

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
May 21, 2018  
ISD #15 CENTRAL SERVICE CENTER  
4115 Ambassador Blvd NW  
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA - *All matters listed within the Consent Agenda are considered routine items to be enacted upon by one motion by the City Council. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.*
  - A. City Council Minutes –May 7, 2018
  - B. Receipt of Donations for “Winning with Cops” program: Chops Inc. \$300, St. Francis Lions Club \$250 and Gary Zimmerman \$40
  - C. Hire Andrea Schauer as Liquor Store Part Time Employee
  - D. ISD #15 Vehicle Maintenance Contract
  - E. St. Francis Fire Relief Donation Request
  - F. Payment of Claims
5. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person \***
6. SPECIAL BUSINESS
  - A. Abdo Eick & Meyers – 2017 Annual Financial Audit Report
  - B. Fire Department Badge Pinning Ceremony – Zachary Goers, Jason Hughes, Brent Wentworth
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
  - A. Ordinance 240, Second Series – Rivers Edge Rezoning to Planned Unit Development
  - B. 2040 Comp Plan – HKGI: Extension Request (If needed) Resolution 2018-19
  - C. Woodhaven 6 – Development Agreement
  - D. Fire Department – Building Security Updates
10. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person \***
11. REPORTS
  - A. Public Works Departments – Monthly Report
  - B. Councilmember Reports -
  - C. Attorney’s Report - Closed meeting to Discuss Union Negotiation Strategy Pursuant to Minn. State Statute 13D.03
  - D. Upcoming Events –
    - May 29 2<sup>nd</sup> Annual Bike Rodeo @ Police/Public Works Facility 5 pm
    - June 4 City Council Meeting @ ISD #15 Central Services Center 6 pm
    - Jun 8-10 PIONEER DAYS WEEKEND
12. ADJOURNMENT

# MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – May 21<sup>st</sup>, 2018 Council Meeting

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## Agenda Items:

### 4. **CONSENT AGENDA:**

- a. City Council Minutes – May 7<sup>th</sup>, 2018
- b. Receipt of Donations - Winning with Cops. \$300 from Chops, \$250 St. Francis Lions Club and \$40 from St. Francis Insurance. **\$590 total donations.**
- c. Liquor Store Part-time Hire – Authorize hiring of Andrea Schauer as Liquor Store Part Time Employee.
- d. ISD #15 Vehicle Maintenance Contract – Three year extension of the vehicle maintenance contract through 6/30/21. \$75 per hour for light duty vehicles and \$90 per hour for other equipment services, plus part costs. *Attached are the previous contract and extensions.*
- e. Relief Association Donation – TNT Fireworks has filled out a city application to sell MN approved fireworks in the County Market parking lot. Sales will be approximately from June 20<sup>th</sup> – July 5<sup>th</sup>.
- f. Payment of Claims –

### 6. **Special Business:**

- A. Abdo, Eick, & Meyers– 2017 Annual Financial Audit Report
- B. Fire Department Badge Pinning Ceremony – Zachary Goers, Jason Hughes, Brent Wentworth

### 7. **PUBLIC HEARINGS**

- A. None–

### 8. **OLD BUSINESS**

- A. None

### 9. **NEW BUSINESS**

- A. Ordinance 240, Second Series – River's Edge Rezoning to P.U.D.
- B. 2040 Comp Plan – **Resolution 2018-19** Requesting an extension from the Metropolitan Council. The extension request is for a deadline of submittal to the Met Council of May 31<sup>st</sup>, 2019. Otherwise a December 31<sup>st</sup>, 2018 deadline is in place. The City needs to allow adjacent agencies 6 months to review the draft plan and comment. This extension allows for additional time to complete the plan and address comments received.

- C. Woodhaven 6 – Review and approve the development agreement. Authorize the City Administrator and City Attorney to make any necessary in the future to complete the agreement.
- D. Fire Department – Building Security Updates. The Fire Department is in need of updated security measures to ensure the building and equipment's security.

**11. Reports:**

- A. Public Works – Quarterly Report
- B. Council Member Reports
- C. Attorney Report – Closed Meeting to discuss Union Negotiation strategy pursuant to MN Statute 13D.03.

**12. Adjournment**

CITY OF ST. FRANCIS  
ST. FRANCIS MN  
ANOKA COUNTY

CITY COUNCIL MINUTES  
May 7, 2018

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:00 pm by Mayor Pro Tem Joe Muehlbauer.

2. **ROLL CALL**

Members present: Mayor Pro Tem Joe Muehlbauer, Councilmembers Jerry Tveit, Robert Bauer and Rich Skordahl.

Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and Acct Tech/Deputy Clerk Lori Streich.

3. **APPROVAL OF AGENDA**

MOTION TO APPROVE AGENDA BY BAUER, SECONDED BY TVEIT; ALL IN FAVOR, MOTION PASSES.

4. **CONSENT AGENDA** - *All matters listed within the Consent Agenda are considered routine items to be enacted upon by one motion by the City Council. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.*

A. City Council Minutes –April 16, 2018

B. City Council Work Session Notes – April 9, 2018

C. Pay Request No. 27 for \$125,982.00 to Gridor Construction for the Wastewater Treatment Improvements

D. Annual Recycling Agreement with Anoka County for 2018

E. TNT Fireworks – Retail Sale of MN State Approved Fireworks @ SF City Centre 6/20-7/05

F. Payment of Claims

MOTION TO APPROVE CONSENT AGENDA BY SKORDAHL, SECONDED BY BAUER; ALL IN FAVOR, MOTION PASSES.

5. **MEETING OPEN TO THE PUBLIC**

Clair Schuster, 22968 Navajo Street NW asked for an update on any businesses coming to the area that may help out the City of St. Francis as well as the water utility issue.

Muehlbauer said that Kwik Trip is scheduled for 2019, but other than that, there really isn't anything else right now.

Staff continues to work on possibilities as far as the water and sewer options, and continue to encourage development to help out with that.

Kohlmann said that there was a rate study conducted by our auditor, and staff is also working on alternatives to our rate study. We will have a more clear answer in June.

## 6. **NEW BUSINESS**

- A. Ordinance 239, Second Series; Conveying Surplus Property to Anoka County per the Terms of Bridge Street Joint Powers Agreement (Second Reading).

Assistant City Attorney Schaps explained Ordinance 239, Second Series as detailed in the agenda packet.

MOTION TO APPROVE ORDINANCE 239, SECOND SERIES; CONVEYING SURPLUS PROPERTY TO ANOKA COUNTY PER THE TERMS OF BRIDGE STREET JOINT POWERS AGREEMENT (SECOND READING) BY TVEIT, SECONDED BY SKORDAHL; ALL IN FAVOR, MOTION PASSES.

ROLE CALL      AYES: MUEHLBAUER, BAUER, SKORDAHL, TVEIT  
                      NAYS: NONE

- B. Pick-up Truck Replacement

Public Works Director Teicher explained the pick-up truck replacement as outlined in the agenda packet. They will be replacing two vehicles, one is a former police squad and the other is a forfeiture vehicle that was used by the police department as an investigator vehicle. They would be replacing these two vehicles for a truck to service the Public Works Department and community more efficiently. This is a budgeted item and is under budget by \$4,000.

Tveit asked if there were any legal issues we would need to be aware of since it is a forfeiture vehicle. Would the proceeds need to go back into the forfeiture fund?

Skordahl stated that it wasn't forfeiture funds that paid for the vehicle in the first place.

Teicher said that as long as it was used for a police vehicle for one year, it can be transferred to any other department. When the budget was set up in Planit Software they had the discussion with Chief Schwieger to make sure those funds could go towards the trade in.

Skordahl asked if it was customary for the supplier to not respond to a bid request.

Teicher replied no, and this is a new dealership that had the state bid for this year. The last conversation with the salesman was that he had to turn it over to his boss because

he didn't know what to do and at that point they could no longer get 2018's on the state bid.

MOTION TO AUTHORIZE THE PICK-UP TRUCK REPLACEMENT BY BAUER, SECONDED BY SKORDAHL; ALL IN FAVOR, MOTION PASSES.

C. Setting Work Session Date

Work Session to discuss the East Shop Site was set for Tuesday, May 22<sup>nd</sup> at 5:30 pm.

7. **REPORTS**

A. Police Department – Quarterly Report

Chief Schwieger explained in detail the Quarterly Report as shown in the agenda packet. Many of the types of cases, such as identity theft, vehicle theft, fleeing a motor vehicle, etc. are pretty complex and involve a lot of time preparing paperwork to present to the prosecuting attorneys. The reality is that it wouldn't happen without the teamwork the officers have with the investigators and attorney's office and it definitely makes the job a little easier. Schwieger stated that it is concerning that these types of offenses are occurring.

Also as mentioned in the report, The City of St. Francis was ranked as the 20<sup>th</sup> safest city in the State of Minnesota by SafeWise.

2018 looks to be a good year with the outreach programs. The first one coming up is the bike rodeo.

Tveit said that hearing we made the list of safest cities in 2017, if that is something that could be put it on the website. It would be nice to promote that. He thinks the Police Department is doing a great job. It's also encouraging that when Public Works Director Teicher gave his report about the police vehicle, he mentioned that he had talked to the Police Chief and they agreed that the vehicle would be better over in Public Works. It's not too often that a department would willingly give up an asset to benefit another department. He likes the teamwork.

Bauer explained that his only concern is the agency assists. We got a report last year between 2016 & 2017 that agency assists went up almost 100%. It looks like they are doubling again in 2019. He doesn't know what that means, and questioned if the Police Department was going outside of our city. Keeping our Police Department within our city limits helps the residents feel safer. He does like the fact that some of the other numbers are going down.

Schwieger said that he had tried to explain the agency assists in the report. He looks through the numbers and data and a good number of these assists take place in our city. Every agency assist doesn't mean it's outside of our city. Agency assists can include other agencies requesting our officers to locate a vehicle or person involved in an offense in another jurisdiction. Other agency assists within St. Francis could consist of a St. Francis Officer running our DMT machine to process a DWI for an Anoka County Deputy or State Patrol Trooper. Other agencies often request to use our DWI processing area when they make a DWI

arrest in the area. It will be a pretty serious incident for an officer to go out of our city. If they can get there in 30 seconds to aid, they will go to that. They don't like to travel outside, but it would be a disservice if they couldn't provide that service and had to stop at the border. Most of these are right outside of our city borders. He also wanted to emphasize that just because we do have an agency assist, there is another officer on staff here in our city.

Skordahl, had the same question and appreciated Chief Schwieger's explanation. He doesn't mind if they leave the city to help others. It could very well be one of our residents.

Muehlbauer didn't have much to add, but stated that he liked the clear report.

#### B. Community Development Director – Quarterly Report

Community Development Thunstrom gave an overview of the Community Development Quarterly Report as presented in the agenda packet. She also stated that this could answer some of Mr. Schuster's questions regarding projects in our city.

Thunstrom also state that code enforcement continues. 95% of residents respond to the first letter that is sent out because many of them just didn't know, but there are a portion of the properties that do continue to be on the list.

Staff is reviewing our draft of the Comprehensive Plan and should be to Council the second meeting in May or first meeting in June.

Skordahl mentioned that he would like to see the progress on the properties that make the naughty list.

Bauer had no questions but said everything looked good.

Tveit asked if it would be possible to give Mr. Schuster a copy of the Community Development report. Sometimes as a Council, members aren't sure what to share. There are projects that we know about but the developer may not be ready to go public with.

Kohlmann said we can give Mr. Schuster a copy of the report before leaving tonight.

Thunstrom said they are also on our website for any citizen to go in and see the projects at any time.

#### C. Councilmember Reports -

Skordahl wanted to remind citizens to pay attention to burning. Technically, we aren't under a burning ban. Good job to the Fire Department.

Schmidt said recreational fires are not banned, but just because you can, doesn't mean you should. There were two rather large grass fires over the weekend.

Bauer will be gone on for the Council Meeting on May 21<sup>st</sup>. He appreciates staff's hard work,

and said that it doesn't go unnoticed.

Tveit wants to reiterate how well the city and departments are running together. It is serving us well. This weekend, Council received a couple notifications from the Fire Department and he appreciates those because citizens are calling them asking what's going on.

The second thing he wanted to mention is that the Upper Rum River Watershed Management Committee is running slower putting together the 10 year plan. It did cause some problems earlier in the year. Money was made available quickly and our watershed committee didn't know. What happened since our 10 year plan wasn't approved yet, is the funding opportunities that were no longer available. It created some disappointment as some of those funds would have helped Teicher on some projects. It is his understanding that they were late funding this so they can fund next year's earlier.

Muehlbauer attended the Anoka County Fire Protection Council meeting last week with Mayor Feldman. He found the meeting was an interesting experience and related it to being at a union meeting. He also mentioned that he was able to watch the St Francis' AAA baseball team play against the Coon Rapids team because his son plays on the Coon Rapids baseball team.

Notable dates.

D. Upcoming Events –

May 16 Planning Committee Meeting @ ISD #15 Central Services Center 7 pm  
May 21 City Council Meeting @ ISD #15 Central Service Center 6 pm  
May 29 2<sup>nd</sup> Annual Bike Rodeo @ Police/Public Works Facility 5 pm  
June 4 City Council Meeting @ ISD #15 Central Services Center 6 pm  
Jun 8-10 PIONEER DAYS WEEKEND

## 8. ADJOURNMENT

MOTION TO ADJOURN BY TVEIT, SECONDED BY BAUER; ALL IN FAVOR,  
MOTION PASSES.

Respectfully Submitted by:

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Lori Streich, Acct Tech/Deputy Clerk





**CITY COUNCIL  
AGENDA REPORT**  
Agenda Item #:  
**4 B**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Donation Approval  
**DATE:** 05-17-2018

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**OVERVIEW:**

The City has received three donations for the "Winning with Cops" Promotion. \$300.00 from Chops, \$250.00 from St. Francis Lions Club and \$40.00 from St. Francis Insurance. The total to be accepted is \$590.00. This money will be set aside for this program.

**ACTION TO BE CONSIDERED:**

Approved under consent agenda to accept the donation.

**BUDGET IMPLICATION:**

Reserved for Winning with Cops.

**TO:** Mayor & City Council  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** Hire Part Time Liquor Store Employee  
**DATE:** May 21<sup>st</sup>, 2018

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**OVERVIEW:**

The Bottle Shop is looking to hire Andrea Shauer as a Part time Liquor Store employee. This Bottle Shop routinely hires part-time employees to ensure proper staffing.

**ACTION TO BE CONSIDERED:**

Motion to approve hiring Andrea Shauer as part-time liquor store employee.

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Paul Teicher, Public Works Director  
**SUBJECT:** **ISD 15 Contract Extension for Vehicle and Equipment Maintenance**  
**DATE:** 5-21-2018

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**OVERVIEW:**

The City and ISD15 entered into a contract/agreement in 2009 for general, routine maintenance, service, inspections and repairs of all city department vehicles and equipment. This agreement has continued to be a very effective tool in maintaining these assets of the City but is set to expire June 30, 2018. This new extension, as written by our City Attorney, would be a 3 year term expiring June 30<sup>th</sup> 2021. Pricing would continue as written in the 2012 contract document at \$75 per hour for light duty trucks and cars and \$90 per hour for other equipment service provided for under the contract. These charges do not include the cost for parts.

**ACTION TO BE CONSIDERED:**

Authorize Mayor to sign contract extension.

**BUDGET IMPLICATION:**

Vehicle and equipment repairs are budgeted for in all city department operation and maintenance budgets.

**Attachments:**

- Previous 2 contract extensions for reference.
- New Contract Extension Document.

## CONTRACT FOR SERVICES AMENDMENT AND EXTENSION

This contract for services amendment and extension is entered into between the City of St. Francis, a municipal corporation under the laws of Minnesota ("City") and Independent School District No.15, the St. Francis Public Schools ("District"), referred to collectively herein as the "Parties".

WHEREAS the City and School District entered into a contract for ordinary and routine repairs and maintenance of city vehicles on November 26, 2012; and

WHEREAS the contract for services term expires on June 30, 2015; and

WHEREAS, Section 3 of the contract for services provides that the term of the contract may, thereafter, be extended annually in one year increments effective upon the mutual and written agreement of the Parties, and;

WHEREAS, the Parties wish to mutually amend and extend the contract for service for an additional three years;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed by the City and the District;

### AGREEMENT

Section 1. Three Year Extension. The City and the District mutually agree to amend and extend the November 26, 2012 contract for maintenance services for three additional years. The term of this agreement shall begin on the date on which it is executed by representatives of both Parties following approval by the City Council and the School Board and shall extend through June 30, 2018.

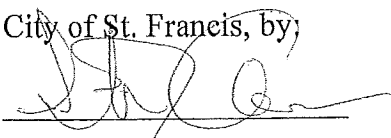
Section 2. Binding Effect. This Agreement shall be binding upon the successors and assigns of the parties, and the parties shall deliver such further and additional instruments, agreements and other documents as may be necessary to carry out the provisions of this Agreement.

Section 3. Full Force and Effect. Except as expressly amended by the provisions of this Agreement, the terms and conditions contained in the Contract for Services shall continue to govern the rights and obligations of the parties and the Contract for Services shall remain in full force and effect until and unless expressly modified by the parties in writing.

Section 4. Entire Agreement. This Agreement supersedes all agreements previously made between the parties relating to this Agreement. There are no other understandings or agreements between the parties which relate to the subject matter of this Agreement.

Section 5. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Minnesota.

In WITNESS WHEREOF:

City of St. Francis, by:  


(Title) Mayor

Date: 9-7-16

Independent School District No. 15, by:



(Title) Clerk

Date: 9/12/16

## CONTRACT FOR SERVICES

This contract is entered into between the City of St. Francis, a municipal corporation under the laws of Minnesota ("City") and Independent School District No.15, the St. Francis Public Schools ("District"), referred to collectively herein as the "Parties".

### 1. Definitions

"Ordinary and routine repairs and maintenance" shall consist of changing oil and filters, greasing vehicles, repairing and/or replacing brakes, flushing antifreeze, changing tires, balancing tires, engine tune-ups (changing spark plugs and spark plug wires and timing vehicles) and installing new or rebuilt engines.

"Ordinary and routine repairs and maintenance" shall not include steering alignment or major engine repairs, including rebuilding engines.

### 2. Term of the Contract

The term of this agreement shall begin on the date on which it is executed by representatives of both Parties following approval by the City Council and the School Board and shall extend through June 30, 2015. Either party may exit this agreement at will upon 30 days written notice.

### 3. Extension(s) of the Contract

The term of the contract may, thereafter, be extended annually in one year increments effective upon the mutual and written agreement of the Parties.

### 4. Services to be provided by District

The District shall perform ordinary and routine preventative maintenance and repairs on all City vehicles, including Police Department vehicles, Fire Department vehicles/equipment, Public Works vehicles, portable and non-portable generators and maintenance equipment, as requested by an authorized City representative.

The authorized City representative shall be the Public Works Director or designee.

5. Inspection by the City upon the return of repairs to vehicles

An authorized representative of the City shall inspect any and all work performed by the District under this contract at the time of the return of a repaired vehicle to the City. The failure of a City representative to object, in writing, to the work performed hereunder by the District at the time of the return of a repaired vehicle to the City shall constitute acceptance by the City of the vehicle and the repairs and/or maintenance performed by the District.

The Parties agree that the District does not warrant the effectiveness of any part obtained on behalf of the City from a parts supplier and installed in connection with services provided under this contract.

**NO WARRANTY OF MERCHANTABILITY OR FITNESS**

The parties expressly agree that acceptance of a vehicle by the City's authorized representative following completion of repairs or maintenance under this Contract shall constitute a waiver of any implied or express warranty as to the quality or effectiveness of the repair or maintenance services performed under this Contract.

6. Priority of Services

City agrees and understands that the District shall give greater priority to the repair and maintenance of vehicles it uses for student transportation than the repair and maintenance of City vehicles. However, in emergency situations, discretion will be allowed for the prioritizing of repairs and service to all City vehicles and equipment.

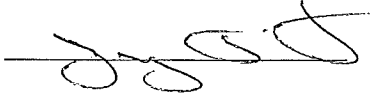
7. Compensation for Services.

The City shall pay the District seventy five (\$75) per hour for light duty trucks and police vehicles and ninety (\$90) dollars per hour for other equipment services provided under this contract. Such charges shall not include the cost of parts necessary to complete repairs and maintenance of City vehicles. The parts supplier shall bill the City directly for the cost of all parts installed under this contract.

The District shall maintain time records for all repair and maintenance services provided under this contract and District shall prepare invoices for all services provided under this contract. Invoices reflecting all work performed by District shall be prepared on a monthly basis and shall promptly be mailed to the City Offices to the attention of Accounts Payable.

The City payment shall be due and owing within thirty (30) days of receipt of an invoice by the District.

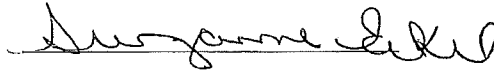
City of St. Francis, by:



(Title) Mayor

Date: 10-2-12

Independent School District No. 15, by:



(Title) Clerk

Date: 11-26-12



## CONTRACT FOR SERVICES SECOND AMENDMENT AND EXTENSION

This contract for services second amendment and extension is entered into between the City of St. Francis, a municipal corporation under the laws of Minnesota ("City") and Independent School District No.15, the St. Francis Public Schools ("District"), referred to collectively herein as the "Parties".

WHEREAS the City and School District entered into a contract for ordinary and routine repairs and maintenance of city vehicles on November 26, 2012; and

WHEREAS the City and School District entered into a contract amendment and extension for ordinary and routine repairs and maintenance of city vehicles on September 12, 2015; and

WHEREAS the contract amendment and extension term expires on June 30, 2018; and

WHEREAS, Section 3 of the contract for services provides that the term of the contract may, thereafter, be extended annually in one year increments effective upon the mutual and written agreement of the Parties, and;

WHEREAS, the Parties wish to mutually amend and extend the contract for service for an additional three years;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed by the City and the District;

### AGREEMENT

Section 1. Three Year Extension. The City and the District mutually agree to a second amendment and extend the November 26, 2012 contract for maintenance services for three additional years. The term of this agreement shall begin on the date on which it is executed by representatives of both Parties following approval by the City Council and the School Board and shall extend through June 30, 2021.

Section 2. Binding Effect. This Agreement shall be binding upon the successors and assigns of the parties, and the parties shall deliver such further and additional instruments, agreements and other documents as may be necessary to carry out the provisions of this Agreement.

Section 3. Full Force and Effect. Except as expressly amended by the provisions of this Agreement, the terms and conditions contained in the Contract for Services shall continue to govern the rights and obligations of the parties and the Contract for Services shall remain in full force and effect until and unless expressly modified by the parties in writing.

Section 4. Entire Agreement. This Agreement supersedes all agreements previously made between the parties relating to this Agreement. There are no other understandings or agreements between the parties which relate to the subject matter of this Agreement.

Section 5. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Minnesota.

In WITNESS WHEREOF:

City of St. Francis, by:

Independent School District No. 15, by:

\_\_\_\_\_

\_\_\_\_\_

(Title) \_\_\_\_\_

(Title) \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**TO:** Mayor & City Council  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** Relief Association Donation Request  
**DATE:** May 21<sup>st</sup>, 2018

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**OVERVIEW:**

A letter from the Relief Association has been received requesting a donation for their Pioneer Days activity. Historically, the Liquor Store has donated to this activity. The donations usually consist of promotional materials received from vendors (e.g. logoed chairs or other promotional items).

**ACTION TO BE CONSIDERED:**

Motion to approve donation request from the Relief Association.

ST. FRANCIS FIRE DEPARTMENT  
23340 Cree Street NW  
St. Francis, Minnesota 55070  
763.753.2334 phone \* 763.753.1263 fax

May 7,2018

Saint Francis Bottle Shop  
23340 Cree Street NW  
St. Francis, MN 55070

Dear Manager / Owner,

The St. Francis Fire Department Relief Association is excited to start it's preparation for our 2018 Pioneer Days Celebration. We are going to be hosting bingo, organizing fun for all at the St. Francis Fire Station on Saturday, June 9th immediately following the city wide parade.

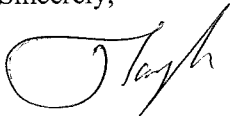
We are writing to ask for your continued support by donating to this year's Pioneer Days Fundraiser. We are appreciative of your past donations toward The St. Francis Fire Department Relief Association. We ask again for your support with either a prize donation for bingo, or a monetary donation for our Pioneer Days festivities. Last years' celebration was an overwhelming success thanks in part to your support.

The St. Francis Firefighters would be willing to come to your location between Monday, June 4th and Friday, June 8th to pick up donations. If you prefer to drop off donations, please drop it off at the St. Francis City Hall labeled; Attn: St. Francis Fire Department. If you will be donating in the form of a check, please make it payable to the St. Francis Fire Department Relief Association.

The St. Francis Fire Department Relief Association will be recognizing all of our sponsors by publishing their names on banners to be displayed during the parade, and bingo thanking you for your overwhelming support.

We would like to thank you in advance for your continued support to the community, and the St. Francis Fire Department Relief Association. Thanks for your commitment to our community.

Sincerely,



St. Francis Fire Department Relief Association





**CITY COUNCIL  
AGENDA REPORT**  
Agenda Item #:  
**4 F**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Bill List to be considered by Council  
**DATE:** 05/17/2018

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**OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$165,753.47 plus any additional bills that are handed out on Monday night. Also to be approved are the April Transfers of \$136,431.96.

**ACTION TO BE CONSIDERED:**

Approved under consent agenda to allow Finance Director to draft checks or ACH withdrawals for the attached bill list. Please note additional bills may be handed out at the council meeting.

**BUDGET IMPLICATION:**

City bills

Attachments:

- 05-21-2018 Packet List
- 05-21-2018 Other Checks



PAYMENT BATCH AP 05/21/18

**AA BEST PEST SERVICES, INC**

05/08/2018	7964	E 101-41940-401	Repairs/Maint Buildings	QUARTERLY SERVICES	114.74
05/08/2018	7964	E 101-42110-401	Repairs/Maint Buildings	QUARTERLY SERVICES	114.74
05/08/2018	7964	E 101-42210-401	Repairs/Maint Buildings	QUARTERLY SERVICES	114.74
05/08/2018	7964	E 101-45200-401	Repairs/Maint Buildings	QUARTERLY SERVICES	114.74
05/08/2018	7964	E 602-49490-401	Repairs/Maint Buildings	QUARTERLY SERVICES	101.30
05/08/2018	7964	E 609-49750-401	Repairs/Maint Buildings	QUARTERLY SERVICES	114.74
					\$675.00

**AIRGAS NORTH CENTRAL**

05/30/2018	9952850764	E 101-43100-217	Other Operating Supplies	CYL RENTAL	11.64
05/30/2018	9952850764	E 101-43210-217	Other Operating Supplies	CYL RENTAL	11.64
05/30/2018	9952850764	E 101-45200-217	Other Operating Supplies	CYL RENTAL	11.64
05/30/2018	9952850764	E 601-49440-217	Other Operating Supplies	CYL RENTAL	11.64
05/30/2018	9952850764	E 602-49490-217	Other Operating Supplies	CYL RENTAL	11.64
					\$58.20

**ALWAYS BRIGHT LIGHTS LTD**

05/07/2018	720	E 101-45200-311	Contract	SUMMER BANNER INSTALLATIO	400.00
					\$400.00

**BELLBOY CORPORATION**

05/08/2018	64069600	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.50
05/08/2018	64069600	E 609-49751-251	Liquor For Resale	LIQUOR	968.00
05/08/2018	97565500	E 609-49750-210	Operating Supplies	OPERATING SUPPLIES	113.86
05/08/2018	97565500	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.69
05/08/2018	97565500	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	32.60
					\$1,134.65

**BERNICK COMPANIES, THE**

04/27/2018	422681	E 609-49751-252	Beer For Resale	BEER	160.00
05/04/2018	424104	E 609-49751-252	Beer For Resale	BEER	255.30
05/11/2018	425634	E 609-49751-252	Beer For Resale	BEER	149.60
					\$564.90

**BGS (BARNA GUZY)**

04/30/2018	187066	E 101-41600-304	Civil Legal Fees	CELL TOWER LEASE	210.00
04/30/2018	187281	E 101-41600-312	Criminal Legal Fees	PROSECUTION/RETAINER FILE	5,000.00
04/30/2018	187420	E 101-41600-304	Civil Legal Fees	ANOKA COUNTY TRAIL EASEME	480.00
04/30/2018	187421	E 101-41600-304	Civil Legal Fees	PETITION FOR CERT OF POSSE	784.00
04/30/2018	187422	G 803-22154	ALS-WOODHAVEN COND USE	ALS PROPERTIES WOODHAVEN	2,500.00
04/30/2018	187423	G 803-22043	Esc-River s Edge/Siwiek	LAKETOWN HOMES LLC	910.00
04/30/2018	187470	E 101-41600-304	Civil Legal Fees	MUNICIPAL	2,730.00
04/30/2018	187471	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	1,409.98
04/30/2018	187472	E 101-41600-304	Civil Legal Fees	3757 BRIDGE DEMO	1,170.00
04/30/2018	187473	E 101-41600-304	Civil Legal Fees	DEVELOPMENT REVIEW COMM	1,218.00
04/30/2018	187474	E 101-41600-304	Civil Legal Fees	MEADOWS OF ST FRANCIS PUF	3,077.00
04/30/2018	187475	E 101-41600-304	Civil Legal Fees	MISC/NON-RETAINER	2,408.00
04/30/2018	187525	E 101-41600-304	Civil Legal Fees	DELBERT RAMACHER & ALAN R	890.00
04/30/2018	187526	E 101-41600-304	Civil Legal Fees	GERADS/PURCHASE OF 3765 BI	350.00
					\$23,136.98

**BREAKTHRU BEVERAGE**

05/03/2018	1080795196	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.05
05/03/2018	1080795196	E 609-49751-251	Liquor For Resale	LIQUOR	992.16
05/03/2018	1080795196	E 609-49751-253	Wine For Resale	WINE	139.33
05/10/2018	1080798660	E 609-49751-206	Freight and Fuel Charges	FREIGHT	25.44

05/10/2018	1080798660	E 609-49751-251	Liquor For Resale	LIQUOR	1,420.90
05/10/2018	1080798660	E 609-49751-253	Wine For Resale	WINE	721.16
					<u>\$3,327.04</u>

**CAPITOL BEVERAGE SALES, L.P**

05/14/2018	2103153	E 609-49751-252	Beer For Resale	BEER	201.00
					<u>\$201.00</u>

**CENTURY LINK**

05/07/2018	051618	E 601-49440-321	Telephone	PHONE	70.54
05/07/2018	051618	E 602-49490-321	Telephone	PHONE	70.53
					<u>\$141.07</u>

**CINTAS**

05/08/2018	4005717240	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
05/08/2018	4005717256	E 101-42110-402	Janitorial Service	JANITORIAL SUPPLIES	48.08
05/15/2018	4005924005	E 101-41940-219	Rug Maintenance	MATS	16.16
					<u>\$73.55</u>

**COURIER, THE**

05/02/2018	101910	E 609-49750-340	Advertising	ADVERTISING	104.00
05/03/2018	102509	E 101-43210-439	Recycling Days	RECYCLING	118.00
05/03/2018	102509	E 601-49440-352	General Notices and Pub Info	DRINKING WATER REPORT	654.88
					<u>\$876.88</u>

**CRYSTAL SPRINGS ICE**

05/01/2018	002.B002975	E 609-49751-254	Miscellaneous Merchandise	MISC	81.14
05/08/2018	002.B003080	E 609-49751-254	Miscellaneous Merchandise	MISC	185.12
					<u>\$266.26</u>

**DAHLHEIMER DIST. CO. INC.**

05/02/2018	1341536	E 609-49751-252	Beer For Resale	BEER	6,562.90
05/09/2018	176054	E 609-49751-252	Beer For Resale	BEER	22,244.65
					<u>\$28,807.55</u>

**DAVIDS HYDRO VAC, INC**

05/07/2018	15840	E 603-49490-414	Storm Sewers	JETTER TRAILER AND SUPPORT	625.00
05/07/2018	15852	E 602-49490-400	System Jetting	VAC LIFT STATIONS	2,520.00
05/08/2018	15839	E 603-49490-414	Storm Sewers	CLEAN STORM WATER DRAINS	1,764.00
05/08/2018	15841	E 603-49490-414	Storm Sewers	JETTER TRAILER & SUPPORT TI	937.50
					<u>\$5,846.50</u>

**DEHN OIL**

05/07/2018	56933	E 101-42110-212	Motor Fuels	DYED BIODIESEL	681.58
05/07/2018	56933	E 101-43100-212	Motor Fuels	DYED BIODIESEL	681.58
05/07/2018	56933	E 101-45200-212	Motor Fuels	DYED BIODIESEL	681.58
05/07/2018	56933	E 601-49440-212	Motor Fuels	DYED BIODIESEL	681.58
05/07/2018	56933	E 602-49490-212	Motor Fuels	DYED BIODIESEL	681.58
					<u>\$3,407.90</u>

**DEX MEDIA EAST LLC**

05/05/2018	051618	E 609-49750-340	Advertising	ADVERTISING	78.50
					<u>\$78.50</u>

**ECM PUBLISHERS, INC.**

05/04/2018	595930	G 803-22102	Esc-Meridian Beh Health	MERIDIAN	48.38
					<u>\$48.38</u>

**ECO SHRED MN**

04/30/2018	21349	E 101-43210-439	Recycling Days	SHREDDING OF CONFIDENTIAL	1,300.00
					<u>\$1,300.00</u>

**GRANITE CITY JOBBING CO.**

05/01/2018	88738	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
05/01/2018	88738	E 609-49751-254	Miscellaneous Merchandise	MISC	17.10
05/01/2018	88738	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,898.15
					<u>\$1,919.50</u>

**HACH COMPANY**

04/27/2018	10937902	E 602-49490-235	Lab Supplies	SAMPLER, WATER CORE	247.27
					<u>\$247.27</u>

**HOISINGTON KOEGLER GROUP, INC**

05/09/2018	017-001-16	E 101-41910-307	Comp Plan/Wetland Fees	COMP PLAN	6,572.75
					<u>\$6,572.75</u>

**INNOVATIVE OFFICE SOLUTIONS, L**

05/08/2018	IN2037766	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	69.51
05/08/2018	IN2037766	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	34.04
					<u>\$103.55</u>

**ISD #15**

05/03/2018	3754	E 601-49440-228	Equipment Maintenance	2012 CAT	80.87
05/03/2018	3754	E 602-49490-228	Equipment Maintenance	2012 CAT	80.87
					<u>\$161.74</u>

**JJ TAYLOR DISTRIBUTING**

05/05/2018	2835477	E 609-49751-206	Freight and Fuel Charges	FUEL	3.00
05/05/2018	2835477	E 609-49751-252	Beer For Resale	BEER	927.20
05/09/2018	2835535	E 609-49751-206	Freight and Fuel Charges	FUEL	3.00
05/09/2018	2835535	E 609-49751-252	Beer For Resale	BEER	579.05
					<u>\$1,512.25</u>

**JOHNSON BROS WHLSE LIQUOR**

04/26/2018	677165	E 609-49751-253	Wine For Resale	WINE	(13.15)
04/26/2018	677166	E 609-49751-253	Wine For Resale	WINE	(6.20)
04/26/2018	677167	E 609-49751-253	Wine For Resale	WINE	(13.15)
04/26/2018	677168	E 609-49751-253	Wine For Resale	WINE	(5.52)
04/26/2018	677169	E 609-49751-253	Wine For Resale	WINE	(9.71)
04/26/2018	677170	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
04/26/2018	677170	E 609-49751-253	Wine For Resale	WINE	(52.60)
05/02/2018	5998518	E 609-49751-206	Freight and Fuel Charges	LIQUOR	9.42
05/02/2018	5998518	E 609-49751-251	Liquor For Resale	LIQUOR	827.40
05/02/2018	5998519	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.13
05/02/2018	5998519	E 609-49751-253	Wine For Resale	WINE	267.70
05/02/2018	5998520	E 609-49751-252	Beer For Resale	BEER	73.80
05/09/2018	1003952	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.55
05/09/2018	1003952	E 609-49751-251	Liquor For Resale	LIQUOR	1,552.56
05/09/2018	1003953	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.70
05/09/2018	1003953	E 609-49751-253	Wine For Resale	WINE	498.55
					<u>\$3,180.91</u>

**LUPULIN BREWING**

05/07/2018	12160	E 609-49751-252	Beer For Resale	BEER	171.00
					<u>\$171.00</u>

**MARTIES FARM SERVICE**

05/07/2018	47406	E 101-45200-419	Turf/Fertilizer/Weed Control	CRABGRASS	252.67
05/07/2018	47406	E 601-49440-419	Turf/Fertilizer/Weed Control	CRABGRASS	252.66
05/07/2018	47406	E 602-49490-419	Turf/Fertilizer/Weed Control	CRABGRASS	252.67
					<u>\$758.00</u>

**MCDONALD DIST CO.**

05/03/2018	444807	E 609-49751-252	Beer For Resale	BEER	5,144.90
05/03/2018	444807	E 609-49751-255	N/A Products	NA	84.75
05/04/2018	445230	E 609-49751-252	Beer For Resale	BEER	104.85
05/08/2018	112-0301	E 609-49751-252	Beer For Resale	BEER	(34.40)
05/08/2018	445544	E 609-49751-252	Beer For Resale	BEER	7,112.85
05/09/2018	445704	E 609-49751-252	Beer For Resale	BEER	2,408.00
					<u>\$14,820.95</u>

**MEDTOX LABORATORIES, INC.**

04/30/2018	04201895907	E 101-43100-441	Miscellaneous	MED TESTING	6.25
04/30/2018	04201895907	E 101-45200-441	Miscellaneous	MED TESTING	6.25
04/30/2018	04201895907	E 601-49440-441	Miscellaneous	MED TESTING	6.25
04/30/2018	04201895907	E 602-49490-441	Miscellaneous	MED TESTING	6.25



\$25.00

**METRO SALES, INC.**

05/09/2018	INV1074137	E 101-41400-200	Office Supplies	RICOH/MP CW2201SP	7.11
05/09/2018	INV1074137	E 101-42110-200	Office Supplies	RICOH/MP CW2201SP	7.11
05/09/2018	INV1074137	E 101-42400-200	Office Supplies	RICOH/MP CW2201SP	7.11
05/09/2018	INV1074137	E 101-43100-200	Office Supplies	RICOH/MP CW2201SP	7.11
05/09/2018	INV1074137	E 101-45200-200	Office Supplies	RICOH/MP CW2201SP	7.11
05/09/2018	INV1074137	E 601-49440-200	Office Supplies	RICOH/MP CW2201SP	7.11
05/09/2018	INV1074137	E 602-49490-200	Office Supplies	RICOH/MP CW2201SP	7.11
05/09/2018	INV1074137	E 609-49750-200	Office Supplies	RICOH/MP CW2201SP	7.11
					<u>\$56.88</u>

**NORTHERN AIR CORPORATION**

04/30/2018	148686	E 101-42210-401	Repairs/Maint Buildings	TRBLSHOOT HEATING SET POIN	322.00
04/30/2018	148693	E 226-45100-441	Miscellaneous	FURNACE & AC INSTALLATION	6,921.00
05/08/2018	148845	E 101-41940-401	Repairs/Maint Buildings	MAY BI-ANNUAL PM	332.00
05/08/2018	148845	E 101-42110-401	Repairs/Maint Buildings	MAY BI-ANNUAL PM	332.00
05/08/2018	148845	E 101-42210-401	Repairs/Maint Buildings	MAY BI-ANNUAL PM	332.00
05/08/2018	148845	E 101-43100-401	Repairs/Maint Buildings	MAY BI-ANNUAL PM	332.00
05/08/2018	148845	E 101-45200-401	Repairs/Maint Buildings	MAY BI-ANNUAL PM	332.00
05/08/2018	148845	E 601-49440-401	Repairs/Maint Buildings	MAY BI-ANNUAL PM	332.00
05/08/2018	148845	E 602-49490-401	Repairs/Maint Buildings	MAY BI-ANNUAL PM	332.00
05/08/2018	148845	E 609-49750-401	Repairs/Maint Buildings	MAY BI-ANNUAL PM	332.00
					<u>\$9,899.00</u>

**PAGE ANALYTICAL SERVICES**

05/03/2018	181293111	E 602-49490-313	Sample Testing	AMMONIA	138.00
05/03/2018	181293113	E 602-49490-313	Sample Testing	AMMONIA	108.00
05/09/2018	181293279	E 602-49490-313	Sample Testing	SAMPLE TESTING	181.00
					<u>\$427.00</u>

**PAUSTIS WINE COMPANY**

04/30/2018	9474	E 609-49751-206	Freight and Fuel Charges	FUEL	5.25
04/30/2018	9474	E 609-49751-253	Wine For Resale	WINE	408.00
					<u>\$413.25</u>

**PHILLIPS WINE & SPIRITS CO.**

05/02/2018	2350295	E 609-49751-206	Freight and Fuel Charges	FREIGHT	51.81
05/02/2018	2350295	E 609-49751-251	Liquor For Resale	LIQUOR	2,795.85
05/02/2018	2350296	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
05/02/2018	2350296	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	42.50
05/09/2018	2354100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.99
05/09/2018	2354100	E 609-49751-251	Liquor For Resale	LIQUOR	975.30
05/09/2018	2354101	E 609-49751-206	Freight and Fuel Charges	FREIGHT	48.67
05/09/2018	2354101	E 609-49751-253	Wine For Resale	WINE	890.50
					<u>\$4,817.19</u>

**PONDS WOMENS GOLF LEAGUE**

05/16/2018	051618	E 609-49750-447	Donations	SPONSORSHIP	100.00
					<u>\$100.00</u>

**REDZONE ROBOTICS, INC**

12/29/2017	INV-12215	E 602-49490-311	Contract	YES ANNUAL BILLING	43,000.00
					<u>\$43,000.00</u>

**ROYAL SUPPLY**

05/11/2018	23422	E 101-41940-210	Operating Supplies	SUPPLIES	27.38
05/11/2018	23422	E 101-42110-217	Other Operating Supplies	SUPPLIES	109.53
05/11/2018	23422	E 101-43100-217	Other Operating Supplies	SUPPLIES	54.76
05/11/2018	23422	E 101-45200-217	Other Operating Supplies	SUPPLIES	54.76
05/11/2018	23422	E 601-49440-217	Other Operating Supplies	SUPPLIES	54.76
05/11/2018	23422	E 602-49490-217	Other Operating Supplies	SUPPLIES	54.81
					<u>\$356.00</u>

**SOUTHERN GLAZERS OF MN**

05/03/2018	1678444	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.38
05/03/2018	1678445	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.62
05/03/2018	1678445	E 609-49751-251	Liquor For Resale	LIQUOR	2,372.68

05/10/2018	1681093	E 609-49751-206	Freight and Fuel Charges	FREIGHT	39.68
05/10/2018	1681093	E 609-49751-253	Wine For Resale	WINE	1,372.00
05/10/2018	1681094	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.37
05/10/2018	1681094	E 609-49751-251	Liquor For Resale	LIQUOR	1,316.71
					\$5,137.44

**STREICHER S**

05/03/2018	I1313045	E 101-42110-437	Uniform Allowance	STINGER BATTERY	19.99
					\$19.99

**SYNOVIA SOLUTIONS**

05/08/2018	110452	E 101-43100-311	Contract	LEASE FOR GPS	45.79
05/08/2018	110452	E 101-45200-311	Contract	LEASE FOR GPS	45.79
05/08/2018	110452	E 601-49440-311	Contract	LEASE FOR GPS	45.79
05/08/2018	110452	E 602-49490-311	Contract	LEASE FOR GPS	45.82
					\$183.19

**TECH SALES CO.**

05/04/2018	322566	E 602-49490-228	Equipment Maintenance	PUMP TUBING	137.00
					\$137.00

**TJ ASSOCIATES**

05/03/2018	227014	E 101-41400-200	Office Supplies	#10 WINDOW ENVELOPES	169.00
					\$169.00

**TWIN CITIES FLAG SOURCE, INC**

04/25/2018	31574	E 101-45200-441	Miscellaneous	FLAG REPAIR	92.00
					\$92.00

**VINOCOPIA, INC.**

05/03/2018	0206139-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.00
05/03/2018	0206139-IN	E 609-49751-251	Liquor For Resale	LIQUOR	1,116.25
					\$1,128.25

**FUND SUMMARY**

\$165,753.47

101 GENERAL FUND	\$33,725.86
226 PEDERSON PATH FUND	\$6,921.00
601 WATER FUND	\$2,198.08
602 SEWER FUND	\$47,985.16
603 STORM WATER	\$3,326.50
609 MUNICIPAL LIQUOR FUND	\$68,138.49
803 ESCROW	\$3,458.38
Total	<u>165,753.47</u>





**CITY COUNCIL  
AGENDA REPORT**

Agenda Item #:

**6 A**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** 2017 Financial Statement  
**DATE:** May 17, 2018

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**OVERVIEW:**

The 2017 Financial Statement and Audit will be presented by Andy Berg of Abdo, Eick and Meyers on Monday May 21<sup>st</sup>. Included in the packet is the 2017 Management Letter from Abdo, Eick & Meyers. The 2017 Financial Statement is posted on the City's website under departments-finance.

**ACTION TO BE CONSIDERED:**

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

**NONE**

Attachments:

- 2017 Management Letter



# Management Letter

City of St. Francis  
St. Francis, Minnesota

For the Year Ended  
December 31, 2017

May 14, 2018

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

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of St. Francis, Minnesota (the City), for the year ended December 31, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and *the Uniform Guidance*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 7, 2017. Professional standards also require that we communicate to you the following information related to our audit.

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

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

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

**Significant Audit Findings**

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We consider the deficiency below as item 2017-001 to be a significant deficiency.

2017-001

## Limited Segregation of Duties

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

### *Management Response:*

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

## Compliance and Other Matters

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

## Difficulties Encountered in Performing the Audit

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

## Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies were not changed during the year ended December 31, 2017. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

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

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

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

## Corrected and Uncorrected Misstatements

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

## Disagreements with Management

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

## Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 14, 2018.

## Management Consultations with Other Independent Accountants

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



## **Other Audit Findings or Issues**

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

## **Other Matters**

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

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

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

## Financial Position and Results of Operations

Our principal observations and recommendations are summarized below. These recommendations resulted from our observations made in connection with our audit of the City's financial statements for the year ended December 31, 2017.

### General Fund

The 2017 operations are summarized as follows:

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 4,307,898	\$ 4,725,534	\$ 417,636
Expenditures	4,007,898	3,988,897	19,001
Excess of Revenues Over Expenditures	<u>300,000</u>	<u>736,637</u>	<u>436,637</u>
Other Financing Source (Uses)			
Transfers in	60,000	60,000	-
Sale of capital assets	-	80,867	80,867
Transfers out	<u>(360,000)</u>	<u>(360,000)</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>(300,000)</u>	<u>(219,133)</u>	<u>80,867</u>
Net Change in Fund Balances	-	517,504	517,504
Fund Balances, January 1	<u>3,366,509</u>	<u>3,366,509</u>	<u>-</u>
Fund Balances, December 31	<u><u>\$ 3,366,509</u></u>	<u><u>\$ 3,884,013</u></u>	<u><u>\$ 517,504</u></u>

A short analysis of budget variances follows:

- Revenues had a positive budget variance of \$417,636. All sources of revenue had a positive budget variance with the exception of charges for services. The largest revenue budget variance was intergovernmental with a positive variance of \$279,852 due to receipt of County grants.
- Expenditures had a positive budget variance of \$19,001. All expenditures had a positive budget variance with the exception of community development which had negative budget variance of \$215,629 related to grant receipts from the County.

### Fund Balance

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

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

A strong fund balance will assist the City in maintaining, improving or obtaining a bond rating. The result will be better interest rates in future bond sales.

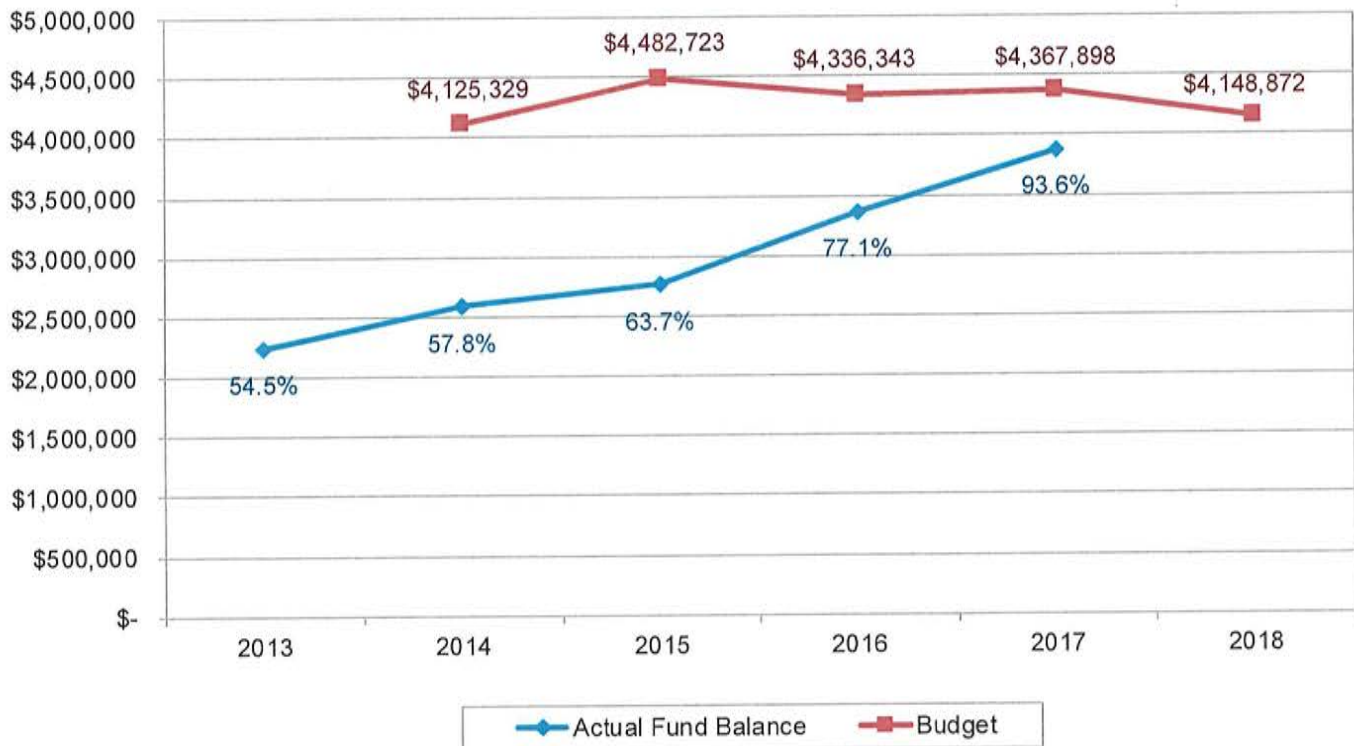
**People  
+ Process.**  
 Going  
Beyond the  
Numbers

The General fund is used to account for resources traditionally associated with government, which are not required legally or by sound principal management to be accounted for in another fund. The General fund balance increased \$517,504 from 2016. The total fund balance of \$3,884,013 is 93.6 percent of the 2018 budgeted expenditures. We recommend the fund balance be maintained at a level sufficient to fund operations until the major revenue sources are received in June. We feel a reserve of approximately 50 percent of planned expenditures and transfers out is adequate to meet working capital and small emergency needs.

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

Year	Fund Balance December 31	Budget Year	Original General Fund Budget	Percent of Fund Balance to Budget
2013	\$ 2,249,166	2014	\$ 4,125,329	54.5 %
2014	2,589,057	2015	4,482,723	57.8
2015	2,764,284	2016	4,336,343	63.7
2016	3,366,509	2017	4,367,898	77.1
2017	3,884,013	2018	4,148,872	93.6

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

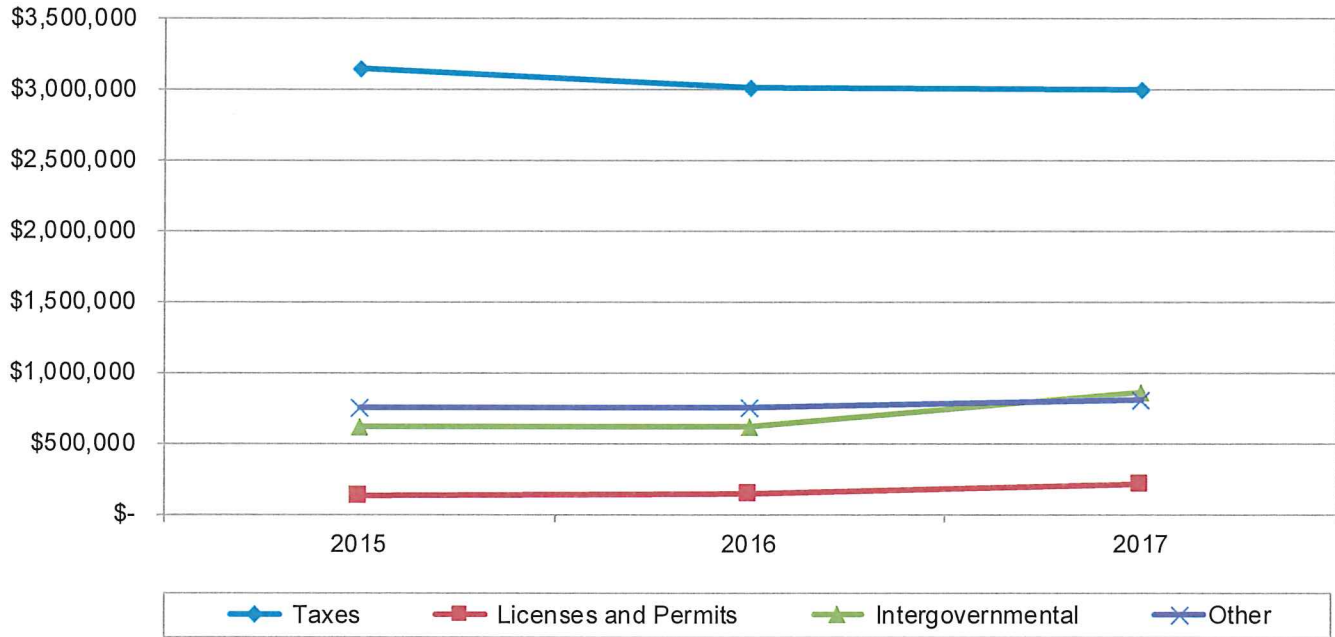


A more detailed comparison for the last three years General fund revenues and transfers as follows:

Source	2015	2016	2017	Percent of Total	Per Capita
Taxes	\$ 3,149,389	\$ 3,006,641	\$ 2,992,821	61.5 %	\$ 404
Licenses and Permits	126,862	145,980	214,855	4.4	29
Intergovernmental	611,364	622,652	855,400	17.6	116
Charges for Services	447,575	457,765	438,621	9.0	59
Fines and Forfeitures	39,909	30,836	25,631	0.5	3
Interest on Investments	14,282	16,913	22,073	0.5	3
Miscellaneous	194,018	179,740	257,000	5.3	35
Transfers In	60,000	60,000	60,000	1.2	8
<b>Total Revenues and Transfers</b>	<b>\$ 4,643,399</b>	<b>\$ 4,520,527</b>	<b>\$ 4,866,401</b>	<b>100.0 %</b>	<b>\$ 657</b>

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

### Revenues and Transfers



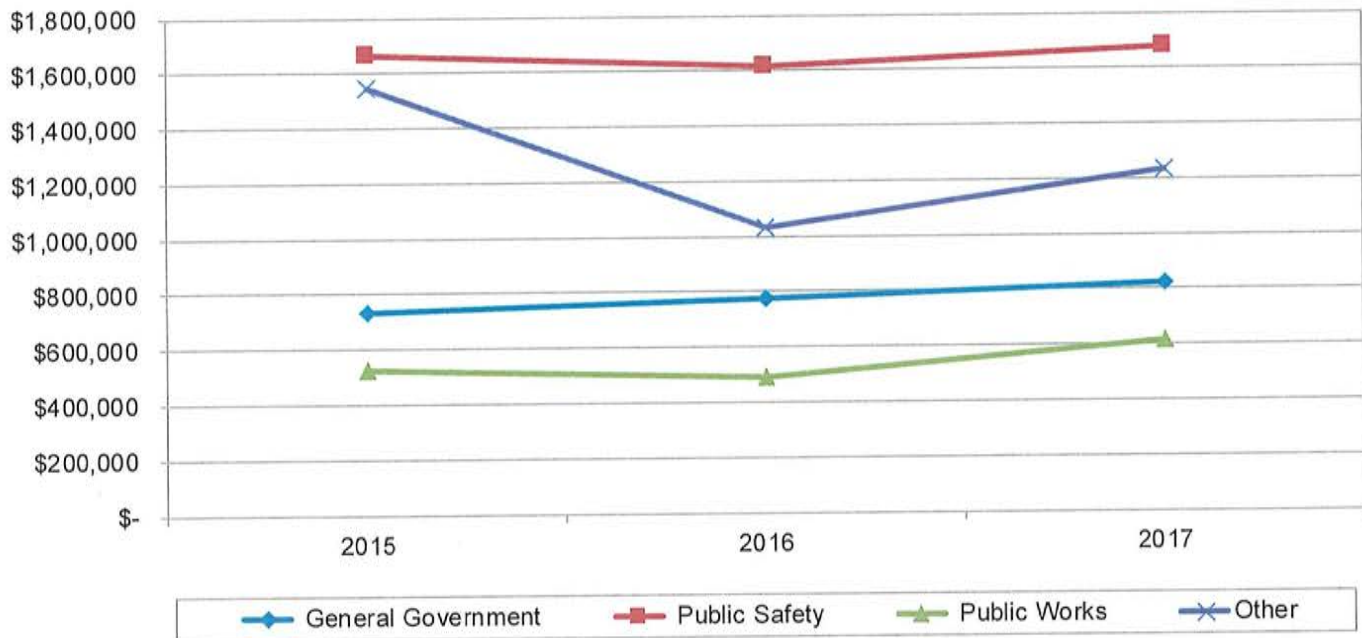
A more detailed comparison for the last three years General fund expenditures and transfers as follows:

Programs	2015	2016	2017	Percent of Total	Per Capita	Peer Group Per Capita
General Government	\$ 731,292	\$ 774,871	\$ 824,154	19.0 %	\$ 111	\$ 148
Public Safety	1,664,498	1,618,116	1,680,154	38.6	227	233
Public Works	525,734	491,108	613,542	14.1	83	118
Culture and Recreation	291,477	295,925	277,528	6.4	38	62
Community Development	309,847	368,373	583,379	13.4	79	6
Miscellaneous	21,335	6,153	8,467	0.2	1	20
Capital Outlay	149,728	3,756	1,673	-	-	29
Debt Service	16,561	-	-	-	-	-
Transfers Out	757,700	360,000	360,000	8.3	49	-
<b>Total Expenditures and Transfers</b>	<b>\$ 4,468,172</b>	<b>\$ 3,918,302</b>	<b>\$ 4,348,897</b>	<b>100.0 %</b>	<b>\$ 588</b>	<b>\$ 616</b>

The above chart compares the amount the City spends per capita, in comparison to a peer group. We have compiled a peer group average derived from information we have requested from the Office of the State Auditor and then compiled data for Cities of the 4th class which have populations of 2,500 - 10,000.

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

### Expenditures and Transfers



## Special Revenue Funds

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

Fund	Fund Balances December 31,		Increase (Decrease)
	2017	2016	
Nonmajor			
Police Forfeiture	\$ 10,119	\$ 23,373	\$ (13,254)
EDA	99,925	99,079	846
Total	<u>\$ 110,044</u>	<u>\$ 122,452</u>	<u>\$ (12,408)</u>

## Debt Service Funds

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

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

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

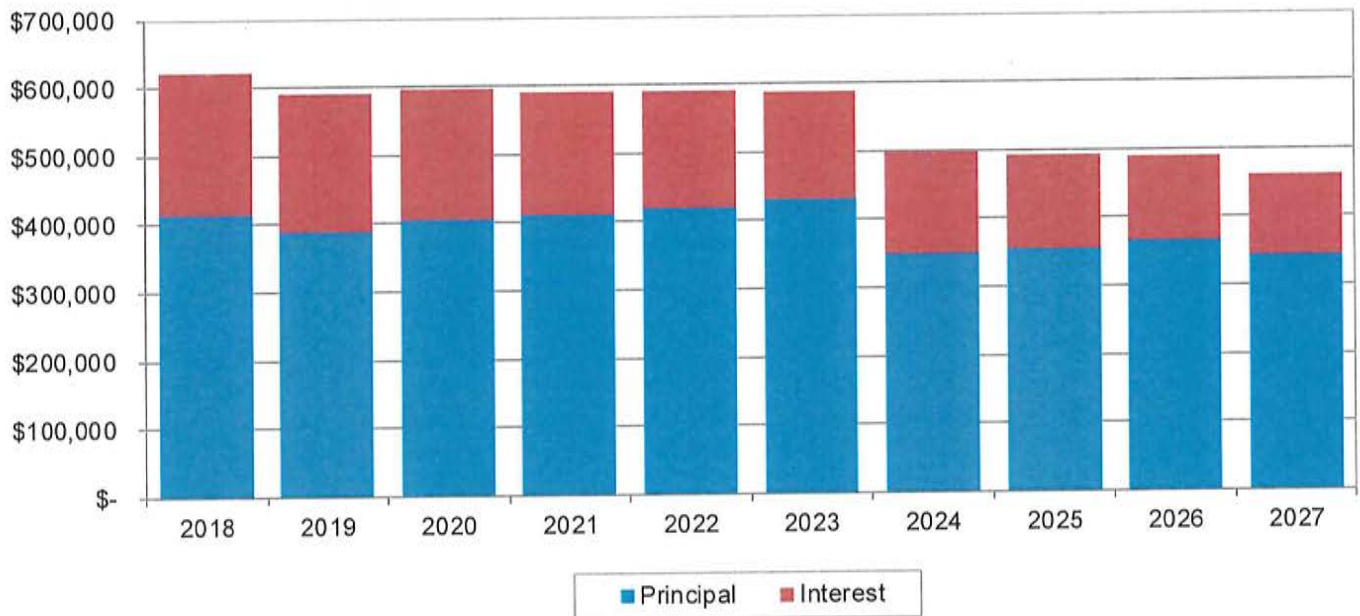
In addition to the above pledged assets, other funding sources may be received by Debt Service funds as follows:

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

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

Debt Service Fund	Cash and Temporary Investments	Total Assets	Bonds Outstanding 12/31/2017	Final Maturity Date
G.O. Improvement Bonds, 2015A	\$ 49,053	\$ 104,185	\$ 240,000	2026
G.O. Improvement Bonds, 2013A*	69,435	179,909	560,000	2023
G.O. Capital Improvement Bonds, 2017A	(6,133)	(6,133)	6,705,000	2036
<b>Total</b>	<u>\$ 112,355</u>	<u>\$ 277,961</u>	<u>\$ 7,505,000</u>	
<b>Total Interest Payments</b>			<u>\$ 2,159,089</u>	

### Scheduled Debt Service Requirements for the Next Ten Years



## Capital Projects Funds

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

Capital Projects Fund	Fund Balances December 31,		Increase (Decrease)
	2017	2016	
Nonmajor			
Charitable Gambling	\$ 61,762	\$ 49,776	\$ 11,986
Park Improvements	144,461	139,539	4,922
Capital Projects	1,061,400	1,033,809	27,591
Aztec Street Improvements	(178,080)	(202,858)	24,778
Kerry Street and 232nd	33,741	33,839	(98)
Pederson Drive	(32,309)	(32,309)	-
Rum River Bluff's Development	124,738	124,738	-
Creekview Estate Street and Utility Improvement	(25,391)	(38,348)	12,957
Ivywood and 230th Lane	(34,502)	(48,464)	13,962
Total	<u>\$ 1,155,820</u>	<u>\$ 1,059,722</u>	<u>\$ 96,098</u>

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

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

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

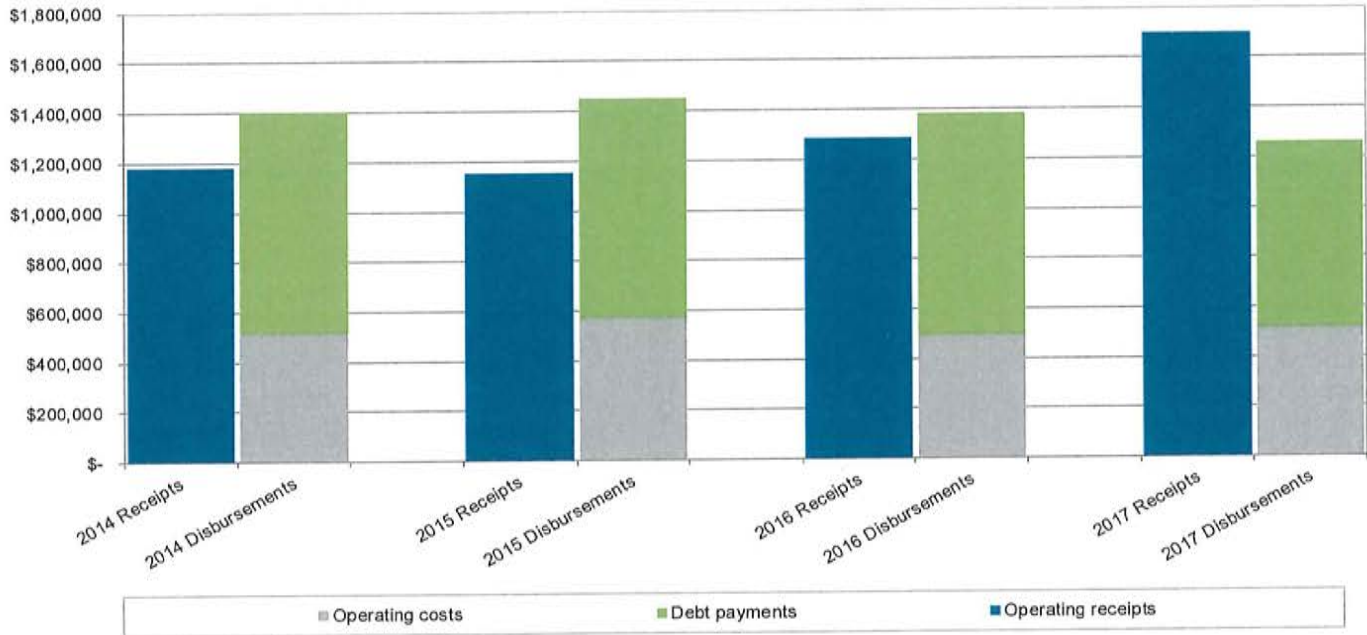


## Enterprise Funds

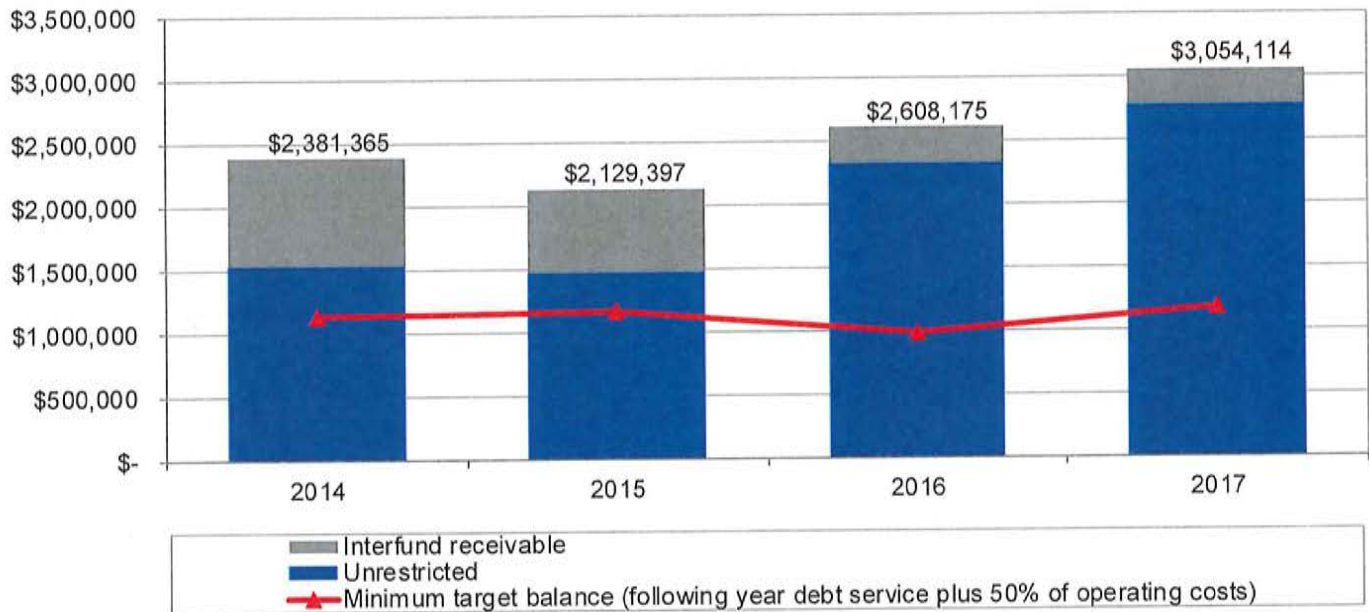
Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises—where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

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

### Water Fund Cash Flows

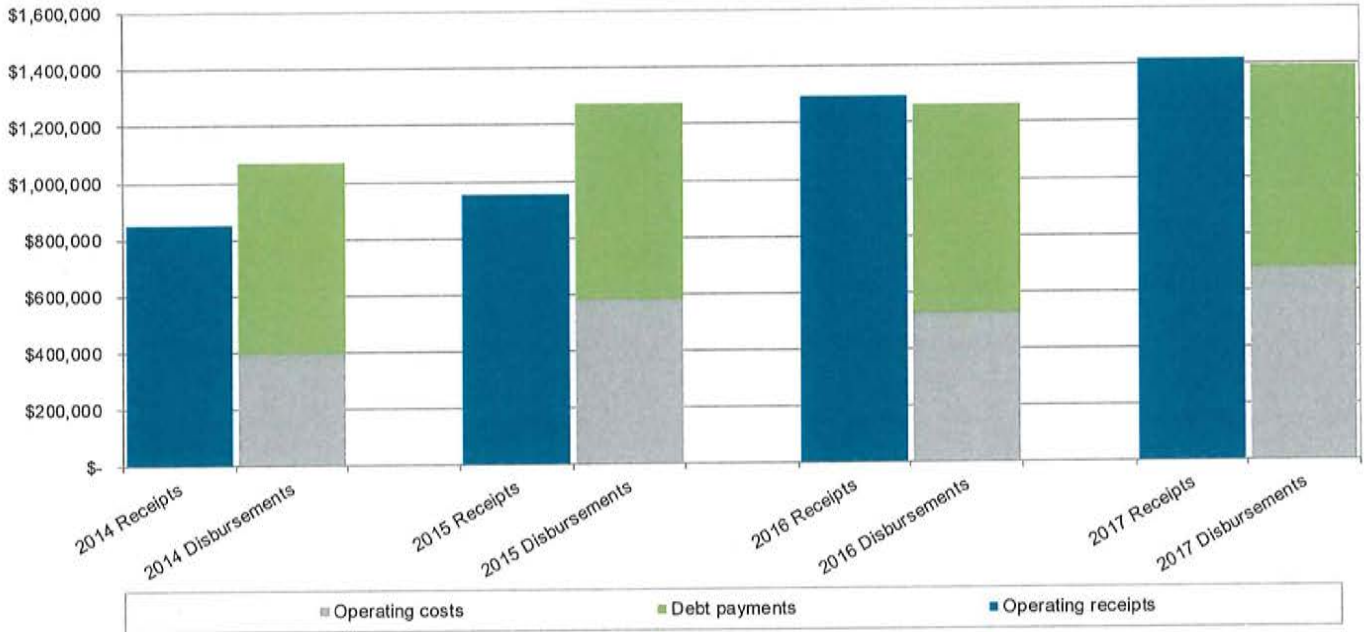


### Water Fund Cash Balances

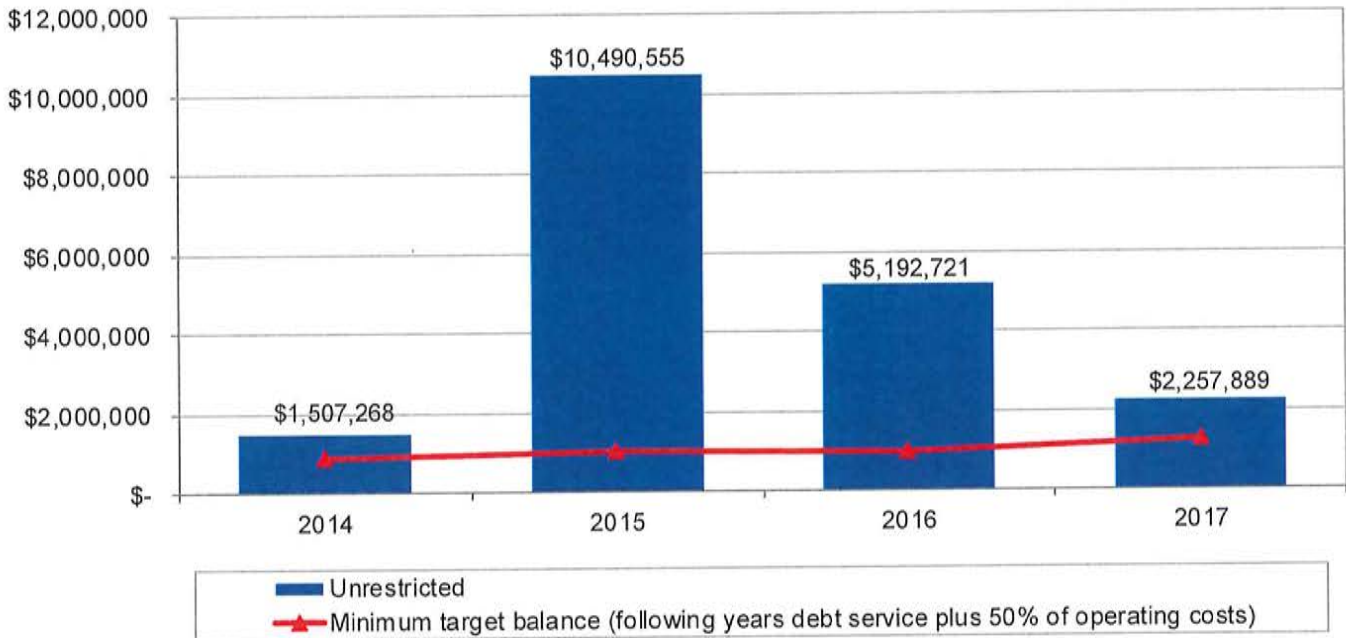


The City should monitor the operations of the Water fund and analyze rates annually to ensure revenues will cover future operating expenses, repair and maintenance, new infrastructure and debt service.

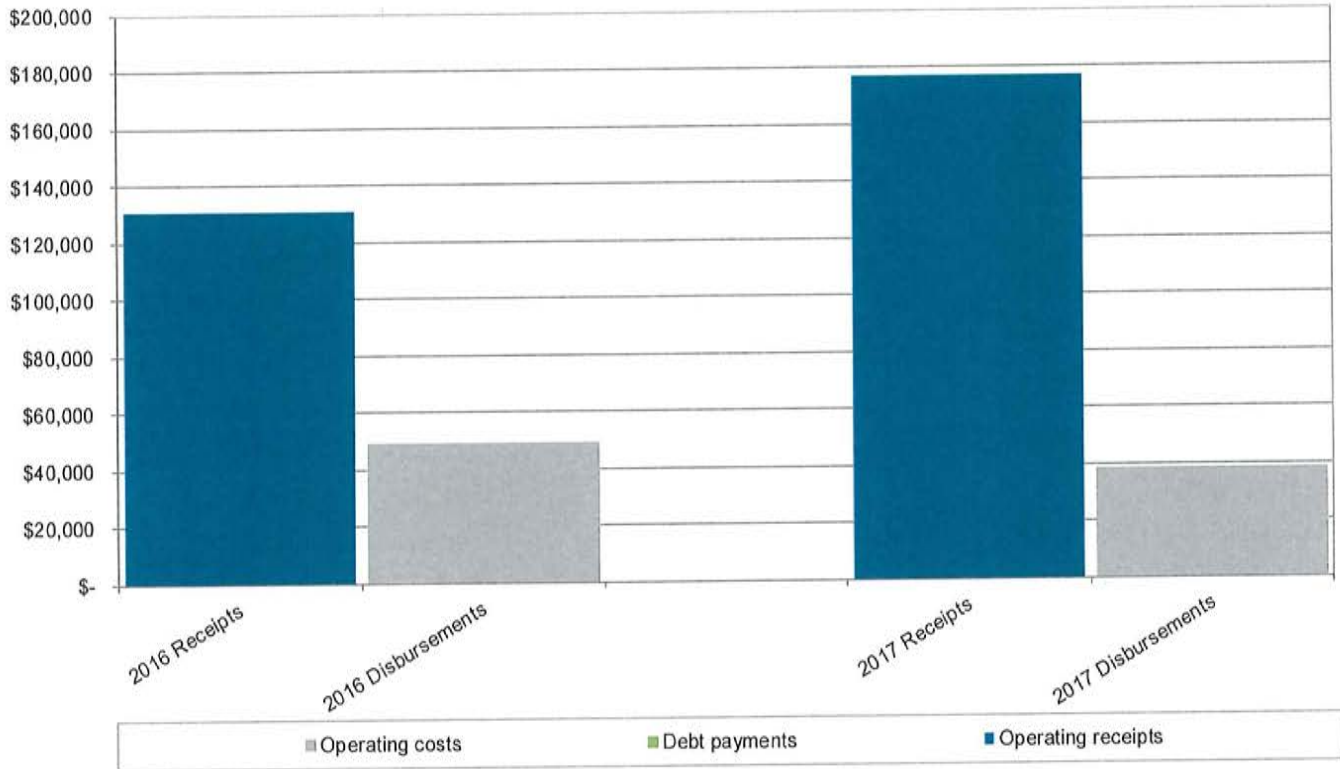
### Sewer Fund Cash Flows



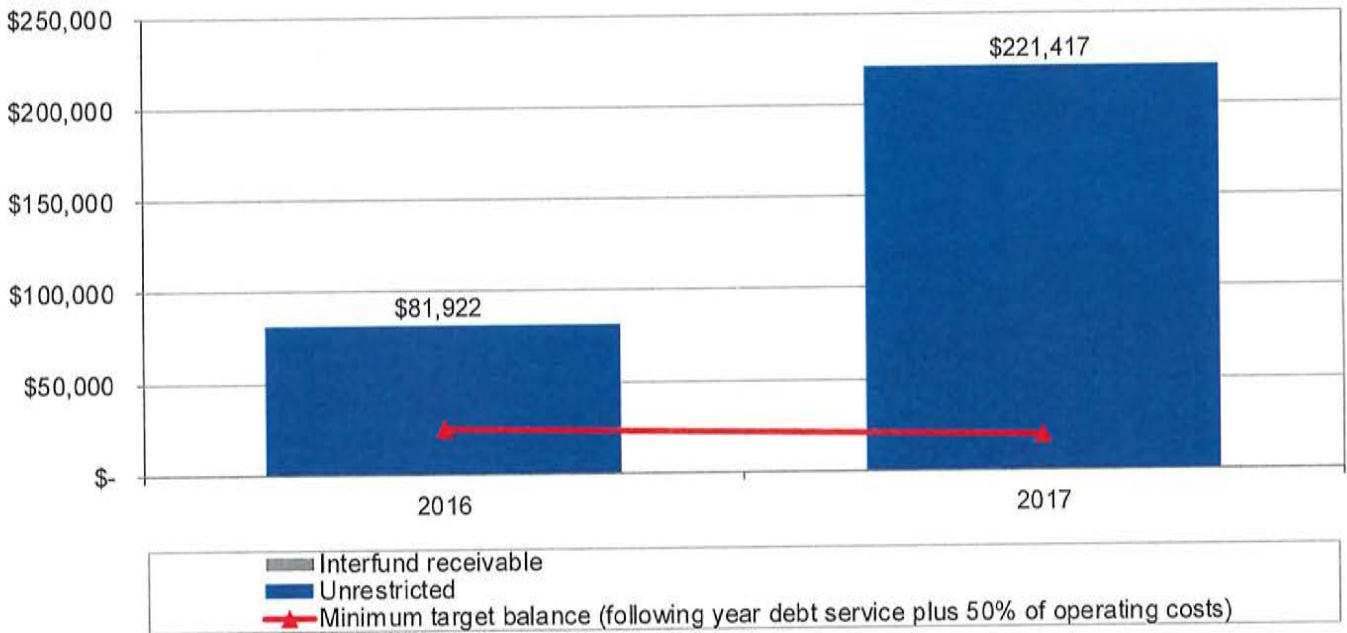
### Sewer Fund Cash Balances



### Stormwater Fund Cash Flows



### Stormwater Fund Cash Balances



## Liquor Store Fund

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

	2015		2016		2017	
	Total	Percent	Total	Percent	Total	Percent
Sales	\$ 2,157,141	100.0 %	\$ 2,131,490	100.0 %	\$ 2,236,169	100.0 %
Cost of Sales	1,590,553	73.7	1,581,494	74.2	1,658,949	74.2
Gross Profit	566,588	26.3	549,996	25.8	577,220	25.8
Operating Expenses	396,260	18.4	426,896	20.0	471,773	21.1
Operating Income	170,328	7.9	123,100	5.8	105,447	4.7
Nonoperating Revenues	12,474	0.6	13,991	0.7	14,424	0.6
Transfers Out	(60,000)	(2.8)	(60,000)	(2.8)	(199,114)	(8.9)
Change in Net Position	\$ 122,802	5.7 %	\$ 77,091	3.6 %	\$ (79,243)	(3.5) %
Cash and Temporary Investments	\$ 1,630,550		\$ 1,745,175		\$ 1,732,799	

The Office of the State Auditor annually publishes a report analyzing the operation of municipal liquor stores in the state. The most recent year of published information is for the year ended December 31, 2016. The statewide averages for Off-Sale operations are summarized below.

	Off Sale		
	2014	2015	2016
	Percent of Sales	Percent of Sales	Percent of Sales
Sales	100.00 %	100.00 %	100.00 %
Cost of Sales	73.90	74.30	74.10
Gross Profit	26.10	25.70	25.90
Operating Expenses	17.20	17.60	18.60
Operating Income	9.00	8.10	7.30
Nonoperating Revenue (Expense)	-	(0.10)	-
Income Before Transfers	9.00 %	8.00 %	7.30 %

Source: Analysis of Municipal Liquor Store Operations, for the year ended December 31, 2016.  
Published by the Minnesota Office of the State Auditor.

## Ratio Analysis

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

Ratio	Calculation	Source	2014	2015	2016	2017
Debt to Assets	Total liabilities/total assets	Government-wide	50%	64%	66%	52%
			32%	34%	34%	N/A
Debt Service Coverage	Net cash provided by operations/ enterprise fund debt payments	Enterprise funds	77%	66%	9%	26%
			114%	119%	105%	N/A
Debt Per Capita	Bonded debt/population	Government-wide	\$ 3,245	\$ 5,390	\$ 6,204	\$ 4,783
			\$ 2,506	\$ 2,517	\$ 2,068	N/A
Taxes Per Capita	Tax revenues/population	Government-wide	\$ 419	\$ 437	\$ 448	\$ 439
			\$ 484	\$ 510	\$ 510	N/A
Current Expenditures Per Capita	Governmental fund current expenditures / population	Governmental funds	\$ 483	\$ 489	\$ 493	\$ 541
			\$ 674	\$ 688	\$ 725	N/A
Capital Expenditures Per Capita	Governmental fund capital outlay / population	Governmental funds	\$ 83	\$ 128	\$ 133	\$ 52
			\$ 320	\$ 354	\$ 338	N/A
Capital Assets % Left to Depreciate - Governmental	Net capital assets/ gross capital assets	Government-wide	79%	77%	74%	72%
			63%	63%	61%	N/A
Capital Assets % Left to Depreciate - Business-type	Net capital assets/ gross capital assets	Government-wide	75%	79%	84%	83%
			61%	61%	60%	N/A

Represents the City of St. Francis

Peer Group Ratio

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

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

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

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

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

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

### **Taxes per Capita (Funding Ratio)**

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

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

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

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

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

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

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

## Future Accounting Standard Changes

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

### **GASB Statement No. 75** - *Accounting and Financial Reporting for Postemployment Benefit Plans Other than Pension*

#### Summary

The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

This Statement replaces the requirements of Statements No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions, as amended, and No. 57, OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans, for OPEB. Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other than Pension Plans, establishes new accounting and financial reporting requirements for OPEB plans.

The scope of this Statement addresses accounting and financial reporting for OPEB that is provided to the employees of state and local governmental employers. This Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined benefit OPEB, this Statement identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. Note disclosure and required supplementary information requirements about defined benefit OPEB also are addressed.

In addition, this Statement details the recognition and disclosure requirements for employers with payables to defined benefit OPEB plans that are administered through trusts that meet the specified criteria and for employers whose employees are provided with defined contribution OPEB. This Statement also addresses certain circumstances in which a nonemployer entity provides financial support for OPEB of employees of another entity.

In this Statement, distinctions are made regarding the particular requirements depending upon whether the OPEB plans through which the benefits are provided are administered through trusts that meet the following criteria:

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

#### Effective Date

This Statement is effective for fiscal years beginning after June 15, 2017. Earlier application is encouraged.

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

The requirements of this Statement will improve the decision-usefulness of information in employer and governmental nonemployer contributing entity financial reports and will enhance its value for assessing accountability and interperiod equity by requiring recognition of the entire OPEB liability and a more comprehensive measure of OPEB expense. Decision-usefulness and accountability also will be enhanced through new note disclosures and required supplementary information, as follows:

- More robust disclosures of assumptions will allow for better informed assessments of the reasonableness of OPEB measurements.
- Explanations of how and why the OPEB liability changed from year to year will improve transparency.

## Future Accounting Standard Changes (Continued)

- The summary OPEB liability information, including ratios, will offer an indication of the extent to which the total OPEB liability is covered by resources held by the OPEB plan, if any.
- For employers that provide benefits through OPEB plans that are administered through trusts that meet the specified criteria, the contribution schedules will provide measures to evaluate decisions related to contributions.

The consistency, comparability, and transparency of the information reported by employers and governmental nonemployer contributing entities about OPEB transactions will be improved by requiring:

- The use of a discount rate that considers the availability of the OPEB plan's fiduciary net position associated with the OPEB of current active and inactive employees and the investment horizon of those resources, rather than utilizing only the long-term expected rate of return regardless of whether the OPEB plan's fiduciary net position is projected to be sufficient to make projected benefit payments and is expected to be invested using a strategy to achieve that return.
- A single method of attributing the actuarial present value of projected benefit payments to periods of employee service, rather than allowing a choice among six methods with additional variations.
- Immediate recognition in OPEB expense, rather than a choice of recognition periods, of the effects of changes of benefit terms.
- Recognition of OPEB expense that incorporates deferred outflows of resources and deferred inflows of resources related to OPEB over a defined, closed period, rather than a choice between an open or closed period.

## **GASB Statement No. 83 - *Certain Asset Retirement Obligations***

### **Summary**

This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement.

This Statement establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources for AROs. This Statement requires that recognition occur when the liability is both incurred and reasonably estimable. The determination of when the liability is incurred should be based on the occurrence of external laws, regulations, contracts, or court judgments, together with the occurrence of an internal event that obligates a government to perform asset retirement activities. Laws and regulations may require governments to take specific actions to retire certain tangible capital assets at the end of the useful lives of those capital assets, such as decommissioning nuclear reactors and dismantling and removing sewage treatment plants. Other obligations to retire tangible capital assets may arise from contracts or court judgments. Internal obligating events include the occurrence of contamination, placing into operation a tangible capital asset that is required to be retired, abandoning a tangible capital asset before it is placed into operation, or acquiring a tangible capital asset that has an existing ARO.

This Statement requires the measurement of an ARO to be based on the best estimate of the current value of outlays expected to be incurred. The best estimate should include probability weighting of all potential outcomes, when such information is available or can be obtained at reasonable cost. If probability weighting is not feasible at reasonable cost, the most likely amount should be used. This Statement requires that a deferred outflow of resources associated with an ARO be measured at the amount of the corresponding liability upon initial measurement.

This Statement requires the current value of a government's AROs to be adjusted for the effects of general inflation or deflation at least annually. In addition, it requires a government to evaluate all relevant factors at least annually to determine whether the effects of one or more of the factors are expected to significantly change the estimated asset retirement outlays. A government should remeasure an ARO only when the result of the evaluation indicates there is a significant change in the estimated outlays. The deferred outflows of resources should be reduced and recognized as outflows of resources (for example, as an expense) in a systematic and rational manner over the estimated useful life of the tangible capital asset.



## **Future Accounting Standard Changes (Continued)**

A government may have a minority share (less than 50 percent) of ownership interest in a jointly owned tangible capital asset in which a nongovernmental entity is the majority owner and reports its ARO in accordance with the guidance of another recognized accounting standards setter. Additionally, a government may have a minority share of ownership interest in a jointly owned tangible capital asset in which no joint owner has a majority ownership, and a nongovernmental joint owner that has operational responsibility for the jointly owned tangible capital asset reports the associated ARO in accordance with the guidance of another recognized accounting standards setter. In both situations, the government's minority share of an ARO should be reported using the measurement produced by the nongovernmental majority owner or the nongovernmental minority owner that has operational responsibility, without adjustment to conform to the liability measurement and recognition requirements of this Statement.

In some cases, governments are legally required to provide funding or other financial assurance for their performance of asset retirement activities. This Statement requires disclosure of how those funding and assurance requirements are being met by a government, as well as the amount of any assets restricted for payment of the government's AROs, if not separately displayed in the financial statements.

This Statement also requires disclosure of information about the nature of a government's AROs, the methods and assumptions used for the estimates of the liabilities, and the estimated remaining useful life of the associated tangible capital assets. If an ARO (or portions thereof) has been incurred by a government but is not yet recognized because it is not reasonably estimable, the government is required to disclose that fact and the reasons therefor. This Statement requires similar disclosures for a government's minority shares of AROs.

### **Effective Date**

The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged.

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

This Statement will enhance comparability of financial statements among governments by establishing uniform criteria for governments to recognize and measure certain AROs, including obligations that may not have been previously reported. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring disclosures related to those AROs.

## **GASB Statement No. 84 - *Fiduciary Activities***

### **Summary**

The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities.

An activity meeting the criteria should be reported in a fiduciary fund in the basic financial statements. Governments with activities meeting the criteria should present a statement of fiduciary net position and a statement of changes in fiduciary net position. An exception to that requirement is provided for a business-type activity that normally expects to hold custodial assets for three months or less.

This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria.

## Future Accounting Standard Changes (Continued)

A fiduciary component unit, when reported in the fiduciary fund financial statements of a primary government, should combine its information with its component units that are fiduciary component units and aggregate that combined information with the primary government's fiduciary funds.

This Statement also provides for recognition of a liability to the beneficiaries in a fiduciary fund when an event has occurred that compels the government to disburse fiduciary resources. Events that compel a government to disburse fiduciary resources occur when a demand for the resources has been made or when no further action, approval, or condition is required to be taken or met by the beneficiary to release the assets.

### Effective Date

The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged.

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

The requirements of this Statement will enhance consistency and comparability by (1) establishing specific criteria for identifying activities that should be reported as fiduciary activities and (2) clarifying whether and how business-type activities should report their fiduciary activities. Greater consistency and comparability enhances the value provided by the information reported in financial statements for assessing government accountability and stewardship.

## GASB Statement No. 85 - Omnibus 2017

### Summary

The objective of this Statement is to address practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits [OPEB]). Specifically, this Statement addresses the following topics:

- Blending a component unit in circumstances in which the primary government is a business-type activity that reports in a single column for financial statement presentation
- Reporting amounts previously reported as goodwill and "negative" goodwill
- Classifying real estate held by insurance entities
- Measuring certain money market investments and participating interest-earning investment contracts at amortized cost
- Timing of the measurement of pension or OPEB liabilities and expenditures recognized in financial statements prepared using the current financial resources measurement focus
- Recognizing on-behalf payments for pensions or OPEB in employer financial statements
- Presenting payroll-related measures in required supplementary information for purposes of reporting by OPEB plans and employers that provide OPEB
- Classifying employer-paid member contributions for OPEB
- Simplifying certain aspects of the alternative measurement method for OPEB
- Accounting and financial reporting for OPEB provided through certain multiple-employer defined benefit OPEB plans.

### Effective Date

The requirements of this Statement are effective for reporting periods beginning after June 15, 2017. Earlier application is encouraged.

## **Future Accounting Standard Changes (Continued)**

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

The requirements of this Statement will enhance consistency in the application of accounting and financial reporting requirements. Consistent reporting will improve the usefulness of information for users of state and local government financial statements.

#### **GASB Statement No. 86 - *Certain Debt Extinguishment Issues***

##### **Summary**

The primary objective of this Statement is to improve consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources - resources other than the proceeds of refunding debt - are placed in an irrevocable trust for the sole purpose of extinguishing debt. This Statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance.

##### **Effective Date**

The requirements of this Statement are effective for reporting periods beginning after June 15, 2017. Earlier application is encouraged.

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

The requirements of this Statement will increase consistency in accounting and financial reporting for debt extinguishments by establishing uniform guidance for derecognizing debt that is defeased in substance, regardless of how cash and other monetary assets placed in an irrevocable trust for the purpose of extinguishing that debt were acquired. The requirements of this Statement also will enhance consistency in financial reporting of prepaid insurance related to debt that has been extinguished. In addition, this Statement will enhance the decision-usefulness of information in notes to financial statements regarding debt that has been defeased in substance.

#### **GASB Statement No. 87 - *Leases***

##### **Summary**

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

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

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged.

Leases should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or, if applied to earlier periods, the beginning of the earliest period restated). However, lessors should not restate the assets underlying their existing sales-type or direct financing leases. Any residual assets for those leases become the carrying values of the underlying assets.

## Future Accounting Standard Changes (Continued)

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

This Statement will increase the usefulness of governments' financial statements by requiring reporting of certain lease liabilities that currently are not reported. It will enhance comparability of financial statements among governments by requiring lessees and lessors to report leases under a single model. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring notes to financial statements related to the timing, significance, and purpose of a government's leasing arrangements.

<sup>(1)</sup> *Note.* From GASB Pronouncements Summaries. Copyright 2017 by the Financial Accounting Foundation, 401 Merritt 7, Norwalk, CT 06856, USA, and is reproduced with permission.

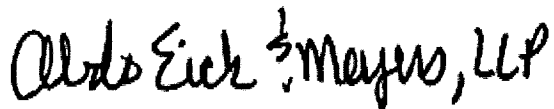
\* \* \* \* \*

### Restriction on Use

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

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

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



ABDO, EICK & MEYERS, LLP  
Minneapolis, Minnesota  
May 14, 2018

City of St Francis City Council Agenda Item  
Executive Summary

*Title of Item:* **Rivers Edge REZONING to Planned Unit Development:** An ordinance to officially denote Rivers Edge as a Planned Unit Development on the City's official zoning map

*Meeting Date:* **5-7-18**

*Staff Reporting:* **Ben Gozola, City Planner**

*Summary:* The 1<sup>st</sup> reading of an ordinance to officially change the zoning of Rivers Edge 1<sup>st</sup> Addition to planned unit development in accordance with the recent Preliminary Plan approval. The second reading will occur in conjunction with Council review of the final developer's agreement and plat on June 4<sup>th</sup>.

*Recommendations:*

- **Council has already given preliminary approval to this development. This ordinance is a procedural requirement for completion of the next step.**
- **Approval of the 1<sup>st</sup> reading, and scheduling of the 2<sup>nd</sup> reading for June 4th.**

*List of Attachments:* A) Ordinance \_\_\_\_

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

**ORDINANCE 240, SECOND SERIES**

**AN ORDINANCE TO REZONE LAND FROM R-2 (SINGLE FAMILY RESIDENTIAL)  
TO PLANNED UNIT DEVELOPMENT IN ASSOCIATION WITH THE  
RIVERS EDGE 1<sup>ST</sup> ADDITION FINAL PLAT**

***SUMMARY OF SECTIONS AMENDED:***

*- 10-50-3 Zoning Map*

**THE CITY OF SAINT FRANCIS ORDAINS:**

**Section 1. Zoning Change Approved.**

The City Council of the City of St. Francis hereby approves the rezoning of the following described property from R-2, Single Family Residential, to PUD, Planned Unit Development (see Exhibit A):

*The North 660 feet of the Northeast Quarter of Section 32, Township 34, Range 24, Anoka County, Minnesota.*

**Section 2. Map Update.**

The City Clerk is hereby directed to reflect the subject property as "Rivers Edge PUD" on the official zoning map to reflect this ordinance.

**Section 3. Effective Date.**

This Ordinance shall take effect 30 days after its publication after approval of the Rivers Edge 1st Addition Final Plat.

Ordinance \_\_\_\_

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018.

APPROVED:

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Steven D. Feldman  
Mayor of St. Francis

ATTEST:

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Barbara I. Held  
City Clerk





City of St Francis City Council Agenda Item  
Executive Summary

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*Summary:* | The 1<sup>st</sup> reading of an ordinance to officially change the zoning of Rivers Edge 1<sup>st</sup> Addition to planned unit development in accordance with the recent Preliminary Plan approval. The second reading will occur in conjunction with Council review of the final developer's agreement and plat on June 4<sup>th</sup>.

*Recommendations:* |

- **Council has already given preliminary approval to this development. This ordinance is a procedural requirement for completion of the next step.**
- **Approval of the 1<sup>st</sup> reading, and scheduling of the 2<sup>nd</sup> reading for June 4<sup>th</sup>.**

*List of Attachments:* | A) *Ordinance 240, Second Series*

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Kate Thunstrom, Community Development Director  
**SUBJECT:** Resolution to Met Council requesting Additional Time  
**DATE:** 05/21/2018

---

### **OVERVIEW**

The 2040 Comprehensive Plan is nearly completed. On or about June 1<sup>st</sup> it will be forwarded to what is known as "affected jurisdictions" including but not limited to surrounding cities, townships, water management, school districts, Isanti County and several departments within Anoka County. Those affected Jurisdictions are allowed up to six (6) months to make comments on our proposed 2040 Plan. Once those comments are received the City will need to review and determine if there is reason to make changes to our document.

It is our hope that affected jurisdictions do not take the full six months to review the 2040 Plan. If all comments are collected early staff and HKGi will move forward with final approval and submission to Met Council prior to the December 31, 2018 deadline. If there are delays or substantial comments from those jurisdictions we may not be able to make the deadline.

By requesting an extension for the submission of the final document, this allows the city to be prepared for any unknown circumstances that may delay our document submission. We are hopeful that this extension will not be needed, but the Resolution and Plan provide us time in the event that it is.

### **ITEMS TO BE DICUSSED:**

Resolution Requesting Additional Time within Which to Complete Comprehensive Plan "Decennial" Review and Update Obligations

### **POTENTIAL BUDGET:**

None

### **ATTACHMENTS:**

1. Resolution 2018-19
2. 2040 Comp Plan Extension Request form

CITY OF ST FRANCIS  
ST. FRANCIS MN  
ANOKA COUNTY

RESOLUTION NO. 2018-19

RESOLUTION REQUESTING ADDITIONAL TIME  
WITHIN WHICH TO COMPLETE COMPREHENSIVE PLAN  
“DECENNIAL” REVIEW AND UPDATE OBLIGATIONS

**WHEREAS**, Minnesota Statutes section 473.864 requires local governmental units to review and, if necessary, amend their entire comprehensive plans and their fiscal devices and official controls at least once every ten years to ensure comprehensive plans conform with metropolitan system plans and ensure fiscal devices and official controls do not conflict with comprehensive plans; and

**WHEREAS**, Minnesota Statutes sections 473.858 and 473.864 require local governmental units to complete their “decennial” reviews by December 31, 2018; and

**WHEREAS**, Minnesota Statutes section 473.864 authorizes the Metropolitan Council to grant extensions to local governmental units to allow local governmental units additional time within which to complete the “decennial” review and amendments; and

**WHEREAS**, any extensions granted by the Metropolitan Council must include a timetable and plan for completing the review and amendment; and

**WHEREAS**, at its January 10, 2018 meeting the Metropolitan Council authorized its staff to administratively review and grant extensions if extension requests are submitted by May 31, 2018; and

**WHEREAS**, extensions for completing decennial updates do not change any due dates for surface water management plans or water supply plans; and

**WHEREAS**, the City will not be able to complete its “decennial” review by December 31, 2018 for the following reasons: extra time requested to ensure the City has adequate time to address all affected jurisdiction comments and concerns.

**WHEREAS**, the City Council finds it is appropriate to request from the Metropolitan Council an extension so the City can have additional time to complete and submit to the Metropolitan Council for review an updated comprehensive plan and amend its fiscal devices and official controls.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST FRANCIS, MINNESOTA, AS FOLLOWS:**

1. The City Administrator is directed to submit to the Metropolitan Council no later than May 31, 2018 a letter requesting an extension to May 31, 2019.
2. The City Administrator must include with the request a reasonably detailed timetable and plan for completing the review and amendment by May 31, 2019.

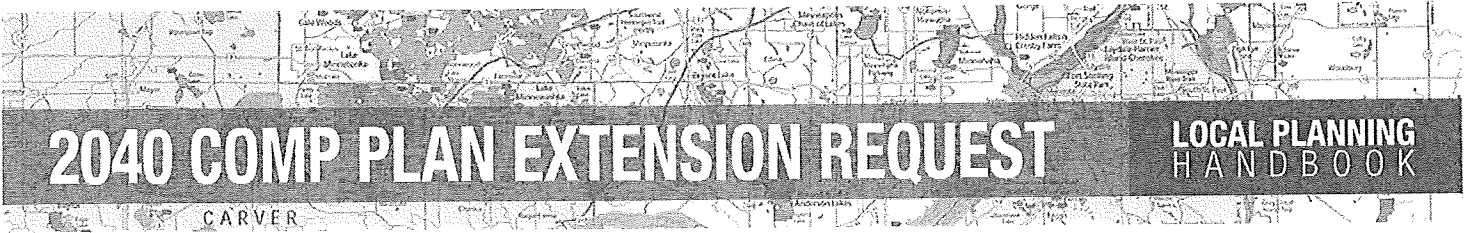
Adopted by the City Council of the City of St. Francis on May 21, 2018.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steven D. Feldman, Mayor

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



Please send your completed request form and accompanying Resolution via email or mail to the Reviews Coordinator at the Metropolitan Council by **May 31, 2018**. Your responses to the following questions will provide the Metropolitan Council with information needed to review your extension request.

1. Please provide the following information:

Community Name	City of St. Francis
Contact Person	Kate Thunstrom
Request Date	May 21, 2018
Phone Number	763-267-6191
Email Address	kthunstrom@stfrancismn.org

2. **PLANNING PROCESS TIMELINE:** Please provide the target dates for each step of the planning process identified below. If you have already completed a step, indicate "completed" with the date in the table.

Process Step	Target Date
Completion of draft plan text and mapping	June 1, 2018
Initiation of 6-month review/comment period by adjacent jurisdictions, affected special districts, and school districts	June 30, 2018
Public hearing date	February 20, 2019
City Council / Town Board / County Board action	March 4, 2019
Date of plan submission to the Metropolitan Council	March 30, 2019
Completion of fiscal devises and official controls review/amendment	

3. **PLANNING ISSUES:** Please identify the issue(s) below that are contributing to the need for the requested extension.

- Staff workload
- Contract planner delays
- Issues affecting adjacent communities
- Data/mapping/GIS
- Area development or redevelopment plan(s) in process
- Planning Commission/City Council/Board member concerns
- Population, household, employment forecast issues
- Sewer flow forecast issues
- MUSA/Growth staging plan
- Public participation process
- Density policy issues

- Community Designation considerations
- Development of plan components:
  - Existing Land Use
  - Future Land Use
  - Housing
  - Surface Water Management
  - Transportation
  - Wastewater
  - Parks and Trails
  - Water Supply
  - Implementation
  - Mississippi River Corridor Critical Area (MRCCA)
  - Other \_\_\_\_\_

4. Mark all that apply to your community.

- Planning Grant recipient
- Mapping Services requested

5. **ADDITIONAL INFORMATION:** Please provide explanation of the planning issues checked on the previous page. Include a realistic appraisal of your community's ability to submit your updated plan for review by indicated deadline, as well as the subsequent review/amendment of fiscal devices and official controls.

It is our hope that affected jurisdictions do not take the full six months to review the 2040 Plan. If all comments are collected early staff and HKGi will move forward with final approval and submission to Met Council prior to the December 31, 2018 deadline. If there are delays or substantial comments from those jurisdictions we may not be able to make the deadline.

By requesting an extension for the submission of the final document, this allows the city to be prepared for any unknown circumstances that may delay our document submission. We are hopeful that this extension will not be needed, but the Resolution and Plan provide us time in the event that it is.

Please contact your Sector Representative if you need any assistance.

February 2018

**LOCAL PLANNING  
HANDBOOK**

Metropolitan Council  
390 Robert Street North  
Saint Paul, MN 55101

[metro council.org](http://metro council.org)

Main: 651.602.1000  
TTY: 651.291.0904  
Public Information: 651.602.1500  
[public.info@metc.state.mn.us](mailto:public.info@metc.state.mn.us)



**TO:** Mayor & City Council  
**FROM:** Joe Kohlmann, City Administrator  
**SUBJECT:** **Woodhaven 6 Development Agreement**  
**DATE:** May 21<sup>st</sup>, 2018

---

**OVERVIEW:**

Attached is a proposed Development Agreement for Woodhaven 6. The Developer, City Engineer and City Attorney have all had a chance to review the agreement. Several items may need to be tweaked going forward in order to come to a mutual agreement.

In the interest of time for the City and Developer to work together to begin construction of the development, City Staff is requesting that the City Council approve the Development Agreement tonight and authorize the City Administrator and City Attorney to make any needed changes to ensure timely processing of the documents for the development. Any changes would be made prior to signing the agreement.

As always, the Development Agreement will be consistent with the City Code and protect the City as much as possible.

**ACTION TO BE CONSIDERED:**

Motion to approve the Development Agreement and authorize the City Administrator and City Attorney to make changes as necessary to ensure total agreement between the developer and City prior to signing.

(RESERVED FOR RECORDING INFORMATION)

**DEVELOPMENT AGREEMENT  
WOODHAVEN**

This Development Agreement (“**Agreement**”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between the CITY OF ST. FRANCIS, a Minnesota municipal corporation (“**City**”); and A.L.S. PROPERTIES WOODHAVEN, LLC, a Minnesota limited liability company (“**Developer**”).

WITNESSETH:

WHEREAS, the Developer is the fee owner of certain land situated in the City of St. Francis, County of Anoka, State of Minnesota, and is legally described in EXHIBIT A attached hereto (the “**Property**”); and

WHEREAS, the Developer has applied for a Conditional Use Permit and Variances relating to the Property pursuant to Sections 4-4, 10-6, and 10-58 of the City of St. Francis Code (the “**Conditional Use Permit**”) and has requested approval of an administrative subdivision (defined below) expanding the manufactured home community located on the Property; and

WHEREAS, on March 5, 2018, by Resolution No. 2018-11, the City Council granted the Conditional Use Permit and Variances to allow expansion of the existing Woodhaven manufactured home community; and

WHEREAS, in order to ensure compliance with City ordinances and regulations in the development of the Subdivision and to provide for construction of the required improvements therein, it is necessary for the City and the Developer to enter into this Agreement.

NOW THEREFORE, in consideration of the mutual promises and obligations contained herein, the City and the Developer agree as follows:

1. Plan. The Developer is the fee owner of certain lands in the City legally described on Exhibit A (the “**Property**”) and has asked the City to approve the plan for Woodhaven 6<sup>th</sup> Addition (hereinafter referred to as the “**Plan**”).
2. Conditions of Conditional Use Permit Approval.

- a. The City hereby approves the Plan on conditions that the Developer enter into this Contract, furnish the security required by it, provide title evidence that good and marketable title to the Plan is in the name of the Developer.
  - b. The City hereby grants approval to the Conditional Use Permit identified in Plans in paragraph 5 of this Contract; as adopted on \_\_\_\_\_, 2018 by Resolution No. \_\_\_\_\_, and conditioned upon compliance with the terms and conditions of this Contract. The City agrees to approve the development provided the development is consistent with the conditions herein, City ordinances, and all other City requirements which are in effect, subject to the provisions of paragraph 4 of this Contract. The specific conditions and requirements are as set forth in City Resolution No. \_\_\_\_\_ adopted by the St. Francis City Council on the \_\_\_\_ day of \_\_\_\_\_, 2018.
3. Right to Proceed. Within the Property, the Developer may not grade or otherwise disturb the earth, remove trees, construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings until all the following conditions have been satisfied: 1) this Contract has been fully executed by both parties and filed with the City Clerk; 2) the Developer has submitted a title insurance policy to the City establishing that good and marketable title to the Property is in the name of the Developer; 3) the Letter of Credit has been received by the City and the Developer has paid to the City all administrative fees and escrow fees required by this Agreement; 4) final engineering and construction plans and Storm Water Pollution Prevention Plan have been delivered by Developer to City Engineer and the engineer has approved; 5) Developer has obtained all necessary permits from all federal, state and local governmental entities; 6) Developer has submitted to City the Insurance Binder required herein; and 7) the City's administrator has issued a letter that conditions 1 through 6 herein have been satisfied and that the Developer shall proceed. Provided items 1 through 6 herein have been satisfied, the City Engineer may issue the Developer a letter authorizing the Developer to grade the site (including reasonable tree removal).
4. Proposed Development. The Developer intends to expand the existing Woodhaven Manufactured Home Community by adding fifty-five (55) new building pads on the land to the North and East of the existing park. Additionally, the Developer requested and has been approved variances to allow two (2) building pads closer than seventy-five (75) feet to public right-of-way (Hwy 47). Developer has completed an administrative subdivision to combine the two lots currently owned by the Developer. The Property shall be developed in accordance with the Plans listed below and attached hereto. The Plans may be revised, subject to the City's approval, after entering this Agreement, but before commencement of any work in the Property. If any Plan requires the approval of an entity that is not a party to this Agreement, such approval shall be obtained before commencement of the work for which approval is so required. If the Plans vary from the written terms of this Agreement, the written terms of this Agreement shall control. The Plans are:

Plan C1 – Title Sheet and Site Plan, 3/2/18 revision  
 Plan C2 – Grading, Drainage & Erosion Control Plan, 3/20/18 revision  
 Plan C3 – Utility Plan, 3/2/18 revision  
 Plan C4.1 – C4.4 – Details, 3/2/18 revision  
 Plan C4.5 – Turning Movements Plan dated 1/29/18  
 Plan C5.1 – C5.2 – Storm water Pollution Prevention Plan, 1/29/18 revision  
 Plan L1 – Landscape, 2/20/18 revision



5. Improvements. In developing the Property in accordance with the Plans, the Developer shall make and pay for the following public and private improvements (collectively, the “Improvements”):
  - a. site grading and all temporary and permanent erosion control measures;
  - b. storm water improvements, including all necessary culverts, catch basins, ponds, inlets, and other appurtenances;
  - c. sanitary sewer and watermains;
  - d. concrete curb and gutter;
  - e. connection to municipal water and sewer facilities, and street lighting and street signage constructed in accordance with the laws of the State of Minnesota, the regulations of the State Health Department and the City Code provisions, and requirements of the City and the Minnesota Pollution Control Agency;
  - f. garages and patios meeting minimum Code requirements;
  - g. underground utility lines;
  - h. private road network;
  - i. landscaping;
  - j. private driveways, sidewalks and trails; and
  
6. Time of Performance. The Developer shall install all public and private Improvements for the development by December 31, 2018. However, Developer shall be allowed to complete garages and patios at time of home installation to prevent damage thereto during home transport.
  
7. Easement; Right of Entry. The Developer hereby grants to the City, its agents, representatives, employees, officers, and contractors, a right of entry to access all areas of the Property to perform any and all work and inspections necessary or deemed appropriate by the City during the installation of Improvements, or to take any corrective actions deemed necessary by the City. The right of entry hereby conveyed by the Developer to the City shall continue until the City accepts all of the Improvements. The City will provide the Developer with reasonable notice prior to exercising its rights hereunder, except in the case of an emergency.
  
8. Erosion Control.
  - a. Prior to commencing site grading, the Erosion Control Plan (C-2) shall be implemented by the Developer and inspected and approved by the City. The City may impose any additional erosion control requirements deemed beneficial by the city engineer through such time as the last manufactured home site is completed within the Property. All areas of the Property disturbed by the excavation and back filling operations shall be reseeded immediately after completion of the work in that area.
  - b. The erosion control measures specified in the Plans shall be binding on the Developer and its successors and assigns.
  
9. Grading Plan.
  - a. Grading on the Property shall be in accordance with the approved grading and erosion control Plans (C-2) and in conformance with the City’s specifications. Within 30 days after completion of grading, the Developer shall provide the City with an “as

constructed” grading Plan including certification by a registered land surveyor or engineer that all grading has been performed and completed in accordance with the Plans. No building permits for structures within the Subdivision shall be issued until the certified Grading Plan has been implemented and on file with the City and all conditions regarding access included within this Agreement have been implemented.

- b. Grading shall be completed by \_\_\_\_\_, 20\_\_\_\_. Upon completion of grading, the city engineer shall inspect the Property and determine whether grading has been performed in accordance with the grading Plan. No building permits or other approvals shall be issued by the City until the Developer completes grading to the satisfaction of the city engineer.

**10. Hours of Construction; Noise and Dust Control.** The Developer shall limit grading and construction of Improvements within the Subdivision to between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday and 8:00 a.m. and 5:00 p.m. on Saturday. All other construction activities shall take place only during the hours permitted by the City Code. The Developer shall provide dust control to the satisfaction of the city engineer/staff through all construction within the Property and shall exercise due diligence with regard to the activities of third parties not under the Developer’s control.

**11. Streets and Sidewalks.**

- a. Initial Construction. A private internal road network shall provide access to each of the proposed units. The private road network will provide two access locations to the Subdivision through the existing Woodhaven community. The streets within the private road network shall be constructed to a seven-ton design in accordance with the MnDOT design standards and the approved plans. A concrete curb and gutter shall be constructed on each side of the streets within the Subdivision and the face of the curb shall be at least fifteen (15) feet from the center line of the street. The curb design shall be mountable to accommodate home transport.

The Developer shall obtain all necessary approvals from MnDOT and shall construct an emergency vehicle access from TH 47.

- b. Maintenance of Private Streets. The Developer and its successors or assigns as the fee owner of the Property shall be responsible for maintaining the private streets and for observing all applicable laws and regulations. The Developer shall adopt a satisfactory maintenance schedule or inspection and cleaning of the streets. The Developer shall annually sweep the streets. The cost of all maintenance shall be the obligation of the Developer and its successors or assigns as the fee owner of the Property.

**12. Sanitary Sewer System.**

- a. Initial Construction. The Developer agrees to construct a private internal sanitary sewer system in accordance with the approved Plans and in compliance with all City and State requirements, including the City Engineer’s Association of Minnesota (CEAM) standards specifications. The City Engineer shall make periodic site visits during construction to ensure the work complies with all applicable specifications and no connections shall be allowed until satisfactory completion of all final tests and inspections. The Developer shall also provide “as constructed” plans prior to the City allowing connections to the sanitary sewer system.

- b. Maintenance of the sanitary sewer system. The Developer and its successor or assigns as fee owner of the Property shall be responsible for maintaining the sanitary sewer and for observing all applicable laws and regulations. The Developer shall adopt a satisfactory maintenance schedule for inspection and cleaning of the sanitary sewer lines. The Developer shall notify the Public Works Director prior to performing sewer line cleaning or any maintenance activity which has the possibility of dislodging materials within the sanitary sewer. The cost of all inspections and maintenance shall be the obligation of the Developer and its successors or assigns as the fee owner of the Property.
- c. Permanent Access and Maintenance Easement. The Developer or its successors or assigns grants the City, its agents and Contractor(s) the right to enter the Property to inspect and maintain the sanitary sewer system as set forth in this agreement.
- d. City's Maintenance Rights. The City may maintain the sanitary sewer system, as provided in this paragraph, if the City reasonably believes that the Developer or its successors or assigns has failed to maintain the sanitary sewer system in accordance with applicable laws and regulations and such failure continues for 30 days after the City gives the Developer written notice of such failure. The City's notice shall specifically state which maintenance tasks are to be performed. If Developer does not complete the maintenance tasks within 30 days after such notice is given by the City, the City shall have the right to enter upon the property to perform such maintenance tasks. In such case, the City shall send an invoice of its reasonable maintenance costs to the Developer or its successors or assigns, which shall include all staff time, engineering and legal and other costs and expenses incurred by the City. If the Developer or its assigns fails to reimburse the City for its costs and expenses in maintaining the sanitary sewer system within 30 days of receipt of an invoice for such costs, the City shall have the right to assess the full cost thereof against the Property. The Developer, on behalf of itself and its successor and assigns, acknowledges that the maintenance work performed by the City regarding the sanitary sewer system benefits the lots in the Property in an amount which exceeds the assessment and hereby waives any right to hearing or notice and the right to appeal the assessments otherwise provided by Minnesota Statutes Chapter 429. Notwithstanding the foregoing, in the event to an emergency, as determined by the Public Works Director, the 30-day notice requirement to the Developer for failure to perform maintenance tasks shall be and hereby is waived in its entirety by the Developer, and the Developer shall reimburse the City and be subject to assessment for any expense so incurred by the City in the same manner as if written notice as described above has been given.

### 13. Water System.

- a. Initial Construction. The Developer agrees to construct the internal private water system in accordance with the approved Plans and in compliance with all City and State requirements, including the City Engineer's Association of Minnesota (CEAM) standards specifications and the Minnesota Department of Health (MDH) regulations. The City Engineer shall make periodic site visits during construction to ensure the work complies with all applicable specifications and no connections shall be allowed until satisfactory completion of all final tests and inspections. The Developer shall also provide "as constructed" plans prior to the City allowing connections to the water system.
- b. Maintenance of the water system Improvements. The Developer and its successor or assigns as fee owner of the Property shall be responsible for maintaining the water system

and for observing all applicable laws and regulations. The Developer shall annually flush the water system at a date and time as determined by the Public Works Director. The cost of all inspections and maintenance shall be the obligation of the Developer and its successors or assigns as the fee owner of the Property.

- c. Permanent Access and Maintenance Easement. The Developer or its successors or assigns grants the City, its agents and Contractor(s) the right to enter the Property to inspect and maintain the water system as set forth in this agreement.
- d. City's Maintenance Rights. The City may maintain the water system, as provided in this paragraph, if the City reasonably believes that the Developer or its successors or assigns has failed to maintain the water system in accordance with applicable laws and regulations and such failure continues for 30 days after the City gives the Developer written notice of such failure. The City's notice shall specifically state which maintenance tasks are to be performed. If Developer does not complete the maintenance tasks within 30 days after such notice is given by the City, the City shall have the right to enter upon the property to perform such maintenance tasks. In such case, the City shall send an invoice of its reasonable maintenance costs to the Developer or its successors or assigns, which shall include all staff time, engineering and legal and other costs and expenses incurred by the City. If the Developer or its assigns fails to reimburse the City for its costs and expenses in maintaining the water system within 30 days of receipt of an invoice for such costs, the City shall have the right to assess the full cost thereof against the Property. The Developer, on behalf of itself and its successor and assigns, acknowledges that the maintenance work performed by the City regarding the water system benefits the lots in the Property in an amount which exceeds the assessment and hereby waives any right to hearing or notice and the right to appeal the assessments otherwise provided by Minnesota Statutes Chapter 429. Notwithstanding the foregoing, in the event to an emergency, as determined by the Public Works Director, the 30-day notice requirement to the Developer for failure to perform maintenance tasks shall be and hereby is waived in its entirety by the Developer, and the Developer shall reimburse the City and be subject to assessment for any expense so incurred by the City in the same manner as if written notice as described above has been given.

#### 14. Storm Water Drainage.

- a. Initial Construction. The Developer agrees to construct the private storm water drainage facilities for the project, including the infiltration basins/storm water ponds and storm water pipes and conveyances, in accordance with the approved Plans and in compliance with all City and stated requirements regarding such Improvements.
- b. Maintenance of the Storm Water Improvements. The Developer and its successor or assigns as fee owner of the Property shall be responsible for maintaining the Storm Water Improvements and for observing all drainage laws governing the operation and maintenance of the Storm Water Improvements. The Developer shall complete inspections of the Storm Water Improvements at least once annually and shall keep record of all inspections and maintenance activities, and submit such records to the City upon request. Maintenance activities shall include but will not be limited to: street sweeping (to prevent the sediment from clogging the infiltration basins), removal of sediment from the storm sewer sumps, cleaning of storm sewer lines, vegetation management within the infiltration basins, and removal of sediment and/or debris in the infiltration basins. The Developer acknowledges that the storm water improvements

associated with this project includes infiltration basins for storm water treatment and volume control. If at any time the infiltrating ability of the basin(s) diminishes or is significantly reduced the Developer will reconstruct the infiltration basins as necessary. The cost of all inspections and maintenance shall be the obligation of the Developer and its successors or assigns as the fee owner of the Property.

- c. Permanent Access and Maintenance Easement. The Developer or its successors or assigns grants the City, its agents and Contractor(s) the right to enter the Property to inspect and maintain the Storm Water Improvements as set forth in this agreement.
  - d. City's Maintenance Rights. The City may maintain the Storm Water Improvements, as provided in this paragraph, if the City reasonably believes that the Developer or its successors or assigns has failed to maintain the Storm Water Improvements in accordance with applicable drainage laws and other requirements and such failure continues for 30 days after the City gives the Developer written notice of such failure. The City's notice shall specifically state which maintenance tasks are to be performed. If Developer does not complete the maintenance tasks within 30 days after such notice is given by the City, the City shall have the right to enter upon the property to perform such maintenance tasks. In such case, the City shall send an invoice of its reasonable maintenance costs to the Developer or its successors or assigns, which shall include all staff time, engineering and legal and other costs and expenses incurred by the City. If the Developer or its assigns fails to reimburse the City for its costs and expenses in maintaining the Storm Water Improvements within 30 days of receipt of an invoice for such costs, the City shall have the right to assess the full cost thereof against the Property. The Developer, on behalf of itself and its successor and assigns, acknowledges that the maintenance work performed by the City regarding the Storm Water Improvements benefits the lots in the Property in an amount which exceeds the assessment and hereby waives any right to hearing or notice and the right to appeal the assessments otherwise provided by Minnesota Statutes Chapter 429. Notwithstanding the foregoing, in the event to an emergency, as determined by the City Engineer, the 30-day notice requirement to the Developer for failure to perform maintenance tasks shall be and hereby is waived in its entirety by the Developer, and the Developer shall reimburse the City and be subject to assessment for any expense so incurred by the City in the same manner as if written notice as described above has been given.
15. Landscaping. Landscaping shall be installed in the Subdivision in accordance with the approved Landscaping Plan. The Developer shall provide landscaping in the buffer areas on the northern portions of the site and adjacent to the Highway 47 corridor. The offerings to the north are intended to blend with the existing and mature tree line, wetlands, and ponding areas. The landscaping along Highway 47 will provide some cover and buffering from vehicle noise and site lines and tasteful finishes to the ingress/egress roadway. Through out the expansion areas that do not inhibit the transport and install of homes but will enhance the green spaces and overall aesthetics of the community. Additionally, areas outside of the unit improvements shall be sodded and maintained with grass, shrubs and trees as is currently done in the existing portion of the Woodhaven Manufactured Home Park. Except as allowed by the variances granted to units 1 and 17, there shall be an unused area of not less than seventy-five (75) feet in depth along each public street or way and this area shall be sodded and landscaped. Where a manufactured home park site abuts upon other property, there shall be a setback of at least thirty (30) feet and this setback shall be landscaped.

16. Construction Activities and Clean Up. The Developer shall promptly clean any and all dirt and debris from the streets within the Subdivision and all other streets or roads adjacent thereto resulting from construction work performed by the Developer, its contractors, agents or assigns in constructing the Improvements.

17. City Engineering Administration and Construction Observation. The Developer shall pay a fee for engineering administration and legal expenses. City engineering administration will include reviewing development plans, monitoring of construction, consultation with Developer and his engineer on status or problems regarding the project, coordination for final inspection and processing of requests for reduction in security. Fees for this service shall be at standard hourly rates. Legal fees will include preparation of the Development Agreement and advice and counseling with the engineer and City administrator and staff regarding the Agreement, permits or any other aspect of this project. Legal fees shall be at the standard hourly rate. Developer will provide a \$20,000.00 escrow, which is separate and in addition to any other escrow funds for this developer/development. This amount must be paid prior to the City executing this Agreement. The Developer shall pay for construction observation performed by the City’s consulting engineer. Construction observation shall include part or full time inspection of proposed grading and utilities and will be billed on standard hourly rates.

17. **SUMMARY OF SECURITY REQUIREMENTS.** To guarantee compliance with the terms of this Contract, payment of the costs of all improvements and construction of all improvements, the Developer shall furnish and deliver to the City a letter of credit, in the form attached hereto (or as deemed acceptable by the City), from an FDIC insured bank (“security”) for \$\_\_\_\_\_ prior to beginning any construction with the Property. The amount of the security includes all of the security requirements set forth in the preceding sections of this Agreement, and was calculated as follows:

<b>CONSTRUCTION COSTS:</b>	
Sanitary Sewer	\$173,860
Water System	\$214,800
Storm Water Improvements	\$125,790
Erosion Control	\$ 47,800
Streets	<u>\$234,190</u>
<b>Construction Sub-Total</b>	<b><u>\$796,440</u></b>
<b>OTHER COSTS:</b>	
Landscaping	<u>\$_____</u>
<b>Other Costs Sub-total</b>	<b><u>\$_____</u></b>
<b>TOTAL SECURITIES:</b>	<b><u>\$_____</u></b>
<b>GRAND TOTAL SECURITIES (150%)</b>	<b><u>\$_____</u></b>

This breakdown is for historical reference; it is not a restriction on the use of the security. The bank shall be subject to the reasonable approval of the City Administrator. The Letter of Credit shall allow the City to draw upon the instrument, in whole or in part, in order to complete construction of any or all of the improvements or to satisfy the claims of contractors or suppliers which have not been satisfied by Developer, following reasonable notice and opportunity to cure such items that have not been completed. The City may draw down the security, upon ten (10) business days’ prior written notice to the Developer for any violation of the terms of this Agreement. Amounts drawn shall not exceed the amounts necessary to cure to the default. If the required improvements are not completed at least thirty (30) days prior to the expiration of the security, the City may also draw it down. If the security is drawn down, the proceeds shall be used to cure the default. Upon receipt of proof satisfactory to the City that work has been completed to the quality as required by the City, and that the

Developer has taken all steps necessary to ensure that no liens will attach to the Property, and financial obligations to the City have been satisfied, with City approval the security may be reduced from time to time up to ninety percent (90%) of the financial obligations that have been satisfied as determined by the City in its sole discretion. At least ten percent (10%) of the amounts certified by the Developer's engineer shall be retained as security until all improvements have been completed, all financial obligations to the City satisfied and the required "as constructed" plans have been received by the City.

**18. SUMMARY OF CASH REQUIREMENTS.** The following is a summary of the cash deposit under this Agreement which must be furnished to the City at the time of final project approval and execution of this Agreement by the City:

Section 15 Escrow (Engineering, City Administration, Legal Expenses)	\$20,000
Park Dedication	\$
Sanitary Sewer Trunk Line Availability	(\$4,150 x 14.98 acres) = \$62,167
Water Trunk Line Availability	(\$2,956 x 14.98 acres) = \$44,280
<b>Total Cash Requirements</b>	<b>\$ _____</b>

The City is implementing a pass through billing processing. The \$ \_\_\_\_\_ escrow will be held and all bills will be forwarded for immediate payment. If payments are not made in a timely fashion, the project will stop until payments are made. If said fees are less than estimated, the City shall reimburse the Developer within twenty (20) days of receipt of final invoices. If it appears that the actual costs incurred will exceed the estimate, Developer and City shall review the costs required to complete the project and Developer shall deposit additional sums with the City as may be required to secure the costs to complete the project.

**19. RESPONSIBILITY FOR COSTS.**

- a. Except as otherwise specified herein, the Developer shall pay all costs incurred by it or the City in conjunction with the development of the Property, including but not limited to Soil and Water Conservation District charges, legal, planning, engineering and inspection expenses incurred in connection with approval and acceptance of the project, the preparation of this Contract, review of construction plans and documents, and all costs and expenses incurred by the City in monitoring and inspecting development of the Property, as well as preparation of record drawings.
- b. The Developer shall hold the City and its officers, employees, and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from project approval and development. The Developer shall indemnify the City and its officers, employees, and agents for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees and costs.
- c. The Developer shall reimburse the City for reasonable costs incurred in the enforcement of this Contract, including engineering and attorneys' fees.
- d. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments, as outlined in Sections 14 and 17 herein, referred to in this Contract. This is an obligation of the Developer, its successors and assigns and shall continue in full force and effect even if the Developer sells the entire Property or any part of it.
- e. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Contract within thirty (30) days after receipt. If the bills are not paid on time and Developer has been notified of such non-payment, the City may halt the development and construction until the bills are paid in full. Bills not paid within thirty (30) days shall accrue interest at the rate of ten percent (10%) per year.

- f. In addition to the charges herein and special assessments referred to be herein, other charges as required by City ordinance may be imposed such as but not limited to sewer access charges (“SAC”), City water access charges, and building permit fees.
- 20. DEVELOPER’S DEFAULT.** In the event of default by the Developer as to any of the work to be performed by it hereunder, the City may, at its option, after written notice thereof and expiration of the cure period, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer, except in an emergency as determined by the City (in which event no notice is necessary), is first given notice of the work in default, not less than five (5) days in advance. This Contract is a license for the City to act, and it shall not be necessary for the City to seek a Court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part upon the Property to recover the costs thereof. For this purpose, the Developer expressly waives any procedural and substantive objections to the special assessments, including, but not limited to, hearing requirements and any claim that the assessments exceed the benefit to the property.
- 21. Insurance.** The Developer agrees to take out and maintain or cause to be taken out and maintained until immediately after the City accepts the Improvements, public liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of Developer’s work or the work of its contractors or subcontractors. Limits for bodily injury and death shall be no less than \$2,000,000.00 for each occurrence; limits for property damage shall be no less than \$1,000,000.00 for each occurrence; or a combination single limit policy of \$2,000,000.00 or more. The City shall be named as an additional insured on the policy. The Developer shall provide the City with an insurance binder evidencing the required coverage prior to the City signing this Agreement. The insurance binder shall provide that the City must be given thirty (30) days advance written notice of the cancellation of the insurance.
- 22. Park Dedication.** The Park & Trail map within the Comprehensive Plan does not identify a park need in the portion of the City where the Subdivision is located. Accordingly, a per unit fee shall be required per the City’s fee schedule in effect at the time of the CUP approval.
- 23. Maintenance of the Property.** The Developer shall be responsible for all mowing, controlling weeds and general maintenance within the Property. The Developer shall not leave, deposit or bury any cut trees, timber, debris, earth, rocks, stones, soil, junk, rubbish or any other waste materials on the Property. The Developer shall not be required to post a separate escrow to secure this obligation. Prior to project completion, the City may draw upon the Letter of Credit (“LC”) for the actual cost of maintenance or the removal of waste material deemed necessary by the City to protect the public health and safety. Prior to any such draw, the City shall provide the Developer with written notice and, except for emergencies, shall allow the Developer thirty (30) days to correct or take such other action as is necessary to perform the required maintenance or removal of waste material within the Property. Nothing herein shall obligate the City to perform maintenance or waste removal work within the Property but the City at its sole discretion, shall have the right to do so.
- 24. Permits.** To the extent required, the Developer shall obtain or require its contractors and subcontractors to obtain all necessary permits, including but not limited to the following:
- Minnesota Department of Health for Watermains
  - MPCA Sanitary Sewer Extension Permit
  - MPCA-NPDES Construction Storm water Permit
  - MnDOT Permit #1723 “Miscellaneous Work Permit” for sanitary connections



- MnDOT Permit for Emergency Vehicle Access to TH 47
- City of St. Francis Building Permits

25. Structures and Driveways. Only one manufactured home shall be permitted on any single unit. Each unit within the Subdivision shall have a gross area of not less than 6,000 square feet excluding roadway. The front setback of each manufactured home shall be no less than ten (10) feet from the curb, and there shall be a minimum of twenty (20) feet of separation between manufactured homes in all directions. A patio shall be constructed on the ground beside each manufactured home which shall not be less than two hundred (200) square feet in area constructed of concrete of four inches (4") minimum thickness or approved equal. Each unit shall have a common wall 12 foot x 22 foot minimum garage with a ten (10) foot minimum surfaced driveway. Minimum garage street setback shall be thirty (30) feet from the curb.

26. Compliance with Laws and City Approvals. The Developer agrees to comply with all laws, ordinances and regulations of Minnesota and the City applicable to the Subdivision. The Developer agrees to complete the Property in compliance with all City approvals, including Resolution No. 2018-11, granting approval of the Conditional Use Permit and Variances for Woodhaven 6<sup>th</sup> Addition, which resolution is incorporated herein by reference. This Agreement shall be construed according to the laws of Minnesota. Breach of the terms of this Agreement by the Developer shall be grounds for denial of building permits and certificates of occupancy, following the passing of applicable notice of cure provisions.

27. Notices. Required notices to the parties to this Agreement shall be in writing, and shall be either delivered or mailed by registered or certified mail at the following addresses:

- a. As to the City:
  - St. Francis City Hall
  - 23340 Cree St. NW
  - St. Francis, MN 55070
- b. As to the Developer:
  - A.L.S. Properties Woodhaven, LLC
  - 5501 Lakeland Ave.
  - Crystal, MN 55429

28. Agreement Runs with the Land. This Agreement shall run with the land and shall be recorded against the title to the Property. The Developer covenants with the City, its successors and assigns, that the Developer has fee title to all the Property and that there are no unrecorded interests against the Property. The Developer hereby agrees to indemnify and hold the City harmless for any breach of the foregoing covenants.

29. Indemnification. The Developer hereby agrees to indemnify and hold the City and its officials, employees, contractors and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from approval of the Subdivision. The Developer hereby agrees to indemnify and hold the City and its officials, employees, contractors and agents harmless for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees, except matters involving acts of gross negligence by the City.

30. Assignment. The Developer may not assign this Agreement without the written permission of the City, which permission shall not be unreasonably denied or delayed. No assignment shall be effective unless the assignee assumes in writing all obligations of the Developer

under this Agreement and the documents related thereto and evidencing such assumption shall be in a form reasonably acceptable to the City.

31. Severability. If any portion, section, subsection, sentence or clause of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall pertain only to such section and shall not invalidate any other section of this Agreement.
32. Non-waiver. Each right, power or remedy conferred upon the City or the Developer by this Agreement is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, or available to the City or the Developer at law or in equity, or under any other agreement. Each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City or the Developer and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy. If either party waives in writing any default or nonperformance by the other party, such waiver shall be deemed to apply only to such event and shall not waive any other prior or subsequent default.
33. Counterparts. This Agreement may be executed simultaneously in any number of counterparts, each of which shall be an original and shall constitute one and the same Agreement.

[The remainder of this page is intentionally left blank. Signature pages to follow.]

**City Signature page to Development Agreement  
Woodhaven**

**CITY OF ST. FRANCIS**

BY: \_\_\_\_\_  
          Steven D. Feldman  
ITS: Mayor

(SEAL)

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

STATE OF MINNESOTA     )  
                                  ) ss.  
COUNTY OF ANOKA        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by Steven D. Feldman and by Barbara I. Held, respectively the Mayor and City Clerk of the City of St. Francis, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

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

**Developer Signature page to Development Agreement  
Woodhaven**

**DEVELOPER:  
A.L.S. PROPERTIES WOODHAVEN, LLC**

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

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

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
2018, by \_\_\_\_\_ the \_\_\_\_\_ of A.L.S.  
Properties Woodhaven, LLC, a Minnesota limited liability company, on behalf of the company.

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

DRAFTED BY:  
  
BARNA, GUZY & STEFFEN, LTD. (CMS)  
400 Northtown Financial Plaza  
200 Coon Rapids Blvd.  
Coon Rapids, MN 55433

1741196v4

EXHIBIT A

Legal Description of the Property

That part of the Southeast Quarter of the Northeast Quarter of Section 31, Township 34, Range 24, beginning at a point on the east line distant 529.0 feet north of the southeast corner thereof; thence west at right angles 1320.0 feet; thence north at right angles 330.0 feet; thence east at right angles 1320.0 feet to said east line thereof; then south at right angles 165.0 feet to the point of beginning.

and

That part of the Southeast Quarter of the Northeast Quarter of Section 31, Township 34, Range 24, beginning at a point on the east line distant 859.0 feet north of the southeast corner thereof; thence west at right angles 1320.0 feet; thence north at right angles 165.0 feet; thence east at right angles 1320.0 feet to said east line thereof; thence south at right angles 165.0 feet to the point of beginning.

EXHIBIT B

Plan A – Site Plan

EXHIBIT C

Plan B – Grading, Drainage & Erosion Control Plan

EXHIBIT D

Plan C – Utility Plan



EXHIBIT E

Plan D – Turning Movements Plan

EXHIBIT F

Plan E – Landscaping Plan

EXHIBIT G

Plan F – Lighting Plan

EXHIBIT H

Plan G – Restoration Plan

**IRREVOCABLE LETTER OF CREDIT**

No. \_\_\_\_\_

Date: \_\_\_\_\_

TO: City of St. Francis  
23340 Cree St NW  
St. Francis, MN 55070.

Dear Sir or Madam:

We hereby issue, for the account of A.L.S. Properties Woodhaven, LLC (“Developer”) and in your favor, our Irrevocable Letter of Credit in the amount of \$ \_\_\_\_\_, available to you by your draft drawn on sight on the undersigned bank.

The draft must:

a) Bear the clause, “Drawn under Letter of Credit No. \_\_\_\_\_, dated \_\_\_\_\_, 2\_\_\_\_, of \_\_\_\_\_ (Name of Bank) \_\_\_\_\_;

b) Be accompanied by an affidavit signed by the Mayor or \_\_\_\_\_ of the City of St. Francis certifying that \_\_\_\_\_ is in default of the Development Agreement with the City of St. Francis and that five (5) business days prior written notice has been given by the City to the Developer with respect to the existence of such default, and such default has not been cured.

c) Be presented for payment at \_\_\_\_\_ (Address of Bank) \_\_\_\_\_, on or before 4:00 p.m. on \_\_\_\_\_.

This Letter of Credit shall automatically renew for successive one-year terms unless, at least forty-five (45) days prior to the next annual renewal date (which shall be November 30 of each year), the Bank delivers written notice to the St. Francis City Administrator that it intends to modify the terms of, or cancel, this Letter of Credit. Written notice is effective if sent by certified mail, postage prepaid, and deposited in the U.S. Mail, at least forty-five (45) days prior to the next annual renewal date addressed as follows: St. Francis City Administrator, St. Francis City Hall, 23340 Cree St NW, St Francis, MN 55070, and is actually received by the City Administrator at least thirty (30) days prior to the renewal date.

This Letter of Credit sets forth in full our understanding which shall not in any way be modified, amended, amplified, or limited by reference to any document, instrument, or agreement, whether or not referred to herein.

This Letter of Credit is not assignable. This is not a Notation Letter of Credit. More than one draw may be made under this Letter of Credit.

This Letter of Credit shall be governed by the most recent revision of the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Publication No. \_\_\_\_\_.

We hereby agree that a draft drawn under and in compliance with this Letter of Credit shall be duly honored upon presentation.

BY: \_\_\_\_\_

ITS: \_\_\_\_\_



**CITY COUNCIL  
AGENDA REPORT**  
Agenda Item #:  
**9 D**

**TO:** Mayor & City Council  
**FROM:** Dave Schmidt, Fire Chief  
**SUBJECT:** Updating/Upgrade of Fire Station Secure Access  
**DATE:** 05-21-2018

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**OVERVIEW:**

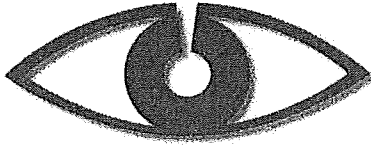
Over the course of history the fire department has had 3 different security access systems to enter the building. The first being a hard key standard locking hardware, followed by a code based electronic system, and finally a key fob electronic system. Through these changes in access to the fire station, there has been no record keeping or recording of who or when keys or codes or key fobs have been issued to, or whether or not they have since been returned or changed. Due to the sensitive nature and investment of apparatus and equipment, the fire department cannot be reassured under our current secure access system as to who or when the building could be accessed.

Furthermore, the fire station is also the secondary Emergency Operations Center in case of a large scale event or disaster in our community, our current secure access system is a standalone system, separate from Police and Public Works. This updating of the system will allow leadership from other necessary departments to access the fire station seamlessly as needed, with a tracking system logging all access to the fire station.

In coordination with the Public Works Director, we have solicited quotes to update the secure access system to the fire department from Brothers Fire and Security and Electro Watchman, Inc. (Attached). Funds to complete this project have been identified in the Capital Plan earmarked for Fire Station Security purposes.

**Action to be considered:**

Motion to approve updating the secure access system for the fire station for the amount of 6,621.78\$, to paid for out of the Capital Plan.



# ELECTRO WATCHMAN, INC.

FIRE & SECURITY SYSTEMS • SINCE 1921

## QUOTE

JSKRQ1945-02

Apr 26, 2018

Exp. Date: 06/17/18

1 Water St West, Suite 110, St Paul, Minnesota 55107

T. 651-227-8461 F. 651-310-1296

### Prepared For:

City of St Francis - Fire Station  
3740 Bridge St NW  
St Francis MN 55070

### Prepared By:

John Jantzer  
Account Representative  
651-310-1257  
jjantzer@electrowatchman.com

Paul Teicher  
(763) 235-2304  
PTeicher@stfrancismn.org

### Project Scope:

Electro Watchman to provide and install an replacement/upgrade to the existing Keri Systems access control system. An S2 Systems node will be installed with connection to existing S2 Extreme controller server for administration from a single municipal access control platform.

Existing west garage south door and officers office door will be transferred to S2 Systems, reusing any components possible. An option is provided to add card reader functionality to officer door.

An additional 2-door reader expansion module must be added for every two doors connected to the system (base option includes the first two doors). An option is provided to add modules based on the number of doors added.

Quote provides options for additional new door locations to be installed. New cable and all required door hardware options are provided at interior public vestibule door, fire chief office door, and east garage south exterior door.

4/20/18 REVISION - Removed one 2-door expansion module. Owner has a used module that can be added to the new system to reduce costs. Installation of the module has been added to the base system.

4/26/18 REVISION - Removed Fire Chief Door from scope of work and removed additional 2-door module no longer required after door deletion.

Qty	Description	Unit Price	Ext. Price
1	<b>Convert Access Control Installation from Keri to S2 Systems at Southwest Door &amp; Officer Door Locations: (Optional - SELECTED)</b>		\$2,983.49
	• (1) S2 NETWORK NODE - WALL MOUNT, (1) 2-READER BLADE (UP TO 7 BLADES)		
	• (1) S2 ACCESS CONTROL APPLICATION BLADE (PROVIDED BY OWNER)		
	• (1) POWER SUPPLY - 2.5A,12V/24V, 4OUTPUT, CIRCUIT BREAKERS		
	• (1) MISC MATERIALS		
	• INSTALLATION LABOR		
1	<b>ADD - Install Access Control Reader &amp; Accessories on Officer Interior Office Door: (Optional - SELECTED)</b>		\$820.13
	• (1) READER, MINIPROX, 5-16VDC, W/TERMINALS, GRAY, 1.7"W X 6"H		
	• (1) RECESSED DOOR CONTACTS		
	• (1) PIR REQUEST TO EXIT SENSOR WITH SOUNDER GRAY		
	• (150) CABLE - 22/6 OAS CMP		
	• (1) MISC MATERIALS		
	• INSTALLATION LABOR		
1	<b>ADD - Install Access Control on Main Entry Interior Vestibule Door: (Optional - SELECTED)</b>		\$1,449.30

Qty	Description	Unit Price	Ext. Price
	<ul style="list-style-type: none"> <li>• (1) READER, MINIPROX, 5-16VDC, W/TERMINALS, GRAY, 1.7"W X 6"H</li> <li>• (1) ELECT STRIKE GENESIS, SURFACE MOUNT, RIM DEVICES, 12/24 VDC, STAINLESS STEEL</li> <li>• (1) RECESSED DOOR CONTACTS</li> <li>• (1) PIR REQUEST TO EXIT SENSOR WITH SOUNDER GRAY</li> <li>• (150) CABLE - 22/6 OAS CMP</li> <li>• (75) CABLE - 18/2 CMP</li> <li>• (1) MISC MATERIALS</li> <li>• INSTALLATION LABOR</li> </ul>		
<b>1</b>	<b>ADD - Install Access Control on East Garage South Exterior Door: (Optional - SELECTED)</b>		<b>\$1,277.70</b>
	<ul style="list-style-type: none"> <li>• (1) READER, MINIPROX, 5-16VDC, W/TERMINALS, GRAY, 1.7"W X 6"H</li> <li>• (1) ELECTRIC DOOR STRIKE - CYLINDRICAL LOCK</li> <li>• (1) RECESSED DOOR CONTACTS</li> <li>• (1) PIR REQUEST TO EXIT SENSOR WITH SOUNDER GRAY</li> <li>• (250) CABLE - 22/6 OAS CMP</li> <li>• (125) CABLE - 18/2 CMP</li> <li>• (1) MISC MATERIALS</li> <li>• INSTALLATION LABOR</li> </ul>		
<b>1</b>	<b>UPGRADE - Add Keypad to Proximity Card Reader: (Optional - SELECTED)</b>		<b>\$155.00</b>
	<ul style="list-style-type: none"> <li>• (1) WEIGAND READER/26BIT KEYPAD, KEYPAD FORMAT = 26 BIT OUTPUT</li> </ul>		

**Additional Notes:**

*A one year warranty applies to Electro Watchman installed equipment and workmanship.*

*50% down-payment due upon acceptance. Remaining 50% and applicable sales tax due at completion.*

*Installation includes equipment, installation labor, cabling, system setup and training.*

*Owner responsible for providing data network equipment, routing, and ip addresses to connect to S2 Extreme controller located at City Hall.*

*Electro Watchman will provide basic system setup and door functionality. Metro I-Net will provide door scheduling setup, training, and data entry.*

<b>Grand Total</b>	<b>\$6,685.62</b>
<b>Deposit Required</b>	<b>\$3,342.81</b>



# QUOTE



## Brothers Fire and Security

600 25th Avenue South, Suite 204,  
Saint Cloud, MN 56301  
763-441-2290  
[www.brothersfire.com](http://www.brothersfire.com)

QUOTE #	AAAQ1080
DATE	May 8, 2018

Prepared By:

Mark Grotte  
Alarm Division Manager  
[mark@brothersfire.com](mailto:mark@brothersfire.com)  
320-292-4726

To Paul Teicher  
City of Saint Francis  
4058 Saint Francis Blvd NW  
Saint Francis, MN 55070

Phone 763-235-2304

P.O. Number	Payment Terms	Valid Through

QTY	DESCRIPTION
1	M1-3200 Node Blade
1	S2 ACCESS CONTROL BLADE 2 READERS 4 INPUT 4 OUTPUT
2	iClass Multiclass SE RPK40 Reader with Keypad, Black, Pigtail
2	MultiClass Reader, RP10 Mini Mullion
1	HES Surface Mount Electric Strike
1	12/24VDC 6 Amp Power Supply UL Listed Fire/Access
1,000	22/6 7/30 SHLD CMP / CL2P PLENUM WHITE JACKET
1,000	18/2 7/26 UNSHIELDED CL3P / CMP PLENUM NATURAL / WHITE JACKET
200	23/4P SOL UNSHIELDED CAT 6 550 MHZ CMP PLENUM
1	Installation Supplies
	Technician Labor per hour

SUBTOTAL	\$6,354.42
SALES TAX	\$267.36
TOTAL	\$6,621.78

### Notes

This quote is for adding 4 doors of card access to the Saint Francis fire hall. This quote is using an owner provided network node that needs a new controller card and an additional reader blade. We are also using all existing locks with the exception of we are providing and installing a surface mount hes lock on the front door. Quote includes labor to move one strike to the back exterior door. Please contact me with any questions.

#### EXCLUSIONS:

Bonds, Waiver of Subrogation, 110 VAC work, Paint and Patch work, Installation.

Please contact me if I can be of further assistance.

Created on 05/08/18 13:50:33 by Mark Grotte

To accept this quotation, sign here and return: \_\_\_\_\_

**Thank You For Your Business!**



**Water and Sewer Monthly Report – April 2018**

Public Works  
4058 St. Francis Blvd. NW  
St. Francis, MN 55070

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	21	Inspections
Water	Operational Hours	Hours spent at the facility.	50	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	21	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	21	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	<b>Water Treatment Report</b>			
		Total Raw Water	11.4	Million Gallons
		Total Finished Water	11.0	Million Gallons
		Oak Grove Water Use	.876	Million Gallons
		Average Daily Flow	.366	Million Gallons
		Average Chlorine	.39	Mg/l
		Average Raw Iron	.03	Mg/l
		Average Raw Manganese	.04	Mg/l
		Average Fluoride	.76	Mg/l
		Iron Removal	97	%
		Manganese Removal	78	%
Wastewater	<b>Wastewater Treatment Report</b>			

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent (21 Constituents); 8 Effluent (36 Constituents); Monitoring wells(29)	86	Constituents
Wastewater	Operational Hours	Hours spent at facility.	168	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	21	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	21	pH Readings
Wastewater	Inspections	Inspect 10 lift stations daily and calculate pump runtimes.	189	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	<b>Wastewater Flows/Results</b>			
		Discharge Point	Seelye Brook	
		Total Influent	9.7	Million Gallons
		Total Effluent	9.7	Million Gallons
		Influent TSS	352	Mg/l
	<i>Limit: (30 mg/l)</i>	Effluent TSS	1.8	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	99	% Removal
		Influent CBOD	255	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	100	% Removal
		Influent Phosphorus	6.35	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	35.6	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	.01	Mg/l
		Ammonia Nitrogen % Removal	99	% Removal
<b>Water/ Sewer</b>	<b>Monthly Tasks</b>			
Water/Sewer	Locates	Process Locate Requests	66	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings

<b>WATER AND SEWER</b>	<b>TASK</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNITS</b>
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	4	Inspections
Water/Sewer	Water Miscellaneous	Work Orders: Re-reads, High	36	Work Orders
<b>Water/Sewer</b>	<b>Monthly Projects</b>			
WWTP	Fine Screens Maintenance	Oil Change, Grease	2	Fine Screen
WWTP	Rapid Mixer Maintenance	Oil Change	1	Rapid Mix
WWTP	Clarifier Maintenance	Change Oil, Grease	1	Clarifier
WTP/Well House/Lift Stations	VFD Inspection	Check amps, volts and for loose connections.	11	VFD
WWTP	Internships	Two- interns get hands on training for two weeks at WWTP.	2	Internships
Public Works/ PD	Generator	Generator had internal issue; vendor called and repaired.	1	Generator
Public Works	Job Shadowing	A prospective student at St. Cloud Tech.	1	Student
WWTP	Aeration Filters	Change filters with new lift.	8	Filters
Water	Training	License Credit Hours	8	Hours
Public Works Staff	Scissor Lift Training	Four hour class on the safe operation and use of lift.	4	Hours



**Streets and Parks Monthly Report – April 2018**

Public Works  
4058 St. Francis Blvd. NW  
St. Francis, MN 55070

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	23	Hours
Streets	Snowplowing	Plowing City Streets	195.3	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	192	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	87.24	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	28	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	113.76	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	69	Inspections
Parks	Events	Preparation and Inspection	1	1 Warming House
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	0	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	7	3 Streets 1 Sewer 1 Park 2 Recycle
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	20	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	45	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	10	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	Times
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Recycling	Activities	Recycle Day	418	Vehicles

Recycling	Activities	Recycling Day Stats -	?	Still waiting on # of Items/Tonnage
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