

CITY OF ST. FRANCIS CITY
COUNCIL AGENDA

June 6, 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 16, 2016
 - b. Adopt St. Francis Economic Development Plan
 - c. St. Francis Community Drug Awareness (SFCDA) 5K Application: September 24, 2016
 - d. Hire Police Officer Christopher Bulera
 - e. Approving the Isanti County Election Equipment Plan
 - f. Pay Request No. 6 to LaTour Construction for the Bridge Street Utility Improvement
 - g. Acknowledge the Minnesota Waterfowl Assoc. Cedar Creek Chapter Lawful Gambling Exempt Permit at the American Legion on September 22, 2016
 - h. 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. Northland Securities: Bond Issuance-Resolution Awarding the Sale of GO Water & Sewer Rev. Bonds Series 2016A, in the Original Aggregate Principal amount of \$1,955,000; Fixing their form and specifications: Directing their execution and delivery; and Providing for their payment – Resolution 2016-22
 - b. Rum River Terrace: Public Hearing on Vacation of Drainage & Utility Easements
7. Ordinances & Resolution
 - a. Ordinance 219, Second Series: Amending the Rum River Terrace Planned Unit Development for Certain Parcels –Second Reading
 - b. Resolution 2016-23: approving an Easement Vacation Related to the Rum River Terrace PUD Amendment & Minor Subdivision
8. Reports of Consultants & Staff Members
 - a. Engineer: Pederson Drive Improvements
 - b. Attorney:
 - c. Staff:
 - Community Economic Development: 1) Business Subsidy Policy
2) Planning Assistance Grant – Metropolitan Council
 - Fire: Heart Safe Community
 - Public Works: Truck Replacement
 - Liquor Store:
 - Police: Permission to form an Eligibility List
 - City Administrator: Fourth of July Council Meeting Discussion
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
Jun 20: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – June 6th, 2016 Council Meeting

Agenda Items:

4. Consent Agenda:

- a. City Council Minutes – May 16th, 2016
- b. Adopt St. Francis Economic Development Plan – As presented on 5/15/16
- c. St. Francis Community Drug Awareness 5K Application – 9/24/16
- d. Hire Police Officer Christopher Bulera – due to the retirement of Chief Harapat
- e. Approving the Isanti County Election Equipment Plan – review and approve the minor amendments to Isanti County's election equipment plan.
- f. Pay Request No. 6 to LaTour Construction– Bridge Street Utility Improvement
- g. Acknowledge the Minnesota Waterfowl Association Cedar Creek Chapter Lawful Gambling Exempt Permit- Located at the American Legion
- h. Payment of Claims -

6. Petitions, Requests, Applications:

- a. Northland Securities: – George Eilertson from Northland Securities will present awarding the Bond Issuance.
 - 1) “Resolution 2016-22: A resolution awarding the sale of G.O. water Sewer revenue bonds, Series 2016A, in the original aggregate principal amount of \$1,955,000...”
- b. Rum River Terrace: Public Hearing on Vacation of Drainage & Utility Easements

7. Ordinances & Resolutions:

- a. Ordinance 219, Second Series: Amending the Rum River Terrace PUD for Certain Parcels – 2nd Reading
- b. Resolution 2016-23: approving an Easement Vacation Related to the Rum River Terrace PUD Amendment & Minor Subdivision.

8. Reports:

- a. **Engineer:** Pederson Drive Improvements: King's County Market has requested an additional turn lane be put in with the project. The additional turn lane will cost approximately \$7,500 and King's County Market has agreed to pay half. If the agrees on the installation of the turn lane, adopt the recommended motion.

b. **Attorney:**

c. **Staff:**

Community Development: Business Subsidy Policy and IF Policy – presented By Community Development Director Kate Thunstrom. The policies were adopted by The EDA on May 16th, 2016. Motion to adopt Business Subsidy Policy and TIF Policy.

Planning Assistance Grant:

- 1) Authorize submission of the grant
- 2) Acceptance of the grant as awarded by Met Council
- 3) Authorize Staff to complete grant submission and necessary agreements.

Fire: Heart Safe Community: Chief Kohout will present the Heart Safe Community proposal along with Bryan Platz from Coon Rapids.

Motion to declare a Heart Safe Community.

Public Works: Capital Equipment Replacement – 2002 Chevy 1500

Motion to approve the purchase of a 2016 Dodge 2500 from Dodge Burnsville In the amount of **\$33,142**. The City has budgeted in the Equipment Fund **\$40,000**.

Liquor Store:

Police: Officer Eligibility List – Motion to allow SFPD to establish a new Eligibility list.

City Administrator: Consider canceling the July 5th Council Meeting. If the Council would like to cancel the Meeting, direct Staff to prepare a Resolution to Cancel the Meeting.

11. **Old Business:**

12. **New Business:**

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

CITY COUNCIL MINUTES

May 16, 2016

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

2. **Roll Call:** Present were Mayor Steve Kane Tim Brown, Council members Richard Orpen, Rich Skordahl, Chris McClish, and Tim Brown. Also present were City Engineer Jared Voge (Bolton & Menk, Inc.), Nate Sparks planner for Northwest Associated Consultants, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Fire Chief Matt Kohout, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, City Finance Director Darcy Mulvihill, Building Official Andy Schreder, Community Development Director Kate Thunstrom, City Administrator Joe Kohlmann, and City Clerk Barb Held.

3. **Adopt Agenda:** MOTION BY BROWN SECOND McCLISH TO ADOPT THE MAY 16, 2016 CITY COUNCIL AGENDA. Motion carried 5-0.

4. **Consent Agenda:** MOTION BY SKORDAHL SECOND ORPEN TO APPROVE THE MAY 16, 2016, CITY COUNCIL CONSENT AGENDA A-G AS FOLLOWS:

- a. City Council Minutes – May 2, 2016
- b. URRWMO Minutes – March 8, 2016 and Unapproved Minutes – May 3, 2016
- c. Pay Request No. 10 for \$1,668,317.00 to Gridor Construction, Inc. for the Wastewater Treatment Facility Improvements
- d. Pay Request No. 5 for \$75,282.04 to LaTour Construction for the Bridge Street Utility Improvement
- e. St. Francis Chamber of Commerce Parade Permit for Pioneer Days – June 4 @ 1:00 pm
- f. St. Francis Lions Party Permit for June 3 at the St. Francis Hardware Store
- g. Payment of Claims \$2,088,748.60 (ACH 150E-152E \$121,317.02 and Check #70660-70752 \$1,967,431.58)

5. **Meeting Open to the Public:** None

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

a. **Abdo, Eick & Meyers: 2015 Financial Statement & Audit:** Justin Nilson of Abdo, Eick and Meyers gave a power point presentation on the 2015 Financial Statement and Audit. Thanked Finance Director Darcy Mulvihill for all her help with the audit. Thanked the council for allowing them be the auditors for the city. MOTION BY BROWN SECOND McCLISH TO ACCEPT THE 2015 FINANCIAL STATEMENT AND AUDIT. Motion carried 5-0.

b. **Rum River Terrace: PUD Amendment & Minor Subdivision:** Nate Sparks of NAC provided a memorandum and supporting documents on this request. NP Properties and Pentagon Holdings have made an application for a Planned Unit Development Amendment 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 20th meeting and recommended approval of the request.

1) **Resolution 2016-17:** MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2016-17 A RESOLUTION APPROVING A MINOR SUBDIVISION AND ADOPTING FINDINGS OF FACT FOR A PLANNED UNIT DEVELOPMENT AMENDMENT FOR RUM RIVER TERRACE. Motion carried 5-0.

2) **Ordinance 219, Second Series – First Reading:** MOTION BY ORPEN SECOND McCLISH APPROVING THE FIRST READING OF ORDINANCE 219, SECOND SERIES AMENDING THE RUM RIVER TERRACE PLANNED UNIT DEVELOPMENT FOR CERTAIN PARCELS. Developer wants to change the twin homes from attached to detached homes. Roll Call: Ayes: Brown, McClish, Skordahl, Orpen and Kane. Motion carried 5-0.

3) **Development Agreement:** MOTION BY BROWN SECOND ORPEN TO APPROVE THE DEVELOPMENT CONTRACT PLANNED UNIT DEVELOPMENT AGREEMENT WITH NP PROPERTIES, LLC. Motion carried 5-0.

7. **Ordinances & Resolution:**

a. **Resolution 2016-18: Amending the SFFD Relief Association Retirement Plan:**

This resolution would increase from \$2,100 to \$2,900 for each year of service. MOTION BY ORPEN SECOND McCLISH TO ADOPT RESOLUTION 2016-18 A RESOLUTION AMENDING THE ST. FRANCIS FIRE DEPARTMENT RELIEF ASSOCIATION RETIREMENT PLAN. Motion carried 5-0.

b. **Resolution 2016-19: Approving the SFFD Relief Association Bylaws to Include PERA:** MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2016-19 A RESOLUTION APPROVING THE ST. FRANCIS FIRE DEPARTMENT RELIEF ASSOCIATION BYLAWS TO INCLUDE PERA. Motion carried 5-0.

c. **Resolution 2016-20: Approving SFFD Relief Association Article III Vesting:** By changing to PERA, vesting would change from ten years to five. MOTION SKORDAHL SECOND ORPEN Motion carried 5-0.

d. **Resolution 2016-21: Approving SFFD Relief Association Contribution:** The bylaws will be amended to include the contribution plan of \$500 per year per fire fighter in good standing. Brown asked does this start in 2017. Kohlmann yes we could implement that for 2017. MOTION BY McCLISH SECOND SKORDAHL TO ADOPT RESOLUTION 2016-21 A RESOLUTION APPROVING THE ST. FRANCIS FIRE DEPARTMENT RELIEF ASSOCIATION CONTRIBUTION PLAN. Motion carried 4-1. Kane voting nay.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Economic Development: St. Francis Economic Development Plan Presentation:

Community Development Director Kate Thunstrom gave a summary of the 2016 Economic Development Plan completed by Northwest Associated Consultants (NAC). This plan helps provide consistency on what people receive in regards to the development opportunities within

the City. Skordahl said good job on the report. All our plans need to come together. We need to now start focusing on where we want to go and guide us to get to where we need to go. McClish said the EDA also supports this plan. Brown said good job. Orpen asked if we could put this on the front page at least for a while on the City's website. There is a lot of good information in this report. Kane said he also wants to thank Mr. Sparks. A lot of hours were put into developing the plan.

Fire:

Public Works: Public Works/Police Records Clerk Position and Job Description:

Public Works Director Paul Teicher stated the Public Works/Police Records Clerk Position has been open since the end of March due to an employee resignation. Since the implementation of this created position in the spring of 2015 the job description has been amended to have more focus on the public works tasks while still being able to fill the needs of the police department. Orpen asked would this position still have to have all the credentials being they are working same area. Teicher said yes. MOTION BY BROWN SECOND ORPEN APPROVING McCLISH THE JOB DESCRIPTION AS PRESENTED. Motion carried 5-0. MOTION BY McCLISH SECOND BROWN DECLARING A PUBLIC WORK/POLICE RECORDS CLERK POSITION VACANCY AND AUTHORIZE STAFF TO FILL THE POSITION. Brown said I just want it known this position is in the budget and not a new position. Motion carried 5-0.

Liquor Store:

Police:

City Administrator:

9. **Report from Councilmembers:** Orpen this weekend enjoy yourself at Pioneer Days a lot of things going on. A couple meetings ago I brought up the need for a pedestrian ramp. It was installed and I appreciate staffs work on this and looks fantastic. Skordahl said get out and enjoy Pioneer Days. McClish stated there are openings on the EDA and Planning Commissions. A great opportunity to get involved.

10. **Report from Mayor:** There is still a need for volunteers during Pioneer Days, please call the Chamber. Volunteer want you can, the Chamber does a great job.

11. **Old Business:** Orpen asked if there was an update on high school interest in serving on the planning commission.

McClish stated being the building inspector was here could he ask for an update on building activity.

12. **New Business:** None.

13. **Adjournment:** Mayor Kane adjourned the regular city council meeting at 6:38 pm.

AGENDA REPORT
June 6, 2016 CITY COUNCIL MEETING

TO: City Council
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Adopt 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.

ACTION TO BE TAKEN

Adopt the Economic Development Plan as received by Northwest Associated Consultants as presented May 16, 2016.

BUDGET IMPLICATION

No budget implications

Attachments:

1. -



PARADE / BIKE-SNOWMOBILE RIDE / TRIATHLON PERMIT / 5K

APPLICATION

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

Name of Organization St. Francis Community Drug Awareness (SFLDA)

Contact Person Lindy O'p Date of Event 9/24/16

Address P.O. Box 256 St. Francis MN 55070
(Street) (City) (State & Zip)

Phone (763) 493-1224 Email address info@drugserasedreams.org

Number of Estimated Participants 125 Starting/Ending Time of Event 8:00 am Registration

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

9:00 am Start
11:00 am Finish

Same as 2015 - see attached. Start and end @

St. Francis Middle School Parking lot

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

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

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

1068 (+)



🕒 1:01:04

🕒 17'57"

🏔️ 116ft

🔥 255 cal

Way to run it. How did you feel?



AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Chief Jake Rehling
SUBJECT: Police Officer Appointment
DATE: 06/06/16

INTRODUCTION

At the May 2, 2016 City Council meeting, the police department was given the authorization to fill our open officer position from of our hiring list. The background investigation, as well as the chief interview was conducted resulting with a top candidate Christopher Bulera. Mr. Bulera also successfully completed the medical and psychological exams.

BACKGROUND

The open officer position was created due to the recent police chief retirement and an internal promotion within the department.

RECOMMENDATION

The Police Department recommends the City Council make a motion to hire Mr. Christopher Bulera as a full time police officer starting at Step 1 on the police officer pay scale.

BUDGET IMPACT

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

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. None

AGENDA REPORT

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Approval of Amended Isanti County Election Equipment Plan
DATE: June 6, 2016

INTRODUCTION

Isanti County recently amended its Election Equipment Plan that was originally adopted in 2005. A copy of the revised plan with the changes is attached.

BACKGROUND

Back in 2007 when the City purchased the 183 acres in Athens Township, Isanti County the City had to create another precinct for elections. Precinct 3 is for property that is located in Isanti County but within the City of St. Francis city limits. However there were no homes on the property so the handling of elections with Isanti County was quite simple. With the recent annexation of the Herbst property off Hummingbird Street, also in Athens Township, we now have eligible voters and our procedures with the Isanti County Election Department will change. Isanti County plans to use new equipment to count absentee ballots in 2016. Minnesota statutes requires municipalities to approve the use of an electronic voting system.

RECOMMENDATION

A motion would be in order to approve the amended Isanti County election Equipment Plan for the new equipment to be used for processing absentee ballots.

BUDGET IMPACT

There is no budget impact with this recommendation at this time. There may be a time in the future the City may need to purchase/rent a piece of equipment for this precinct. The City has been placing money aside in the Capital Improvement Plan for a number of years, knowing that our voting equipment would need to be replaced and or upgraded.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. Letter from Isanti County
2. Certification of Approval of Isanti County Election Equipment Plan



ISANTI COUNTY AUDITOR-TREASURER

Chad Struss, Auditor-Treasurer

555 18th Avenue SW

Cambridge, MN 55008

Phone: (763) 689-1644

Fax: (763) 689-8210

TO: City, Township, and School District Clerks

FROM: Chad Struss, Isanti County Auditor-Treasurer

DATE: May 18, 2016

RE: Request Approval of Amended Isanti County Election Equipment Plan

Isanti County has recently amended its Election Equipment Plan. The Isanti County Election Equipment Plan was originally adopted in 2005 as part of the implementation of the Help America Vote Act of 2002 and administration of related grant funds.

A copy of the revised plan with the changes highlighted is enclosed. The plan was amended to allow for the use of newer models of ballot counting equipment. Isanti County plans to use new equipment to count absentee ballots in 2016; the ballot counting equipment used in the actual polling places will not change for this year.

Minnesota statutes require municipalities, including school districts, to approve the use of an electronic voting system as follows [emphasis added]:

Minnesota Statutes §206.58 AUTHORIZATION FOR USE

Subd. 3. Counties.

The governing body of a county may provide for the use of an electronic voting system in one or more precincts of the county at all elections. *The governing body of the municipality shall give approval before an electronic voting system may be adopted or used in the municipality under the authority of this section.* No system may be adopted or used unless it has been approved by the secretary of state pursuant to section 206.57.

The approval of the amended Isanti County Election Equipment Plan will serve as your entity's approval of the new equipment to be used for processing absentee ballots. Please have your governing body approve the amended plan, complete the enclosed Certification of Approval of Isanti County Election Equipment Plan form, and return it by **July 1, 2016** to the Isanti County Auditor-Treasurer, 555 18th Avenue SW, Cambridge, MN 55008.

If you have any questions or concerns, please contact me at 763-689-1644. Thank you for your cooperation on this matter.

Enclosures:

Certification of Approval of Isanti County Election Equipment Plan

Isanti County Election Equipment Plan



ISANTI COUNTY AUDITOR-TREASURER
Chad Struss, Auditor-Treasurer
555 18th Avenue SW
Cambridge, MN 55008
Phone: (763) 689-1644
Fax: (763) 689-8210

**CERTIFICATION OF APPROVAL OF
ISANTI COUNTY ELECTION EQUIPMENT PLAN**

I, the undersigned, hereby certify the governing body of _____ has
(Entity)

approved the amended Isanti County Election Equipment Plan as adopted by the Isanti County

Board of Commissioners on May 18, 2016.

Name

Date

Title

Please return this completed certification by July 1, 2016 to:

Isanti County Auditor-Treasurer
555 18th Avenue SW
Cambridge, MN 55008

ISANTI COUNTY ELECTION EQUIPMENT PLAN

1. Basis of Plan

The Help America Vote Act of 2002 and Minnesota Statutes 2005, SS 206.57, provides that in federal and state elections held after December 31, 2005, and in county, municipal, and school district elections held after December 31, 2007, the voting method used in each polling place must include a voting system that is accessible for individuals with disabilities in a manner that provides the same opportunity for access and participation, including privacy and independence, as for other voters.

Laws 2005, chapter 162, section 34, subdivision 1.

Therefore, \$29,000,000 has been appropriated from the Help America Vote Act account for the Secretary of State to make grants to counties to purchase electronic voting systems equipped for individuals with disabilities and for certain related operating expenses.

The Secretary of State shall allocate this amount to each county in proportion to the number of precincts used by the county in the state general election of 2004. Consequently, there is approximately \$7,059.40 in federal funds for each precinct in the State to purchase the required voting equipment. Combined precincts are able to pool this money together. Because these are federal funds, record keeping and audit requirements apply.

The priority for use of these funds is:

- First, for assistive voting systems,
- Second, for 'operating costs' up to \$600 per precinct,
- Any remaining funds are available for purchase of optical scan precinct or central count tabulating machines.

Laws 2005, chapter 162, section 34, subdivision 2.

In addition, \$6,000,000 was appropriated from the Help America Vote Act account to the Secretary of State for grants to counties to purchase optical scan voting equipment. Counties are eligible for grants to the extent that they decide to purchase ballot marking machines and as a result do not have sufficient Help America Vote Act grant money remaining to also purchase a compatible precinct-based optical scan machine or central-count machine. These grants must be allocated to counties at a rate of \$3,000 per eligible precinct until the appropriation is exhausted, with priority in the payment of grants to be given to counties currently using hand- and central-count voting systems and counties using precinct-count optical scan voting systems incompatible with assistive voting systems or ballot marking machines.

2. Application

To receive a grant under subdivision 1 or 2, a county must apply to the Secretary of State on forms prescribed by the Secretary of State that set forth how the grant money will be spent, which must be in accordance with this plan adopted under Laws 2005, Chapter 162, (See paragraph below). A county may submit more than one grant application, so long as the appropriation remains available and the total amount granted to the county does not exceed the county's allocation. Laws 2005, chapter 162, section 34, subdivision 3.

3. Law Governing Plan

The law under which the plan is proposed is Laws 2005, chapter 162, section 35:

Sec. 35 [LOCAL EQUIPMENT PLANS.]

- (a) The county auditor shall convene a working group of all city, town, and school district election officials in each county to create a local equipment plan. The working group must continue to meet until the plan is completed, which must be no later than September 15, 2005, or 45 days after state certification of assistive voting systems, whichever is later.

The plan must:

- (1) contain procedures to implement voting systems as defined in Minnesota Statutes, section 206.80, in each polling location;
 - (2) define who is responsible for any capital or operating costs related to election equipment not covered by federal money from the Help America Vote Act account; and
 - (3) outline how the federal money from the Help America Vote Act account will be spent.
- (b) A county plan must provide funding to purchase either precinct-based optical scan voting equipment or assistive voting machines that combine voting methods used for persons with disabilities with precinct-based optical scan voting machines for any precinct whose city or town requests it, if the requesting city or town agrees with the county on who will be responsible for operating and replacement costs related to the use of the precinct-based equipment.
- (c) The plan must be submitted to the Secretary of State for review and comment.
- (d) The county board of commissioners must adopt the local equipment plan after a public hearing. Money from the Help America Vote Act account may not be expended until the plan is adopted. The county auditor shall file the adopted local equipment plan with the Secretary of State.

4. Working Group Information – See Spreadsheet

5. County Allocation

The allocation to Isanti County for the purchase of assisted voting equipment totals \$120,009.74. All precincts in the county presently have precinct count voting machines that are compatible with ballot marking machines. State law requires that before any funds are spent, the County, working with its cities and townships, must create and adopt a local election equipment plan.

6. Plan Approval

The local plan must contain at a minimum, the items required by law:

The local election equipment plan that is presented below has been created through the efforts of the county, city, township and school election officials as required by law. (listed in table II) The plan has been adopted by the County Board of Commissioners after holding a public hearing. All interested parties were given an opportunity to address the Board related to the plan.

The local election plan presented meets all the requirements of Minnesota law and addresses the equipment needs throughout the county in an efficient and effective manner.

7. Local Equipment Plan for using Assisted Voting Technology in Isanti County precincts.

Isanti County will acquire (AutoMark) equipment for use in all precincts. The equipment will be used in all federal and state elections beginning in 2006. In addition to federal and state elections, beginning in 2008 the equipment will be used in local and school elections.

I. Indicate the procedures to implement assisted voting technology equipment for use by disabled voters in each polling location.

A) Isanti County has met with representatives of all municipalities to prepare the equipment plan

1. The County will be responsible for the following:

- Purchasing the assisted voting equipment using the grant money
- Outreach
- Train at least 2 election judges from each municipality
- Storing machines
- Testing, unless stored by the municipality
- Program cards

2. The Municipalities will be responsible for the following:

- Outreach
- Transporting equipment
- Attending trainings
- Paying maintenance agreement when grant money is used up

B) Purchase of Assisted Voting Technology Equipment

1. The County, after consultation with its municipal clerks, shall provide for the purchase of one assisted voting technology machine for use by disabled voters for every polling place to be used in the 2006 primary and general election. Federal funds provided to the County will be used to pay the initial purchase cost for this equipment. A total of 19 machines will need to be purchased allowing one for each precinct, an additional one for absentee voting at the Auditors Office and a backup machine.
2. If the federal funds are insufficient to cover the entire cost of the purchase, the County agrees to pay 50% of the additional cost, and the municipality will pay the remaining 50% of the cost for each machine to be deployed in their polling location.

3. If Federal funding is sufficient, the County will utilize remaining Assisted Voting Technology funds to fund operating costs for the machines, as permitted by Federal law.
4. Backup units. A backup unit will be purchased and stored at the County.

C) Storage of Assisted Voting Technology Equipment.

1. The County agrees to store all assisted voting equipment on behalf of the local municipalities. Each municipality will be held responsible to pick up and return machines for each election
2. The County will store all machines at no charge to the municipalities. Municipalities may choose to store machines if they have climate controlled area for storage.

D) Programming of Assisted Voting Technology Equipment

1. The municipalities are responsible for the costs when used for school or local elections.
2. The County agrees to do the programming for state primary and general elections and the county auditor will prorate costs according to formula for dividing costs.

E) Other Maintenance and Operating Costs Related to Assisted Voting Technology Equipment will be paid for by the county and billed to each municipality.

II. Define who is responsible for any capital or operating costs related to election equipment not covered by federal money from the Help America Vote Act account.

A) Items to consider are as follows:

- | | |
|--|--|
| 1. Backup units | County |
| 2. Consumables - printer cartridges | County |
| 3. Programming | County with costs divided |
| 4. Storage - not cold storage | County or municipality at their option |
| 5. Transportation | Municipality |
| 6. Training | County |
| 7. Maintenance after warranty period and repairs | Municipality |
| 8. Insurance | County |
| 9. Outreach | County and Municipality |

B) The County will be responsible for the following maintenance and operation costs:

- Paper and Printer cartridges
- Back up machine
- Programming
- Storage
- Training
- Insurance
- Outreach

C) The Municipalities will be responsible for the following maintenance and operational costs:

- Maintenance agreements after grant money is exhausted
- Transport Machines
- Outreach

D) Isanti County intends to utilize the following vote counting systems in all precincts: ES&S M100 **or DS200 or replacement models as may be certified by the Secretary of State in the future.**

E) Assisted voting equipment (Automark) will be purchased for each of the 17 precincts within Isanti County. (\$5955 per unit)

F) Backup units (\$5500-\$5600 per unit): one machine available for absentee voting plus one backup unit. (Automark)

G) Municipalities will be responsible for maintenance costs after funds are exhausted. School districts will be responsible for maintenance costs when holding off year elections.

H) Purchase or Replacement of Vote Counting Equipment with Federal Funds.

a. As required by Minnesota statute, each precinct is currently using a precinct count voting machine. Replacement or additional machines in the case of splitting/adding precincts, the county will split the cost 50/50 with the municipality.

b. Each precinct in Isanti County will use the ES&S M100 **or DS200 or replacement models as may be certified by the Secretary of State in the future** and assisted voting machines (AutoMark).

III. Audit Records

As part of this Plan, all jurisdictions agree to be responsible under Federal and Minnesota law to maintain and provide financial records of expenditures at a level of detail sufficient to meet Federal audit requirements for expenditures made using funds originating with the Federal government under the Help America Vote Act. That level of detail is explained at:

<http://www.finance.state.mn.us/agencyapps/maps/opsman/chap04.html>

IV. Agreements

An election equipment resolution was send out to all election officials throughout Isanti County. Signed resolutions have been received back from Isanti Township, City of Cambridge, Bradford Township, Maple Ridge Township, Wyanett Township, Dalbo Township, Cambridge Township, Spencer Brook Township, Springvale Township, City of Braham, and Oxford Township. There are no shared costs where federal funds are to be used.

Any HAVA funds that are not expended or are uncommitted for any reason are reserved and will be used for HAVA compliant purposes at the discretion of the County Board.

Revised: May 18, 2016



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

June 1, 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. 6 for the above referenced project. The estimate includes all work completed through May 27, 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.....	\$ 792,517.76
TOTAL, STORED MATERIALS TO DATE.....	\$ 20,507.95
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....	\$ 20,507.95
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$ 792,517.76
RETAINED PERCENTAGE (5%).....	\$ 39,625.89
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$ -
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$ 752,891.87
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$ 458,269.20
PAY CONTRACTOR AS ESTIMATE NO. 6	\$ 294,622.67

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 Joy Hall PROJECT MANAGER 6/1/16
 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 Jared Voge City Engineer 6/01/2016
 Jared Voge, P.E. Title Date

APPROVED FOR PAYMENT:
 Owner: ST. FRANCIS, MINNESOTA

By _____ City Administrator _____
 Joe Kohlmann Title Date

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

WORK COMPLETED THROUGH MAY 27, 2016

ITEM NO.	DESCRIPTION	UNIT PRICE	CONTRACT		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			BID QUANTITY	BID AMOUNT	QUANT	AMOUNT	QUANT	AMOUNT
				1 \$ 172,000.00	0.75 \$ 129,000.00	0.90 \$ 154,800.00		
				1 \$ 16,000.00	0.45 \$ 7,200.00	0.45 \$ 7,200.00		
1	MOBILIZATION	LUMP SUM \$ 172,000.00						
2	CLEARING AND GRUBBING	LUMP SUM \$ 16,000.00						
3	REMOVE CONCRETE CURB & GUTTER	LIN FT \$ 4.00	580	\$ 2,320.00	\$ -	\$ -		
4	REMOVE BITUMINOUS PAVEMENT	SQ YD \$ 3.25	4001	\$ 13,003.25	2202	\$ 7,156.50	2672	\$ 8,684.00
5	REMOVE CONCRETE PAVEMENT	SQ YD \$ 6.40	200	\$ 1,280.00	34	\$ 217.60	67	\$ 428.80
6	REMOVE SANITARY SEWER PIPE	LIN FT \$ 4.50	2025	\$ 9,112.50	23	\$ 103.50	1446	\$ 6,507.00
7	REMOVE SANITARY SEWER STRUCTURE	EACH \$ 420.00	13	\$ 5,460.00	\$ -	\$ -	\$ -	
8	ABANDON SANITARY SEWER PIPE	LIN FT \$ 3.45	706	\$ 2,435.70	\$ -	\$ -	\$ -	
9	REMOVE LIFT STATION	LUMP SUM \$ 8,600.00	1	\$ 8,600.00	\$ -	\$ -	\$ -	
10	COMMON EXCAVATION (P) (EV)	CU YD \$ 9.75	2675	\$ 26,081.25	\$ -	\$ -	1531	\$ 14,927.25
11	SELECT GRANULAR BORROW	CU YD \$ 16.45	1735	\$ 28,540.75	\$ -	\$ -	535	\$ 8,800.75
12	AGGREGATE SURFACING CLASS 5	TON \$ 20.00	50	\$ 1,000.00	\$ -	\$ -	\$ -	
13	AGGREGATE BASE CLASS 5 (CV)	CU YD \$ 29.65	875	\$ 25,943.75	11	\$ 326.15	409	\$ 12,126.85
14	TYPE SP 12.5 WEARING COURSE (3,C) (SPWEB340C) (2360)	TON \$ 97.15	645	\$ 62,661.75	25	\$ 2,428.75	392	\$ 38,082.80
15	TYPE SP 12.5 NON-WEARING COURSE (3,B) (SPNWB330B) (2360)	TON \$ 86.35	670	\$ 57,854.50	\$ -	\$ -	392	\$ 33,849.20
16	8" X 6" PVC SDR 26 WYE	EACH \$ 725.00	7	\$ 5,075.00	\$ -	\$ -	\$ -	
17	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH \$ 140.00	7	\$ 980.00	\$ -	\$ -	\$ -	
18	AIR RELIEF MANHOLE	EACH \$ 3,830.00	4	\$ 15,320.00	1	\$ 3,830.00	4	\$ 15,320.00
19	AIR RELIEF VALVE ASSEMBLY	EACH \$ 2,845.00	4	\$ 11,380.00	4	\$ 11,380.00	4	\$ 11,380.00
20	CONNECT TO EXISTING FORCEMAIN	EACH \$ 1,630.00	4	\$ 6,520.00	4	\$ 6,520.00	4	\$ 6,520.00
21	20" STEEL CASING PIPE (JACKED)	LIN FT \$ 754.00	38	\$ 28,652.00	42	\$ 31,668.00	42	\$ 31,668.00
22	30" STEEL CASING PIPE (JACKED)	LIN FT \$ 709.00	65	\$ 46,085.00	\$ -	\$ -	\$ -	
23	8" PVC SANITARY SEWER PIPE SDR 35	LIN FT \$ 42.60	784	\$ 33,398.40	\$ -	\$ -	\$ -	
24	12" PVC SANITARY SEWER PIPE SDR 26	LIN FT \$ 57.00	29	\$ 1,653.00	\$ -	\$ -	\$ -	
25	18" PVC SANITARY SEWER PIPE SDR 26	LIN FT \$ 82.65	2303	\$ 190,342.95	\$ -	\$ -	1446	\$ 119,511.90
26	10" ID FORCEMAIN TRENCHLESS INSTALLATION	LIN FT \$ 65.00	2512	\$ 163,280.00	2340	\$ 152,100.00	2340	\$ 152,100.00
27	10" ID HDPE DR 11 FORCEMAIN TRENCHLESS INSTALLATION	LIN FT \$ 79.00	700	\$ 55,300.00	577	\$ 45,583.00	577	\$ 45,583.00
28	6" PVC SANITARY SEWER PIPE SDR 26	LIN FT \$ 29.75	110	\$ 3,272.50	\$ -	\$ -	\$ -	
29	CASTING ASSEMBLY (SANITARY)	EACH \$ 761.00	11	\$ 8,371.00	\$ -	\$ -	6	\$ 4,566.00
30	CONNECT TO EXISTING WATERMAIN	EACH \$ 1,300.00	1	\$ 1,300.00	\$ -	\$ -	\$ -	
31	6" GATE VALVE & BOX	EACH \$ 1,525.00	2	\$ 3,050.00	1	\$ 1,525.00	1	\$ 1,525.00
32	8" GATE VALVE & BOX	EACH \$ 2,020.00	1	\$ 2,020.00	\$ -	\$ -	\$ -	
33	10" GATE VALVE & BOX	EACH \$ 2,700.00	1	\$ 2,700.00	1	\$ 2,700.00	1	\$ 2,700.00
34	HYDRANT	EACH \$ 3,950.00	1	\$ 3,950.00	\$ -	\$ -	\$ -	
35	6" PVC C-900 DR 18 WATERMAIN	LIN FT \$ 37.00	5	\$ 185.00	\$ -	\$ -	\$ -	
36	8" PVC C-900 DR 18 WATERMAIN	LIN FT \$ 24.50	240	\$ 5,880.00	\$ -	\$ -	\$ -	
37	CONNECT TO EXISTING SANITARY SEWER	EACH \$ 2,700.00	5	\$ 13,500.00	1	\$ 2,700.00	2	\$ 5,400.00
38	CONSTRUCT SANITARY MANHOLE, DES. 4007	LIN FT \$ 178.00	154	\$ 27,412.00	\$ -	\$ -	87.01	\$ 15,487.78
39	SANITARY SEWER BYPASS	LUMP SUM \$ 13,900.00	1	\$ 13,900.00	\$ -	\$ -	\$ -	
40	PIPE FITTINGS	POUND \$ 7.25	367	\$ 2,660.75	848	\$ 6,148.00	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	SQ FT	\$ 7.00	755	\$ 5,285.00	\$ -	-	300	\$ 2,100.00
42	B&B CONCRETE CURB & GUTTER	LIN FT	\$ 24.55	580	\$ 14,239.00	\$ -	-	\$ -	-
43	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$ 72.25	165	\$ 11,921.25	\$ -	-	\$ -	-
44	TRAFFIC CONTROL	LUMP SUM	\$ 11,700.00	1	\$ 11,700.00	0.55	\$ 6,435.00	0.75	\$ 8,775.00
45	SILT FENCE, TYPE MACHINE SLICED	LIN FT	\$ 1.95	2630	\$ 5,128.50	156	\$ 304.20	196	\$ 382.20
46	STORM DRAIN INLET PROTECTION	EACH	\$ 100.00	13	\$ 1,300.00	6.0	\$ 600.00	6	\$ 600.00
47	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT	\$ 4.50	850	\$ 3,825.00	595	\$ 2,677.50	852	\$ 3,834.00
48	STABILIZED CONSTRUCTION ENTRANCE	LUMP SUM	\$ 850.00	1	\$ 850.00	1	\$ 850.00	1	\$ 850.00
49	EROSION CONTROL BLANKET CATEGORY 3, SEED MIX 25-131, FERTILIZER TYPE 3 (22-5-10)	SQ YD	\$ 2.65	760	\$ 2,014.00	\$ -	-	552	\$ 1,462.80
50	HYDRAULIC MATRIX TYPE BONDED FIBER, SEED MIX 25-131, FERTILIZER TYPE 3 (22-5-10)	SQ YD	\$ 1.05	8180	\$ 8,589.00	\$ -	-	6,800	\$ 7,140.00
51	4" SOLID LINE WHITE - EPOXY	LIN FT	\$ 0.70	2175	\$ 1,522.50	\$ -	-	1,120	\$ 784.00
52	4" SOLID DOUBLE LINE YELLOW - EPOXY	LIN FT	\$ 1.40	2540	\$ 3,556.00	\$ -	-	1670	\$ 2,338.00
53	FLOW METER REPLACEMENT	EACH	\$ 27,600.00	2	\$ 55,200.00	\$ -	-	\$ -	-
				SUBTOTAL = \$ 1,203,611.30		\$ 421,453.20		\$ 731,582.33	
CHANGE ORDER NO. 1									
1	RIVERS EDGE LIFT STATION CONNECTION/RUM RIVER FORCEMAIN CROSSING	LUMP SUM	\$ 60,935.43	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		\$ 482,388.63		\$ 792,517.76	

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
 - conducts lawful gambling on five or fewer days, and
 - awards less than \$50,000 in prizes during a calendar year.
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)

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

ORGANIZATION INFORMATION

Organization name *Minnesota Waterfowl Assoc. Cedar Creek Chapter* Previous gambling permit number *36658-15-007*
 Minnesota tax ID number, if any Federal employer ID number (FEIN), if any *01-0907758*

Type of nonprofit organization. Check one.

Fraternal Religious Veterans Other nonprofit organization

Mailing address *P.O. Box 164* City *ST. FRANCIS* State *MN* Zip code *55070* County *ANOKA*

Name of chief executive officer [CEO] *William Jansen* Daytime phone number *763-753-3873* E-mail address *Jansen.RumRoost@gmail.com*

NONPROFIT STATUS

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

- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803
- IRS income tax exemption [501(c)] letter in your organization's name.**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**
 If your organization falls under a parent organization, attach copies of **both** of the following:
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
American Legion

Address [do not use PO box] *3073 Bridge St NW* City or township *ST. FRANCIS* Zip code *55070* County *ANOKA*

Date[s] of activity. For raffles, indicate the date of the drawing.
September 22, 2016

Check each type of gambling activity that your organization will conduct.
 Bingo* Raffle Paddlewheels* Pull-tabs* Tipboards*

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

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

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

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

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

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

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

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

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

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature *William A. Jensen* Date 6-2-16

Print name William A. Jensen

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

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

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

Financial report and recordkeeping required

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

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

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



PAYMENT BATCH AP 06-06-16

ABDO, EICK & MEYERS, LLP

05/31/2016	367689	E 101-41540-301	Auditing and Acct g Services	Annual audit services	4,680.00
05/31/2016	367689	E 601-49440-301	Auditing and Acct g Services	Annual audit services	780.00
05/31/2016	367689	E 602-49490-301	Auditing and Acct g Services	Annual audit services	780.00
05/31/2016	367689	E 609-49750-301	Auditing and Acct g Services	Annual audit services	1,560.00
					\$7,800.00

ACE SOLID WASTE, INC.

06/01/2016	1838578	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	87.75
06/01/2016	1838578	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	36.38
06/01/2016	1838578	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	47.14
06/01/2016	1838578	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	21.93
06/01/2016	1838578	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	44.42
06/01/2016	1838578	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	47.14
06/01/2016	1838578	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	21.94
06/01/2016	1838578	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	21.94
06/01/2016	1838578	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	67.35
06/01/2016	1838578	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	67.34
06/01/2016	1838578	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	21.94
06/01/2016	1838578	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	144.67
					\$629.94

ALEX AIR APPARATUS INC.

05/16/2016	29818	E 101-42210-218	Equipment Repair & Maintenance	HYDROLIC FLUID	75.68
					\$75.68

ALWAYS BRIGHT LIGHTS LTD

05/26/2016	539	E 101-45200-319	Events	INSTALLED BANNERS	250.00
					\$250.00

ASPEN MILLS

05/18/2016	181460	E 101-42110-437	Uniform Allowance	LOGAN UNIFORM	141.54
					\$141.54

ASSURANT EMPLOYEE BENEFITS

05/20/2016	.0616	E 101-41400-130	Employer Paid Insurance	JUNE 2016	240.40
05/20/2016	.0616	E 101-41500-130	Employer Paid Insurance	JUNE 2016	72.31
05/20/2016	.0616	E 101-41910-130	Employer Paid Insurance	JUNE 2016	66.99
05/20/2016	.0616	E 101-42110-130	Employer Paid Insurance	JUNE 2016	532.27
05/20/2016	.0616	E 101-42400-130	Employer Paid Insurance	JUNE 2016	110.00
05/20/2016	.0616	E 101-43100-130	Employer Paid Insurance	JUNE 2016	150.89
05/20/2016	.0616	E 101-43210-130	Employer Paid Insurance	JUNE 2016	33.54
05/20/2016	.0616	E 101-45200-130	Employer Paid Insurance	JUNE 2016	150.89
05/20/2016	.0616	E 601-49440-130	Employer Paid Insurance	JUNE 2016	56.02
05/20/2016	.0616	E 602-49490-130	Employer Paid Insurance	JUNE 2016	56.01
05/20/2016	.0616	E 609-49750-130	Employer Paid Insurance	JUNE 2016	119.65
					\$1,588.97

BELLBOY CORPORATION

05/17/2016	53621000	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.30
05/17/2016	53621000	E 609-49751-251	Liquor For Resale	LIQUOR	953.00
05/17/2016	53621100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.40
05/17/2016	53621100	E 609-49751-251	Liquor For Resale	LIQUOR	1,462.00
					\$2,436.70

BERNICK COMPANIES, THE

05/20/2016	126779	E 609-49751-252	Beer For Resale	BEER	348.40
------------	--------	-----------------	-----------------	------	--------

05/20/2016	126779	E 609-49751-255	N/A Products	N/A	35.10
					<u>\$383.50</u>

BICHLER, GEORGE

04/29/2016	.0516	E 101-42210-217	Other Operating Supplies	PULSE/OX FIRE	42.00
					<u>\$42.00</u>

BREAKTHRU BEVERAGE

05/19/2016	1080474155	E 609-49751-206	Freight and Fuel Charges	FREIGHT	34.07
05/19/2016	1080474155	E 609-49751-251	Liquor For Resale	LIQUOR	1,924.91
05/19/2016	1080474155	E 609-49751-253	Wine For Resale	WINE	140.00
05/19/2016	1080474155	E 609-49751-254	Miscellaneous Merchandise	MISC	34.16
					<u>\$2,133.14</u>

BROCK WHITE CO. LLC

05/03/2016	12657156-00	E 410-45203-232	Site Prep for Events	PAVERS	45.50
					<u>\$45.50</u>

CENTERPOINT ENERGY

05/16/2016	.0616	E 101-41940-383	Gas Utilities	CITY HALL #1	17.89
05/16/2016	.0616	E 101-41940-383	Gas Utilities	CITY HALL #2	16.37
05/16/2016	.0616	E 101-41940-383	Gas Utilities	CITY HALL #3	18.91
05/16/2016	.0616	E 101-41940-383	Gas Utilities	CITY HALL #4	19.16
05/16/2016	.0616	E 101-42110-383	Gas Utilities	POLICE/PW	267.51
05/16/2016	.0616	E 101-42210-383	Gas Utilities	FIRE GENERATOR	24.63
05/16/2016	.0616	E 101-42210-383	Gas Utilities	FIRE	183.20
05/16/2016	.0616	E 101-43100-383	Gas Utilities	POLICE/PW	66.88
05/16/2016	.0616	E 101-45200-383	Gas Utilities	POLICE/PW	66.88
05/16/2016	.0616	E 101-45200-383	Gas Utilities	WARMING HOUSE	55.31
05/16/2016	.0616	E 601-49440-383	Gas Utilities	POLICE/PW	66.88
05/16/2016	.0616	E 601-49440-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	13.35
05/16/2016	.0616	E 601-49440-383	Gas Utilities	WATER PLANT	450.62
05/16/2016	.0616	E 602-49490-383	Gas Utilities	POLICE/PW	66.86
05/16/2016	.0616	E 602-49490-383	Gas Utilities	LIFT (23699 AMBASSADOR)	25.03
05/16/2016	.0616	E 602-49490-383	Gas Utilities	WWTP	123.60
05/16/2016	.0616	E 602-49490-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	13.35
05/16/2016	.0616	E 609-49750-383	Gas Utilities	LIQUOR	37.20
					<u>\$1,533.63</u>

CENTURY LINK

05/07/2016	.0516	E 601-49440-321	Telephone	PHONE	62.42
05/07/2016	.0516	E 602-49490-321	Telephone	PHONE	62.41
					<u>\$124.83</u>

CHETS SAFETY SALES, INC.

05/01/2016	S13943	E 101-43100-417	Uniform Clothing & PPE	BOOTS	135.99
05/01/2016	S13943	E 101-43210-417	Uniform Clothing & PPE	BOOTS	263.99
05/01/2016	S13943	E 101-45200-417	Uniform Clothing & PPE	BOOTS	195.99
05/01/2016	S13943	E 601-49440-417	Uniform Clothing & PPE	BOOTS	187.99
05/01/2016	S13943	E 602-49490-417	Uniform Clothing & PPE	BOOTS	134.95
					<u>\$918.91</u>

CITY EMPLOYEES UNION, LOCAL #3

05/18/2016	.0616	G 101-21707	Union Dues	JUNE DUES	197.40
					<u>\$197.40</u>

CONNEXUS ENERGY

05/20/2016	.0616	E 101-41940-381	Electric Utilities	CITY HALL	272.82
05/20/2016	.0616	E 101-41940-381	Electric Utilities	SIGN	87.21
05/20/2016	.0616	E 101-42110-381	Electric Utilities	POLICE/PW	873.85
05/20/2016	.0616	E 101-42110-381	Electric Utilities	SIREN	5.00
05/20/2016	.0616	E 101-42110-381	Electric Utilities	SIREN	5.00
05/20/2016	.0616	E 101-42210-381	Electric Utilities	FIRE	342.37
05/20/2016	.0616	E 101-43100-381	Electric Utilities	POLICE/PW	218.47
05/20/2016	.0616	E 101-43100-386	Street Lighting	STREET LIGHTS	3,431.25
05/20/2016	.0616	E 101-45200-381	Electric Utilities	POLICE/PW	218.47
05/20/2016	.0616	E 101-45200-381	Electric Utilities	PARKS	235.38
05/20/2016	.0616	E 601-49440-380	Electric-System	WATER	3,864.23

05/20/2016	.0616	E 601-49440-381	Electric Utilities	POLICE/PW	218.47
05/20/2016	.0616	E 602-49490-381	Electric Utilities	POLICE/PW	218.47
05/20/2016	.0616	E 602-49490-381	Electric Utilities	LIFT STATIONS	6,813.97
05/20/2016	.0616	E 609-49750-381	Electric Utilities	LIQUOR STORE	953.23
					<u>\$17,758.19</u>

CRYSTAL SPRINGS ICE

05/17/2016	001.B002586	E 609-49751-254	Miscellaneous Merchandise	MISC	78.64
					<u>\$78.64</u>

DAHLHEIMER DIST. CO. INC.

05/18/2016	126660	E 609-49751-252	Beer For Resale	BEER	7,812.90
05/18/2016	126660	E 609-49751-254	Miscellaneous Merchandise	MISC	684.00
					<u>\$8,496.90</u>

DELTA DENTAL

05/15/2016	6500278	G 101-21711	Dental Insurance	JUNE PREMIUM	560.65
					<u>\$560.65</u>

E.H. RENNER

05/16/2016	000149340000	E 602-49490-229	Project Repair & Maintenance	IRRIGATION - 180 ACRES	3,415.74
					<u>\$3,415.74</u>

ECM PUBLISHERS, INC.

05/15/2016	347700	E 609-49750-340	Advertising	LIQUOR STORE AD	212.40
05/20/2016	352624	G 803-22139	Esc-Rum River Terrace	RUM RVR PUBLIC HEARING	86.00
05/22/2016	353089	E 609-49750-340	Advertising	HELP WANTED	109.80
05/22/2016	353090	E 101-41400-352	General Notices and Pub Info	AD ON MAP	295.00
					<u>\$703.20</u>

ELITE SANITATION

05/23/2016	23128	E 101-45200-402	Janitorial Service	PORTABLE TOILET	678.00
					<u>\$678.00</u>

EMBEDDED SYSTEMS

05/16/2016	33960	E 101-42110-311	Contract	SIREN MAINTENANCE	527.16
					<u>\$527.16</u>

EMERGENCY AUTOMOTIVE TECH. INC

05/19/2016	RS4353	E 402-42110-550	C-O-L Motor Vehicles	SQUAD 112	350.00
					<u>\$350.00</u>

F.I.R.E.

05/22/2016	1843	E 101-42210-208	Training and Instruction	TRAINING-RAKOTZ	700.00
					<u>\$700.00</u>

FERGUSON WATERWORKS

05/20/2016	0192329	E 601-49440-259	Water Meters	METER HORNS	1,052.23
					<u>\$1,052.23</u>

G&K SERVICES, INC

05/17/2016	1043479088	E 609-49750-219	Rug Maintenance	RUGS	11.23
05/17/2016	1043479089	E 101-41940-219	Rug Maintenance	RUGS	16.16
05/17/2016	1043479090	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
05/17/2016	1043479090	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
05/24/2016	1043484604	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
05/24/2016	1043484604	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
					<u>\$46.99</u>

GOPHER STATE ONE-CALL

05/31/2016	6050731	E 601-49440-442	Gopher State	MAY TICKETS	94.50
05/31/2016	6050731	E 602-49490-442	Gopher State	MAY TICKETS	94.50
					<u>\$189.00</u>

GRANITE CITY JOBBING CO.

05/17/2016	7999	E 609-49750-210	Operating Supplies	OPERATING SUPPLIES	47.76
05/17/2016	7999	E 609-49751-206	Freight and Fuel Charges	TOBACCO	316.77
05/17/2016	7999	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25

05/17/2016	7999	G 101-20810	Sales Tax Payable	SALES TAX	(0.96)
					\$367.82
GRATITUDE FARMS					
05/31/2016	.0616	E 101-42700-311	Contract	MAY ANIMALS	350.00
					\$350.00
GREEN LIGHTS RECYCLING, INC.					
04/30/2016	16-1347	E 101-43210-439	Recycling Days	RECYCLING DAY	863.88
					\$863.88
HAWKINS, INC.					
05/16/2016	3883700	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	315.50
					\$315.50
HENRYS WATERWORKS, INC.					
05/18/2016	18449	E 601-49440-217	Other Operating Supplies	MARKING PAINT	206.03
05/18/2016	18449	E 602-49490-217	Other Operating Supplies	MARKING PAINT	206.03
					\$412.06
INNOVATIVE OFFICE SOLUTIONS, L					
05/12/2016	1201624	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	52.31
05/25/2016	12155335	E 101-42210-200	Office Supplies	OFFICE SUPPLIES	66.10
					\$118.41
JJ TAYLOR DISTRIBUTING					
05/18/2016	2528027	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/18/2016	2528027	E 609-49751-252	Beer For Resale	BEER	568.60
					\$571.60
JOHNSON BROS WHLSE LIQUOR					
03/04/2016	566296	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)
03/04/2016	566296	E 609-49751-251	Liquor For Resale	LIQUOR	(32.00)
05/18/2016	5444338	E 609-49751-206	Freight and Fuel Charges	FREIGHT	36.48
05/18/2016	5444338	E 609-49751-251	Liquor For Resale	LIQUOR	2,092.00
05/18/2016	5444339	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.56
05/18/2016	5444339	E 609-49751-253	Wine For Resale	WINE	224.00
05/18/2016	5444340	E 609-49751-252	Beer For Resale	BEER	135.00
					\$2,458.52
JRS APPLIANCE					
05/13/2016	89314	E 101-43210-439	Recycling Days	RECYCLING DAY	625.40
					\$625.40
KIMS KLEANING					
05/31/2016	3886	E 101-41940-402	Janitorial Service	CITY HALL	120.00
05/31/2016	3887	E 101-45000-402	Janitorial Service	COMMUNITY CENTER	80.00
05/31/2016	3888	E 101-43100-402	Janitorial Service	PW	190.00
05/31/2016	3888	E 101-45200-402	Janitorial Service	PW	190.00
05/31/2016	3888	E 601-49440-402	Janitorial Service	PW	190.00
05/31/2016	3888	E 602-49490-402	Janitorial Service	PW	190.00
05/31/2016	3889	E 601-49440-402	Janitorial Service	WTP	160.00
05/31/2016	3890	E 101-42110-402	Janitorial Service	POLICE DEPT	900.00
05/31/2016	3891	E 101-42210-402	Janitorial Service	FIRE DEPT	225.00
					\$2,245.00
LATOUR CONSTRUCTION, INC					
06/01/2016	6	G 602-16500	Construction in Progress	PAY REQUEST #6	294,622.67
					\$294,622.67
LAW ENFORCEMENT LABOR SVCS.					
05/18/2016	.0616	G 101-21707	Union Dues	JUNE DUES	441.00
					\$441.00
LOFFLER					
05/25/2016	2245963	E 101-42210-200	Office Supplies	DIGITAL RECORDER DS7000	548.00
					\$548.00

MARTIES FARM SERVICE					
05/19/2016	914252	E 101-45200-419	Turf/Fertilizer/Weed Control	GLYSTAR	209.60
					<u>\$209.60</u>
MCDONALD DIST CO.					
05/19/2016	269813	E 609-49751-252	Beer For Resale	BEER	14,174.00
					<u>\$14,174.00</u>
METRO SALES, INC.					
05/25/2016	538768	E 101-42110-311	Contract	COPIES	299.80
					<u>\$299.80</u>
MIDWEST TESTING LLC					
05/17/2016	3814	E 601-49440-228	Equipment Maintenance	TESTING	1,305.00
					<u>\$1,305.00</u>
MN NCPERS LIFE INSURANCE					
05/23/2016	7334616	G 101-21713	MN Life	JUNE PREMIUM	16.00
					<u>\$16.00</u>
MN POLLUTION CONTROL AGENCY					
05/19/2016	10000008312	E 602-49490-434	Permit Fees	MS4 PERMIT FEE	1,450.00
					<u>\$1,450.00</u>
MPH INDUSTRIES, INC.					
05/19/2016	670244	E 101-42110-218	Equipment Repair & Maintenance	REMOTE BEE III	259.95
					<u>\$259.95</u>
MY ALARM CENTER					
06/01/2016	7253844	E 609-49750-445	Security	LIQUOR STORE ALARM	32.73
					<u>\$32.73</u>
NORTH ANOKA PLUMBING					
05/16/2016	11562	E 609-49750-401	Repairs/Maint Buildings	WATER HEATER REPLACEMENT	695.00
					<u>\$695.00</u>
NORTH METRO TREE SERVICE INC.					
05/11/2016	.051116	E 101-45200-311	Contract	CLEAR FALLEN TREE	400.00
05/11/2016	.051116	E 603-49490-414	Storm Sewers	CLEAR CULVERTS	465.00
					<u>\$865.00</u>
PACE ANALYTICAL SERVICES					
05/23/2016	161264870	E 602-49490-313	Sample Testing	SAMPLE TESTING	124.10
					<u>\$124.10</u>
PAUSTIS & SONS					
05/16/2016	8547893	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.50
05/16/2016	8547893	E 609-49751-253	Wine For Resale	WINE	1,479.01
					<u>\$1,496.51</u>
PHILLIPS WINE & SPIRITS CO.					
05/18/2016	2978586	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.16
05/18/2016	2978586	E 609-49751-251	Liquor For Resale	LIQUOR	793.00
05/18/2016	2978587	E 609-49751-206	Freight and Fuel Charges	FREIGHT	39.52
05/18/2016	2978587	E 609-49751-253	Wine For Resale	WINE	1,219.10
					<u>\$2,063.78</u>
PRINTING UNLIMITED					
05/22/2016	00007048	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	274.50
					<u>\$274.50</u>
PROFESSIONAL ID CARDS, INC.					
05/09/2016	9540	E 101-42110-200	Office Supplies	REHLING BADGE	14.45
					<u>\$14.45</u>
ROSEVILLE, CITY OF					
05/16/2016	0221502	E 101-41110-310	Computer Consulting Fees	IT SERVICES	325.94
05/16/2016	0221502	E 101-41400-310	Computer Consulting Fees	IT SERVICES	1,195.14

05/16/2016	0221502	E 101-42110-310	Computer Consulting Fees	IT SERVICES	1,466.76
05/16/2016	0221502	E 101-42210-310	Computer Consulting Fees	IT SERVICES	260.75
05/16/2016	0221502	E 101-42400-310	Computer Consulting Fees	IT SERVICES	54.40
05/16/2016	0221502	E 101-43100-310	Computer Consulting Fees	IT SERVICES	347.67
05/16/2016	0221502	E 101-45200-310	Computer Consulting Fees	IT SERVICES	456.32
05/16/2016	0221502	E 601-49440-310	Computer Consulting Fees	IT SERVICES	434.59
05/16/2016	0221502	E 602-49490-310	Computer Consulting Fees	IT SERVICES	434.59
05/16/2016	0221502	E 609-49750-310	Computer Consulting Fees	IT SERVICES	434.59
05/16/2016	0221541	E 101-41940-321	Telephone	PHONE	79.39
05/16/2016	0221541	E 101-42110-321	Telephone	PHONE	79.39
05/16/2016	0221541	E 101-42210-321	Telephone	PHONE	79.39
05/16/2016	0221541	E 101-43100-321	Telephone	PHONE	79.39
05/16/2016	0221541	E 101-45200-321	Telephone	PHONE	79.39
05/16/2016	0221541	E 601-49440-321	Telephone	PHONE	79.39
05/16/2016	0221541	E 602-49490-321	Telephone	PHONE	79.39
05/16/2016	0221541	E 609-49750-321	Telephone	PHONE	79.44
					\$6,045.92

ROYAL SUPPLY

05/20/2016	18814	E 101-41940-210	Operating Supplies	SUPPLIES	30.14
05/20/2016	18814	E 101-42110-217	Other Operating Supplies	SUPPLIES	60.28
05/20/2016	18814	E 101-43100-217	Other Operating Supplies	SUPPLIES	30.14
05/20/2016	18814	E 101-45200-217	Other Operating Supplies	SUPPLIES	30.14
05/20/2016	18814	E 601-49440-217	Other Operating Supplies	SUPPLIES	30.14
05/20/2016	18814	E 602-49490-217	Other Operating Supplies	SUPPLIES	30.16
					\$211.00

SOUTHERN WINE & SPIRITS OF MN

05/19/2016	1409651	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.76
05/19/2016	1409651	E 609-49751-251	Liquor For Resale	LIQUOR	1,079.04
					\$1,100.80

ST. FRANCIS AMBASSADOR PROGRAM

05/11/2016	949145	E 101-45230-217	Other Operating Supplies	FLOAT DÉCOR	412.54
					\$412.54

STERICYCLE, INC

06/01/2016	4006346242	E 101-42210-200	Office Supplies	MEDICAL WASTE	43.33
					\$43.33

STREICHER S

05/17/2016	11209711	E 101-42110-437	Uniform Allowance	SUPPLIES	6.99
					\$6.99

THORPE DISTRIBUTING COMPANY

05/20/2016	1084367	E 609-49751-252	Beer For Resale	BEER	285.50
					\$285.50

TRI-CITY PAVING

05/17/2016	263488	E 101-43100-407	Gravel Repair & Maint	CHLORIDE APPLICATION	15,901.38
05/18/2016	263499	E 101-43100-407	Gravel Repair & Maint	CHLORIDE APPLICATION	2,767.05
					\$18,668.43

VERIZON WIRELESS

05/10/2016	9765193140	E 101-42210-321	Telephone	FIRE DATA	210.06
					\$210.06

WINE MERCHANTS

05/18/2016	7082057	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.72
05/18/2016	7082057	E 609-49751-253	Wine For Resale	WINE	720.00
					\$736.72

\$407,800.01

FUND SUMMARY

101 GENERAL FUND	\$46,971.12
402 CAPITAL EQUIPMENT	\$350.00
410 WOODBURY PARK PROJECT	\$45.50
601 WATER FUND	\$9,666.45
602 SEWER FUND	\$309,040.91
603 STORM WATER	\$465.00
609 MUNICIPAL LIQUOR FUND	\$41,175.03
803 ESCROW	\$86.00
Total	<u>407,800.01</u>

Extract of Minutes of Meeting
of the City Council of the City of
St. Francis, Anoka County, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Minnesota, was duly held in the Central Services Office in said City on Monday, June 6, 2016, commencing at 6:00 P.M.

The following members were present:

and the following were absent:

* * *

* * *

* * *

The Mayor announced that the next order of business was consideration of the proposals which had been received for the purchase of the City's General Obligation Water and Sewer Revenue Bonds, Series 2016A, to be issued in the original aggregate principal amount of \$~~1,955,000~~ 1,930,000.

The City Administrator presented a tabulation of the proposals that had been received in the manner specified in the Notice of Sale for the Bonds. The proposals are attached hereto as EXHIBIT A.

After due consideration of the proposals, Member _____ then introduced the following written resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption:

RESOLUTION NO. _____

A RESOLUTION AWARDING THE SALE OF GENERAL OBLIGATION WATER AND SEWER REVENUE BONDS, SERIES 2016A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF ~~\$1,955,000~~ 1,930,000; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT

BE IT RESOLVED By the City Council (the "City Council") of the City of St. Francis, Anoka County, Minnesota (the "City") as follows:

Section 1. Sale of Bonds.

1.01. Authorization. Pursuant to a resolution adopted by the City Council on April 18, 2016, the City Council provided preliminary approval to the issuance of the City's General Obligation Water and Sewer Revenue Bonds, Series 2016A (the "Bonds"). Proceeds of the Bonds will be used to finance various improvements to the City's sewer system (the "Improvements") as part of the Bridge Street Sewer Utility Project (the "Project") that were not previously financed with the proceeds of the City's General Obligation Bonds, Series 2015A, issued by the City on November 2, 2015, in the original aggregate principal amount of \$955,000, all in accordance with Minnesota Statutes, Chapters 444 and 475, as amended (the "Act").

1.02. Award to the Purchaser and Interest Rates. The proposal of _____ Robert W. Baird & Co., Inc., Milwaukee, Wisconsin, as syndicate manager (the "Purchaser"), to purchase the Bonds is hereby found and determined to be a reasonable offer and is hereby accepted, the proposal being to purchase the Bonds at a price of \$ _____ 1,934,807.48 (par amount of \$ ~~1,955,000~~, ~~1,930,000.00~~, plus original issue premium of \$ _____, ~~35,288.30~~, less original issue discount of \$ _____, 4,616.60, less underwriter's discount of \$ _____ 25,864.22), plus accrued interest to date of delivery, for Bonds bearing interest as follows:

<u>Year</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Interest Rate</u>
2018	<u>2.000%</u>	2028 <u>2027</u>	<u>2.000%</u>
2019	<u>2.000</u>	2029 <u>2028</u>	<u>2.125</u>
2020	<u>2.000</u>	2030 <u>2029</u>	<u>2.375</u>
2021	<u>2.000</u>	2031 <u>2030</u>	<u>2.500</u>
2022	<u>2.000</u>	2032 <u>2031</u>	<u>3.000</u>
2023	<u>2.000</u>	2033 <u>2032</u>	<u>3.000</u>
2024		2034	
2025*	<u>3.000</u>	2035 <u>2037</u>	<u>3.000</u>
		<u>*</u>	
2026	<u>2.000</u>	2036	
2027		2037	

*Term Bonds

True interest cost: 2.6839964%

1.03. Purchase Contract. The sum of \$~~_____~~, 24,107.48, being the amount proposed by the Purchaser in excess of \$~~1,935,450,1,910,700.00~~, shall be credited to the Debt Service Fund hereinafter created or deposited in the Construction Fund hereinafter created, as determined by the Finance Director of the City in consultation with the City’s municipal advisor. The Finance Director is directed to retain the good faith check of the Purchaser, pending completion of the sale of the Bonds. The Mayor and City Administrator are directed to execute a contract with the Purchaser on behalf of the City.

1.04. Terms and Principal Amounts of the Bonds. The City will forthwith issue and sell the Bonds pursuant to the Act, in the total principal amount of \$~~1,955,000,1,930,000~~, originally dated as of June 15, 2016, in the denomination of \$5,000 each or any integral multiple thereof, numbered No. R-1, upward, bearing interest as above set forth, and maturing serially on February 1 in the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2018	\$ <u>75,000</u>	2028 <u>2027</u>	\$ <u>90,000</u>
2019	<u>80,000</u>	2029 <u>2028</u>	<u>95,000</u>
2020	<u>80,000</u>	2030 <u>2029</u>	<u>95,000</u>
2021	<u>80,000</u>	2031 <u>2030</u>	<u>105,000</u>
2022	<u>85,000</u>	2032 <u>2031</u>	<u>105,000</u>
2023	<u>85,000</u>	2033 <u>2032</u>	<u>110,000</u>
2024		2034	
<u>2025*</u>	<u>175,000</u>	2035 <u>2037</u>	<u>580,000</u>
		*	
		=	
2026	<u>90,000</u>	2036	
2027		2037	

*Term Bonds

1.05. Optional Redemption. The City may elect on February 1, 2024, and on any day thereafter to prepay Bonds due on or after February 1, 2025. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC (as defined in Section 7 hereof) of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant’s interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

~~[1.06. Mandatory Redemption: Term Bonds. To be completed if Term Bonds are requested by the Purchaser.]~~ 1.06. Mandatory Redemption. The Bonds maturing on February 1, 2025 and February 1, 2037 shall hereinafter be referred to collectively as the “Term Bonds.” The principal amount of the Term Bonds subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bonds credited against future mandatory sinking fund redemptions of such Term Bonds in such order as the City shall determine. The Term Bonds are subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:

<u>Sinking Fund Installment Date</u>	<u>Principal Amount</u>
<u>February 1, 2025 Bond</u>	
2024	<u>\$ 85,000</u>
2025*	<u>90,000</u>

* Maturity

<u>February 1, 2037 Bond</u>	
2033	<u>\$ 110,000</u>
2034	<u>115,000</u>
2035	<u>115,000</u>
2036	<u>120,000</u>
2037*	<u>120,000</u>

* Maturity

Section 2. Registration and Payment.

2.01. Registered Form. The Bonds will be issued only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. Each Bond will be dated as of the last interest payment date preceding the date of authentication to which interest on the Bond has been paid or made available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Bond will be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Bond will be dated as of the date of original issue. The interest on the Bonds is payable on February 1 and August 1 of each year, commencing February 1, 2017, to the registered owners of record thereof as of the close of business on the fifteenth day of the immediately preceding month, whether or not such day is a business day.

2.03. Registration. The City will appoint a bond registrar, transfer agent, authenticating agent and paying agent (the "Registrar"). The effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a) Register. The Registrar must keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. When Bonds are surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. Bonds surrendered upon transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is registered in the bond register as the absolute owner of the Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes, and payments so made to a registered owner or upon the owner's order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for any Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar an appropriate bond or indemnity in form, substance and amount satisfactory to it and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Appointment of Initial Registrar. The City appoints Northland Trust Services, Inc., Minneapolis, Minnesota, as the initial Registrar. The Mayor and the City Administrator are authorized to execute and deliver, on behalf of the City, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, the resulting corporation is authorized to act as successor Registrar. The City agrees to pay the reasonable and customary charges of the Registrar for the services performed. The City reserves the right to remove the Registrar upon 30 days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar must deliver all cash and Bonds in its possession to the successor Registrar and must deliver the bond register to the successor Registrar. On or before each principal or interest due date, without further order of this Council, the Finance Director must transmit to the Registrar moneys sufficient for the payment of all principal and interest then due.

2.05. Execution, Authentication and Delivery. The Bonds will be prepared under the direction of the City Administrator and executed on behalf of the City by the signatures of the Mayor and the City Administrator, provided that those signatures may be printed, engraved or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of a Bond, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. Notwithstanding such execution, a Bond will not be valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on a Bond is conclusive evidence that it has been authenticated and delivered under this resolution. When the Bonds have been so prepared, executed and authenticated, the City Administrator will deliver the same to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

2.06. Temporary Bonds. The City may elect to deliver in lieu of printed definitive Bonds one or more typewritten temporary Bonds in substantially the form set forth in EXHIBIT B attached hereto with such changes as may be necessary to reflect more than one maturity in a single temporary bond. Upon the execution and delivery of definitive Bonds the temporary Bonds will be exchanged therefor and cancelled.

Section 3. Form of Bond.

3.01. Execution of the Bonds. The Bonds will be printed or typewritten in substantially the form set forth in EXHIBIT B.

3.02. Approving Legal Opinion. The City Administrator is authorized and directed to obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, which is to be complete except as to dating thereof and cause the opinion to be printed on or accompany each Bond.

Section 4. Payment; Security; Pledges and Covenants.

4.01. Debt Service Fund. The Bonds will be payable from the General Obligation Water and Sewer Revenue Bonds, Series 2016A Debt Service Fund (the "Debt Service Fund") hereby created. The Debt Service Fund shall be administered and maintained by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City.

The City will continue to maintain and operate its Water Fund and Sewer Fund to which will be credited all gross revenues of the water system and sewer system, respectively, and out of which will be paid all normal and reasonable expenses of current operations of such systems. Any balances therein are deemed net revenues (the "Net Revenues") and will be transferred, from time to time, to the Debt Service Fund, which Debt Service Fund will be used only to pay principal of and interest on the Bonds and any other bonds similarly authorized. There will always be retained in the Debt Service Fund a sufficient amount to pay principal of and interest on all the Bonds, and the Finance Director must report any current or anticipated deficiency in the Debt Service Fund to the City Council. There is also appropriated to the Debt Service Fund (i) accrued interest paid by the Purchaser upon closing and delivery of the Bonds; and (ii) amounts over the minimum purchase price paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof.

4.02. Construction Fund. The City hereby creates the General Obligation Water and Sewer Revenue Bonds, Series 2016A Construction Fund (the "Construction Fund"). Proceeds of the Bonds, less the appropriations made in Section 4.01 hereof, will be deposited in the Construction Fund to be used solely to defray expenses of the Improvements. When the Improvements are completed and the cost thereof paid, the Construction Fund is to be closed and any funds remaining may be deposited in the Debt Service Fund.

4.03. City Covenants. The City Council covenants and agrees with the holders of the Bonds that so long as any of the Bonds remain outstanding and unpaid, it will keep and enforce the following covenants and agreements:

(a) The City will continue to maintain and efficiently operate the water system and sewer system as public utilities and conveniences free from competition of other like municipal utilities and will cause all revenues therefrom to be deposited in bank accounts and credited to the Water Fund and Sewer Fund, as hereinabove provided, and will make no expenditures from those accounts except for a duly authorized purpose and in accordance with this resolution.

(b) The City will also maintain the Debt Service Fund as a separate account and will cause money to be credited thereto from time to time, out of Net Revenues from the water system and sewer system in sums sufficient to pay principal of and interest on the Bonds when due.

(c) The City will keep and maintain proper and adequate books of records and accounts separate from all other records of the City in which will be complete and correct entries as to all transactions relating to the water system and the sewer system and which will be open to inspection and copying by any Bondholder, or the Bondholder's agent or attorney, at any reasonable time, and it will furnish certified transcripts therefrom upon request and upon payment of a reasonable fee therefor, and said account will be audited at least annually by a qualified public accountant and statements of such audit and report will be furnished to all Bondholders upon request.

(d) The City Council will cause persons handling revenues of the water system and sewer system to be bonded in reasonable amounts for the protection of the City and the Bondholders and will cause the funds collected on account of the operations of such systems to be deposited in a bank whose deposits are guaranteed under the Federal Deposit Insurance Law.

(e) The City Council will keep the water system and sewer system insured at all times against loss by fire, tornado and other risks customarily insured against with an insurer or insurers in good standing, in such amounts as are customary for like plants, to protect the

holders, from time to time, of the Bonds and the City from any loss due to any such casualty and will apply the proceeds of such insurance to make good any such loss.

(f) The City and each and all of its officers will punctually perform all duties with reference to the water system and sewer system as required by law.

(g) The City will impose and collect charges of the nature authorized by Section 444.075 of the Act, at the times and in the amounts required to produce Net Revenues adequate to pay all principal and interest when due on the Bonds and to create and maintain such reserves securing said payments as may be provided herein.

(h) The City Council will levy general ad valorem taxes on all taxable property in the City when required to meet any deficiency in Net Revenues.

4.04. General Obligation Pledge. For the prompt and full payment of the principal of and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the City will be and are hereby irrevocably pledged. If the balance in the Debt Service Fund is ever insufficient to pay all principal and interest then due on the Bonds and any other bonds payable therefrom, the deficiency will be promptly paid out of monies in the general fund of the City which are available for such purpose, and such general fund may be reimbursed with or without interest from the Debt Service Fund when a sufficient balance is available therein.

4.05. Debt Service Coverage. It is hereby determined that the estimated collection of Net Revenues from the water system and sewer system of the City for the payment of principal and interest on the Bonds will produce at least five percent (5%) in excess of the amount needed to meet, when due, the principal and interest payments on the Bonds and that no tax levy is needed at this time.

4.06. State Credit Enhancement.

(a) Pursuant to a resolution adopted by the City Council on April 18, 2016, the City Council authorized and directed City staff to enter into a Credit Enhancement Program Agreement (the "Credit Agreement") with the Minnesota Public Facilities Authority (the "Authority"). Pursuant to Minnesota Statutes, Section 446A.086, as amended (the "Credit Enhancement Act"), the State of Minnesota, acting through the Authority, may provide a guarantee of any deficiency of debt service payments on the Bonds. Pursuant to the Credit Enhancement Act, the City makes the following representations and covenants:

(i) the City will notify the Authority of any default or potential default in the payment of principal or interest due on the Bonds;

(ii) the City will deposit with the Registrar all payments of principal and interest due on the Bonds at least three business days prior to the payment due date;

(iii) the agreement the City enters into with the Registrar will include all provisions required by the Credit Enhancement Act; and

(iv) the City will comply with all provisions of the Credit Agreement and with the Credit Enhancement Act.

(b) Pursuant to subdivision 3 of the Credit Enhancement Act, the City acknowledges and agrees that the Registrar is required to inform the Minnesota Commissioner of Management & Budget and the Authority if the Registrar becomes aware of a default or potential default in the payment of principal or interest on the Bonds or if, on the day two business days before the date a payment is due on the Bonds, there are insufficient funds to make the payment on deposit with the Registrar.

4.07. Registration of Resolution. The City Administrator is authorized and directed to file a certified copy of this resolution with the Manager of Property Records and Taxation of Anoka County, Minnesota, and to obtain the certificate required by Section 475.63 of the Act.

Section 5. Authentication of Transcript.

5.01. City Proceedings and Records. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds, certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds, and such instruments, including any heretofore furnished, will be deemed representations of the City as to the facts stated therein.

5.02. Certification as to Official Statement. The Mayor, the City Administrator, and the Finance Director are authorized and directed to certify that they have examined the Official Statement prepared and circulated in connection with the issuance and sale of the Bonds and that to the best of their knowledge and belief the Official Statement is a complete and accurate representation of the facts and representations made therein as of the date of the Official Statement.

5.03. Other Certificates. The Mayor, the City Administrator, and the Finance Director are hereby authorized and directed to furnish to the Purchaser at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the City or incumbency of its officers, at the closing the Mayor, the City Administrator, and the Finance Director shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the Finance Director shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

Section 6. Tax Covenant.

6.01. Tax-Exempt Bonds. The City covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds.

6.02. Rebate. The City will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments,

limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States.

6.03. Not Private Activity Bonds. The City further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them to be used, in such a manner as to cause the Bonds to be “private activity bonds” within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. Not Qualified Tax-Exempt Obligations. The Bonds are not designated as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code.

6.05. Procedural Requirements. The City will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

Section 7. Book-Entry System; Limited Obligation of City.

7.01. DTC. The Bonds will be initially issued in the form of a separate single typewritten or printed fully registered Bond for each of the maturities set forth in Section 1.04 hereof. Upon initial issuance, the ownership of each Bond will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York, and its successors and assigns (“DTC”). Except as provided in this section, all of the outstanding Bonds will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC.

7.02. Participants. With respect to Bonds registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC, the City, the Registrar and the Paying Agent will have no responsibility or obligation to any broker dealers, banks and other financial institutions from time to time for which DTC holds Bonds as securities depository (the “Participants”) or to any other person on behalf of which a Participant holds an interest in the Bonds, including but not limited to any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any Participant or any other person (other than a registered owner of Bonds, as shown by the registration books kept by the Registrar), of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any Participant or any other person, other than a registered owner of Bonds, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The City, the Registrar and the Paying Agent may treat and consider the person in whose name each Bond is registered in the registration books kept by the Registrar as the holder and absolute owner of such Bond for the purpose of payment of principal, premium and interest with respect to such Bond, for the purpose of registering transfers with respect to such Bonds, and for all other purposes. The Paying Agent will pay all principal of, premium, if any, and interest on the Bonds only to or on the order of the respective registered owners, as shown in the registration books kept by the Registrar, and all such payments will be valid and effectual to fully satisfy and discharge the City’s obligations with respect to payment of principal of, premium, if any, or interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of Bonds, as shown in the registration books kept by the Registrar, will receive a certificated Bond evidencing the obligation of this resolution. Upon delivery by DTC to the City Administrator of a written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the words “Cede & Co.” will refer to such new nominee of DTC; and upon receipt of such a notice, the City Administrator will promptly deliver a copy of the same to the Registrar and Paying Agent.

7.03. Representation Letter. The City has heretofore executed and delivered to DTC a Blanket Issuer Letter of Representations (the “Representation Letter”) which will govern payment of principal of, premium, if any, and interest on the Bonds and notices with respect to the Bonds. Any Paying Agent or

Registrar subsequently appointed by the City with respect to the Bonds will agree to take all action necessary for all representations of the City in the Representation Letter with respect to the Registrar and Paying Agent, respectively, to be complied with at all times.

7.04. Transfers Outside Book-Entry System. In the event the City, by resolution of the City Council, determines that it is in the best interests of the persons having beneficial interests in the Bonds that they be able to obtain Bond certificates, the City will notify DTC, whereupon DTC will notify the Participants, of the availability through DTC of Bond certificates. In such event the City will issue, transfer and exchange Bond certificates as requested by DTC and any other registered owners in accordance with the provisions of this resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the City and discharging its responsibilities with respect thereto under applicable law. In such event, if no successor securities depository is appointed, the City will issue and the Registrar will authenticate Bond certificates in accordance with this resolution and the provisions hereof will apply to the transfer, exchange and method of payment thereof.

7.05. Payments to Cede & Co. Notwithstanding any other provision of this resolution to the contrary, so long as a Bond is registered in the name of Cede & Co., as nominee of DTC, payments with respect to principal of, premium, if any, and interest on the Bond and all notices with respect to the Bond will be made and given, respectively in the manner provided in DTC's Operational Arrangements, as set forth in the Representation Letter.

Section 8. Continuing Disclosure.

8.01. Execution of Continuing Disclosure Certificate. "Continuing Disclosure Certificate" means that certain Continuing Disclosure Certificate executed by the Mayor and City Administrator and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

8.02. City Compliance with Provisions of Continuing Disclosure Certificate. The City hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this resolution, failure of the City to comply with the Continuing Disclosure Certificate is not to be considered an event of default with respect to the Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the City to comply with its obligations under this section.

Section 9. Defeasance. When all Bonds and all interest thereon have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the holders of the Bonds will cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The City may discharge all Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full. If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

(The remainder of this page is intentionally left blank.)

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon vote being taken thereon the following members voted in favor of the motion:

and the following voted against:

Whereupon the resolution was declared duly passed and adopted.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6TH DAY OF JUNE, 2016.

APPROVED:

Steve Kane, Mayor

ATTEST:

Barbara Held, City Clerk

ADD ROLL CALL VOTE Yeah or Nay

EXHIBIT A
PROPOSALS



TABULATION OF BIDS
CITY OF ST. FRANCIS, MINNESOTA
\$1,955,000*

GENERAL OBLIGATION WATER AND SEWER REVENUE BONDS, SERIES 2016A

AWARD: ROBERT W. BAIRD & CO., INC.

DATE OF SALE: MONDAY, JUNE 6, 2016

STANDARD AND POOR'S CORPORATION CREDIT ENHANCED RATING "AA+"
STANDARD AND POOR'S CORPORATION UNDERLYING RATING "AA"

BIDDER	PURCHASE PRICE	NET INTEREST COST	TRUE INTEREST COST (TIC)
ROBERT W. BAIRD & CO., INC. Milwaukee, WI	\$1,986,212.40	\$629,487.83	2.6816206%

Syndicate Members: C.L. King & Associates WMBE; Cronin & Co., Inc. Edward Jones; Fidelity Capital Markets; Ross, Sinclair & Associates, LLC WNJ Capital; Crews & Associates, Inc.; Davenport & Co. L.L.C.; Loop Capital Markets; Dougherty & Company, LLC; Oppenheimer & Co.; R. Seelaus & Company, Inc.; IFS Securities; Sierra Pacific Securities; Alamo Capital WMBE; Isaak Bond Investments, Inc; Wayne Hummer & Co.; SumRidge Partners; W.H. Mell Associates; Rafferty Capital Markets; Midland Securities

* Subsequent to bid opening, the par amount was reduced from \$1,955,000 to \$1,930,000. The adjusted bid price is \$1,934,807.48 plus accrued interest and the adjusted TIC is 2.6839964%.

Main Office 45 South 7th Street, Suite 2000, Minneapolis, Minnesota 55402 Main Office Toll Free 1-800-851-2920
www.northlandsecurities.com

Member FINRA and SIPC

EXHIBIT B
FORM OF BOND

No. R- _____ UNITED STATES OF AMERICA
\$ _____
STATE OF MINNESOTA
COUNTY OF ANOKA
CITY OF ST. FRANCIS

GENERAL OBLIGATION WATER AND SEWER REVENUE BOND
SERIES 2016A

<u>Rate</u>	<u>Maturity</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
	February 1, 20__	June 15, 2016	

Registered Owner: Cede & Co.

The City of St. Francis, Minnesota, a duly organized and existing municipal corporation in Anoka County, Minnesota (the "City"), acknowledges itself to be indebted and for value received hereby promises to pay to the Registered Owner specified above or registered assigns, the principal sum of \$ _____ on the maturity date specified above, with interest thereon from the date hereof at the annual rate specified above, payable February 1 and August 1 in each year, commencing February 1, 2017, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft by Northland Trust Services, Inc., Minneapolis, Minnesota, as Bond Registrar, Paying Agent, Transfer Agent and Authenticating Agent, or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

The City may elect on February 1, 2024, and on any day thereafter to prepay Bonds due on or after February 1, 2025. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify The Depository Trust Company ("DTC") of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

The Bonds maturing on February 1, 2025 and February 1, 2037 shall hereinafter be referred to collectively as the "Term Bonds." The principal amount of the Term Bonds subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bonds credited against future mandatory sinking fund redemptions of such Term Bonds in such order as the City shall determine. The Term Bonds are subject to mandatory sinking fund

redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:

<u>Sinking Fund Installment Date</u>	<u>Principal Amount</u>
<u>February 1, 2025 Bond</u>	
<u>2024</u>	<u>\$ 85,000</u>
<u>2025*</u>	<u>90,000</u>

* Maturity

<u>February 1, 2037 Bond</u>	
<u>2033</u>	<u>\$ 110,000</u>
<u>2034</u>	<u>115,000</u>
<u>2035</u>	<u>115,000</u>
<u>2036</u>	<u>120,000</u>
<u>2037*</u>	<u>120,000</u>

* Maturity

This Bond is one of an issue in the aggregate principal amount of ~~\$1,955,000~~ 1,930,000 all of like original issue date and tenor, except as to number, maturity date, redemption privilege, and interest rate, all issued pursuant to a resolution adopted by the City Council on June 6, 2016 (the "Resolution"), for the purpose of providing money to defray the expenses incurred and to be incurred in the construction of certain improvements to the City's water system and sewer system, pursuant to and in full conformity with the home rule charter and the Constitution and laws of the State of Minnesota, including Minnesota Statutes, Chapters 444 and 475, as amended. The principal hereof and interest hereon are payable primarily from net revenues of the water system and sewer system of the City, as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the City are irrevocably pledged for payment of this Bond and the City Council has obligated itself to levy ad valorem taxes on all taxable property in the City in the event of any deficiency in net revenues pledged, which taxes may be levied without limitation as to rate or amount. The Bonds of this series are issued only as fully registered Bonds in denominations of \$5,000 or any integral multiple thereof of single maturities.

This Bond is not a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED That in and by the Resolution, the City has covenanted and agreed that it will continue to own and operate the water system and sewer system free from competition by other like municipal utilities; that adequate insurance on said systems and suitable fidelity bonds on employees will be carried; that proper and adequate books of account will be kept showing all receipts and disbursements relating to the Water Fund and Sewer Fund, into which it will pay all of the gross revenues from the water system and sewer system, respectively; that it will also create and maintain a General Obligation Water and Sewer Revenue Bonds, Series 2016A Debt Service Fund, into which it will pay, out of the net revenues from the water system and sewer system a sum sufficient to pay principal of the Bonds and interest on the Bonds when due; and that it will provide, by ad valorem tax levies, for any deficiency in required net revenues of the water system and sewer system.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Bond Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Bond Registrar, duly executed by the registered owner or the owner's attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The City and the Bond Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Bond Registrar will be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the home rule charter and the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed as so required, and that the issuance of this Bond does not cause the indebtedness of the City to exceed any constitutional, charter, or statutory limitation of indebtedness.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Bond Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, the City of St. Francis, Anoka County, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile or manual signatures of the Mayor and City Administrator and has caused this Bond to be dated as of the date set forth below.

Dated: June 15, 2016

CITY OF ST. FRANCIS, MINNESOTA

(Facsimile)

Mayor

(Facsimile)

City Administrator

CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

NORTHLAND TRUST SERVICES, INC.

By _____
Authorized Representative

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, will be construed as though they were written out in full according to applicable laws or regulations:

TEN COM -- as tenants in common

UNIF GIFT MIN ACT

_____ Custodian _____

(Cust) _____ (Minor)

TEN ENT -- as tenants by entireties

under Uniform Gifts or Transfers to Minors
Act, State of _____

JT TEN -- as joint tenants with right of
survivorship and not as tenants in common

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and all rights thereunder, and does hereby irrevocably constitute and appoint _____ attorney to transfer the said Bond on the books kept for registration of the within Bond, with full power of substitution in the premises.

Dated: _____

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed by a financial institution that is a member of the Securities Transfer Agent Medallion Program ("STAMP"), the Stock Exchange Medallion Program ("SEMP"), the New York Stock Exchange, Inc. Medallion Signatures Program ("MSP") or other such "signature guarantee program" as may be determined by the Registrar in addition to, or in substitution for, STEMP, SEMP or MSP, all in accordance with the Securities Exchange Act of 1934, as amended.

The Registrar will not effect transfer of this Bond unless the information concerning the assignee requested below is provided.

Name and Address: _____



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

PLANNING REPORT

TO: St. Francis City Council
FROM: Nate Sparks
DATE: June 6, 2016
RE: PUD Amendment 2nd Reading & Easement Vacation – Rum River Terrace

Background

At the May 16th meeting, the City Council approved a minor subdivision and had the first reading of an ordinance related to modifications to the planned unit development for Rum River Terrace, as requested by NP Properties, LLC and Pentagon Holdings. The purpose of the amendment is to convert twinhome lots to detached townhome style single family units. The amendment is for Lots 3-18, 21-30 of Block 3 and Lots 1-6 of Block 4 of the Rum River Terrace plat, 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 on the former twinhome unit lots. The adjustment of the lot lines requires the vacation of certain drainage and utility easements and then the dedication of new easements.

PUD Amendment Ordinance – 2nd Reading

The amendment to the existing planned unit development requires adoption of an ordinance. The ordinance establishes that the 32 twinhome unit lots may be utilized for small lot single family residences. The ordinance establishes 5 foot side yard setbacks and 35 foot front yard setbacks.

Easement Vacation

The original plat had drainage and utility easements along lot lines and over drainage ways. The lots lines have been altered slightly and the drainage ways have been modified requiring adjustment of certain easements. The applicant is requesting vacation of easements that are related to the prior plan. Since the easements are in favor of the public, a public hearing is required prior to the vacation. The applicant has provided legal descriptions for the new easements to replace the easements being vacated.

Recommended Action

It is recommended that the Council approve the 2nd reading of the ordinance and then hold a public hearing and approve the attached resolution related to the easement vacations.

Attached:
Ordinance No.219, Second Series
Resolution No.2016-23

**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)

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

RESOLUTION 2016-23

RESOLUTION APPROVING AN EASEMENT VACATION RELATED TO
THE RUM RIVER TERRACE PUD AMENDMENT & MINOR SUBDIVISION

WHEREAS, there has been submitted to the City Council of the City of St. Francis a petition to vacate public drainage and utility easements related to the Planned Unit Development Amendment and Minor Subdivision of Rum River Terrace; and

WHEREAS, the easements being vacated are related to the former lot layout and grading plan of Rum River Terrace which was amended by Resolution 2016-17 and Ordinance 219; and

WHEREAS, the easements are being replaced by easements that are appropriate for the revised development plan; and

WHEREAS, the easements to be vacated are attached as Exhibit A; and

WHEREAS, the St. Francis City Council conducted a duly-noticed public hearing on June 6, 2016; and

WHEREAS, the City Council proceeded to hear all persons interested in said petition and persons interested were afforded the opportunity to present their views and objections to the granting of said petition; and

WHEREAS, the City Council determined that there is no current and/or anticipated future public need to retain the easements and the requested vacation would be in the public interest; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis that pursuant to Minnesota Statutes 412.851, the above described easement situated in the City of St. Francis, Anoka County, Minnesota is hereby vacated on condition of the recording of the revised easements related to the revised development plan of Rum River Terrace as memorialized in Resolution 2016-17 and Ordinance 219.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6th DAY OF JUNE, 2016.

APPROVED

Attest:

Barbara I. Held
City Clerk

Steve Kane
Mayor of St. Francis

Attachments:
Exhibit A - Easement Vacation Legal Description
Exhibit B - Easement Vacation Exhibit

Exhibit A – Easement Vacation Legal Description

That part of the drainage and utility easement dedicated over Lot 8, Block 3, RUM RIVER TERRACE, Anoka County, Minnesota which lies Northwesterly of the Southeasterly 5.00 feet of said Lot 8, and which lies Easterly and Northerly of the following described line and its extensions:

Commencing at the Northwest corner of said Lot 8; thence North 89 degrees 21 minutes 35 seconds East, assumed bearing along the North line of said Lot 8, a distance of 10.58 feet; thence South 50 degrees 08 minutes 20 seconds East, a distance of 32.72 feet to the point of beginning of the line to be described; thence South 04 degrees 23 minutes 00 seconds East, a distance of 21.09 feet; thence South 44 degrees 04 minutes 27 seconds East, a distance of 28.15 feet and said line there terminating.

And which lies Southwesterly and Southerly of the following described line and its extensions:

Commencing at the Northwest corner of said Lot 8; thence North 89 degrees 21 minutes 35 seconds East, assumed bearing along the North line of said Lot 8, a distance of 10.58 feet to the point of beginning of the line being described; thence South 50 degrees 08 minutes 20 seconds East, a distance of 67.70 feet; thence North 88 degrees 55 minutes 09 seconds East, a distance of 48.45 feet to the Northwesterly line of the Southeasterly 5.00 feet of said Lot 8 and said line there terminating.

AND

That part of the drainage and utility easement dedicated over Lot 9, Block 3, RUM RIVER TERRACE, Anoka County, Minnesota which lies Southwesterly of the Northeasterly 10.00 feet of said Lot 9, and which lies Southeasterly of the Northwesterly 5.00 feet of said Lot 9, and which lies Northwesterly of the following described line and its extensions:

Commencing at the most Westerly corner of said Lot 9; thence South 28 degrees 51 minutes 38 seconds East, assumed bearing along the Southwesterly line of said Lot 9, a distance of 38.73 feet to the point of beginning of the line to be described; thence North 58 degrees 12 minutes 55 seconds East, a distance of 123.65 feet and said line there terminating.

And which lies Southeasterly and Northeasterly of the following described line and its extensions:

Commencing at the most Westerly corner of said Lot 9; thence South 28 degrees 51 minutes 38 seconds East, assumed bearing along the Southwesterly line of said Lot 9, a distance of 38.73 feet; thence North 58 degrees 12 minutes 55 seconds East, a distance of 26.19 feet to the point of beginning of the line to be described; thence North 38 degrees 16 minutes 13 seconds East, a distance of 19.89 feet; thence North 44 degrees 04 minutes 27 seconds West, a distance of 20.82 feet and said line there terminating.

AND

That part of the drainage and utility easement dedicated over Lot 13, Block 3, RUM RIVER TERRACE, Anoka County, Minnesota, described as follows:

Commencing at the most Southerly corner of said Lot 13; thence North 46 degrees 45 minutes 20 seconds West, assumed bearing along the Southwesterly line of said Lot 13, a distance of 76.38 feet; thence North 63 degrees 24 minutes 39 seconds East, a distance of 71.26 feet to the point of beginning of the land to be described; thence South 25 degrees 20 minutes 12 seconds West, a distance of 34.15 feet; thence South 76 degrees 46 minutes 12 seconds West, a distance of 35.26 feet to the intersection with the Northeasterly line of the Southwesterly 5.00 feet of said Lot 13; thence North 46 degrees 45 minutes 20 seconds West, a distance of 13.75 feet to the intersection with a line which bears South 63 degrees 24 minutes 39 seconds West from said point of beginning; thence North 63 degrees 24 minutes 39 seconds East, a distance of 65.93 feet to the point of beginning.

AND

That part of the drainage and utility easement dedicated over the Southeasterly 5.00 feet of Lot 22, Block 3, RUM RIVER TERRACE, Anoka County, Minnesota which lies Southwesterly of the Northeasterly 10.00 feet of said Lot 22, and which lies Southeasterly of a line drawn parallel with and distant 5.00 feet Southeasterly of the following described line and its extensions:

Commencing at the most Southerly corner of said Lot 22; thence North 59 degrees 13 minutes 45 seconds East, assuming the Southeasterly line of said Lot 22 bears North 62 degrees 11 minutes 53 seconds East, a distance of 153.42 feet and said line there terminating.

AND

That part of the drainage and utility easement dedicated over the Northwesterly 5.00 feet of Lot 23, Block 3, RUM RIVER TERRACE, Anoka County, Minnesota which lies Southwesterly of the Northeasterly 10.00 feet of said Lot 23, and which lies Southeasterly of a line drawn parallel with and distant 5.00 feet Southeasterly of the following described line and its extensions:

Commencing at the most Southerly corner of Lot 22, said Block 3; thence North 59 degrees 13 minutes 45 seconds East, assuming the Southeasterly line of said Lot 22 bears North 62 degrees 11 minutes 53 seconds East, a distance of 153.42 feet and said line there terminating.

And which lies Northeasterly of the following described line and its extensions:

Commencing at the most Westerly corner of said Lot 22; thence North 50 degrees 00 minutes 14 seconds East, assumed bearing along the Northwesterly line of said Lot 22, a distance of 15.40 feet to the point of beginning of the line to be described; thence South 19 degrees 47 minutes 07 seconds East, a distance of 132.71 feet and said line there terminating.

AND

That part of the drainage and utility easement dedicated over Lot 30, Block 3, RUM RIVER TERRACE, Anoka County, Minnesota, described as follows:

Commencing at the most Northerly corner of said Lot 30; thence South 72 degrees 47 minutes 28 seconds East, assumed bearing along the Northeasterly line of said Lot 30, a distance of 42.78 feet; thence South 19 degrees 12 minutes 37 seconds West, a distance of 43.12 feet to a point to be hereafter referred to as "Point A"; thence return North 19 degrees 12 minutes 37 seconds East, a distance of 38.12 feet; thence South 11 degrees 08 minutes 38 seconds West, a distance of 38.79 feet to the intersection with a line which bears South 67 degrees 42 minutes 40 seconds East from said reference "Point A", said point of intersection being the point of beginning of the land to be described; thence continue South 11 degrees 08 minutes 38 seconds West, a distance of 0.58 feet; thence South 42 degrees 46 minutes 12 seconds East, a distance of 24.51 feet; thence South 69 degrees 09 minutes 16 seconds East, a distance of 63.54 feet to the intersection with the Northwesterly line of the Southeasterly 10.00 feet of said Lot 30; thence Northeasterly, along said Northwesterly line of the Southeasterly 10.00 feet of Lot 30, to the intersection with a line which bears South 67 degrees 42 minutes 40 seconds East from said point of beginning; thence North 67 degrees 42 minutes 40 seconds East, a distance of 88.42 feet to the point of beginning.

AND

That part of the drainage and utility easement dedicated over the South 5.00 feet of Lot 2, Block 4, RUM RIVER TERRACE, Anoka County, Minnesota, which lies Easterly of the West 10.00 feet of said Lot 2, and which lies Westerly of the following described line and its extensions:

Commencing at the Southeast corner of said Lot 2; thence South 89 degrees 04 minutes 29 seconds West, assumed bearing along the South line of said Lot 2, a distance of 28.30 feet; thence North 42 degrees 24 minutes 25 seconds East, a distance of 41.24 feet and said line there terminating.

AND

That part of the drainage and utility easement dedicated over Lot 2, Block 4, RUM RIVER TERRACE, Anoka County, Minnesota, which lies West of the East 5.00 feet of said Lot 2, and which lies Easterly of the following described line and its extensions:

Commencing at the Southeast corner of said Lot 2; thence South 89 degrees 04 minutes 29 seconds West, assumed bearing along the South line of said Lot 2, a distance of 28.30 feet; thence North 42 degrees 24 minutes 25 seconds East, a distance of 41.24 feet and said line there terminating.

AND

That part of the drainage and utility easement dedicated over the North 5.00 feet of Lot 3, Block 4, RUM RIVER TERRACE, Anoka County, Minnesota, which lies Easterly of the West 10.00 feet of said Lot 3, and which lies Westerly of the following described line and its extensions:

Commencing at the Southwest corner of said Lot 3; thence North 89 degrees 04 minutes 27 seconds East, assumed bearing along the South line of said Lot 3, a distance of 110.25 feet to the point of beginning of the line to be described; thence North 04 degrees 28 minutes 30 seconds East, a distance of 42.19 feet and said line there terminating.

AND

That part of the drainage and utility easement dedicated over Lot 3, Block 4, RUM RIVER TERRACE, Anoka County, Minnesota, which lies West of the East 5.00 feet of said Lot 3, and which lies Easterly of the following described line and its extensions:

Commencing at the Southwest corner of said Lot 3; thence North 89 degrees 04 minutes 27 seconds East, assumed bearing along the South line of said Lot 3, a distance of 110.25 feet to the point of beginning of the line to be described; thence North 04 degrees 28 minutes 30 seconds East, a distance of 42.19 feet and said line there terminating.

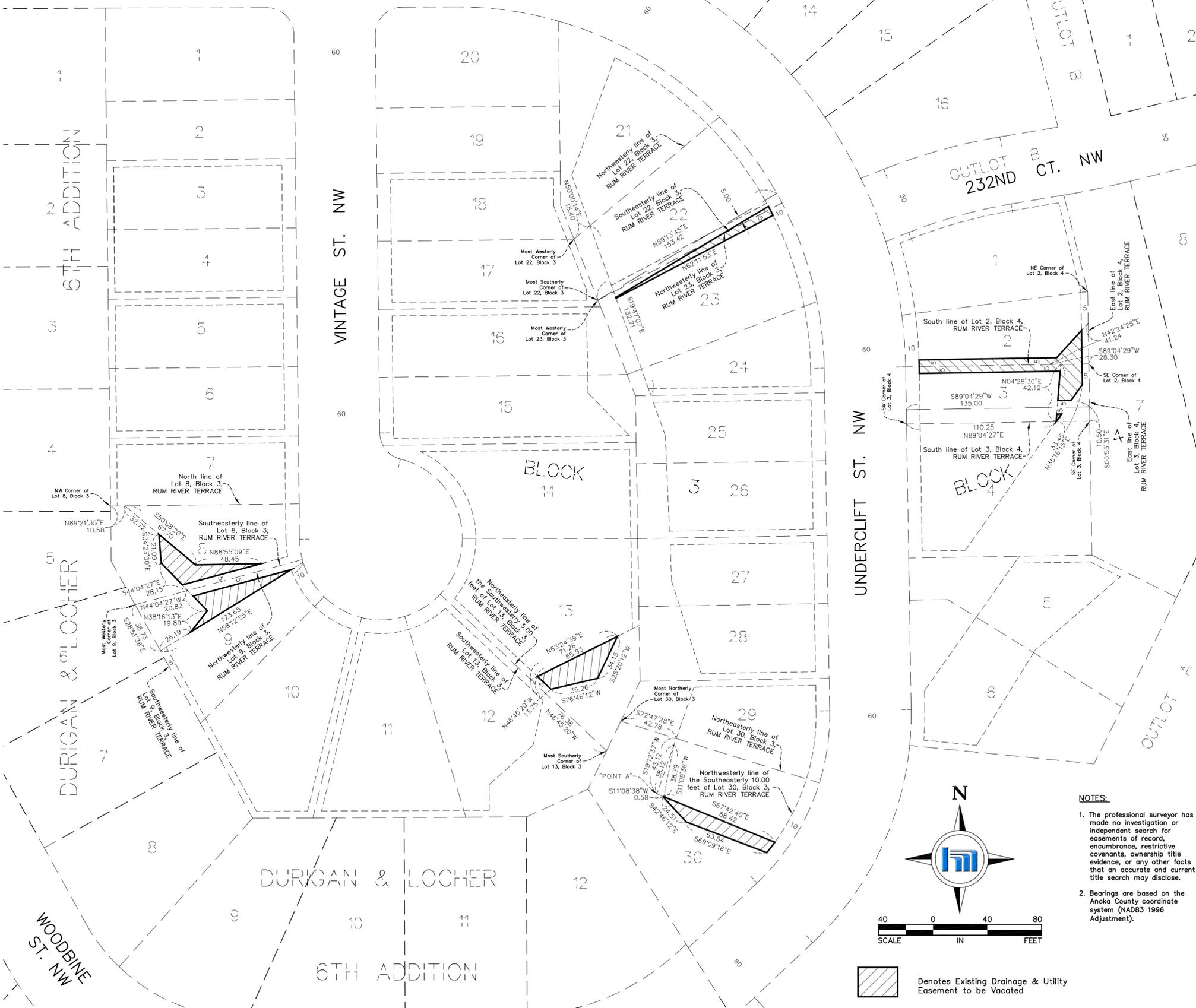
And which lies Northwesterly of the following described line and its extensions:

Commencing at the Southwest corner of said Lot 3; thence North 89 degrees 04 minutes 27 seconds East, assumed bearing along the South line of said Lot 3, a distance of 110.25 feet to the point of beginning of the line to be described; thence North 35 degrees 16 minutes 15 seconds East, a distance of 33.45 feet and said line there terminating.

Except that part of said drainage and utility easement that lies within a 10.00 foot wide strip over said Lot 3, the centerline of which is described as follows:

Commencing at the Southeast corner of said Lot 3; thence North 00 degrees 55 minutes 31 seconds West, assumed bearing along the East line of said Lot 3, a distance of 10.50 feet to the point of beginning of the centerline to be described; thence South 89 degrees 04 minutes 29 seconds West, a distance of 135.00 feet and said centerline there terminating.

234TH AVE. NW



PROPOSED DRAINAGE & UTILITY EASEMENT VACATION DESCRIPTIONS:

That part of the drainage and utility easement dedicated over Lot 8, Block 3, RUM RIVER TERRACE, Anoka County, Minnesota which lies Northwesterly of the Southeastery 5.00 feet of said Lot 8, and which lies Easterly and Northerly of the following described line and its extensions:

Commencing at the Northwest corner of said Lot 8; thence North 89 degrees 21 minutes 35 seconds East, assumed bearing along the North line of said Lot 8, a distance of 10.58 feet; thence South 50 degrees 08 minutes 20 seconds East, a distance of 32.72 feet to the point of beginning of the line to be described; thence South 04 degrees 23 minutes 00 seconds East, a distance of 21.09 feet; thence South 44 degrees 04 minutes 27 seconds East, a distance of 28.15 feet and said line there terminating.

And which lies Southwesterly and Southerly of the following described line and its extensions:

Commencing at the Northwest corner of said Lot 8; thence North 89 degrees 21 minutes 35 seconds East, assumed bearing along the North line of said Lot 8, a distance of 10.58 feet to the point of beginning of the line being described; thence South 50 degrees 08 minutes 20 seconds East, a distance of 67.70 feet; thence North 88 degrees 55 minutes 09 seconds East, a distance of 48.45 feet to the Northwesterly line of the Southeastery 5.00 feet of said Lot 8 and said line there terminating.

AND

That part of the drainage and utility easement dedicated over Lot 9, Block 3, RUM RIVER TERRACE, Anoka County, Minnesota which lies Southwesterly of the Northwesterly 10.00 feet of said Lot 9, and which lies Southeastery of the Northwesterly 5.00 feet of said Lot 9, and which lies Northwesterly of the following described line and its extensions:

Commencing at the most Westerly corner of said Lot 9; thence South 28 degrees 51 minutes 38 seconds East, assumed bearing along the Southwesterly line of said Lot 9, a distance of 38.73 feet to the point of beginning of the line to be described; thence North 58 degrees 12 minutes 55 seconds East, a distance of 123.65 feet and said line there terminating.

And which lies Southeastery and Northwesterly of the following described line and its extensions:

Commencing at the most Westerly corner of said Lot 9; thence South 28 degrees 51 minutes 38 seconds East, assumed bearing along the Southwesterly line of said Lot 9, a distance of 38.73 feet; thence North 58 degrees 12 minutes 55 seconds East, a distance of 26.19 feet to the point of beginning of the line to be described; thence North 38 degrees 16 minutes 13 seconds East, a distance of 19.89 feet; thence North 44 degrees 04 minutes 27 seconds West, a distance of 20.82 feet and said line there terminating.

AND

That part of the drainage and utility easement dedicated over Lot 13, Block 3, RUM RIVER TERRACE, Anoka County, Minnesota, described as follows:

Commencing at the most Southerly corner of said Lot 13; thence North 46 degrees 45 minutes 20 seconds West, assumed bearing along the Southwesterly line of said Lot 13, a distance of 76.38 feet; thence North 63 degrees 24 minutes 39 seconds East, a distance of 71.26 feet to the point of beginning of the line to be described; thence South 25 degrees 20 minutes 12 seconds West, a distance of 34.15 feet; thence South 76 degrees 46 minutes 12 seconds West, a distance of 35.26 feet to the intersection with the Northwesterly line of the Southeastery 5.00 feet of said Lot 13; thence North 46 degrees 45 minutes 20 seconds West, a distance of 13.75 feet to the intersection with a line which bears South 63 degrees 24 minutes 39 seconds West from said point of beginning; thence North 63 degrees 24 minutes 39 seconds East, a distance of 85.93 feet to the point of beginning.

AND

That part of the drainage and utility easement dedicated over the Southeastery 5.00 feet of Lot 22, Block 3, RUM RIVER TERRACE, Anoka County, Minnesota which lies Southwesterly of the Northwesterly 10.00 feet of said Lot 22, and which lies Southeastery of a line drawn parallel with and distant 5.00 feet Southeastery of the following described line and its extensions:

Commencing at the most Southerly corner of said Lot 22; thence North 59 degrees 13 minutes 45 seconds East, assuming the Southeastery line of said Lot 22 bears North 62 degrees 11 minutes 53 seconds East, a distance of 153.42 feet and said line there terminating.

AND

That part of the drainage and utility easement dedicated over the Northwesterly 5.00 feet of Lot 23, Block 3, RUM RIVER TERRACE, Anoka County, Minnesota which lies Southwesterly of the Northwesterly 10.00 feet of said Lot 23, and which lies Southeastery of a line drawn parallel with and distant 5.00 feet Southeastery of the following described line and its extensions:

Commencing at the most Southerly corner of Lot 22, said Block 3; thence North 59 degrees 13 minutes 45 seconds East, assuming the Southeastery line of said Lot 22 bears North 62 degrees 11 minutes 53 seconds East, a distance of 153.42 feet and said line there terminating.

And which lies Northwesterly of the following described line and its extensions:

Commencing at the most Westerly corner of said Lot 22; thence North 50 degrees 00 minutes 14 seconds East, assumed bearing along the Northwesterly line of said Lot 22, a distance of 15.40 feet to the point of beginning of the line to be described; thence South 19 degrees 47 minutes 07 seconds East, a distance of 132.71 feet and said line there terminating.

AND

That part of the drainage and utility easement dedicated over Lot 30, Block 3, RUM RIVER TERRACE, Anoka County, Minnesota, described as follows:

Commencing at the most Northerly corner of said Lot 30; thence South 72 degrees 47 minutes 28 seconds East, assumed bearing along the Northwesterly line of said Lot 30, a distance of 42.78 feet; thence South 19 degrees 12 minutes 37 seconds East, a distance of 43.12 feet to a point to be hereafter referred to as "Point A"; thence return North 19 degrees 12 minutes 37 seconds East, a distance of 38.12 feet; thence South 11 degrees 08 minutes 38 seconds West, a distance of 38.79 feet to the intersection with a line which bears South 67 degrees 42 minutes 40 seconds East from said reference "Point A", said point of intersection being the point of beginning of the line to be described; thence continue South 11 degrees 08 minutes 38 seconds West, a distance of 0.58 feet; thence South 42 degrees 46 minutes 12 seconds East, a distance of 24.51 feet; thence South 69 degrees 09 minutes 16 seconds East, a distance of 63.54 feet to the intersection with the Northwesterly line of the Southeastery 10.00 feet of said Lot 30; thence Northwesterly along said Northwesterly line of the Southeastery 10.00 feet of Lot 30, to the intersection with a line which bears South 67 degrees 42 minutes 40 seconds East from said point of beginning; thence North 67 degrees 42 minutes 40 seconds East, a distance of 88.42 feet to the point of beginning.

AND

That part of the drainage and utility easement dedicated over the South 5.00 feet of Lot 2, Block 4, RUM RIVER TERRACE, Anoka County, Minnesota, which lies Easterly of the West 10.00 feet of said Lot 2, and which lies Westerly of the following described line and its extensions:

Commencing at the Southeast corner of said Lot 2; thence South 89 degrees 04 minutes 29 seconds West, assumed bearing along the South line of said Lot 2, a distance of 28.30 feet; thence North 42 degrees 24 minutes 25 seconds East, a distance of 41.24 feet and said line there terminating.

AND

That part of the drainage and utility easement dedicated over Lot 2, Block 4, RUM RIVER TERRACE, Anoka County, Minnesota, which lies West of the East 5.00 feet of said Lot 2, and which lies Easterly of the following described line and its extensions:

Commencing at the Southeast corner of said Lot 2; thence South 89 degrees 04 minutes 29 seconds West, assumed bearing along the South line of said Lot 2, a distance of 28.30 feet; thence North 42 degrees 24 minutes 25 seconds East, a distance of 41.24 feet and said line there terminating.

AND

That part of the drainage and utility easement dedicated over the North 5.00 feet of Lot 3, Block 4, RUM RIVER TERRACE, Anoka County, Minnesota, which lies Easterly of the West 10.00 feet of said Lot 3, and which lies Westerly of the following described line and its extensions:

Commencing at the Southwest corner of said Lot 3; thence North 89 degrees 04 minutes 27 seconds East, assumed bearing along the South line of said Lot 3, a distance of 110.25 feet to the point of beginning of the line to be described; thence North 04 degrees 28 minutes 30 seconds East, a distance of 42.19 feet and said line there terminating.

AND

That part of the drainage and utility easement dedicated over Lot 3, Block 4, RUM RIVER TERRACE, Anoka County, Minnesota, which lies West of the East 5.00 feet of said Lot 3, and which lies Easterly of the following described line and its extensions:

Commencing at the Southwest corner of said Lot 3; thence North 89 degrees 04 minutes 27 seconds East, assumed bearing along the South line of said Lot 3, a distance of 110.25 feet to the point of beginning of the line to be described; thence North 04 degrees 28 minutes 30 seconds East, a distance of 42.19 feet and said line there terminating.

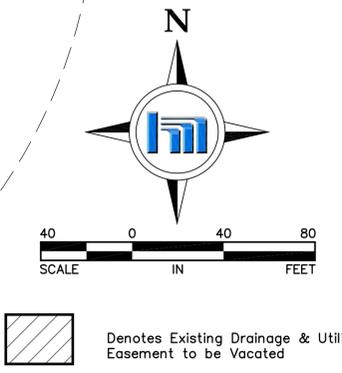
And which lies Northwesterly of the following described line and its extensions:

Commencing at the Southwest corner of said Lot 3; thence North 89 degrees 04 minutes 27 seconds East, assumed bearing along the South line of said Lot 3, a distance of 110.25 feet to the point of beginning of the line to be described; thence North 35 degrees 16 minutes 15 seconds East, a distance of 33.45 feet and said line there terminating.

Except that part of said drainage and utility easement that lies within a 10.00 foot wide strip over said Lot 3, the centerline of which is described as follows:

Commencing at the Southeast corner of said Lot 3; thence North 00 degrees 55 minutes 31 seconds West, assumed bearing along the East line of said Lot 3, a distance of 10.50 feet to the point of beginning of the line to be described; thence South 89 degrees 04 minutes 29 seconds West, a distance of 135.00 feet and said centerline there terminating.

- NOTES:
- The professional surveyor has made no investigation or independent search for encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
 - Bearings are based on the Anoka County coordinate system (NAD83 1996 Adjustment).



Denotes Existing Drainage & Utility Easement to be Vacated

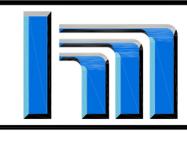
Jun 02, 2016 - 5:22pm K:\sd\surv\land\land\2008\3997_01\3997_01 EASEMENT VACATION EXHIBIT_C3D.dwg

DATE	REVISION
06/02/16	REVISE EASEMENTS PER ENGINEERING

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 Land Surveyor under the laws of the State of Minnesota.

Charles R. Christopherson
 CHARLES R. CHRISTOPHERSON, LS
 Date 04/18/16 Lic. No. 18420

DESIGNED BY:	CRC
DRAWN BY:	SMM
CHECKED BY:	CRC



Hakanson Anderson
 Civil Engineers and Land Surveyors
 3601 Thurston Ave., Anoka, Minnesota 55303
 763-427-5860 FAX 763-427-0520
 www.haa-inc.com

RUM RIVER TERRACE

EASEMENT VACATION EXHIBIT
PENTAGON HOLDINGS, LLC
 CITY OF ST. FRANCIS, MINNESOTA

SHEET	1	OF	1
SHEETS			



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303
Phone (763) 433-2851 • Fax (763) 427-0833
www.bolton-menk.com

MEMORANDUM

Date: June 2, 2016

To: Joe Kohlmann, City Administrator

From: Jared Voge, P.E.
City Engineer

Subject: Pederson Drive Improvements
St. Francis, Minnesota
BMI Project No.: R18.109331

INTRODUCTION:

The construction of a turn lane at the eastern King's County Market access has been requested.

BACKGROUND:

The Pederson Drive Improvements project has been in development since November 2014. Council action previously taken regarding the project:

1. December 1, 2014 – Authorized Feasibility Report
2. July 6, 2015 – Approved Feasibility, Authorized Plans and Specifications
3. March 7, 2016 – Approved plans and specifications and authorized advertisement for bids.
4. April 18, 2016 – Awarded contract.

The project consists of the installation of concrete curb and gutter, storm sewer, and pedestrian improvements between TH 47 and Guarani Street NW. West and north of Guarani Street, the existing bituminous pavement will be milled and overlaid. In addition, limited utility system maintenance will also be completed.

King's County Market has requested that a turn lane be installed as part of the Pederson Drive Improvements project. We have verified that a turn lane can be constructed as requested while meeting Minnesota Manual of Uniform Traffic Control Devices (MMUTCD) requirements. An agreement is being prepared which includes the property owner's contribution of one half of the estimated turn lane construction cost of \$7,500. We have verified that the remaining costs associated with the turn lane construction are State Aid eligible costs and therefore can be reimbursed by State Aid funds. Please find enclosed a drawing illustrating the proposed turn lane construction.

RECOMMENDATION:

1. Pass a motion authorizing staff to enter into an agreement with King's County Market for the construction of a turn lane at the eastern King's County Market entrance contingent on the review and approval of the City Attorney and authorize the turn lane construction.



BUDGET IMPACT:

The total estimated project cost breakdown by funding source is as follows:

MSA Funds - \$823,750 (includes construction, Preliminary Engineering Report, topography, contract administration, construction observation, construction staking, legal, administration, crosswalk lighting, and one half of turn lane construction)

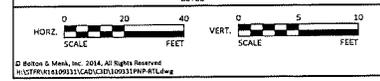
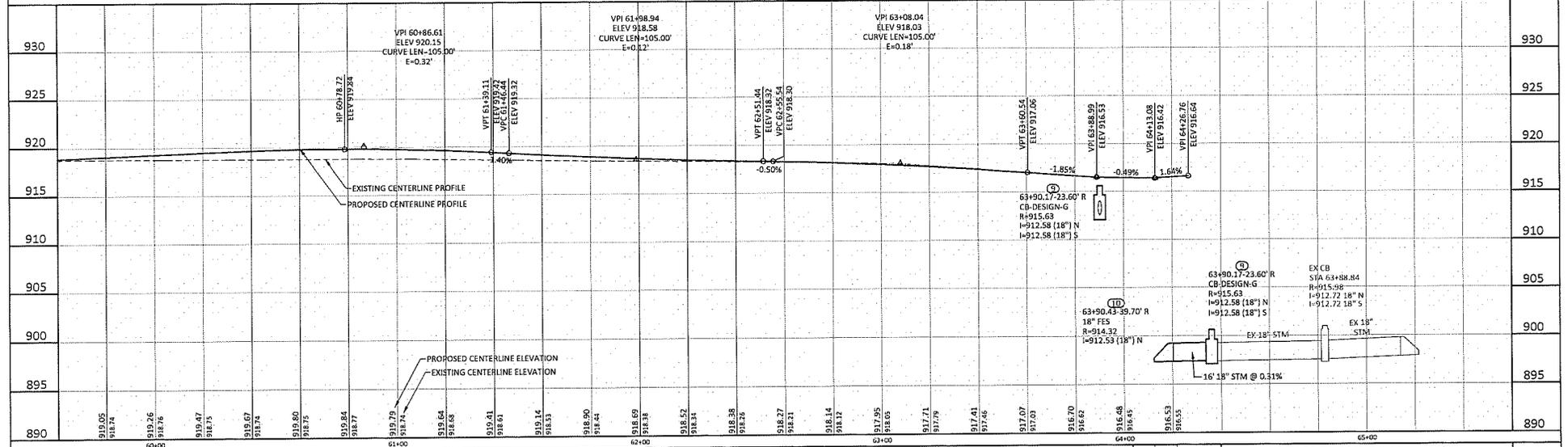
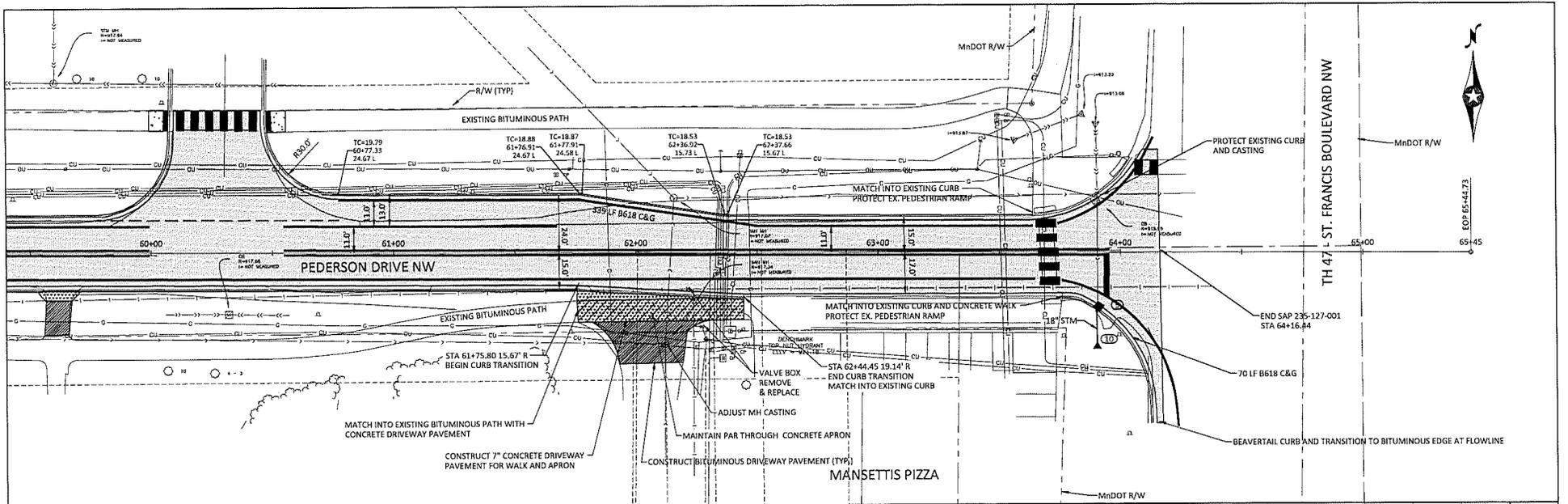
City Funds - \$17,000 (includes manhole and gate valve adjustments/replacement, testing, permitting)

Private Funds -\$3,750

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

JAV/kg

Enclosures



City of St. Francis

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER OR UNDER THE TRAINING OF THE STATE OF MINNESOTA.

JARETA A. VOGE, P.E.
45063 02/10/2016

BOLTON & MENK, INC.
Consulting Engineers & Surveyors

MANKATO, MN FARMBURG, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN
CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN
AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

REV	BY	DATE
1	JAV	03/02/2016

CITY OF ST. FRANCIS, MINNESOTA
PEDERSON DR IMPROVEMENTS - 2016 SAP 235-127-001
STREET & UTILITY PLAN & PROFILE
PEDERSON DRIVE NW

SHEET
C6.08

AGENDA REPORT

June 6, 2016 CITY COUNCIL MEETING

TO: City Council
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Business Subsidy Policy and Tax Increment Financing (TIF) Policy

INTRODUCTION

In regulating economic development, state statutes ask cities are to have policies in place for the use of business subsidies, as defined. In the intent to pursue development of vacant lots and encourage redevelopment of blighted sites, it is recommended that St Francis establish these policies. As there is not a current request for a business subsidy, this would put in place standards and requirements that outline the public purpose and criteria in the event a subsidy is requested.

The definition of a "Business Subsidy" is a state or local government agency; grant, contribution of personal property, real property, infrastructure, the principal amount of a loan at rates below those commercially available to the recipient, any reduction or deferral of any tax or any fee, any guarantee of any payment under any loan, lease, or other obligation, or any preferential use of government facilities given to a business.

BACKGROUND

St Francis has acquired real property that is eligible for development. In addition, there are sites within the city that would qualify as blight due to dilapidated conditions. If a blighted site meets State standards, it may qualify for a TIF district. Business Subsidies could be requested from the city in various forms, including but not limited to a TIF subsidy and selling city owned property at a below fair market value. As development and redevelopment are reviewed this would allow staff to accept, review and recommend projects through an equal and transparent process. Criteria would be in place and businesses requesting subsidies would be able to understand all development and project expectations in regards to public benefits.

Business subsidies are a tool for local government to support economic development. Generally, subsidies are aimed at promoting development and allow the city to guide the development and support a public benefit such as jobs and wages.

The following policies were adopted by the St Francis Economic Development Authority May 16, 2016.

RECOMMENDATION

It is recommended that Council adopt the Business Subsidy and the Tax Increment Finance (TIF) Policy

BUDGET IMPLICATION

No budget implications

Attachments:

1. Business Subsidy Policy
2. Application for Business Assistance
3. Business Subsidy Reimbursement Agreement
4. Summary Report Card
5. Tax Increment Financing (TIF) Policy

1) PUPOSE

This document sets forth the business subsidy policy and the specific criteria to be considered by the City of St. Francis (City) and the St. Francis Economic Development Authority (EDA) in evaluating requests for business subsidies. In adopting these criteria, it is the intent of the City and EDA to comply with Minnesota Statutes, Sections 116J.993-116J.995 as amended (the Act). The City and EDA hereby adopt the definitions contained in the Act for application of the criteria, and they are incorporated herein by reference. The City and the EDA have each adopted this policy and these criteria after a public hearing in accordance with the Act. Henceforth in this document the term “City” includes both the City and the EDA unless otherwise designated.

2) GOALS OF THIS POLICY

It is the City’s intent to advance the following goals and objectives in granting business subsidies:

- a. It is the goal of the City to provide business subsidies that are consistent with the City of St. Francis Comprehensive Plan and other plans and guides adopted by the City to guide development of the community.
- b. It is the goal of the City to provide business subsidies that are consistent with the Act, including;
 - i. The project for which the business subsidy is being provided must have a “public purpose”, including but not limited to, the public purposes stated in Section III below.
 - ii. The recipient must enter into a business subsidy agreement with the City that is consistent with the Act.
 - iii. The recipient must commit to remain in the site for which the business subsidy was granted for at least five (5) years from the benefit date (as defined in the Act).
 - iv. The business subsidy agreement sets forth the finding relative to the criteria contained herein, and any specific job, wage, property valuation or other goals established with respect to the business subsidy.

3) BUSINESS SUBSIDY CRITERIA

The following criteria shall be utilized in evaluating a request for a business subsidy. However, that an applicant meets these criterial does not create a contractual right to a business subsidy. The City may at any time and at its own discretion modify these criteria as permitted by the Act.

- a. *Increase in Tax Base.* The Act provides that an increase in tax base cannot be the sole basis for granting a business subsidy, however, the City considers an increase in tax base is a critical factor in granting a business subsidy. The City may consider a specific goal for tax base increase in connection with a specific request for assistance.

- b. *Job Creation.* The applicant will be required to demonstrate that the proposed project will create the maximum number of jobs feasible in light of the project type and site. Jobs to be created may include jobs that will be retained within the City of St. Francis, but only with a demonstration by the applicant that, absent the business subsidy, the job losses would be specific and demonstrable. If, after the public hearing, the City determines that the creation or retention of jobs is not a goal of the specific project, the job creation goal may be set at zero (0).
- c. *Wages.* New jobs to be created by the project must pay at least 200% of the federal minimum wage exclusive of benefits. Jobs to be retained may not be required to meet the above wage standard. After the public hearing the City may establish wage goals for new jobs to be created that vary from the standard above, and which take into account the following additional factors:
 - i. The size of the business, and its potential to create higher paying jobs in the future;
 - ii. Prevailing local wage rates;
 - iii. Local economic conditions;
 - iv. External economic factors over which neither the City nor the recipient of the business subsidy has control
 - v. The individual financial resources of the recipient; and
 - vi. The competitive environment in which the recipient's business exists.
- d. *Other Economic or Redevelopment Goals.* If creation of jobs is determined not to be a goal of a project (and by extension wages) the proposed business subsidy must achieve specific tangible and measurable goals related to one or more of the following:
 - i. Provides a significant economic impact by means of a multiplier effect within the community;
 - ii. Results in greater economic or commercial diversity within the community;
 - iii. Contributes to the establishment or reestablishment of a critical mass of commercial/industrial development within an area of the City;
 - iv. Provides goods or services that are not currently available in the community;
 - v. Increase the range of goods or services that are available in the community;
 - vi. Encourages the growth of fast-growing businesses;
 - vii. Encourages private investment or reinvestment that results in the removal of blight or remediation of pollution;
 - viii. Supports the retention and/or adaptive re-use of buildings of historical or architectural significance;
 - ix. Encourages the full utilization of existing or planned public infrastructure improvements.

In granting business subsidies, the City may deviate from the criteria outlined above if a) the reasons for the deviation is documented in writing and b) reported to the Minnesota Department of Employment and Economic Development (DEED) pursuant to the Act.

4) **APPLICATION PROCESS FOR BUSINESS SUBSIDIES**

The applicant will complete and submit the City's Application for Business Subsidy; submit with the application deposit of six thousand (\$6,000.00) to cover the City's administrative review

costs; and provide other information which may be requested by the City. Applicant will be liable for any additional costs beyond the initial deposit as well. All materials submitted to the City in connection with a business subsidy application shall become the property of the City. The review process shall involve at least the following steps;

- a. City staff or the City's agent shall review the application materials and make a preliminary recommendation to the City Council and EDA regarding 1) the completeness of the application, 2) whether the application meets the goals of this policy, and 3) whether the application complies with the criteria established in this policy.
- b. In the event that the City Council and EDA concur with the recommendation in above, a public hearing will be set at which the City will consider a final recommendation related to the application. The final review and recommendations by City staff or the City's agency shall take into account at least the following:
 - i. Applicable credit analysis;
 - ii. Financial structure of the proposed project/application;
 - iii. Legal compliance of the project/application.
- c. At the time of the scheduled public hearing, City staff or the City's agent will make a final recommendation to the City Council and EDA regarding the application. The City Council and EDA may adopt the recommendation or direct City staff or the City's agent to develop alternative information and/or alternatives for action by the City Council and EDA.

5) COMPLIANCE AND REPORTING REQUIREMENTS

- a. Any assistance that does not meet the definition of a "business subsidy" will be excluded from the requirement of holding a public hearing prior to granting a business subsidy. All assistance that meets the definition shall be subject to the requirement of a public hearing.
- b. Every recipient of a business subsidy must enter into a Business Subsidy Requirement Agreement with the City, which agreement must fulfill the requirements of the Act.
- c. Both the recipient and the City must comply with the reporting and monitoring requirements of the Act.
- d. In the event that a recipient fails within two (2) year of the benefit date as defined in the Act to meet the job and wage goals set forth in the Business Subsidy Agreement, the recipient or its successors and assigns shall be liable to repay the City the assistance plus interest. The City may prorate repayment to reflect partial fulfillment of the goals set forth in the Business Subsidy Agreement. The rate of interest charged must be set at no less than the implicit price deflator for government consumption expenditures and gross investment for state and local governments prepared by the Bureau of Economic Analysis of the United State Department of Commerce.
- e. The City may, after holding a public hearing, extend the time for compliance with the Business Subsidy Agreement job and wage goals by up to one (1) year.

May 2016



Application for Business Assistance

With this application, please submit a formal letter requesting assistance. There is an application fee of \$6,000 that will be used to pay legal and financial service fees associated with the application process. Any unused portion of this fee will be returned to the applicant if project is not approved or if applicant decides not to proceed. Application is not considered complete until application fee has been received.

APPLICANT INFORMATION

Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Telephone: _____ Email: _____

To be listed as primary on legal documents

Parent Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

To be listed as primary on legal documents

Consultant Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Telephone: _____ Email: _____

TYPE OF SUBSIDY REQUESTED

Tax Increment Financing (TIF) Tax Abatement Other _____

Type of TIF: Economic Development Redevelopment Housing

OWNERSHIP STRUCTURE & FINANCIAL HISTORY

Indicate type of business:

Corporation Partnership LLC Proprietorship or operates under a name other than the business legal name Other _____

Proprietorship, partners, officers, directors, holder of outstanding stock of 10 percent or more of business ownership must be accounted for on the table below.

Name	Title	% of Ownership
		%
		%
		%
		%

Have there ever been judgments or injunctions against the business or owners? Yes No

If yes, describe: _____

Is there pending litigation involved the business? Yes No

If yes, please attach summary and disposition.

Has the business or the owners of the business ever filed bankruptcy? Yes No

If yes, describe: _____

Has the business or the owners defaulted on a loan commitment? Yes No

Is the business or owner currently delinquent on property taxes in the City of St. Francis? Yes No

Are you engaged in international trade? Yes No

PROJECT INFORMATION

If awarded, what is the intended use of funds? If possible, please provide preliminary cost estimates.

Project Type: Expansion Startup

Do you have facilities in other locations? Yes No

If yes, please list where: _____

Will any jobs be relocated from another Minnesota site? Yes No

If yes, which location(s) will the jobs be relocated from? _____

**Provide a statement within the attachment section as to why the project cannot be completed at its current location/facility.*

What is the company's current number of Full Time Equivalent (FTE) employees in St. Francis? _____

**Full Time Equivalent (FTE) is based on a total annual hours of 2,080.*

What is the company's current number of Full Time Equivalent (FTE) employees in Minnesota: _____

Number of new FTE jobs to be created within 2 years in St. Francis: _____

Number of new FTE jobs to be created within 5 years in St. Francis: _____

**Job number will be used to determine eligibility for scoring and for job creation commitments.*

What is the hourly base wage of the lowest paid job that will be created? _____

How many jobs earning a base wage of \$14.50 or higher are anticipated to be created? _____

**City requires a minimum wage of \$14.50 exclusive of benefits (200% of Federal Minimum wage).*

What is the average base wage of all the jobs created? _____

Complete the following wage/benefit table:

Wage Levels Per Hour	Number of Permanent FTE Positions at this Wage Level	Hourly Value of Health Insurance Benefits (Health and Dental)	Hourly Value of Non-Health Insurance Benefits (Life, Profit Sharing/Bonuses, Retirement, etc.)
Less than \$14.50			
\$14.50 - \$14.99			
\$15.00 - \$16.99			
\$17.00 - \$18.99			
\$19.00 - \$20.99			
\$21.00 - \$22.99			
\$23.00 - \$24.99			
\$25.00 - \$26.99			
\$27.00 - \$28.99			
\$29.00 - 30.99			
\$31.00 and Over			

PROPERTY INFORMATION

Property Identification Number(s): _____

Total Size of the Property: _____

Total Size of the Facility: _____

Facility Breakdown	Total Square Feet Per Area
Manufacturing/Assembly/Processing	
Office	
Research Laboratory	
Warehouse	
Other	

Will the facility be leased or owned? Leased Owned

Are there any environmental risks associated with the site, building, or the business itself? Yes No

Have state environmental review requirements been met, if applicable? Yes No

ESTIMATED SOURCES AND USES OF FUNDS

**Note: 20% of equity is required.*

	Local Government	Bank	Equity	DEED	Other	Total
Property Acquisition						
Site Improvement						
New Construction						
Renovation of an Existing Building						
Purchase of Machinery & Equipment						
Public Infrastructure						
Other						
Total Project Costs						

ESTIMATED PROJECT TIMETABLE

Task	Estimated Completion Date
Commitment of all Funds	
Start of Construction	
Purchase Equipment	
Complete Construction	
Begin Operations	

TAX INCREMENT FINANCING ONLY

Any project receiving tax increment financing must meet requirements established in the City of St. Francis Tax Increment Financing Policy.

Will the developer receiving assistance provide a minimum of 20% cash equity investment in the project?

Yes No

If new construction, will the building be at least 50,000 square feet? Yes No

TAX ABATEMENT ONLY

Any project receiving tax abatement must meet requirements established in the City of St. Francis Tax Abatement Policy.

Will the developer receiving assistance provide a minimum of 20% cash equity investment in the project?

Yes No

Does the project meet the minimum investment of \$10 million (new businesses) or \$5 million (expansions)?

Yes No

Attach the following information with the application. Application is not considered complete until all documents have been received.

- Provide a brief narrative of the company.
 - What is the business' competitive position in the marketplace? Briefly describe the past and present operations of the business and/or events leading up to its creation. Include when business was established and any change in controlling ownership within the last five years.
 - Does the marketing strategy support the planned expansion or start-up?
 - Is public assistance necessary for this project? If so, why will the project not proceed without public assistance?
- Site information, including site plan, renderings of the proposed project, narrative description of location, scope, size and type of development.
- Planning and zoning analysis: Does the project conform to the current zoning? Are any variances needed? If so, please identify and explain.
- Studies and analysis in support of project:
 - Preliminary economic analysis showing existing taxes, future taxes and source and use of funds.
 - Pro forma analysis of the project or market that have been completed.
 - Market feasibility analysis.

A professional analysis of the company's financials may be required and would need to include review of the following information: Three years historical financial information: Balance Sheets, Profit and Loss Statements and Cash Flow Statements.

NOTICE TO THE COMPANY: DATA PRACTICES ACT

The information that you supply in your application to the City of St. Francis/St. Francis EDA ("City") will be used to assess your eligibility for financial assistance. The City will not be able to process your application without this information. The Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) governs whether the information that you are providing to the City is public or private. If financial assistance is provided for the project, the information submitted in connection with your application will become public, except for those items protected under Minnesota Statutes, Section 13.59, Subdivision 3(b) or Section 13.591, Subdivision 2.

I have read the above statement and I agree to supply the information to the City with full knowledge of the matters contained in this notice. I certify that the information submitted in connection with the application is true and accurate.

Signature / Title

Date

BUSINESS SUBSIDY REIMBURSEMENT AGREEMENT

THIS AGREEMENT is made as of the ____ day of _____, 20__, by and between the CITY OF ST. FRANCIS, MINNESOTA (the "City"), a Minnesota municipal corporation, and _____, a _____ (the "Applicant").

WITNESSETH:

WHEREAS, _____ has made application for Business Subsidy for a project located _____ (the "Project"); and

WHEREAS, the City of St. Francis has collected the review fee of \$6,000 as required by the City's adopted Fee Schedule; and

WHEREAS, _____ has agreed to reimburse the City for the costs of the preparation and review of the Business Subsidy application over and above the \$6,000 application fee.

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and obligations set forth herein, the parties agree as follows:

_____ will reimburse the City for the costs actually incurred by the City in the preparation and review of the Business Subsidy application for the Project. Payment shall be due 10 days after written evidence reasonable acceptable to _____ has been provided to _____ that such costs have actually been incurred by the City. Termination of this Agreement shall not impair the obligation of _____ to pay the reasonable costs actually incurred by the City for the preparation of the Business Subsidy application before the date of termination of this Agreement.

APPLICANT'S NAME

By: _____

Date: _____

Title: _____

CITY OF ST. FRANCIS

By: _____

Date: _____

Title: _____

St. Francis Tax Increment Financing Application
SUMMARY REPORT CARD

Applicant Name: _____

Application Date: _____

1 Private investment in project: Points:

_____	Private Investment
_____	Public Investment/TIF
_____	Ratio of Private/Public Financing

Private Funds/TIF	Points
3 to 1	1
4 to 1	2
5 to 1	3
6 to 1	4
7 to 1	5

2 Increase in real estate value Points:

_____	Value of site before redevelopment
_____	Value of site after redevelopment
_____	Ratio of value before/after redevelopment

Before/After	Points
1 to 1.5	0
1 to 2	1
1 to 3	2
1 to 4	3
1 to 5	4

3 Job Retention in the City: Points:

_____	Number of FTE employees retained in City
-------	--

Jobs Retained	Points
0	0
1 to 15	1
16 to 30	2
31 to 45	3
46 to 75	4
76 & Up	5

4 Job Creation in the City: Points:

_____	Number of new FTE employees as a result of the project
-------	--

New Jobs	Points
0	0
1 to 15	1
16 to 30	2
31 to 45	3
46 to 75	4
76 & Up	5

5 Ratio of TIF Investment to jobs retained & created: Points:

_____	TIF Request
_____	Jobs Retained / Created
_____	TIF / Job

TIF/Job	Points
\$0 to \$7,000	5
\$7,001 to \$10,000	4
\$10,001 to \$13,000	3
\$13,001 to \$16,000	2
\$16,001 to UP	1

6 Pay level of FTE jobs (without benefits)

Points: **0**

# of Employees	Total Wages	Pay Range	Points
_____	_____	\$0 to \$14,999	0
_____	_____	\$15,000 to \$24,999	1
_____	_____	\$25,000 to \$29,999	2
_____	_____	\$30,000 to \$44,999	3
_____	_____	\$45,000 to \$59,999	4
_____	_____	\$60,000 & Up	5
Total # of FTE 0	Total Wages \$0	Average Wage #DIV/0!	

7 Bonus Points (20 points total)

Points: **0**

- A. Developer has assembled majority or all of the parcels required for redevelopment?
- B. Project will redevelop a previously contaminated or environmentally challenged site?
- C. Project will be part of a mixed-use development?
- D. Project will incorporate LEED principles- meet certification- achieve medal?
- E. Project incorporates principles of livable communities and/or Transit Oriented Development?
- F. Project will likely stimulate further investment in surrounding neighborhood?
- G. Site is located in or close proximity to a City-designated redevelopment area?
- H. Project will have a significant community impact?

	Points	
	Avail	Awarded
A.	2	
B.	3	
C.	2	
D.	3	
E.	3	
F.	2	
G.	2	
H.	3	
Total	20	0

8 **Total Points** 0

to	9	F
to	19	D
to	29	C
to	39	B
to	49	A

Final Grade

1) POLICY PURPOSE

For the purposes of this document the term “City” includes the City of St Francis Council, Staff, the Economic Development Authority, Advisory Boards and Commissions, Financial consultants, and legal counsel.

The purpose of this policy is to establish the City of St. Francis’s position related to the use of Tax Increment Financing (TIF) for private development above and beyond the requirements and limitation set forth by State Law. This policy shall be used as a guide in the processing and review of applications requesting tax increment assistance.

The City of St. Francis (City) is granted the power to utilize TIF by the Minnesota Tax Increment Financing Act, Minnesota Statutes 469.174 through 469.1794, as amended. The fundamental purpose of tax increment financing in the City of St. Francis is to encourage desirable development or redevelopment that would not otherwise occur *but for* the assistance provided through TIF.

The City reserves the right to approve or reject projects on a case by case basis, taking into consideration established policies, project criteria, and demand on City services in relation to the potential benefits from the project. Meeting policy criteria does not guarantee the award of business assistance to the project. Approval or denial of one project is not intended to set precedent for approval or denial of another project.

The Council (and EDA Board) can deviate from this policy for projects that supersede the objectives identified herein.

2) OBJECTIVES OF TAX INCREMENT FINANCING

Tax Increment Financing (TIF) uses the increased property taxes generated by new real estate development within a tax increment district to pay for certain eligible costs associated with the development. As a matter of adopted policy, the City will consider using TIF to assist private development projects that will achieve one or more of the following objectives:

- To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits. Preference will be given to higher paying jobs that also provide benefits such as health care coverage.
- Projects that provide value in the forms of needed transportation and other utility infrastructure improvement that would be completed in conjunction with the project.
- To encourage additional unsubsidized private development in the area, either directly or indirectly through “spin-off” development.
- To facilitate the development process and to achieve development on sites which would not otherwise be developed but-for the use of TIF.
- To remove blight and/or encourage redevelopment of commercial and industrial area in the City that result in high quality redevelopment and private reinvestment.

- To offset increased costs of redevelopment (i.e. contaminated site clean-up) over and above the costs normally incurred in development.
- To create opportunities for affordable housing.
- Projects that improve the quality of life in the City by providing a desirable good or service and address an unmet demand in the community.
- To contribute to the implementation of other public policies, as adopted by the city from time to time, such as the promotion of quality urban or architectural design, energy conservation, and decreasing capital and/or operating costs of local government.

3) USE OF TAX INCREMENT FINANCING

1. When possible, TIF shall be used to finance public improvements associated with the project. The priority for the use of TIF funds is:
 - a. Public improvement, legal, administrative and engineering costs.
 - b. Site preparation, site improvement, land purchase, demolition and environmental remediation.
 - c. Capitalized interest, bonding costs.
2. The following types of TIF districts may be established
 - a. Economic Development Districts (maximum term 9 years)
 - b. Redevelopment Districts (maximum term 26 years)
 - c. Housing Districts (maximum 26 years)
 - d. Renewal and Renovation Districts (maximum term 16 years)
 - e. Other types of TIF districts, along with specific criteria, may be considered on a case by case basis.
3. TIF assistance shall not be provided for reimbursement of land and/or property price that is in excess of fair market value. An appraisal by a third party, agreed upon by the City and Developer, will determine the fair market value of land
4. The City shall retain a fee to reimburse administrative costs up to but not to exceed ten percent (10%) of any tax increment received.
5. Any developer receiving TIF assistance shall provide a minimum of twenty percent (20%) cash equity investment in the project. The TIF assistance shall not be used to supplant cash equity. The City may consider exception for “pay-as-you-go” TIF projects.
6. Developer shall be able to demonstrate a market demand for a proposed project. TIF shall not be used to support purely speculative projects.
7. TIF shall not be utilized in cases where it would create an unfair and significant competitive financial advantage over other projects in the City.
8. TIF shall not be provided for projects that would place extraordinary demands on the city services or for projects that would generate significant environmental impacts.
9. The developer must provide adequate financial guarantees to ensure completion of the project, including, but not limited to: assessment agreements, letter of credit, personal guarantees, etc.
10. The developer shall adequately demonstration, to the City’s sole satisfaction, any ability to complete the proposed project based on past development experience, general reputation and credit history, among other factors, including the size and scope of the proposed project.

11. For the purposes of analyzing the proposal, the developer shall provide any requested market, financial, environmental or other data requested by the City or its consultants.

4) PROJECT QUALIFICATIONS

All TIF projects considered by the City of St. Francis must meet all of the following requirements:

1. To be eligible for TIF, a project shall result in one of the following:
 - a. For Economic Development TIF Districts, new construction of a minimum of 50,000 square foot building
 - b. For Economic Development TIF Districts, the minimum creation of one new or retained full time job per \$15,000 of TIF provided
 - c. For Redevelopment TIF Districts, a minimum value increase of 2 times the current year assessed value, whichever is greater
2. The project shall meet at least **one** of the objectives set forth in Section 2 and satisfy all the provisions set forth in Section 3 of this document.
3. The developer shall demonstrate the project is not financially feasible but-for the use of TIF.
4. The project must be consistent with the City's Comprehensive Plan, Land Use Plan and Zoning Ordinances.
5. The project shall serve at least **two** of the following public purposes:
 - a. Creation of jobs with livable wages and benefits, per City's Business Subsidy Policy.
 - b. Increase tax base.
 - c. Enhancement or diversification of the City's economic base.
 - d. Industrial development that will spur additional private investment in the area.
 - e. The project contributes to the fulfillment of the City's development or redevelopment objectives
 - f. Removal of blight or the rehabilitation of a high profile or priority downtown site.

5) SUBSIDY AGREEMENT & REPORTING REQUIREMENTS

- All developers/businesses receiving tax increment financing assistance from the City of St. Francis shall be subject to the provisions and requirements set forth by State Statute 116J.993 and summarized below. Developers/businesses must also comply with the cities Business Subsidy Policy.
- All developers/businesses receiving TIF assistance shall enter into a Subsidy Agreement with the City of St. Francis that identifies: the reason for the subsidy, the public purpose served by the subsidy, and the goals for the subsidy, as well as other criteria set forth by State Statute 116J.993.
- The developer/business shall file a report annually for two years after the date the benefit is received or until all goals set forth in the application and performance agreement have been met, whichever is later. Reports shall be completed using the format drafted by the State of Minnesota and shall be filed with the City of St. Francis no later than March 1 of each year for the previous calendar year. Businesses fulfilling job creation requirements must file a report to that effect with the City within 30 days of meeting the requirements.
- The developer/business owner shall maintain and operate its facility at the site where TIF assistance is used for a period of five years after the benefit is received.

- The developer/business will be required to attain or exceed the jobs and wage goals set forth in the Subsidy Agreement.
- Developer/Businesses failing to comply with the above provisions will be subject to fines, repayment requirements, and be deemed ineligible by the State of Minnesota to receive any loans or grants from public entities for a period of five years.

6) APPLICATION PROCESS

1. Applicant submits the completed application.
2. City staff reviews the application and completes a project score sheet
3. Results of the score sheet are submitted to the appropriate governing authorities for preliminary approval of the proposal.
4. If preliminary approval is granted, the applicant submits the application fee of \$6,000 for the Tax Increment Financing Plan, along with the all necessary notices, resolutions and certificates as prepared by City staff and/or consultants. The application funds will be placed in a non-interest bearing account and any unused portion of the fee will be returned to the application.
5. Notices are published and sent to the county and school board.
6. Public Hearing(s) on the proposed project are held.
7. The City Council grants final approval or denial of the proposal.

*This policy shall be reviewed on a biannual basis with the next review being set forth May 2018

AGENDA REPORT

June 6, 2016 CITY COUNCIL MEETING

TO: City Council
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Planning Assistance Grant – Metropolitan Council

INTRODUCTION

Metropolitan Council is providing various types of assistance in regards to the completion of Comprehensive Plans including; direct staff assistance, guidance, tools and resources, mapping assistance, training and financial resources.

BACKGROUND

To support local governments updating the local comprehensive plans, the Metropolitan Council is providing various types of assistance, including financial resources through the Planning Assistance Grant Program. On April 27, 2016, the Met Council Board approved a budget and the requirements to provide 70 selected cities/jurisdictions with grant opportunities for the updating of the comprehensive plan. St Francis qualifies an eligible Sewered Community based on Metropolitan Councils criteria.

An application process was released on May 24, 2016 and the process for participating was outlined. Funds are to provide assistance in the local capacity as it relates to consultants, staff pay and professional services. Although this is not a competitive process, it requires a formal application to outline the cities plan for the completion of the plan and the meeting the required deadlines.

ALTERNATIVES/OPTIONS

If funds are not requested and/or received, costs to complete the mandated Comprehensive Plan would be at the full expense to the City.

RECOMMENDATION

Staff requests council approval for the following items:

1. Authorization for the submission of the grant
2. Acceptance of the grant as awarded by Met Council
3. Authorized personnel for the completion and signatures of the grant submission and necessary agreements to Joe Kohlmann, City Administrator and Kate Thunstrom, Community Development Director.

BUDGET IMPLICATION

Increase planning funds up to \$32,000

Attachments:
None.

AGENDA REPORT

TO: City Administrator, Joe Kohlmann
FROM: Matt Kohout, Fire Chief
SUBJECT: Heart Safe Community
DATE: 6-6-2016

INTRODUCTION

Declare the City of St. Francis as a HEART Safe Community

BACKGROUND

HEART Safe Communities is a program designed to promote survival from sudden out-of-hospital cardiac arrest. It is a general concept focused upon strengthening the "chain of survival" as described by the American Heart Association; it recognizes and stimulates efforts by individual communities to improve their system for preventing sudden cardiac arrest (SCA) from becoming irreversible death.

HEART Safe is an open-source "collection of good ideas," and is freely available for any regional agency interested in creating a program. There is no central authority that collects a fee or authorizes its use. It is a grass-roots concept that is spread by word-of-mouth, and support is primarily through peers.

The American Heart Association has identified a 5 step survival cycle and the most critical step is the bystander/witness involvement. Studies have shown that those minutes between calling 911 and emergency personnel arriving are critical. Knowing how to utilize CPR/AEDs (Automatic External Defibrillator) immediately will determine the survival rate for each individual.

The City of St. Francis City Council will be asked to declare an intention to become a HEART Safe Community. This effort will be championed by firefighters from the St. Francis Fire Department. SFFD plans to achieve the designation of "HEART Safe" by performing these activities:

- Public Education and Awareness
- AED implementation

Public Education will be focused on the following topics:

- SCA Awareness (Sudden Cardiac Arrest)
- Good Samaritan laws
- Bystander CPR and AED use
- Where to find AED's in our community

AED Implementation will consist of the following:

- Work with local businesses, churches, and other public areas to install AED's
- Track Existing AED's, register and verify working condition

This initiative is dependent upon individuals' time and energy more than on financial

resources so it is an easy initiative to administer.

Current Status:

The City of St. Francis Council declare our intention to become a Heart safe Community

We have assembled a team dedicated to this initiative

We have added an AED checkbox on our inspection forms

We have been involved along with East Bethel, Coon rapids, and Anoka Heartsafe assisting us get our program started.

Our next step is to schedule more training for our team and continue the program.

Here are some statistics on SCA (Sudden Cardiac Arrest):

Sudden Cardiac Arrest

- #1 Killer in America
- #1 Killer in the workplace
- 65% Occur in the home
- 95% Mortality Rate
- 1000 Americans die a day
- 97% Die while awaiting 911/EMS
- Lay rescuer AED/CPR in first 2 min. = 85% survival rate

RECOMMENDATION

Staff recommends the City Council make a motion to declare the City of St. Francis as a HEART Safe Community and appoint the Fire Department as the lead department of the City to head the program

BUDGET IMPACT

To be determined, but none at this time.

AGENDA REPORT

TO: Public Works Director
FROM: Streets/Parks Supervisor
SUBJECT: Capital Equipment - Routine Truck Replacement
DATE: 6-6-2016

INTRODUCTION:

The City has a truck scheduled in the Capital Equipment Fund for replacement in 2016. The truck scheduled for replacement is the Public Works Department's 2002 Chevy 1500.

BACKGROUND:

The replacement of the 14 year old Chevy 1500 is routinely scheduled, the truck has approximately 96,000 miles. This truck has been a fairly reliable truck for us but is starting to show its age. Rust has started to take over the vehicle and we're starting to see more repairs done to this vehicle. With this truck only being a half-ton, we are not able to hook up and tow all of our trailers because they are just simply too big for what the truck can handle. The half-ton is not able to be fitted with a plow because it's just too light duty. The new truck would be outfitted with a plow, this will help us to be more efficient by reducing our downtime if we have a break down with our other pickup style plow trucks.

COUNCIL ACTIONS TO BE CONSIDERED:

1. Push back in replacement schedule even though the funds are available now. Rust will continue to cause loss of trade value and new vehicle prices will continue to rise.
2. Purchase a 2016 Dodge 2500 from Dodge of Burnsville for the price of **\$33,142.00**, this includes the trade of the 2002 Chevy and the additional equipment outfitted on the new truck. (Council would need to motion and approve this).
3. Do nothing.

BUDGET IMPACT:

The Capital Equipment fund has **\$40,000** scheduled and available to replace this truck in 2016. This will result in **\$6,858** savings from the planned replacement cost and the dollars will be available for future Capital Equipment replacement items.

Attachments: *(1) Summary from Dodge of Burnsville*



Prepared For:
 Jeremy
 City of St Francis
 Minnesota

Prepared By:
 Justin Gerber
 Dodge of Burnsville
 12101 Hwy 35W South
 Burnsville, Minnesota, 55337
 Phone: 952-894-9000

PRICE SHEET

2016 RAM 2500

4x4 Regular Cab 140.5" WB Tradesman (DJ7L62)

Vehicle Price (excluding option discounts)	MSRP \$48,993.00
Vehicle Subtotal	\$48,993.00
Option Credits	0.00
State Regional Contract Pricing # 72046	(13,141.00)
Other (Discount)Margin	0.00
Incentives	0.00
Total Other Items	(13,141.00)
Net Selling Price	\$35,852.00
Destination	1,195.00
Total Quote	\$37,047.00
Less: Trade In	4,000.00
<i>Ford Truck Serial #: 1GCEK14TX2Z313596 w/ 0.00 miles. Condition: Gross amount 4,000.00 less lien amount 0.00</i>	
Net Difference	33,047.00
Transit Improvement Tax	95.00
Lien payment for :Ford Truck	0.00
TOTAL	\$33,142.00

Customer Signature

Date

The information contained in this package is provided to assist in assessing our vehicles and is for your information only. Prices and content information shown are subject to change and should be treated as estimates only. Information on the comparison vehicle is derived from available public sources and may not be completely current or accurate. No representations, warranties or guarantees are given in the information. Neither Chrysler nor the dealer will be liable for any reliance on the contents hereof. Please see salesperson for the most current information and other details. Actual pricing may vary. Reference DX05102598 5/19/2016

AGENDA REPORT

TO: City Administrator
FROM: Chief Jake Rehling
SUBJECT: Officer Eligibility list
DATE: 06/06/16

INTRODUCTION

With the recent hire of our open position off of our last eligibility list it has come to my attention that the current list is out dated.

BACKGROUND

By having an updated eligibility list, it will save time when needing to fill any vacancies within the department. It is a long background process when we hire new officers and by being prepared only expedites things.

RECOMMENDATION

Staff recommends that the council make a motion to allow the police department to advertise for the purpose of creating an eligibility list for the position of Police Officer/Liaison.

BUDGET IMPACT

As this process will be conducted by staff there will be no budget impact.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. None

Memo

To: Honorable Mayor & Council
From: Joe Kohlmann, City Administrator
Date: June 6, 2016
Re: July 5th Council Meeting

The City recently adopted the *attached* change regarding "Council Meetings". The change allows the City the ability to cancel City Council Meetings by Resolution. This is most likely applicable to the meetings at the beginning of July and the end of December due to their proximity to holidays.

The first Monday of July falls on July, 4th so the meeting would be held on Tuesday July 5th at 6:00 p.m.

Action to be considered:

Discuss the July 5th Council Meeting date and the option to cancel it. If the Council wishes to cancel the meeting, direct Staff to prepare a Resolution canceling the July 5th City Council Meeting.

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

ORDINANCE 215, SECOND SERIES

AN ORDINANCE AMENDING THE CITY CHARTER
RELATING TO "COUNCIL MEETINGS"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Charter Revised. That Chapter 3, Section 3.02, of the St. Francis City Charter be amended as follows:

Section 3.02 Council Meetings. The Council shall meet at such time or times each month as may be prescribed or by ~~ordinance-resolution~~. In addition, the Mayor or any two (2) Council persons may call special meetings of the Council upon such notice as may be prescribed by Ordinance.

Section 2. Effective Date. This Ordinance shall take effect 90 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS
____ DAY OF MARCH, 2016.

APPROVED:

Steve Kane, Mayor

ATTEST:

Barbara I. Held, City Clerk