isanti	858	1,228 (43%)	2,324 (89%)	5,251 (126%)	5,424 est. (3%)
Isanti County	23,600	25,921 (10%)	31,287 (21%)	37,351 (19%)	38,413 est. (3%)
Nowthen	1,976	2,401 (22%)	3,557 (48%)	4,443 (25%)	4,496 est. (1%)
Oak Grove	3,926	5,441 (39%)	6,903 (27%)	8,031 (16%)	8,337 est. (4%)
St Francis	1,184	2,538 (114%)	4,910 (93%)	7,218 (47%)	7,296 est. (1%)

The population gains during this period appear to be related to people moving to St. Francis that commute to other cities for work. The City is surrounded by communities with limited urban utilities and/or space to expand. This made St. Francis a relatively viable option as a location for

residential growth on the edge of the Metropolitan Area. The slowing of the new residential construction markets in recent years has slowed the growth of the City. Evidence for most of these new residents being commuters to jobs elsewhere is seen in the commuting times and job location data below.

### The Geography of Local Employment

As an edge suburban community, St. Francis residents face some of the longest mean commuting times in Minnesota at 37.8 minutes (see Figure 2). The area around the Isanti-Anoka County line even has commute times similar to counties on the outskirts of the Boston (Plymouth 32.4 minutes), San Francisco (Contra Costa 33.3), Los Angeles (Riverside 32.0), and Washington D.C. (Orange, Virginia 39.9) metropolitan areas, which are known for some of the longest mean commute times in the country.

<b>Location</b>	<b>Mean Travel Time To Work (Minutes)</b>
Andover	29.8
Cambridge	27.4
East Bethel	38.2
Elk River	30.0
Isanti	37.5
Nowthen	30.9
Oak Grove	33.7
Princeton	27.0
St. Francis	37.8
Zimmerman	33.6
State of Minnesota	23.0
Anoka County	28.0
Isanti County	33.5

In 2000, the mean commuting time was 35.9 minutes for St. Francis, 21.9 minutes for the entire state, 27.3 minutes for Anoka County, and 32.6 minutes for Isanti County. This is an increase of about 5% for the City, which is slightly more than the increase for Anoka or Isanti Counties.

People who live in St. Francis commute to several different destinations throughout the area. Minneapolis is the destination for 10% of all commuters from the City with Coon Rapids as the second most likely destination at almost 7%. Most commuters work in either Minneapolis or other suburban communities in and around the North Twin Cities Metropolitan Area.

The table below (showing just the top ten job locations for St. Francis residents) constitutes nearly half of all jobs held by local residents.

**Figure 3**  
**Job Location for Workers from**  
**St. Francis – 2013 – Top 10**

Work Location	Number	Percent
Minneapolis	408	10%
Coon Rapids	280	6.9%
St. Francis	268	6.6%
Anoka	256	6.3%
Blaine	204	5%
Fridley	184	4.5%
St. Paul	127	3.1%
Plymouth	106	2.6%
Ramsey	98	2.4%
Roseville	84	2.1%

The long commute time may also be explained by there being fewer jobs per capita in the City of St. Francis than in many other area communities. This is most likely due to the growth of the City over the last few decades as a commuter residential community.

**Figure 4 – Jobs Per Capita – 2013 – Selected Area Cities**

Location	Jobs	Population	Jobs per Capita
Princeton	3,299	4,694	0.70
Cambridge	5,624	8,222	0.69
Elk River	10,416	23,447	0.44
Blaine	24,992	60,407	0.41
Wyoming	2,747	7,750	0.35
Zimmerman	1,191	5,256	0.22
Ramsey	4,928	24,935	0.20
Isanti	983	5,397	0.18
St. Francis	1,313	8,222	0.16
Andover	3,877	31,709	0.12
Nowthen	406	4,500	0.09
Oak Grove	602	8,185	0.07
East Bethel	846	11,607	0.07
Anoka County	106,752	339,534	0.31
Isanti County	9,678	38,204	0.25

The third most common place to work for local residents is in the City itself. Over one in five jobs in the City are filled by residents. Workers in St. Francis also commonly come from nearby communities like Oak Grove, East Bethel, and Andover. St. Francis generally has a higher rate of jobs filled in the community from residents of the community. In the context of a large metropolitan area, there is always a larger portion of a community that works in neighboring cities. Outstate Minnesota cities have a higher portion of workers who reside in their cities (Thief River Falls 40%, Worthington 50%) than mostly residential suburbs (Medina 3%, Ham Lake 4.8%). From this data, in the North Metro and environs, St. Francis has a higher rate of jobs filled by local residents.

The tables below show two different data sets. The first (Figure 5) provides a comparison of how many local jobs are filled by local residents for nearby cities in the region. St. Francis tops this list, with 20.4% of the jobs in the City being held by St. Francis residents. The second table (Figure 6) identifies the location of residence for St. Francis-based jobs. These numbers show that St. Francis is likely to increase population at a greater rate than most area cities by adding new jobs.

<b>Figure 5 - Percent of Jobs Filled by City Residents – 2013</b>			
<b>Jurisdiction</b>	<b>Jobs in the City</b>	<b>Workers Residing in the City</b>	<b>Percent</b>
St Francis	1,313	268	20.4
Isanti	983	189	19.2
Cambridge	5,624	863	15.3
East Bethel	846	164	19.4
Ramsey	4,928	822	16.7
Elk River	8,334	2,082	20.0
Princeton	3,299	461	14.0
Zimmerman	1,191	129	10.8

<b>Figure 6 Where People Who Work in St. Francis Reside – 2013 Top 10 Cities of Residence</b>		
<b>Home Location</b>	<b>Number</b>	<b>Percent</b>
St. Francis	268	20.4%
Oak Grove	144	11.0%
East Bethel	107	8.1%
Andover	72	5.5%
Coon Rapids	49	3.7%
Nowthen	37	2.8%
Cambridge	34	2.6%
Ramsey	32	2.4%
Elk River	30	2.3%
Isanti	27	2.1%

### **Employment Sectors**

It is also important to look at the industry sectors in which area workers are employed. These sectors are defined by the US Census Bureau and are groupings of similar jobs. This information shows how the job picture has shifted since 2000 for City residents. It provides insights into

what may be opportunities in under-represented sectors for job targets and also where the City may have an attractive employment pool for potential employers.

**Figure 7**  
**2000 – 2014 – Percentage of Workers by Industry Sector**

Industry	Percent by Sector - 2000				Percent by Sector - 2014			
	Minnesota	Anoka County	Isanti County	St. Francis	Minnesota	Anoka County	Isanti County	St. Francis
Agriculture	2.6	0.3	2.0	0.4	2.4	0.6	1.5	1.2
Construction	5.9	7.9	11.4	15.3	5.4	6.4	9.8	8.7
Manufacturing	16.3	20.7	21.6	22.9	13.6	16.7	16.2	17.3
Wholesale Trade	3.6	4.2	2.7	4.2	2.9	3.1	2.6	2.6
Retail	11.9	12.5	11.2	9.5	11.4	11.8	13.0	11.6
Transportation, Warehousing, Utilities	5.1	5.7	4.9	6.4	4.5	5.3	4.8	7.0
Information	2.5	2.3	2.0	0.7	1.9	1.6	0.9	0.7
Finance, insurance, real estate	7.2	7.1	4.4	6.2	7.1	7.5	4.9	6.5
Professional, scientific, management, administrative, and waste management services	8.8	8.8	5.4	6.7	9.7	9.8	6.0	6.8
Educational, health, social services	20.9	17.5	21.3	18.9	24.8	21.4	24.3	21.1
Arts, entertainment, recreation, accommodation, food service	7.2	5.1	4.7	4.0	8.3	7.5	7.0	8.6
Other services	4.6	4.6	4.6	3.2	4.5	4.9	5.1	5.8
Public Administration	3.4	3.3	3.8	1.5	3.5	3.5	3.9	2.2

St Francis residents working in the construction industry fell in this time period from 386 to 332, as the percentage of residents in this employment sector fell by almost half. The rate of manufacturing jobs also fell, but in a similar fashion as it did in Anoka and Isanti Counties. St. Francis still has a higher rate than the region for workers in this field. This would imply that a manufacturing firm would have a good base of employment in the City.

The number of residents working in the educational, health, and social services sector rose but is still behind the state and area county rates. This sector is a clear opportunity for growth, as facilities that care for the aging population become more necessary. As the primary urban community in Northern Anoka County, St. Francis will be in a unique position to capture more jobs in this sector. Retail jobs held by residents also rose and is now in line with other regional entities. As the population continues to increase in the City, this sector will likely continue to expand.

## **TRANSPORTATION SYSTEM**

### **Highways and Roads**

The City of St. Francis is served primarily by State Trunk Highway 47 for regional access. This highway runs from Minneapolis to Aitkin. From Anoka northward, it is primarily a two lane highway. The second most highly travelled corridor into the urban portion of the City is County Road 24 east of the Rum River, which eventually connects to Highway 65 east of Bethel.

The current State Highway 47 route used to be part of State Highway 56. There were portions of this highway south of St. Francis that were not paved until the late 1940's. The route of this highway was established as it is today in the early 1960's. Prior to that it came from the south near where it runs today but went further east into the Downtown District. The highway followed 229<sup>th</sup> Avenue to Rum River Boulevard to Ambassador Boulevard going northward then turned west just north of the current Middle School building. At the Pederson Drive intersection, it turned north and continued on the path it follows today. In the 1950's this highway was heavily traveled by people following Highway 56 north to Mille Lacs.

Until improvements to current Highway 47 were made, the primary roadway to St. Francis historically was from the east to Bridge Street. This traffic helped establish the Bridge Street corridor as the City's initial highway commercial business district.

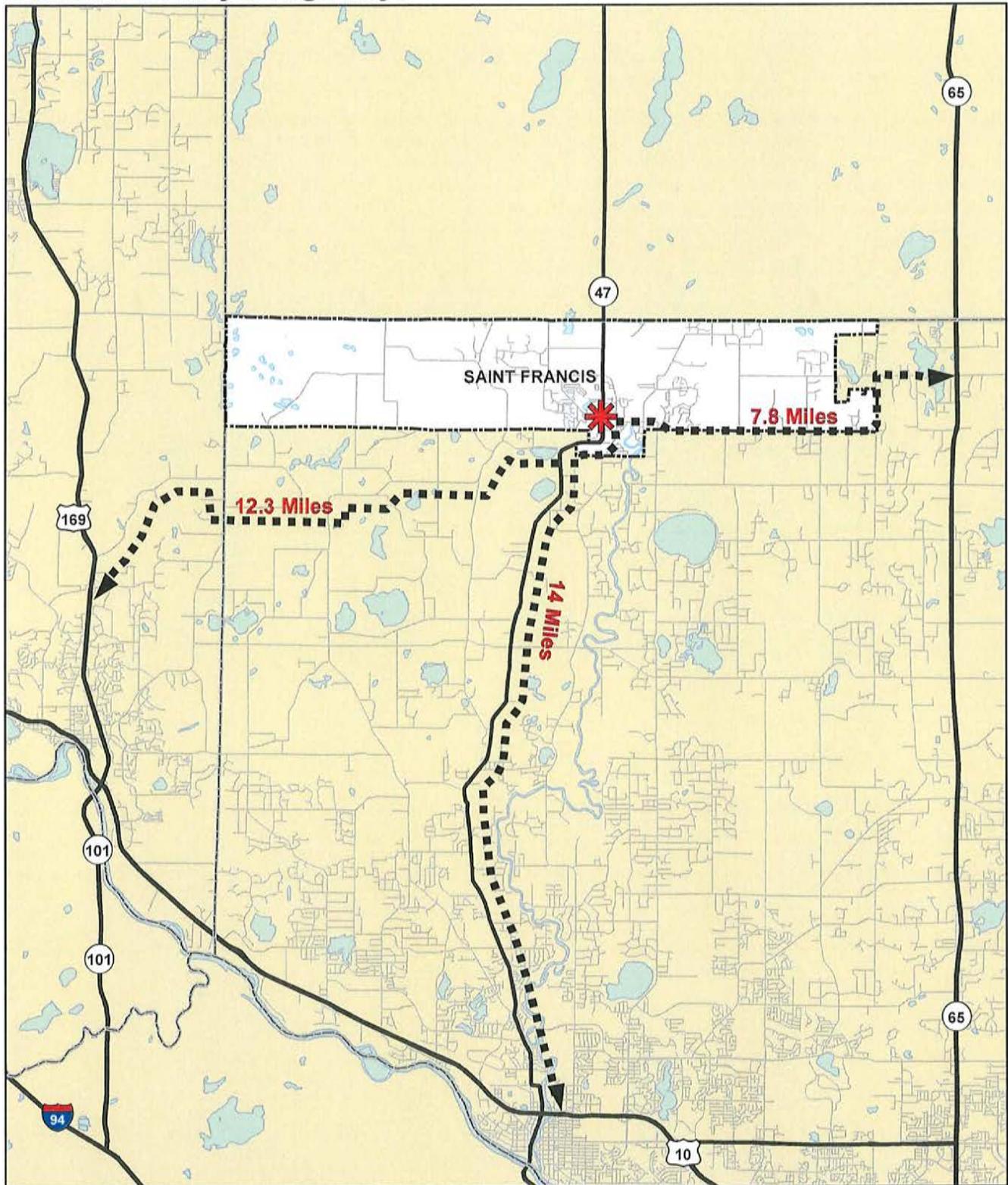
Today, the City is located between the two primary four lane highways in the area, State Highway 65 and US Highway 169, but has no direct frontage on either roadway. The City's distance to these primary regional arterials are shown on Figure 8. These roads were targets for higher levels of investment at earlier dates. Due to this, many of the area cities that are located on these highways have had greater long-term access to the regional transportation system which assisted in the establishment of commercial/industrial development at an earlier date which can be seen on Figure 9. Due to higher classification and use of these roadways, these cities have higher traffic counts for their highway oriented commercial businesses, as depicted on Figure 10.

St. Francis has focused its commercial and industrial development on the two higher travelled corridors into the City, Highway 47 (St. Francis Boulevard) and County Road 24 (Bridge Street and 229<sup>th</sup> Avenue). County 24 is a route that runs from St. Francis eastward to Bethel and eventually, Trunk Highway 65. This continues to be the pattern for the City as urbanized areas along these roadways are largely conserved and guided for commercial (especially retail) uses. The City should exhibit great care in shifting property from such a use in these areas, as there is limited space available.

Anoka County is currently making improvements to the Bridge Street and County Road 24 corridor. These improvements may improve the appearance and assist in the health of the businesses in this area long term. The City should continuously monitor other traffic improvements that may ease congestion and improve access to businesses including pedestrian corridors.

Figure 8

### Distance to Major Highways



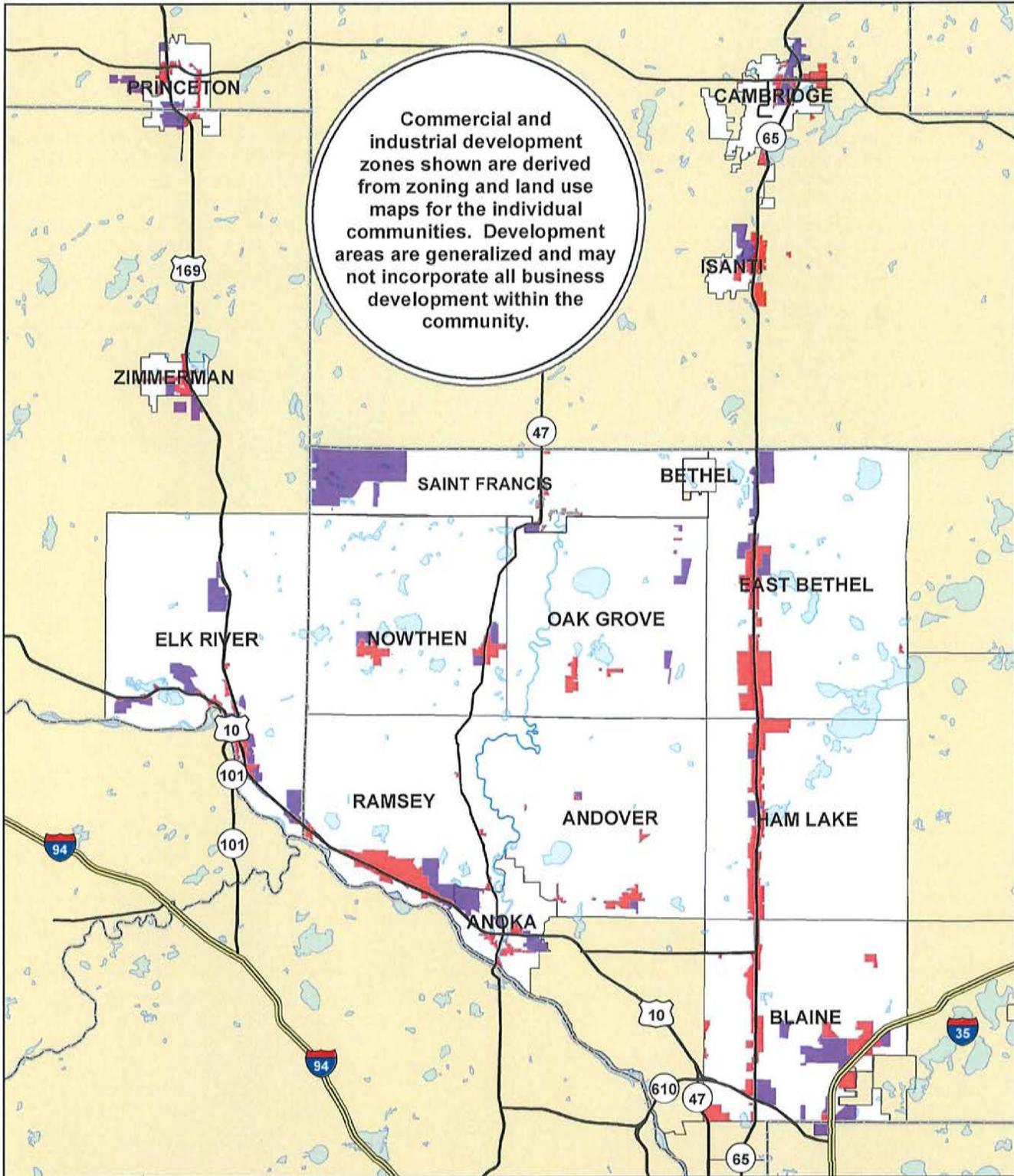
Source: NAC, Inc., Anoka County, MNDNR, MNDOT  
Date: March 8, 2016



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# Regional Context



Source: NAC, Inc., Anoka County, MNDNR, MNDOT  
 Date: March 8, 2016



### GENERALIZED DEVELOPMENT AREAS

- Commercial
- Industrial

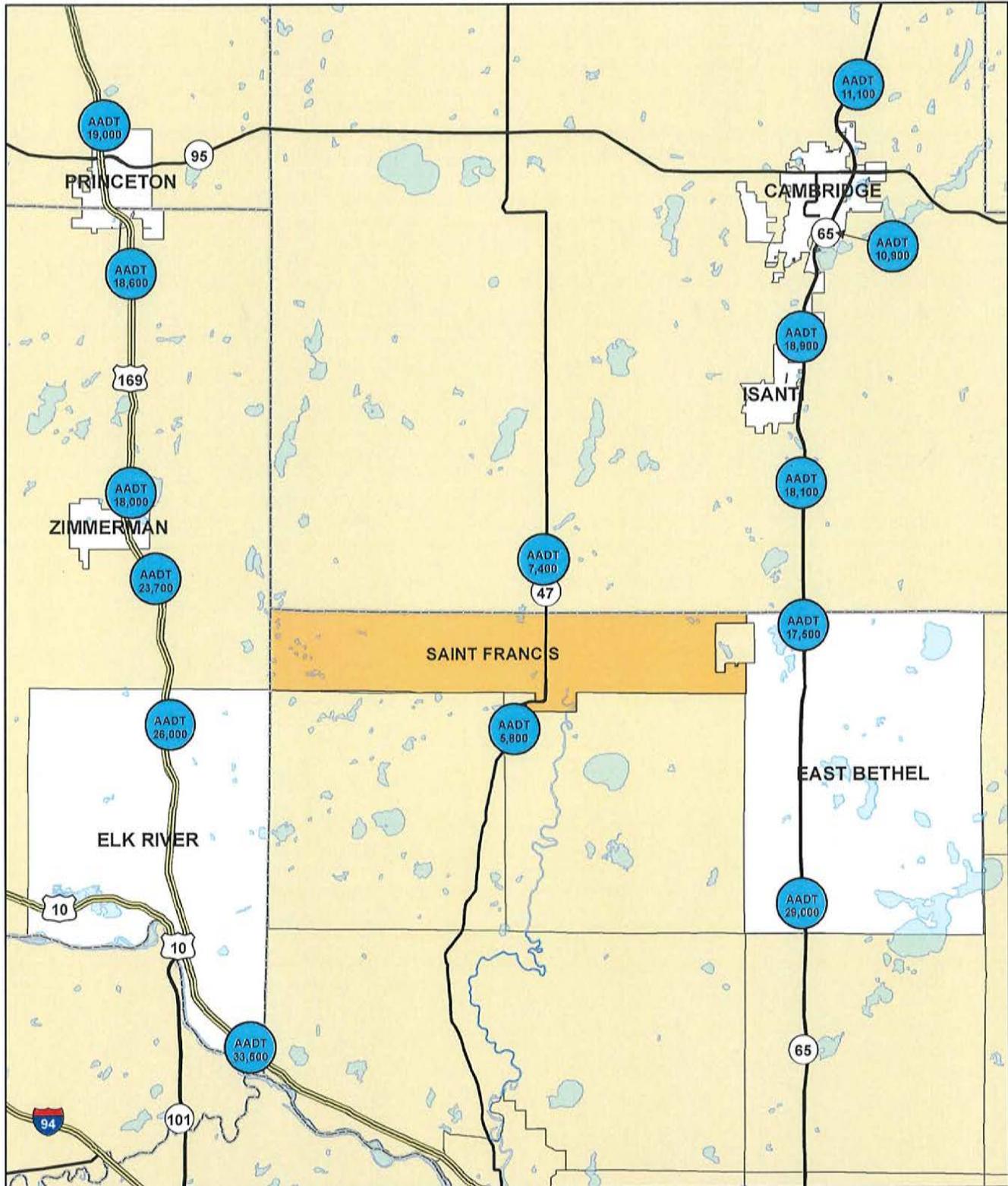


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Figure 10

# Regional Context - Annual Average Daily Traffic (AADT)



Source: NAC, Inc., Anoka County, MNDNR, MNDOT  
Date: March 2, 2016



### Road Class

- Interstate or US Highway
- Minnesota Trunk Highway



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The County has also developed a plan for the river crossing area at Bridge Street which includes access spacing requirements. The City should communicate with the County on potential conflicts any Downtown planning or commercial redevelopment may have with this plan and work together on potential resolutions.

### **Bridge Street Connection**

Bridge Street currently terminates on its westerly end at Ambassador Boulevard. The school has facilities at this location between Ambassador Boulevard and Highway 47. The business community has expressed support for the connection of Bridge Street to Highway 47 as a priority. This would connect the City's commercial districts. The City should continue to work with the School District on this matter. This road connection would be a multi-jurisdictional project (City, School District, County, State), however it will be the City's responsibility to lead this effort as this connection would be initially a City road.

In 2005, the City participated in a study regarding the extension of Bridge Street to Highway 47. This study identified issues and possibilities. Further study was necessary to evaluate redevelopment opportunities and transportation design elements. The City could move forward on working with the other jurisdictions on the transportation elements (design, traffic flow, pedestrian ways, trail connections) and eventually develop a feasibility study. Through this process, the City will need to evaluate funding options.

The redevelopment portion that required further study could be done in conjunction with a broader downtown area plan. However, if these two efforts are not done within a similar timeframe, a separate review of this immediate portion of the corridor in regards to gateway design, architecture, and land use controls will need to be conducted.

In economic development theory, the concept of the "peak value intersection" is where a community's two highest travelled roads intersect. A city may ensure that this intersection is planned for and utilized for a high asset commercial use that generates traffic that benefits other commercial uses. It should be noted that there are currently a great number of public uses in this area that would need to be relocated to garner much of the economic benefit of such a connection.

### **Trail Development**

The City has a bicycle and pedestrian trail plan that connects neighborhoods to parks and shopping areas. It may be advisable for the City to prioritize extension of trail corridors that would provide connectivity to business districts and key recreational assets for residents. A review of feasible trail corridors for construction should be completed with this in mind. For example, the City should evaluate trail construction options extending eastward from the business district on Bridge Street to the residences in the golf course area.

## **Railroads**

In late 1890's, the Great Northern Railway planned a short cut to run to Duluth from the Twin Cities. The railroad put the line through Bethel instead of the established portion of St. Francis. As Cities in Minnesota transitioned from stagecoach and river towns to railroad towns, many small cities that had no rail lines began to recede in population. St. Francis showed resiliency due to some of the established industries, agriculture, and its location on the Rum River. The City's population began to slow in growth as some of the industries faded due to the lack of rail access and the underdeveloped road system in the area. The population began to decline over the 1920's (589 to 510 by 1930) but then began to rebound with improvements to the regional road infrastructure and by the 1960's the population was up to 739.

When St. Francis incorporated as a City, it included both the established part of the City and the rural areas. This included some limited frontage on the rail line. There have been plans for commuter trains running along these lines. One plan is the Bethel Corridor, which is intended to be a commuter train with multiple stations, including one in Bethel. There are no current planning endeavors related to this plan, at the moment. The other is the Northern Lights Express which would be a high speed train running from the Twin Cities to Duluth with a stop in Cambridge which is still in the planning phases. If study of the Bethel Corridor would re-engage, the City of St. Francis may wish to involve itself in the discussions. There could be benefits to the City related to station locations that may accommodate City residents. As planning for both rail endeavors may continue, the City may wish to be involved to ensure that these possible rail developments would not be prohibitive for undeveloped land in St. Francis.

Rail industrial development has become somewhat more popular of an industrial type in recent years. The use of rail lines for commuters and redevelopment opportunities for rail business parks in other areas has resulted in rail industrial development to be pushed further out to the fringes of the Metro Area. In recent years, cities like Norwood-Young America and Big Lake, as well as Isanti County on behalf of Braham, Cambridge, and Isanti have reviewed rail development possibilities. The City of St. Francis may have some possibilities with land south of Bethel. There are rural residential single family properties in this area but this is the only property available for rail in the City. The properties on the east side of the rail have limitations due to wetland constraints. However, rail industrial development can occupy more linear shapes towards the rail line. The City currently has no sewer and water in this area and if this is to be a possibility, the City may wish to work with the City of Bethel to ensure there are not regional concerns related to utilities, transportation, and land use conflicts.

## **COMMERCIAL / INDUSTRIAL SITE LOCATION SELECTION**

Differing land uses have differing requirements when choosing their preferred site locations. Traffic, access, visibility, landscape features, and proximity to surrounding land uses of same or different type can all impact the relative attraction of any particular piece of real estate.

When considering economic development activities within the city, it is important to understand the factors at play in site selection so the city can tailor its efforts to those projects most likely to be successful.

Generally, there are three levels of location analysis that businesses commonly use when choosing locations for their business activities. The first is Regional analysis, which is a broad decision about what general markets to enter. For national and regional businesses, this level of analysis takes into account market and supplier locations, and broad demographic considerations including wage levels, labor supply, and regional economic conditions.

The second level is Trade Area analysis. Once a region is chosen for business location, the specific trade area within the region must be identified. Depending on the scope and market of the business, trade areas will vary greatly. For convenience retail goods, the trade area is generally very compact, with limited overlap between competitive enterprises. Unique goods or services, sometimes referred to as “shoppers” goods, can have extensive trade areas.

For a localized economic development plan such as this one for St. Francis, these first two levels of business location are less relevant. A business seeking to locate in the St. Francis has already made the Regional and Trade Area level decisions. As such, potential business location decisions within the city are being made at the Site Selection level.

Site Selection factors fall into two large categories, depending upon whether the business entity can be classified as an industrial or commercial/retail business. Industrial businesses are those for which the products of their business are generally intended for other business entities. In some cases, such business may manufacture or warehouse components of products which are then shipped to retail locations. In other cases, an industrial concern may be processing raw materials, the products of which are then further refined and utilized by other industrial entities. In either case, the industrial classification is given when its products are not (generally) distributed to the end user.

The tables used below are adapted from academic journals and texts, summarizing the factors most commonly affecting Commercial and Industrial business location.

Common examples of industrial businesses would be manufacturers which acquire resources materials from others, and assemble or otherwise process the materials into a usable product, which are in turn sent to retail facilities for sale; or warehousing, which stores goods or materials for transshipment to either retail locations or to other industrial locations for further processing.

Commercial service firms such as contractors that provide services off-site, and may do some related fabrication at their location, are also typically classified as industrial, since the end user

conducts the transaction not at the business location, but elsewhere (usually where the service is being consumed).

<b>Figure 11 – Common Site Selection Factors for Industrial Development</b>	
<b>Factor</b>	<b>Explanation</b>
Transportation	Transportation factors encompass several considerations: Access or proximity of rail facilities, including sidings and terminals; Access to arterial highway locations, and dependence on heavy or intermediate trucking for shipping and receiving operations; Adequacy of warehousing and storage facilities; Shipping costs for incoming raw materials and outgoing finished goods transport.
Labor Supply	Labor supply factors measure the relative skilled or unskilled labor needs in comparison to the supply of available skills, and proximity within the labor market area; Education levels of labor within the market area; training opportunities and proximity to re-training or continuing education facilities; Union activity in the market area.
Raw Materials	Raw Materials are those materials (and equipment) that are needed to perform the function of the business, whether that may be a manufacturing, assembly, processing, fabrication, service, or storage operation. Factors to consider include: Proximity to supplies and raw materials, and the level of turnover in usage of such supplies; Costs of freight for in-shipments; Quantity of in-shipments and storage availability.
End Markets	Proximity of the business to end-user markets affects the cost of the products or services provided by the industrial facility. Factors included are: Existing and potential end-market locations; End-market growth potential; Shipping costs to end-markets, or facilities needed for further processing.
Industrial Site	For the specific site location, site development and on-going costs must be considered. These include: Accessibility of land, and level of current site and building improvements; Space for future expansion; Access to capital and lending institutions; Local industrial development activities and projects. Soils suitability for building, site improvements, or waste treatment.
Utilities	An underlying suitability factor is access to utility services necessary for operation. It is important to understand both current utility capacity, and future demands on the system that will serve the prospective business. Utility factors include: Sanitary waste treatment; Public water supply; Environmental impacts, treatment, and regulatory process; Electrical service demands; Industrial or hazardous waste treatment facilities and costs; Natural gas service and supply;

Source: *Badri, Journal of Business & Public Affairs, Volume 1, Issue 2, 2007*

Commercial or Retail business entities produce products and services which are delivered to the end user, usually on the site in question. They may acquire their goods from other producers or warehouse locations, or they may process them on-site as a part of their retail transaction. The most common defining aspect of retail commercial businesses (whether goods or services) is the delivery is made to the end user on site, and/or the business transaction occurs on site.

<b>Figure 12 – Common Site Selection Factors for Commercial/Retail Development</b>	
<b>Factor</b>	<b>Explanation</b>
Strength of Interception	The ability to intercept customers as they move from place to place within the trade area. Shops located on routes popular with shoppers (for example routes between transit or other major centers, or major commuting corridors) will have stronger ability to intercept shoppers than other locations. Shops located between anchor store locations will also benefit from additional traffic as shoppers move between them.
Cumulative Attraction	The degree of pull that results from similar and/or complementary retailers locating together. The existence of leisure, social, business, and other attractors is also important as they have the ability to generate additional impulse trade for stores.
Compatibility	The degree to which stores in close proximity are likely to interchange customers. This is more likely to occur where the merchandise mix of the stores is complementary, as can be the case with separate stores sell clothing, shoes, and jewelry. The degree of compatibility is enhanced if the stores also have similar pricing strategies. Competing stores may also be considered compatible where they satisfy the need for comparison shopping for customers.
Competitive Locations	Not all competition is benign, and therefore it is important to take into account the size, number and type of competing stores and their relative locations to a proposed retail site, as they are likely to directly impact the sales potential of the new facility.
Accessibility	A key determinant of customer patronage, and hence new sites need to be evaluated in terms of their closeness to (and size of) transit, parking, or arterial roadways. Customer safety and security are also important considerations, as close proximity of traffic and lack of pedestrian crossings can deter many potential customers.
Suitability	For the purpose of business suitability, the factors located above have to be measured against the relative costs of doing business in locations that score high or low on these scales. Operational costs (such as extraordinary infrastructure improvements, high rents, or other high operating costs) can quickly offset the advantages for these factors.

Source: Varley/Rafiq, *Principles of Retailing*, 2<sup>nd</sup> Edition, 2014, Pulgrave MacMillan

Examples of commercial/retail businesses would include grocery stores (a classic “convenience” style business category) or clothing (a classic “shopper’s goods” business category). Also included would be hospitality businesses such as restaurants, and personal and professional service businesses, such as hair salons (in the case of personal service), or a bank (professional).

For St. Francis, focusing on attracting those businesses, whether industrial or commercial in nature, that are best able to utilize the factors that are present locally will yield the most efficient return on its efforts in economic development. Attracting businesses that are not suited to the site will most often prove difficult, and efforts will not likely be fruitful. Moreover, when such efforts are successful, they have a higher potential of leading to short-lived enterprise, leaving the community with empty sites or buildings after a time.

## **INTERVIEWS WITH COMMERCIAL / INDUSTRIAL DEVELOPERS**

One of the most valuable resources in understanding local economic development opportunities is found in the development industry – those entities that regularly work in matching new commercial or industrial interests to local real estate in nearby areas. In evaluating the economic development potential of St. Francis, the following commercial and industrial developers were contacted to gain their insight into the obstacles and opportunities presented by the City:

### ***Ebert Construction***

Greg Hayes, Vice President of Real Estate and Development

Ebert Construction is located in Corcoran, Minnesota and specializes in commercial and industrial land development and building construction, established in 1968. Ebert Construction has 47 years of experience in commercial development.

### ***Kinghorn Construction***

Grady Kinghorn, CEO

Kinghorn Construction specializes in Minnesota commercial design build in both the public and private sectors. With over 35 years of experience, Kinghorn offers experience and expertise in the following services:

- Design/Build
- Site Selection
- Land Development
- Concept Planning
- Budgeting
- Construction Management

### ***Bauer Design/Build***

Mike Bauer, Founder and President

Bauer Design/Build is located in Delano and specializes in commercial and industrial design, build, and construction management, primarily in Minnesota. Mike has over 33 years of experience and expertise in economic development.

In addition to providing their insights on the City's economic development strategies, each of these firms expressed an interest in being a resource for the City or a business in its desire to assist commercial and industrial growth in the community.

## **Location**

The location of St. Francis within Anoka County competes for economic development with the communities of Anoka, Ramsey, and Elk River, among others. These cities have larger populations and proximity to major travel routes that grant a potential competitive advantage

over St. Francis. Each of these communities currently offer a larger variety of retail and service providers, offering residents a broad variety of shopping choices.

The developers interviewed each indicated that St. Francis must recognize its market constraints and promote economic development that builds on the community's strengths (quality of life, affordable housing, attractive environment, local labor force, available land, work closer to where you live).

St. Francis is not likely to become a destination commercial location. Transportation constraints, primarily due to the layout of the State Trunk Highway system, limit the long-term potential for shoppers' goods retailing. The interviewees suggest that the City's focus should key on local markets and retailers and service providers that address the needs of the growing population of the City and surrounding area. They strongly recommend that St. Francis continue to promote residential growth as a means of adding consumers to the local markets and expanding the local labor force. The City should look to add business and industries that complement existing businesses.

### **Transportation Logistics**

According to the developers interviewed, transportation logistics is a critical feature in locating a potential business. This broad category includes street systems, travel routes, traffic volumes, site access, and parking.

The major travel routes through St. Francis are State Highway 47 and County Highways 24 and 28. These two lane highways serve as arterials that handle both local and pass through traffic. Commercial land use will seek locations that have proximity and good site access to these major streets, as well as visibility and convenient parking. Traffic volumes will also influence site selection.

Industrial development requires street and highway systems that can accommodate large truck deliveries and shipping with convenient and efficient connections to major travel routes in order to provide contact with suppliers and customers. Streets must provide the capacity to handle truck weights, traffic volumes, and turning maneuvers.

In assessing St. Francis' traffic logistics, the developers suggested that large distribution warehouses or industries with large trucking needs would not likely choose St. Francis as a location. These industries will look for locations along major State highways like U.S. Highway 169, State Highway 101, Trunk Highway 65, and U.S. Highway 10.

The developers suggest marketing St. Francis to smaller industries that are less reliant on trucking. They suggest marketing St. Francis to industries by promoting its strong local labor force and the opportunity to avoid long commutes into the Metro Area allowing people to work close to their homes.

## Utility Infrastructure

The developers indicated that sites should be ready for development for a City to be successful in promoting industrial development. They indicated that the time table for selecting and developing the site does not afford a prospective business to wait for City improvements. In this regard, the City must have sites available with street and utility infrastructure to allow the development process to move quickly. Seldom does a prospective business have more than 12 months to select a site, construct a building, and relocate.

As such, sites that are not immediately ready will often not be considered in a business site selection process. In establishing industrial sites, the City must be cautious in the timing and cost of improvements. Premature development may leave a property owner or City with land holding costs that are burdensome if the new growth is not immediately forthcoming.

The developers also emphasized the need for industrial properties to have access to reliable electrical power and strong internet access. This is needed to accommodate contemporary industrial uses.

## Project Feasibility

The developers interviewed stressed that the economic development project costs must be reasonable. In their experience, the following factors must be considered:

1. *Land Price.* The real estate boom of the early 2000s have set some unreal expectations for land prices. Land prices must be realistic and affordable to potential businesses. To be competitive, improved land lots having access to an improved public street and municipal utilities must be priced to buy. The developers indicated that commercial land must fall below \$8.00 per square foot or less. Industrial land prices should not exceed \$3.00 per square foot. These land prices reflect average sites in a smaller community not having premium location features.
2. *Utility Connection and Availability Fees.* Most cities charge both utility connection fees and utility available (SAC/WAC) as an upfront permit fee. High SAC/WAC fees can stress the construction budgets of small projects. In this light, the developers indicated that these charges must be reasonable. The City may investigate means by which the charges may be collected over time rather than an upfront charge.

## **Development Review**

Each of the developers are experienced with City development process and City regulations. In discussing development review, each provided the following insights for a successful project review:

1. The City should have clearly defined expectations for both its commercial and industrial development (type of uses, architectural standards, zoning standards). This allows the developer to understand the project and the community and avoid unexpected surprises. Developers are not afraid of quality performance standards. Instead, most developers are much more concerned about unexpected delays in development approvals, as financing and tenant decisions are keyed to the timeline.
2. The City should have a clearly defined review schedule to allow a developer to program their work and have an expectation of approval timing.
3. The City should have some means for zoning flexibility such as planned unit development to allow the City and developer to address unique business needs or site issues.
4. If the City offers any type of financial assistance, this should be identified outlining the type of projects eligible for assistance, requirements for requesting assistance, and schedule within the review process to approve any financial assistance. This may include permit fee reductions, assessing SAC/WAC fees to avoid upfront payments, tax increment financing, or tax abatement.

## **Types of Businesses**

Based on the developers' perceptions of St. Francis, we asked what type of businesses should the City pursue and how should the City promote economic development. Their comments are as follows:

1. The City should target smaller industries with 5,000 to 50,000 square foot building needs.
2. Commercial retailers and service providers will be dependent on local markets. The City should promote additional residential growth and invest in amenities that continue to promote a high quality of life.
3. Promote St. Francis on its strengths:
  - a. Quality of life.
  - b. Attractive housing.
  - c. Attractive environment features (Rum River).
  - d. Promote industries through quality work force, short commuter travel, work closer to home.

- e. Provide affordable commercial land prices.
  - f. Quality utilities and services.
4. Outline the City's commercial and industrial expectations:
    - a. Identify locations for commercial and industrial land uses.
    - b. Define the types of businesses that the City wishes to attract.
    - c. Establish zoning that defines the use and design performance standards of the City.
    - d. Outline review process through schedule and review steps. Outline methods to allow flexibility from strict zoning standards.
  5. Work with local property owners to define needed site improvements and establish reasonable land prices. Keep an inventory of lots and sales information.
  6. Define available public assistance tools and what projects may be eligible for assistance.

Each of these developers have worked throughout Minnesota and have the capability of assisting a local business or business interested in St. Francis in site development. In our discussions with the developers, they indicated that they may provide additional private sector assistance to prospective businesses through build to lease or lease to own construction. This private financing alternative can be an opportunity for startup businesses that may not be able to fully finance all development costs. The City should retain these contacts as well as other local builders to assist in both marketing St. Francis and managing projects.

## **POTENTIAL DEVELOPMENT AND REDEVELOPMENT SITES**

The City of St. Francis has limited land available in the current urban service area for new development. The City has long had a policy of incremental growth. This leaves a few sites within the current urban service area for new development and then several sites adjacent to the urban service area that were identified in the Comprehensive Plan as near and longer term development targets.

Currently, the City has no parcels zoned for industrial uses that have infrastructure to the property. There are a few commercial parcels available but many have limitations. There are also properties that could be targets for redevelopment that would free up land for new uses. This section is intended to highlight certain parcels that representative of the available development opportunities. It is the nature of lists such as this one that they cannot be perfectly inclusive, and changing market conditions alter these options on a constant basis. Nonetheless, the following options, and potentially others like them, provide alternatives for near-term economic development focus.

The properties selected for this analysis were identified in comments received from City Officials, the local business community, and property owners, as well as a developable land analysis. The properties are shown on the map in Figure 13. Comments regarding specific properties are advisory in nature and not intended to reflect any formal pending proposal. The City needs to explore what tasks are necessary to assist in maximizing the development potential of certain properties that may have disadvantages and decide what role to take in advancing the completion of these tasks.

## AGENDA REPORT

**TO:** Joe Kohlmann, City Administrator

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

**SUBJECT:** Vacant Public Works/Police Records Clerk Position

**DATE:** 5-16-2016

**INTRODUCTION:** This position has been vacant since the end of March due to employee resignation. Public Works and Police Departments are seeking permission to fill the vacant position.

**BACKGROUND:** This position was created in spring of 2015 to provide better flexibility in the Police Department office staffing and to improve customer service by providing more consistent hours of lobby operation and staffing hours. This also improved customer service for the Public Works Department for the same reasons and allowed greater flexibility for Public Works Staff to be out in the field. Originally, both departments thought this position would be primarily doing more police oriented work so the job description/position profile focused on police tasks and duties. During the course of the last year, both departments have seen the orientation change to more Public Works duties and activities. After review by both departments, the job description has been modified to have more focus on the Public Works tasks while still being able to fill the needs of the Police Department.

**RECOMMENDATION:** Recommendation number one is to have the City Council endorse the minor changes made to the current job description. Recommendation number two is to have the City Council declare a Public Works/Police Records Clerk position vacancy and authorize Staff to fill said position.

**BUDGET IMPACT:** None, this position is in the budget.

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Attachments:

1. Job description with changes.

**City of  
ST. FRANCIS**

**POSITION PROFILE**

**Effective Date:** May 2016

**Position Title:** Public Works/Police Records Clerk

**Status:** Non-Exempt

**Department:** Public Works/Police

**Approved:** \_\_\_\_\_

**Accountable to:** Public works Director

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**Primary Objectives**

Performs semi-skilled to skilled clerical, receptionist and data entry support for the Streets and Parks, Sewer and Water, Recycling, Police departments along with related duties as required.

**Supervision Received**

Works under the general and technical supervision of the Streets and Parks Supervisor, Sewer and Water Supervisor, Police Administrative Assistant.

**Supervision Exercised**

None.

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**MAJOR AREAS OF ACCOUNTABILITY**

- \* 1. Acts as primary receptionist for Public Works/Police departments; responds to phone, e-mail and in person inquiries; direct calls, take messages, provides information and assistance or refers to another staff member as appropriate.
- \* 2. Assists city staff in updating websites, Facebook, and other social media sights; take minuets at various meetings when needed; assist with events such as spring clean-up, Pioneer Days and other events as needed.
- \* 3. Under the Public Works Director's direction, assist with clerical and administrative duties; assists in researching, compiling, arranging, analyzing and interpreting data, developing reports on special projects and technical issues as assigned..
- \* 4. Retrieve, copies and provides police reports to the public in accordance with strict guidelines on what can be released and when; calculates and collects appropriate fee and prepares receipts.
- \* 5. Performs general clerical support work including: typing or transcribing a variety of documents, letters, reports and memos, statements, maintaining records and files, scanning, copying, printing, faxing, handling incoming and outgoing mail and retrieving data or documents and disposal of.
- \* 6. Establish and maintain a professional and positive image with the public by responding to requests for services and complaints in a professional, pleasant and tactful manner.

- \* 7. Maintain records of inspections to ensure proper safety in the City Water and Wastewater Systems, Streets, Parks, Recycling and Maintenance work areas.
- \* 8. Processes forms, records and files; assist in compilation of statistical data for reports, surveys, and city newsletters; prepares, assembles and distributes memoranda, letters, information, and other communications.
- \* 9. Issues snowmobile permits and dog licenses; verifies identification and insurance and signs off on impounded vehicles authorizing release.
- \*10. As position develops; May provide information to OPUS or contractual services for water and sewer billing and receive information on late payments; process late notices and arrange for water shutoffs or reinstatement of service.
- \*11. As position develops: May be required to use more advanced computerized programs, such as asset management and mapping software.
- \*12. Performs other duties as needed or assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- \* ➤ Ability to learn and develop a working knowledge of Public Works/Police Department's policies and procedures as it pertains to administrative support work.
- \* ➤ Considerable ability to detect and correct errors in both written documents and data entry and to maintain accurate records and files.
- \* ➤ Considerable ability to maintain confidentiality and to read, understand and follow policies and procedures on appropriate release of information.
- \* ➤ Understand how standard office equipment works, including document imaging and have the ability to learn/utilize GIS software.
- \* ➤ Considerable ability to promote and provide excellent customer service and to communicate effectively with City staff and the public.
- \* ➤ Ability to manage time while performing duties for several departments.
- \* ➤ Ability to perform work that may require bending, crouching, and pushing/pulling to retrieve documents, lifting and carrying of files and sitting to perform data entry for long periods of time.

### **MINIMUM QUALIFICATIONS**

- Experience working in responsible office setting, including receptionist, data entry, word processing and operation of standard office equipment.
- Must obtain and maintain a notary certification.
- Must successfully complete Safety Awareness Training within 6 months of employment and maintain thereafter.

\* Note: Asterisked items are essential to the job.

**City of  
ST. FRANCIS**

**POSITION PROFILE**

**Effective Date:** ~~March 2015-May 2016~~

**Position Title:** Public Works/ Police Records Clerk

**Status :** Non-Exempt

**Department:** Public Works/Police

**Approved:** \_\_\_\_\_

**Accountable to:** ~~Administrative Assistant Public Works  
Director~~

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**Primary Objectives**

Performs routine to semi-skilled clerical, receptionist and data entry support for the ~~Police/Public Works department; performs related duties as required. Streets and Parks, Sewer and Water, Recycling, Police departments along with related duties as required.~~

**Supervision Received**

Works under the general and technical supervision of the ~~Administrative Assistant. Streets and Parks Supervisor, Sewer and Water Supervisor, Police Administrative Assistant.~~

**Supervision Exercised**

None.

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**MAJOR AREAS OF ACCOUNTABILITY**

- \* 1. Acts as primary receptionist for Police/Public Works Departments; ~~enters offense, arrest, and other police data into the records management system; enters citations into Visions software; codes arrests according to the Minnesota Offense Table; reviews for accuracy and ensures the information is kept confidential. responds to phone, e-mail and in person inquiries; direct calls, take messages, provides information and assistance or refers to another staff member as appropriate.~~
- \* 2. ~~Transcribes reports and statements; prepares and forwards incident reports to appropriate agencies. Assists city staff in updating websites, Facebook, and other social media sights; take minuets at various meetings when needed; assist with events such as spring clean-up, Pioneer Days and other events as needed.~~
- \* 3. ~~Responds to phone, fax and in-person inquiries and requests for information; directs calls, takes messages, provides information and assistance or refers to another staff member as appropriate. Under the Public Works Director's direction, assist with clerical and administrative duties; assists~~

in researching, compiling, arranging, analyzing and interpreting data, developing reports on special projects and technical issues as assigned.

- \* 4. Retrieve, copies and provides police reports to the public in accordance with strict guidelines on what can be released and when; calculates and collects appropriate fee and prepares receipts.
- \*5. Performs general clerical support work including: typing a variety of documents, letters, reports and memos, maintaining records and files, scanning, copying, printing, faxing, handling incoming and outgoing mail, records as appropriate, and retrieving data or documents and disposal of.
- \* 6. ~~Prepares case files and reviews to see that all required supporting documents have been submitted; contacts officers for missing information and makes sure it gets to the proper agencies in a timely manner.~~ Establish and maintain a professional and positive image with the public by responding to requests for services and complaints in a professional, pleasant and tactful manner.
- \*7. ~~Performs queries in CJS, DVS and Anoka County records name database and provides the information to the requestor as needed.~~ Maintain records of inspections to ensure proper safety in the City Water and Wastewater Systems, Streets, Parks, Recycling and Maintenance work areas.
- \*8. ~~Performs records checks after obtaining appropriate releases; refers any questionable requests to the Administrative Assistant.~~ Processes forms, records and files; assist in compilation of statistical data for reports, surveys, and city newsletters; prepares, assembles and distributes memoranda, letters, information, and other communications.
- \*9. Issues snowmobile permits; verifies identification and insurance and signs off on impounded vehicles authorizing release.
- 10. ~~Performs assigned duties of supervisor in their absence.~~ As position develops: May provide information to OPUS or contractual services for water and sewer billing and receive information on late payments; process late notices and arrange for water shutoffs or reinstatement of service.
- 11. As position develops: May be required to use more advanced computerized programs, such as asset management and mapping software.
- \*12. Performs other duties as needed or assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- \* ➤ Ability to learn and develop a Working knowledge of police/public works department policies and procedures as it pertains to administrative support work.
- \* ➤ Working knowledge of database and word-processing software and the Minnesota Offense Table.
- \* ➤ Considerable ability to maintain confidentiality and to read, understand and follow policies and procedures on appropriate release of information ~~and use of law enforcement databases.~~
- \* ➤ Understand how standard office equipment works, ~~Considerable ability to operate standard office equipment;~~ including document imaging and ~~GIS software have the ability to learn/utilize GIS software.~~
- \* ➤ Considerable ability ~~Ability and~~ to detect and correct errors in both written documents and data entry and to maintain accurate records and files.

- \* ➤ Considerable ability to promote and provide excellent customer service and to communicate effectively with City staff and the public.
- \* ➤ ~~Working ability to obtain and maintain CJS Certification.~~ Ability to manage time while performing duties for several departments.
- ~~Working ability to respond to questions and requests for information.~~
- \* ➤ Working ability to perform work that may require bending, crouching, and pushing/pulling to retrieve documents, lifting and carrying of files and sitting to perform data entry for long periods of time.

### MINIMUM QUALIFICATIONS

- Experience working in responsible office setting. ~~One year of responsible office support work including receptionist, data entry, word processing and operation of standard office equipment.~~
- ~~Must obtain CJS Certification within 6 months of employment and maintain thereafter.~~ Must obtain and maintain a notary certification.
- Must successfully complete Safety Awareness Training within 6 months of employment and maintain thereafter.

\* Note: Asterisked items are essential to the job.